

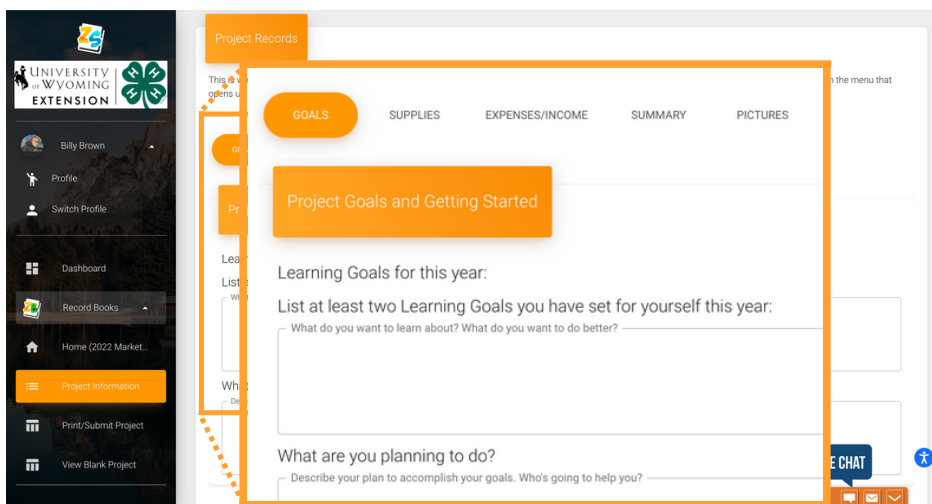
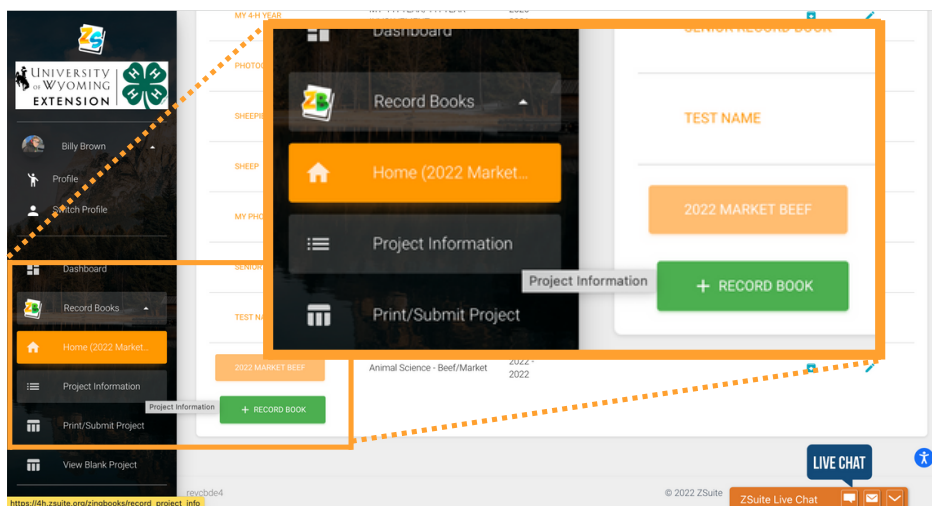
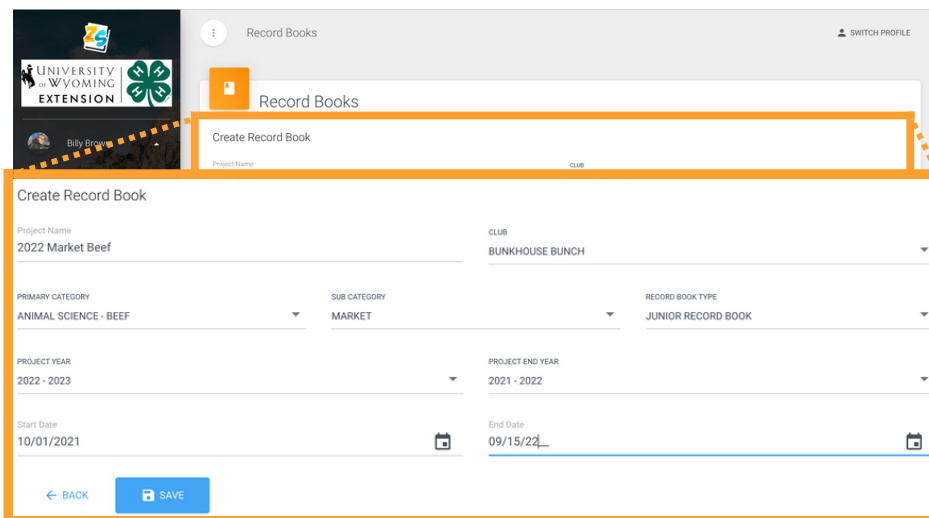


# Your First ZSUITE RECORD BOOK

# 1 Project Report



- 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 (Archery - 2nd Year, Dog 2023, etc.). 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 add a Record Book for your 4-H Year Involvement.
  - Go to "Add a Record Book" and select "My 4-H Year" in the drop down menu with the Project Report options.
  - Fill in the details for the year you are reporting, then save this record book section.
- You will build on the Involvement Report over the years so you can use the same one every year (or transfer the old information to a new one every year).
- Go through each tab of the report to complete each section.
  - Remember that you will have all your 4-H years 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!
  - Fill in community service, 4-H activities etc. as they happen so you don't forget!
- 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!

