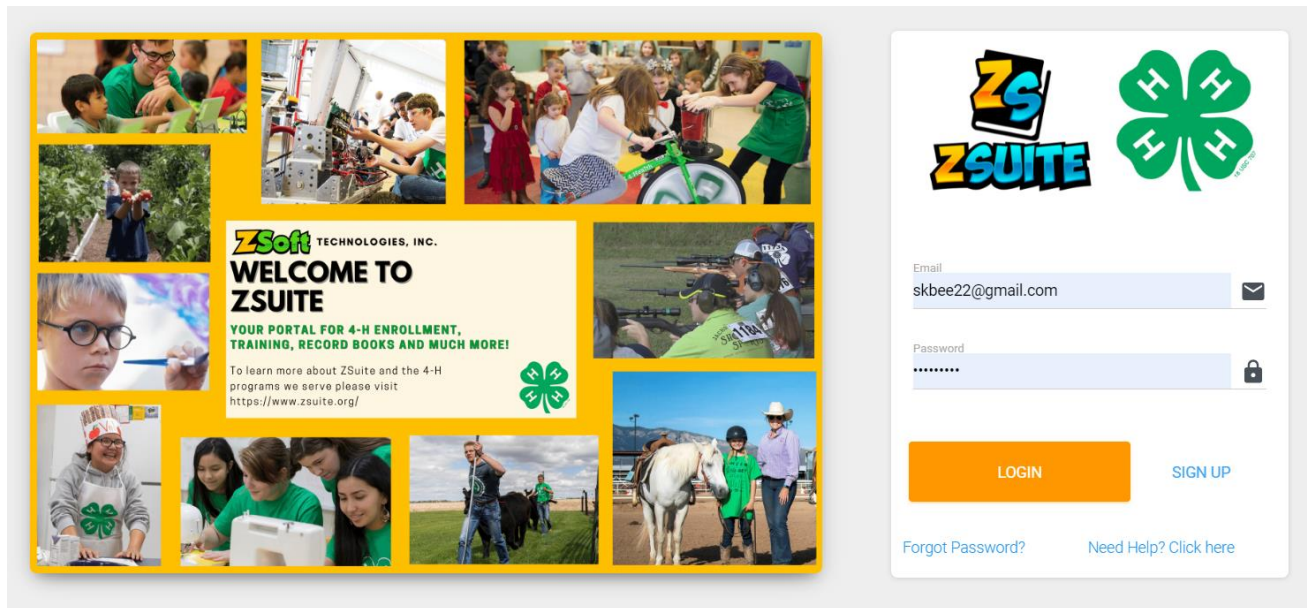# ZSuite Record Book Instructions
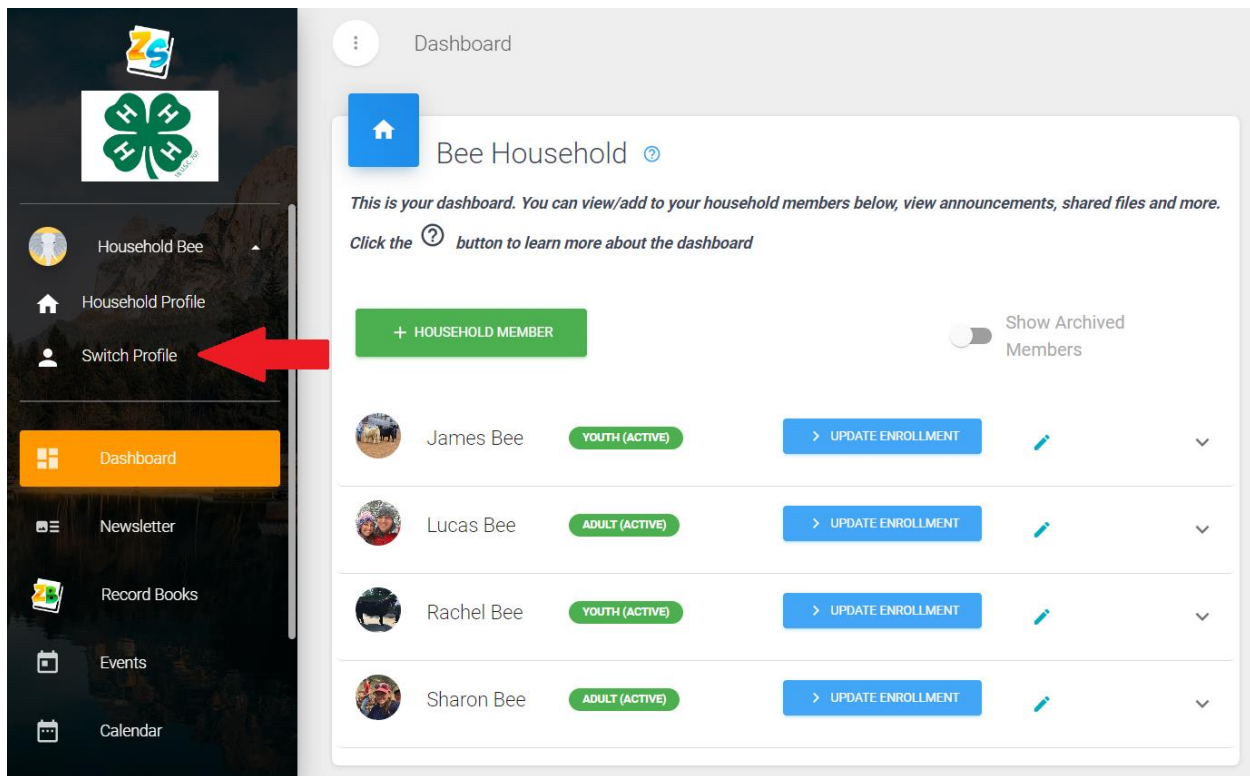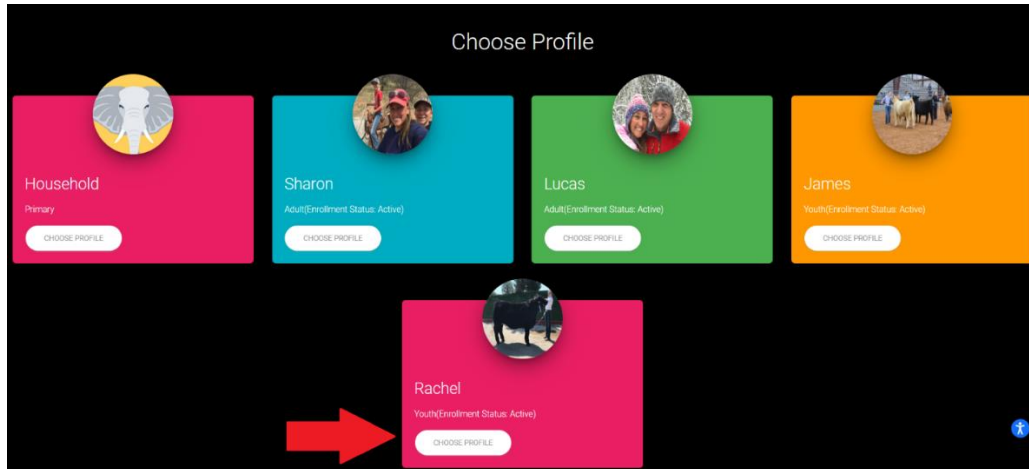
1. Log into ZSuite with your email and password
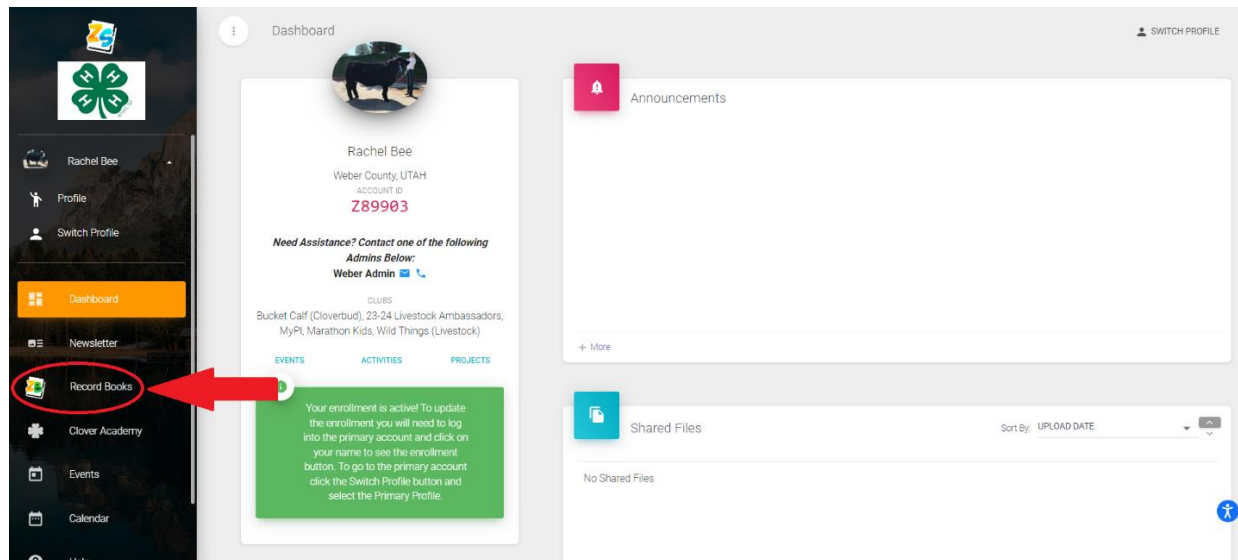

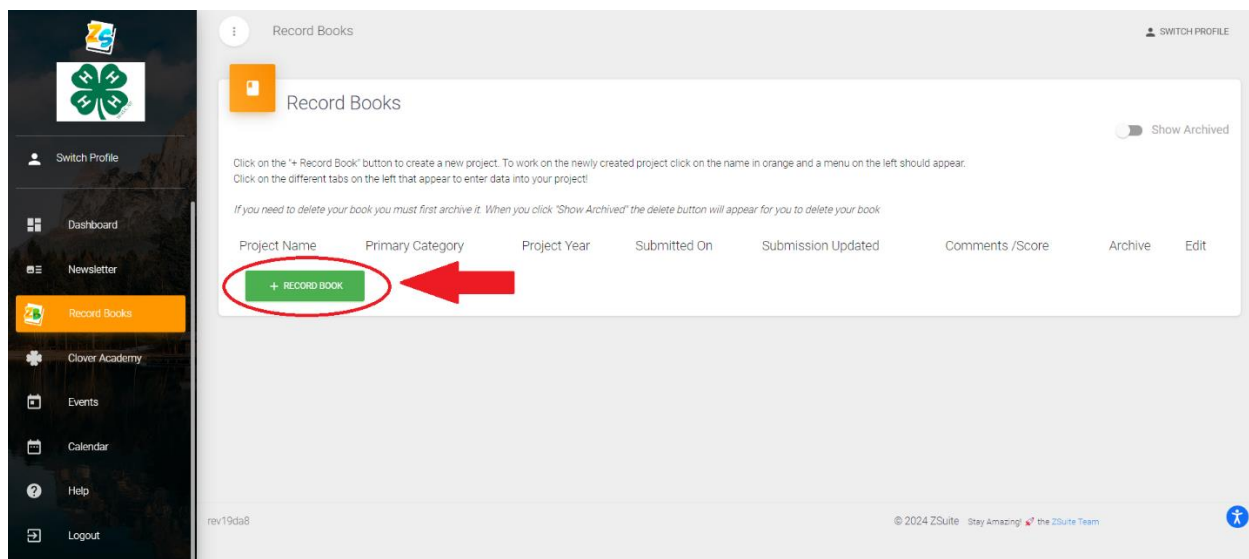2. In the Dashboard, click "Switch Profile"

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

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

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

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

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.

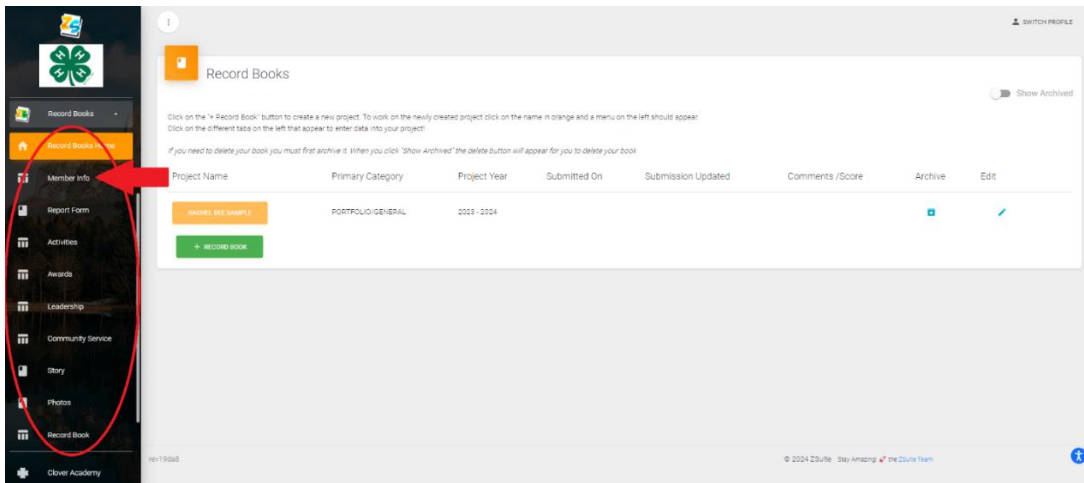8. In the left-hand column, you will see the pages needed to be completed for your Record Book. Click on "Member Info".

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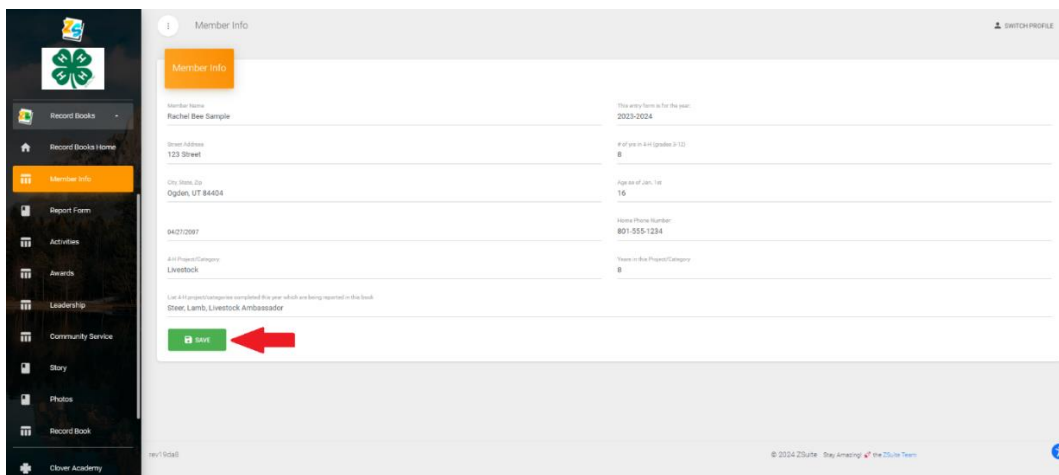
10. Click on "Report Form". Click on each of the green buttons with pencils and to write your essay in each section. Take notes throughout the year in these boxes and then write your final at the end of the 4-H year.

   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".
          Example: • My Pyramid • Correct Serving Size • 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.

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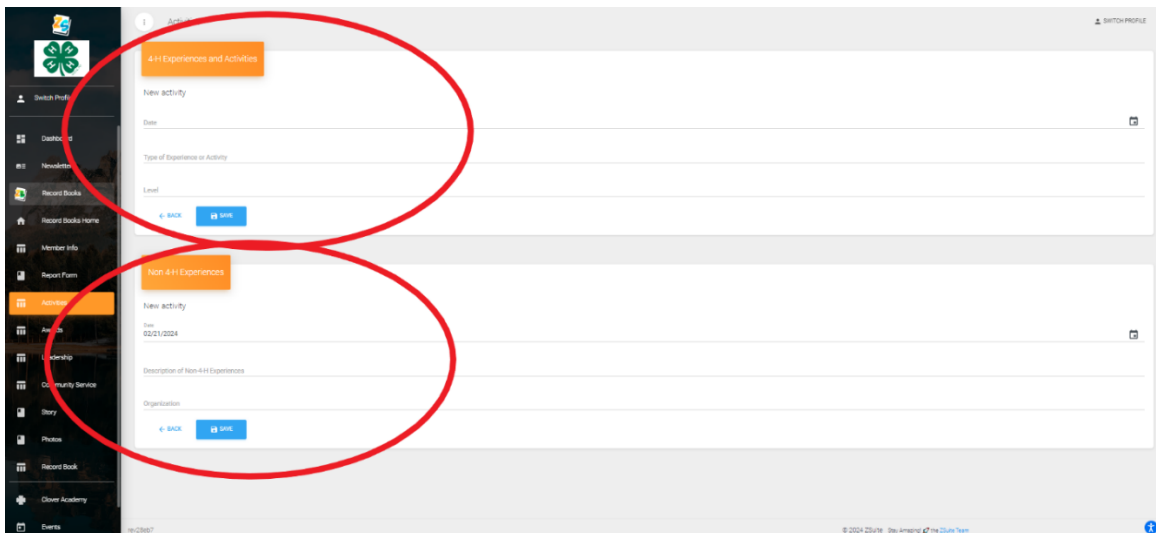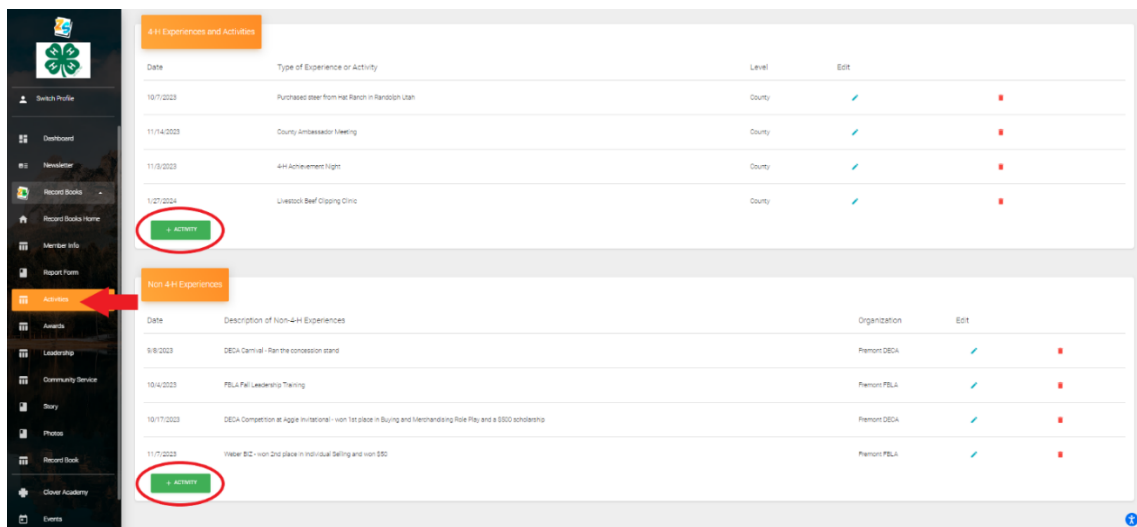
12. Awards
   a. Click on "Awards". Click on the green "+ Activity" button to open a new activity
   b. Enter the Date
   c. Name of the 4-H Contest
   d. Project or Item Entered
   e. Placing and/or Award
   f. $ Value of Premiums if any
   g. Level (please refer to the red "Level" box above as needed).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

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

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.
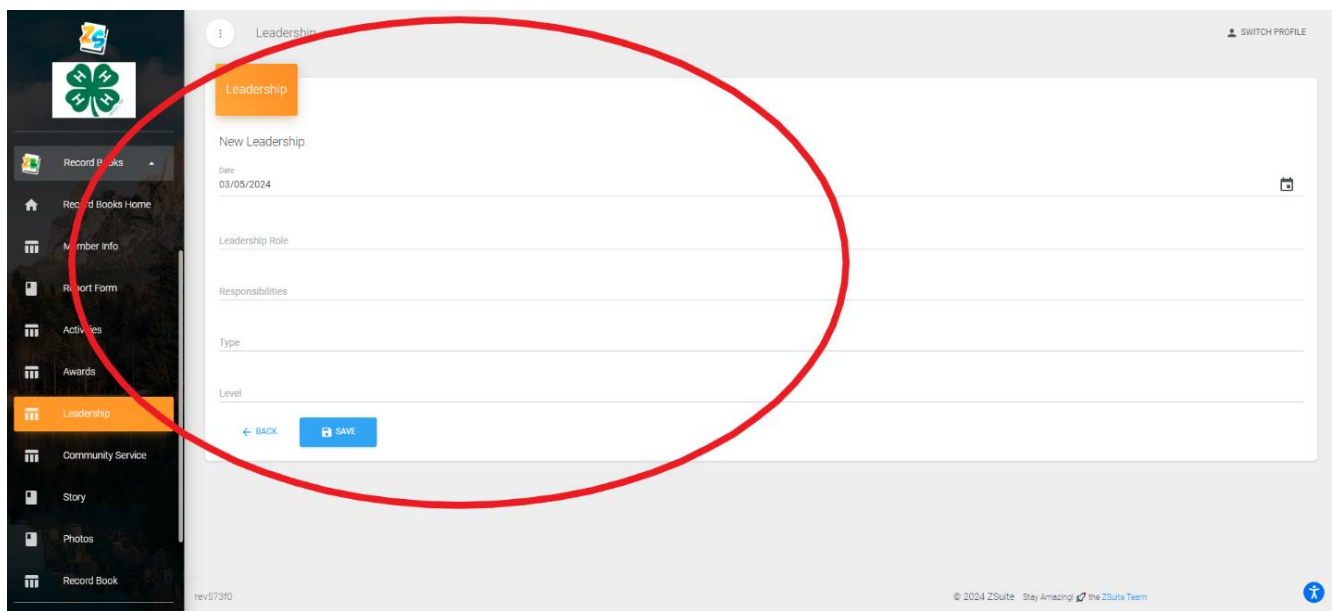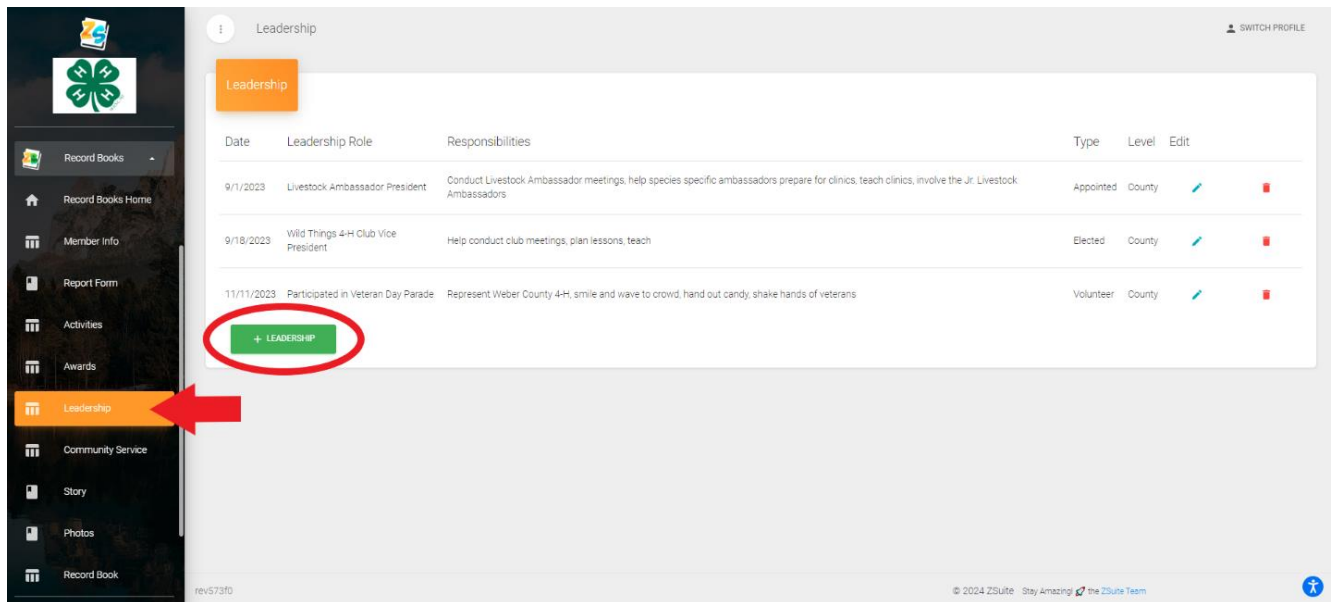
14. Community Service
    a. Click on "Community Service"
    b. Click on the green "+Community Service" button
    c. Enter the Date
    d. Description of Community Service (service can be related to the project area or based on community needs. List all community service and your involvement, adding 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.

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.
    d. Click the blue "Save" button when finished.
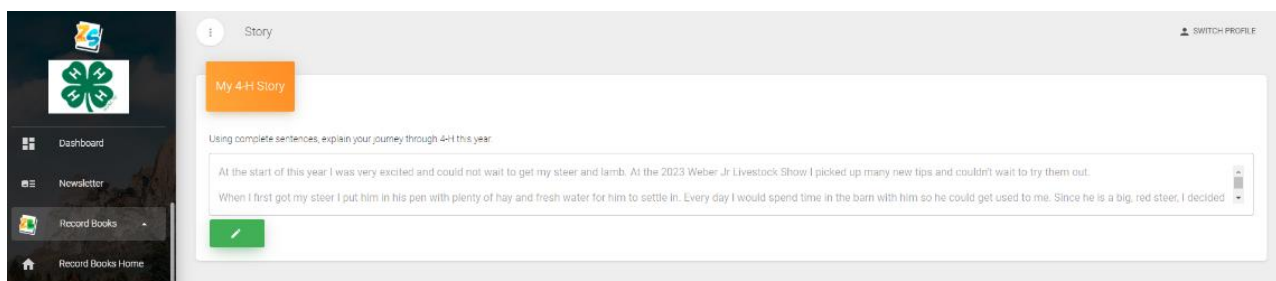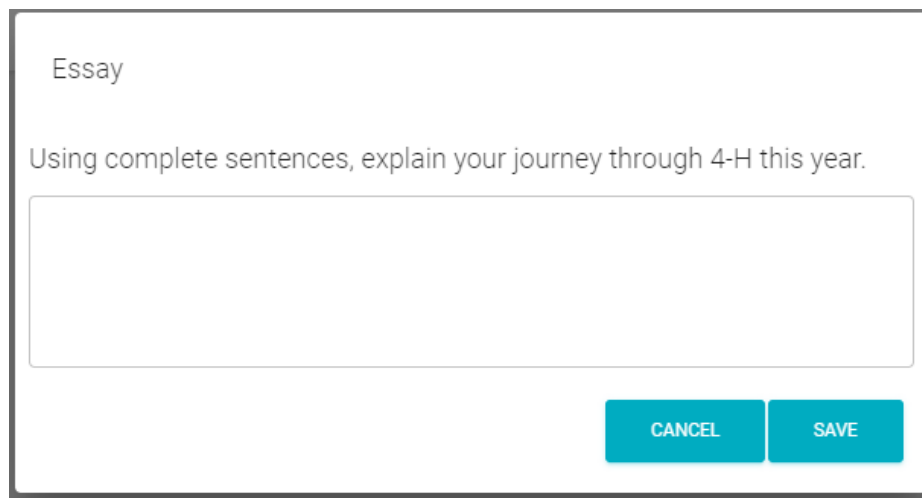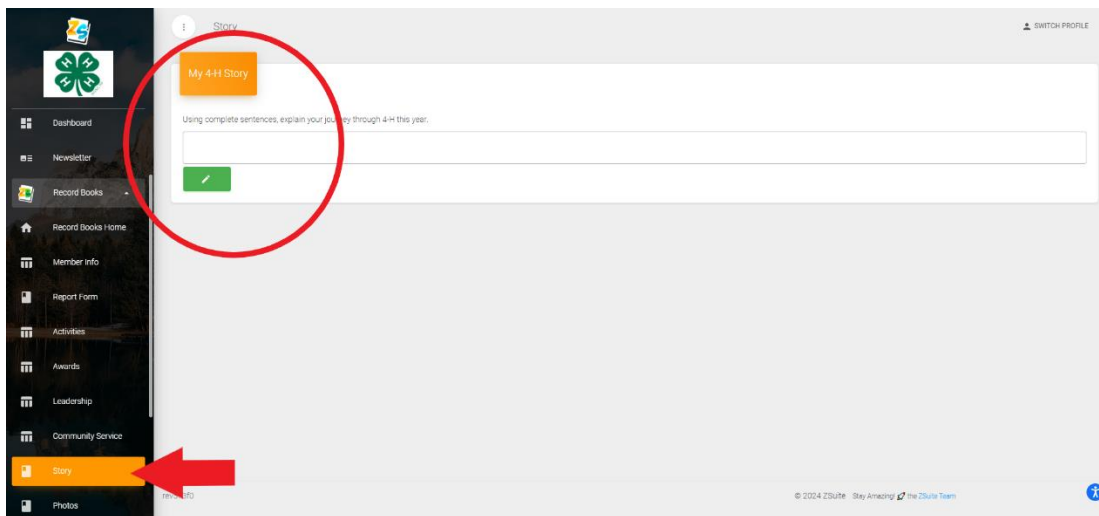
16. Photos
    a. Click on "Photos"
    b. Click on the green button "Add Photo"
    c. The photo upload screen will appear. Select your photo to add, write a brief caption, enter the date and click the blue "Submit" button.
    d. You are welcome to add as many photos as you would like for the year. A good guideline would be between 5-10 pictures.
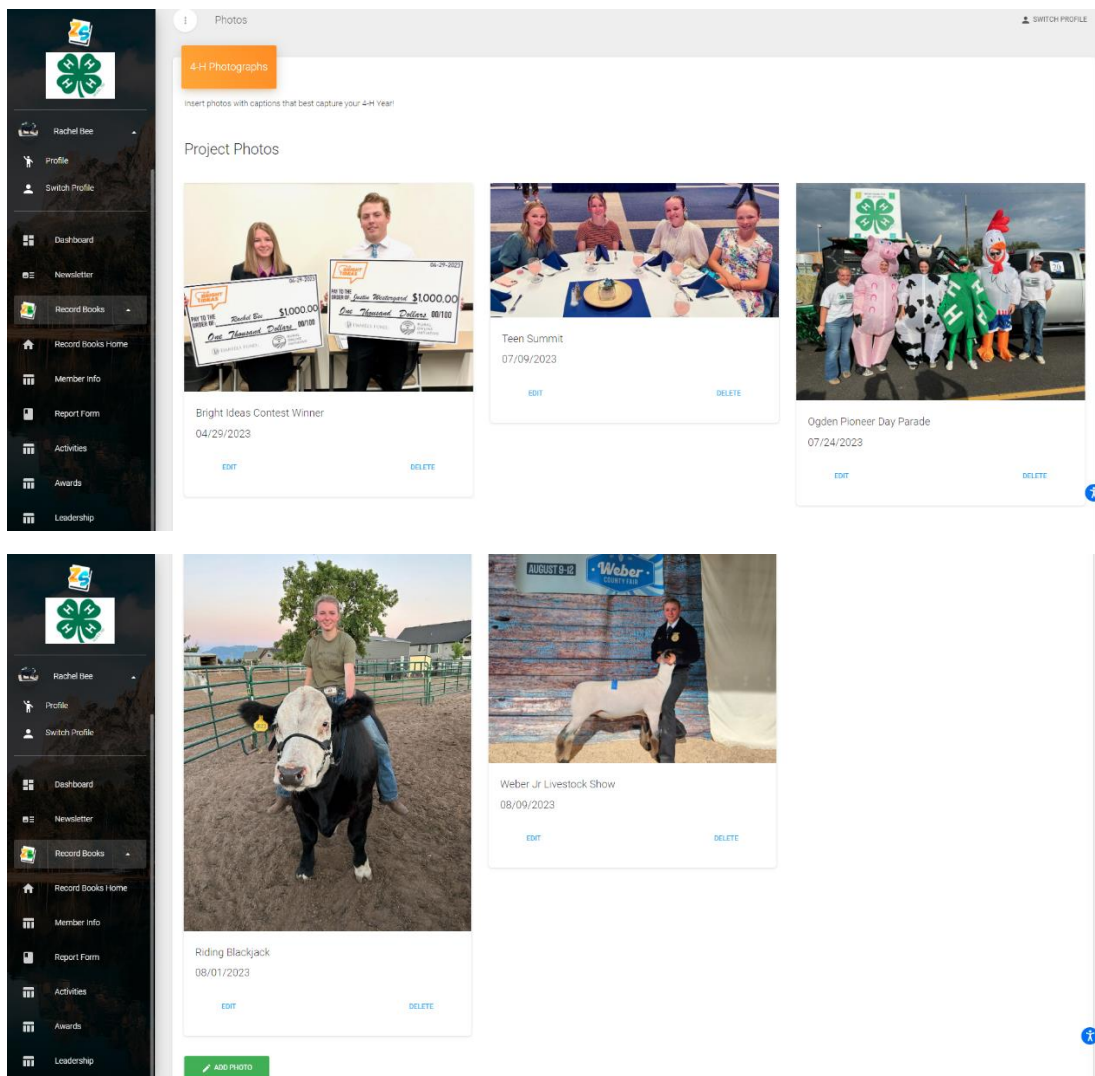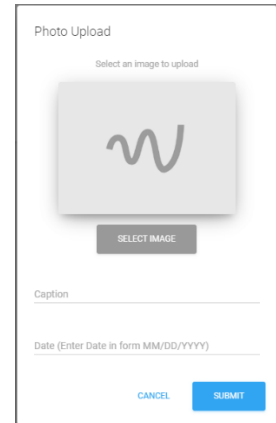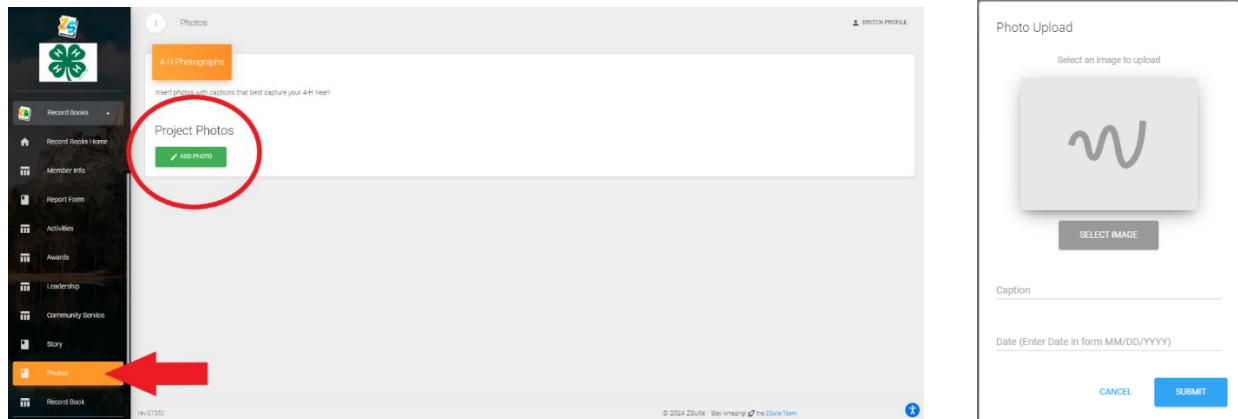
17. Record Book
   a. Click on "Record Book"
   b. This will open up the option for you to Download or Submit
   c. It is recommended you download your Record Book and keep it for personal records
   d. When you are ready to submit your final record book click the yellow "Submit" button
   e. Once submitted 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

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