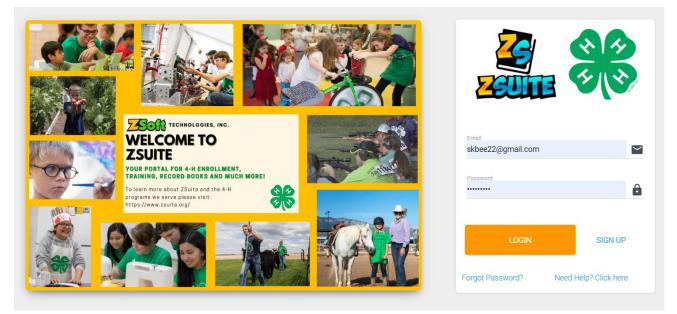
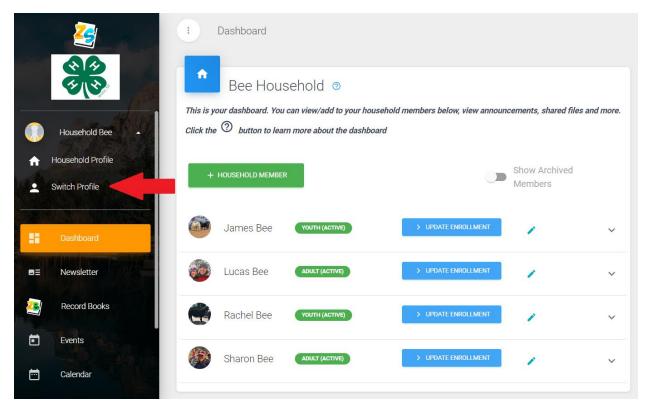
ZSuite Record Book Instructions

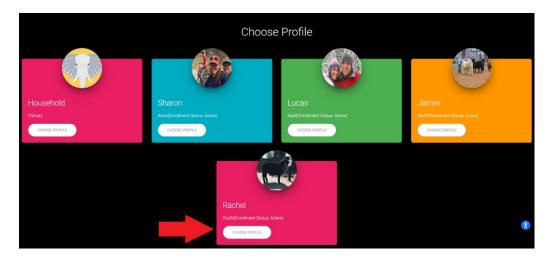
1. Log into ZSuite with your email and password



2. In the Dashboard, click "Switch Profile"



3. Click "Choose Profile" for the youth you want to create a record book for.



4. In the left-hand column select "Record Book"

	1 Dashboard	-	SWITCH PROFILE
	Bachel Bee	Announcements	
Rachel Bee	Weber County, UTAH ACCOUNT ID Z89903		
Switch Profile Dashboard	Need Assistance? Contact one of the following Admins Below: Weber Admin 🖷 📞		
DE Newsletter	Bucket Calf (Cloverbud), 23:24 Livestock Ambassadors, MyPt, Marathon Kids, Wild Things (Livestock)	+ More	
Record Books	Your enrollment is active! To update the enrollment you will need to log into the primary account and click on	Shared Files	Sort By, UPLOAD DATE 🗸 💭
Events	your name to see the errollment button. To go to the primary account click the Switch Profile button and select the Primary Profile.	No Shared Files	0
Calendar			Ĩ

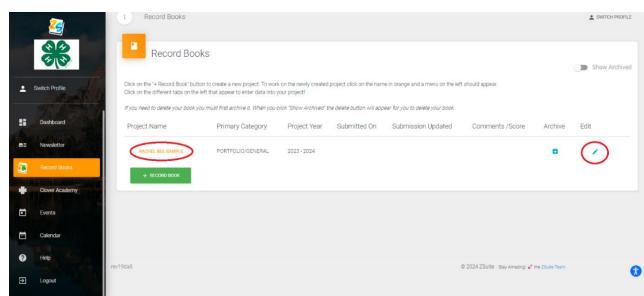
5. Click the green button "+ Record Book" to create a new record book

	2	Record Books					SWITCH PROFILE
		Record Books					Show Archived
:	Switch Profile	Click on the "+ Record Book" button to create Click on the different tabs on the left that app		eated project click on the nar	me in orange and a menu on the left sho	uld appear.	<u> </u>
	Dashboard	If you need to delete your book you must first	archive it. When you click "Show Arch	ived" the delete button will ap	pear for you to delete your book		
	Newsletter	Project Name Primary Cate	gory Project Year	Submitted On	Submission Updated	Comments /Score	Archive Edit
		+ RECORD BOOK					
2	Record Books						
*	Clover Academy						
ē	Events						
	Calendar						
0	Help						
Ð	Logout	rev19da8			© 20	24 ZSuite Stay Amazing: 🖋 the ZSuite To	eam (
2	Logout						

- 6. Create your record book
 - a. Enter your name in the Project Name line
 - b. Enter your main club in the Club line
 - c. The Primary Category is Portfolio
 - d. The Sub Category is General
 - e. The Record Book Type is General Portfolio Record Book
 - f. The Project Year is this current 4-H year
 - g. The Project End Year is this current 4-H year
 - h. The start date is September 1 of the current 4-H year
 - i. The end date is August 31 of the current 4-H year
 - j. Be sure to click the blue "Save" button

	2	Record Books					SWITCH PROFILE
		Record Books					
*	Switch Profile	Create Record Book Project Name Rachel Bee Sample			CLUB WILD THINGS (LIVESTOCK)		
	Dashboard	PRIMARY CATEGORY PORTFOLIO	BUB CATEGORY GENERAL			GENERAL PORTFOLIO RECORD BOOK	
ØE	Newsletter	PROJECT YEAR			PROJECT END VERR		
2	Record Books	2023 - 2024 Start Date		÷	2023 - 2024 End Date		-
*	Clover Academy	09/01/2023			08/31/2024		
ē	Events						
	Calendar						
0	Help						•
Ð	Logout	rev19da8				© 2024 ZSuite Stay Amazing 🖋 the ZSuite Team	ß

7. You will now be directed to the Record Books main page. To open your book, you can click on the Project Name title or on the pencil edit icon.



8. In the left-hand column, you will see the pages needed to be completed for your Record Book. Click on "Member Info".

		1							
		Record Books							Show Archived
2	Record Books -	Click on the "+ Record Book" button to or Click on the different tabs on the left that if you need to delete your book you must	appear to enter data into your project!						
7	Merriber Info	Project Name	Primary Category	Project Year	Submitted On	Submission Updated	Comments /Score	Archive	Edit
	Report Form Activities	NACHEL BEE SAMPLE	PORTFOLIO/GENERAL	2028 - 2024					1
	Amarda								
	Leadership Community Service								
	Story								
-	Photos Record Book								
		ev19dað					© 2024 ZSuite Stay Amazing 🖋 th	e ZSuite Team	0

- 9. Fill in the member info
 - a. Member Name
 - b. The entry is for the year: Current 4-H year
 - c. Street address
 - d. # of years in 4-H
 - e. City, State, Zip
 - f. Age as of Jan 1st
 - g. Birthdate
 - h. Home phone number
 - i. 4-H Project Category:
 - Livestock, Horse, FCS, Shooting Sports, Robotics, etc. You can enter more than one project category
 - j. Years in Project Category
 - k. List 4-H project/categories completed this year which are being reported in this book:
 - Steer, Lamb, Goat, Hog, Horse, Sewing, Cooking, Rifle, Archery, Robotics, etc.
 - I. Click "Save" once completed

It is suggested to show all your 4-H involvement in the same book, unless you specifically plan on creating a book for each project area.

	2	I Member Info		L SWITCH PROFILE
	**	Member Info		
2	Record Books •	Norther Name Rachel Bee Sample	The very term is for the year. 2023-2024	
٠	Record Books Home	timer Address 123 Street	e of you in 3+1 (grades 3-12) 8	
m	Member Info	Ors Smit. Zo Ogden, UT 84404	Age as of Jam. Int 16	
	Report Form		Home Phone Humber	
	Activities	04/27/2007	801-555-1284	
=	Awards	Ait Prest Congrey Livestock	Years in the Property Company 8	
I	Leadership	Loc AII projectivatopoles exercised for per which are being imported in this back. Steer, Lamb, Livestock Ambassador		
	Community Service	B sout		
	Story			
	Photos			
Π	Record Book			
	Clover Academy	rev19daß	@ 2024 ZSuite Bray Amazing of the ZSuite Team	0

10. Click on "Report Form". Click on each of the green buttons with pencils and to write your essay in each section. Take notes throughout the year in these boxes and then write your final at the end of the 4-H year.

a. Size and Scope:

SIZE - has to do with numbers - i.e. number of hours spent, dollars invested, profits, losses, or savings, time prepared, etc.

SCOPE - indicates the varieties, different types, recipes, plants, or animal breeds with which you worked.

Think of size as "number of snickerdoodles made and time spent" and think of scope as "types of cookies made: snickerdoodles, chocolate chip, oatmeal, peanut butter."

b. Knowledge Learned

Describe what you have learned from your 4-H project.

Think of knowledge as "concepts I have learned".

 $\label{eq:Example: Wy Pyramid \bullet Correct Serving Size \bullet What foods contain calcium and the effects on the body.$

c. Skills Developed

List the actual concepts and skills which you gained while completing your project. Think of skills as "abilities I have gained."

Example: • How to measure dry ingredients. • How to measure liquid ingredients. • How to make Pizza Pockets.

	2	1 Report Form	SWITCH PROFILE
		Project Report Form	
2	Record Books -	Size and Scope	
÷	Record Books Home		
	Member Info		
8	Report Form	Knowledge Learned	
	Activities		
m	Awards		
-	Leadership	Skilla Developed	
m	Community Service		
	Story		
	Photos		
	Record Book		
*	Clover Academy	rev19da8 & 2014 ZBuite Step Americal of the ZBuite Team	0

Throughout the next few sections, you will be asked what "**Level**" is your activity. Please use the following in corresponding to your involvement.

- Local activity sponsored by one or more 4-H clubs.
- County activity sponsored by county.
- District activity sponsored to involve more than one county.
- State activity sponsored at the state level.
- Multi-State activity sponsored to involve more than one state.
- National activity sponsored by National Council.
- International activity including areas outside the U.S.A.

- 11. Click on "Activities". This page is divided into two sections.
 - a. 4-H Experiences and Activities
 - Click on the green "+ Activity" button to open a new activity. Enter the date, type of Experience or Activity, and the Level. Click "Save"
 - Include all 4-H experiences and activities such as: camps, fairs, retreats, conferences, contests, judging events, field trips, clinics, number of club meetings, demonstrations, talks, exhibits, radio or television appearances, newspaper articles written, workshops, tours, camps, and any other activities which do not fit in other sections.
 - b. Non 4-H Experiences
 - Click on the green "+ Activity" button to open a new activity. Enter the date, Description of Non 4-H Experience and the Organization. Click "Save"
 - List and describe your most significant non-4-H experiences. These could include such things as leadership roles, community service, awards and recognition received, activities and any other experience other than those in 4-H. Your portfolio is intended to contain all of your important accomplishments throughout the years

This section is meant to be cumulative. It is not necessary to divide the information by project.

2	4-H Experiences and	d Activities					
	Date	Type of Experience or Activity		Level	Edit		
Switch Profile	10/7/2023	Purchased steer from Hat Ranch in Randolph Ut	tah	County	1		
	11/14/2023	County Ambassador Meeting		County	,		
BE NewSeneral							
Record Books	11/3/2023	4H Achievement Night		County	1		
Record Books Home	1/27/2024	Livestock Beef Clipping Clinic		County	1	1.1	
III Merbe Info	+ ACTINITY)					
Report Form	Non 4-H Experience						
III Adivites							
Averts 200	Date	Description of Non-4-H Experiences			Organization	Edit	
Leadership	9/8/2023	DECA Camival - Ran the concession stand			Premont DECA	1	1.1
Dommunity Service	10/4/2023	FBLA Fall Leadership Training			Fremont FBLA	1	1.1
Story Protos	10/17/2023	DECA Competition at Aggie Invitational - won 1st place in Buying and	nd Merchandising Role Play and a \$500 scholarship		Fremont DECA	1	
Photos	11/7/2023	Weber BIZ - won 2nd place in Individual Selling and won 550			Fremont FBLA	1	
Clover Academy	+ ACTINITY)					
Events	\bigcirc						
2	1 Activit						± SMITCH PR
	1 Active 4 H Experiences and A	chiter					🛓 SWITCH PRO
*		ctvites					L SHITCH PRO
	New activity	code					
*	New activity						± Serios Pro
Peter Peter	New activity Date Type of Experience or Activity						
Switz Profit Switz Profit Duebo 0 Si Neucottinu Neucottinu Neucottinu	New activity Date Type of Dipertence or Activity Level						
Bean mat Bean Bean Bean Bean	New activity Date Type of Experience or Activity						
example control contro control control control control control co	New activity Date Type of Dipertence or Activity Level						
Bean mat Bean Bean Bean Bean	New activity Date Type of Department or Activity Level 6 - SICK of 3 Ste Norn A H L Experiences						
	New activity Date Type of Department or Astinity Level 6: MCR: (2) We Non AHL Departments New activity						C
example control contro control control control control control co	New activity ans Type of Dependence or Autointy Lonal e-Max et al. New activity eccluster activity						
	New activity Date Type of Department or Astinity Level 6: MCR: (2) We Non AHL Departments New activity						C
	New Activity Dee Type of Department or Activity Level Anni 4-11 Departments New Activity Description of New 4-11 Departments Description of New 4-11 Departments						C
	New Activity Dere Type of Dependence or Activity Lond Activity Activity New Activity Dependence of New Activity Dependence of New Activity Dependence of New Activity						C
	New Activity Dee Type of Department or Activity Level Anni 4-11 Departments New Activity Description of New 4-11 Departments Description of New 4-11 Departments						C
Sean Prof. S	New Activity Dee Type of Department or Activity Level Anni 4-11 Departments New Activity Description of New 4-11 Departments Description of New 4-11 Departments						C

12. Awards

- a. Click on "Awards". Click on the green "+ Activity" button to open a new activity
- b. Enter the Date
- c. Name of the 4-H Contest
- d. Project or Item Entered
- e. Placing and/or Award
- f. \$ Value of Premiums if any
- g. Level (please refer to the red "Level" box above as needed).
- h. Click the blue "Save" button.

This section is meant to be cumulative. It is not necessary to divide the information by project area.

2	I Awards						1 SWITCH PROFILE
	4-H Entries, Awa	ards, and Recognitions					
Switch Profile	Date	Name of Contest	Project or item Entered	Placing and/or Award	\$ Value of Premiums if any	Level Edit	
	11/30/2023	Weber County 4-H Livestock Monthly Tests	Beef Project Area	1st	\$0.00	County	•
BT Newsletter	12/1/2023	4-H Bright Ideas Contest	Blade Sharpening Business	Finalist	\$1000.00	State 🖌	1.1
Record Books -	12/7/2023	Critter Cookie Showdown	Sugar Cookle Decorating	2nd place	\$0.00	County	
Record Books Home	+ ACTINITY						
TT Member Info							
Report Form							
Awerds							
Endership							
Community Service							
* Story							
Photos							
Record Book							
Clover Academy Events	rev28eb7				8 001 70.0a	Stay Amazing! 💋 the ZSuite Team	6
	1642.0607				0 2024 23010	ore) Americange 🗗 orie course ream	•
<u> </u>	I Awards						± SWITCH PROFILE
		ards, and Recognitions					L SMITCH PROFILE
*		ards, and Recognitions					L SWICH PROFILE
± Swer Holie	4 H Entries, Awa	ands, and Recognitions					± SWICH MORE
*	4-H Entries, Awa	ards, and Recognitions					
superior	4-H Entries, Awa New activity Date 02/21/2024						
Switzerde Dektoerd Nenskeise	4-H Entries, Awa New activity Date 02/21/2024 Name of Contest						
Source of the second seco	4.H Entries, Awa New activity Imi 02/21/2024 Nerve of Contest Project or item Entere						
Surger and a	4-H Entrices, Awa New activity Image 02/21/0234 Name of Contest Project or them Entere Placing and/or Award						
Subjurde Darkourd	AH Entries, Aw New activity Der 02/21/2024 Name of Context Project on time Direct Project on time Direct Direct Level						
Subjection Subjection Subjection Database Database Database Database Database Record Bools hore Record Bools According According	AH Entries, Aw New activity Der 02/21/2024 Name of Context Project on time Direct Project on time Direct Direct Level						
Surgiveria Surgiveria Desitioner Desitione	AH Entries, Aw New activity Der 02/21/2024 Name of Context Project on time Direct Project on time Direct Direct Level						
Surgiverfall Desitioner Desitioner Desitioner Desitioner Desitioner Desitioner Record floods inore Meesar floods a refram Accellus Accellus Accellus Accellus Accellus Tam Accellus	AH Entries, Aw New activity Der 02/21/2024 Name of Context Project on time Direct Project on time Direct Direct Level						
Surr india Surri india Dushoust Dushou	AH Entries, Aw New activity Der 02/21/2024 Name of Context Project on time Direct Project on time Direct Direct Level						
Surfayering Surfayering Decisions	AH Entries, Aw New activity Der 02/21/2024 Name of Context Project on time Direct Project on time Direct Direct Level						
Surr india Surri india Dushoust Dushou	AH Entries, Aw New activity Der 02/21/2024 Name of Context Project on time Direct Project on time Direct Direct Level						

13. Leadership

- a. Click on "Leadership"
- b. Click on the green "+Leadership" button to open a new leadership page.
- c. Enter the Date
- d. Leadership Role (President, Flag leader, Decorations Committee, etc.)
- e. Responsibilities (what did you do in this role)
- f. Type (Volunteer, Elected, Appointed, Promotional)
- g. Level (please refer to the red "Level" box above as needed).
- h. Click the blue "Save" button.

This section is meant to be cumulative. It is not necessary to divide the information by project area.

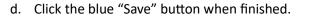
		I Lea	dership					SWITCH PROFILE
		Leadersh	ip					
2	Record Books	Date	Leadership Role	Responsibilities	Туре	Level	Edit	
A	Record Books Home	9/1/2023	Livestock Ambassador President	Conduct Evestock Ambassador meetings, help species specific ambassadors prepare for clinics, teach clinics, involve the Jr. Evestock Ambassadors	Appointed	County	1	
=	Member Info	9/18/2023	Wild Things 4-H Club Vice President	Help conduct club meetings, plan lessons, teach	Elected	County	1	1.
	Report Form	11/11/2023	Participated in Veteran Day Parade	Represent Weber County 4-H, smile and wave to crowd, hand out candy, shake hands of veterans	Volunteer	County	1	
m	Activities	+ 18	ADERSHIP					
m	Awards							
	Leadership	_						
	Community Service							
	Story							
	Record Book	rev573f0		@ 2024 ZSuite Stey Amazin	gi 💋 the 2Suite	Team		3
		Leadersh						SWITCH PROFILE
2	Record Bucks	New Leade	ersnip					ē
^ ₩	Rec. rd Books Home	Leadership R	ole					
	Report Form	Responsibiliti	les					
=	Activises	Turns						
=	Awards	Туре						
-	Leadership	Level	SAVE					
Π	Community Service	E DACA						
	Story							
	Photos							
m	Record Book							0

- 14. Community Service
 - a. Click on "Community Service"
 - b. Click on the green "+Community Service" button
 - c. Enter the Date
 - d. Description of Community Service (service can be related to the project area or based on community needs. List all community service and your involvement, adding details to give a clear picture of what was accomplished)
 - e. Level (please refer to the red "Level" box above as needed)
 - f. Number of hours put into this service.
 - g. Click the blue "Save" button when finished.

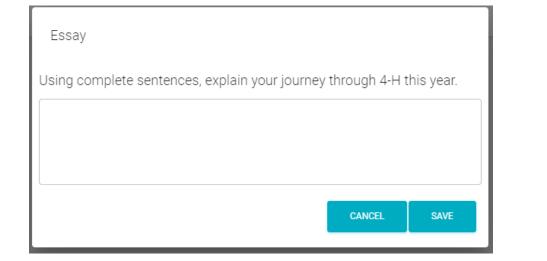
This section is meant to be cumulative. It is not necessary to divide the information by project area.

	2	() Commu	nity Service				SWITCH PROFILE
	***	Community St	-				
2	Record Books	Date	Description of Community Service	Level	# of Hours	Edit	
٠	Record Books Home	10/20/2023	Set up 4-H booth at YMCA Trunk or Treat - hand out candy and 4-H information	County	2	1	
=	Member Info	12/15/2023	Collect Community Christmas items from neighborhood as a $4\textsc{H}$ Club	Local	3	1	
	Report Form	12/21/2023	Shovel neighbors driveway after huge snow storm	Local	2	1	
=	Activities	+ COMMUN	ITY SERVICE				
=	Awards						
	Leadership						
m	Community Service						
	Story						
	Photos						
	Record Book	rev573f0			© 2024 ZSuite Stay Ama:	zing: 💋 the ZSuite Team	8
	2	Commu	nity Service				SWITCH PROFILE
		: Community S					SWITCH PROFILE
	**		eve				L SWITCH PROFILE
2	20	Community S	eve				± SWITCH PROFILE
•	**	Community S New communit Date 03/05/2024	ervice ty service				
	Record P Jis	Community S New community	ervice ty service				
^	Record P Jks + Record Books Home	Community S New communit Date 03/05/2024	ervice ty service				
•	Record Public Record Public Record Hooks Home Munder Info	Community S New communit Base 03/05/2024 Description of Com	ervice ty service				
• = •	Record P. Jks Record Books Home Munber Info Rep. 1 Form	Community S New communit Description of Com Level	ervice ty service				
	Record Public Record Public Record Blooks Home Monther Info Reput Form Activities	Community S New communit Base 03/05/2024 Description of Com Level # of Hours	ervice ty service				
	Record Public Record Public Record Books Home Marker Info Activities Activities	Community S New communit Base 03/05/2024 Description of Com Level # of Hours	ervice ty service				
	Record P. Jus Record P. Jus Rec d Bools Home Mr riber Info Rep 1 Form Activities Awards Leadership	Community S New communit Base 03/05/2024 Description of Com Level # of Hours	ervice ty service				
	Record P. ds Record P. ds Rec d Bools Home Me de Info Reg d Form Activities Avards Leadership Commenty Serves	Community S New communit Base 03/05/2024 Description of Com Level # of Hours	ervice ty service				

- 15. Story
 - a. Click on "Story"
 - b. Click on the green "Pencil" button
 - c. Using complete sentences, explain your journey through 4-H this year. The story should be approximately 1 page. Your story should describe in detail how 4-H has influenced your life. Give significate detail of personal growth and development through your 4-H project work, 4-H leadership, and 4-H community service. Show such things as how 4-H has affected your self-image, your school success, your career choices, your friends, your goals, your abilities, etc. Explain how 4-H has helped you become a better person of character.



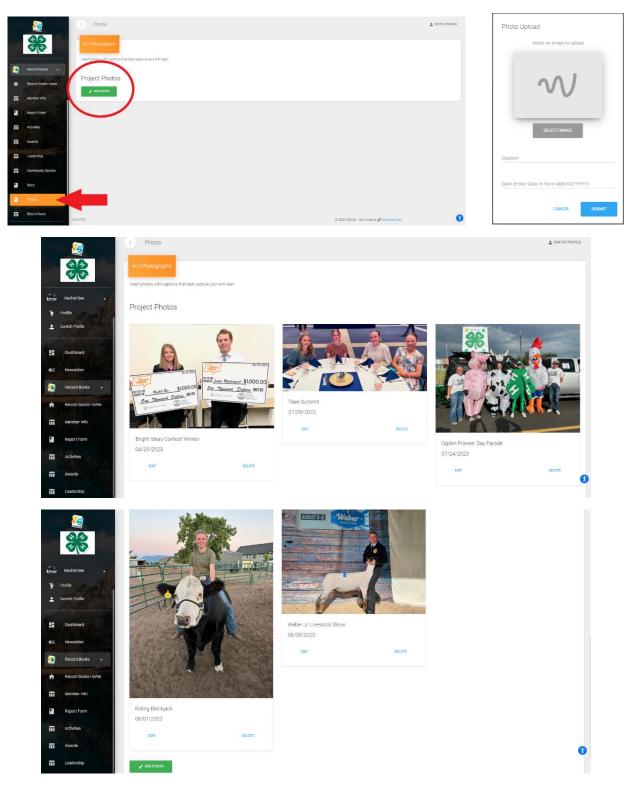
	2	E Story ≜ the	TCH PROFILE
	*	My 4H Story	
==	Dashboard	Using complete sentences, explain your jour ey through 4H this year.	
83	Newsletter		
2	Record Books		
•	Record Books Home		
m	Member Info		
	Report Form		
m	Activities		
Π	Aswards		
-	Leadership		
	Community Service		
	Story		
	Photos	© 2024 ZBuite Stay Armony 🖉 the Zbuite Stay	



	2	i Story	SWITCH PROFILE
		My 4H Story	
	Dashboard	Using complete sentences, explain your journey through 4H this year.	
83	Newsletter	At the start of this year I was very excited and could not wait to get my steer and lamb. At the 2023 Weber Jr Livestock Show I picked up many new tips and couldn't wait to try them out. When I first got my steer I put him in his pen with plenty of hay and tresh water for him to settle in. Every day I would spend time in the barn with him so he could get used to me. Since he is a big, red steer,	l decided 👻
2	Record Books		
A	Record Books Home		

16. Photos

- a. Click on "Photos"
- b. Click on the green button "Add Photo"
- c. The photo upload screen will appear. Select your photo to add, write a brief caption, enter the date and click the blue "Submit" button.
- d. You are welcome to add as many photos as you would like for the year. A good guideline would be between 5-10 pictures.



17. Record Book

- a. Click on "Record Book"
- b. This will open up the option for you to Download or Submit
- c. It is recommended you download your Record Book and keep it for personal records
- d. When you are ready to submit your final record book click the yellow "Submit" button
- e. Once submitted you will see the "Successfully Submitted Test" window pop up
- f. You can navigate back to the "Record Books Home" and see your submission information

			-	Portfolio Entry F	orm			
			F	or crono Encry r	UIII			
Record Books	Home				DOWNEDAD SUBMET			
Member Info	- all							
Report Form					3/8/2024			
Activities			🖁 Utah 4-H	Portfolic	Entry Form			
Awards		One	form per year. Update ar	d replace annually.				
Ecodership		Mer Stre City	nber's Name: Rachel Bee et Address: 123 Street ; State, Zip: Ogden, UT 84	This entry fo # of years in 404 Grade in Sch Date of Birth	rm is for the year: 2023-2024 4-H (grades 3-12): 8 ool as of Jan 1st: 16 : 04-27-2007 9 Number: 801-555-1234			
Community Se	ervice	List Stee	4-H Projects/categories er, Lamb, Livestock Amba		Number: 801-555-1234			
Photos		Ap	proval of This Repor	t				
Record Book		We acti	have reviewed this portfo vities in the Utah 4-H Pro	lio and believe it to be a correct gram:	reflection of this member's			
No. of Concession, Name		Date	e:,2	0 Signed:				
		Suc	cessfully s	submitted Tes	st!			
23	1	Suc	ocessfully s	_	st!			SWITCH PROF
		Suc		_	st!			👗 SWITCH РВОИ
	The Record Books	Suc		_	st!			SWITCH PROF
	Record Books	create a new project. To work on the	O newly created project cli	κ				
	Record Book's button to Click on the '+ Record Book' button to Click on the different tabs on the left th	create a new project. To work on the at appear to enter data into your pro	newly created project clin	K on the name in orange and a n	renu on the left should appear.			
itch Profile	Record Books	create a new project. To work on the at appear to enter data into your pro	newly created project clin	K on the name in orange and a n	renu on the left should appear.	Comments /Score	Archive	
itch Profile Dashboard	Record Books Click on the '+ Record Book' button to Click on the different tabs on the left th If you need to delete your book you mu	create a new project. To work on the at appear to enter data into your pro at first archive it. When you click "Sh	newly created project dia rect: wet: ow Arabived" the delete b	K ck on the name in orange and a n	heru on the left should appear.	Comments /Score	Archive	Show Archiv
Version of the second Books -	Click on the '+ Record Book' button to Click on the '+ Record Book' button to Click on the different tabs on the left th <i>If you need to delete your book you mu</i> Project Name	create a new project. To work on the at appear to enter data into your pro at <i>first archive it</i> . When you click "Sh Primary Category	newly created project dile ject! Ow Archived' the delete b Project Year	K ck on the name in orange and a n	heru on the left should appear.	Comments /Score	٥	Show Archiw
itch Profile Dashboard Newsletter	Click on the '+ Record Book' button to Click on the '+ Record Book' button to Click on the different tabs on the left th <i>If you need to delete your book you mu</i> Project Name	create a new project. To work on the at appear to enter data into your pro at first anohive it. When you plok '3h Primary Category PORTFOLIO/GENERAL	newly created project clile ject: Project Year 2028 - 2024	k on the name in orange and a m utton will appear for you to delet Submitted On	nenu on the left should appear. e your book Submission Updated	Comments /Score		Show Archive Edit

Congratulations! You have completed your 4-H Record Book!