

- Log in to ZSuite
 - Choose a member's profile
- Then select "Record Books" from the menu in the left sidebar
- Start by choosing the "Add Record Book" button from the bottom of the list
- The Project Name is how the Record Book will appear in your list.
 - Name it something that helps you stay organized (you will have a Project Report for every project for every year).
 - You need one Project Report record book for every project (market swine, archery, photography, etc) not separate ones for every animal or exhibit you make.
- Fill in the rest of the information from the drop down menus.
 - Project Year and Project End Year will be the same.
 - The dates are when you started and ended the project or the 4-H year (like October 1st to when you turn in your record book)
- Once you save, the Project Report book will appear in the list in the Record Book tab. Use the blue edit pencil to change the Project Name or Dates. Click on the orange title to select it, then choose the "Project Information" button on the left.
- Start with the tabs on the left early in the year! Set goals first, take an inventory, put in expenses and income or even pictures as they happen!
Then finish off your book by filling in your summary at the end of the year.

- You also need to update your 4-H Year Involvement Report.
 - Find the My 4-H Year/4-H Involvement Book in your list of Record Books.
 - Click on the blue pencil to update dates to the current year.
- Go through each tab of the report to update or add to each section.
 - Remember that you will have all your 4-H years are combined in these sections (except the story and pictures). Make sure to add your dates so you can tell what years the activities were from as you add more to them! You shouldn't delete or change past years' entries, only add new entries to the report each year.
 - Fill in community service, 4-H activities etc. as they happen so you don't forget!
 - Write a new 4-H Story, and replace the old pictures every year.
 - Remember that these pictures should be different than the ones in your project reports.
 - You also only need to include the current year under the Other Participation Section.
- If you don't know what kinds of activities you should include in each section don't hesitate to ask your leaders or the Extension Office for examples!

