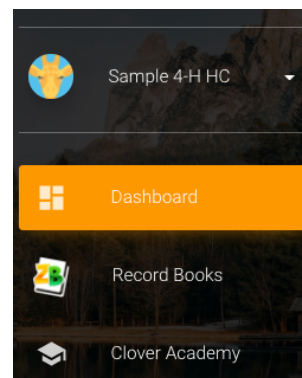


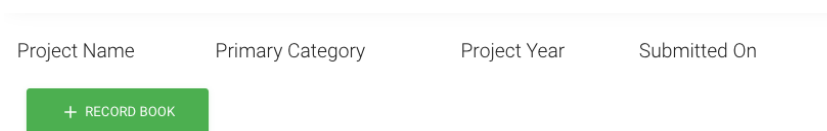
UConn 4-H Electronic Record Keeping Instructions

1) Sign in to 4h.zsuite.org and click the youth's profile
(You must be an enrolled member to create a record book).

2) In the navigation bar on the left, select Record Books



3) Click the +Record Book button in green to start a record book



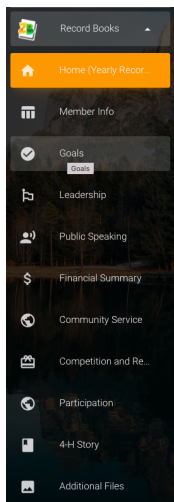
4) To create the Yearly Project Record Sheet. Enter project name as Yearly, confirm club, select Yearly Activity Record or Alternative Active Record under primary category, sub category and project type as applicable and select Save. All Youth 7-18 must have a Yearly Record.

A screenshot of the 'Create Record Book' form. The form has a title 'Record Books' and a subtitle 'Create Record Book'. It contains several input fields: 'Project Name' (with a club dropdown menu set to 'INDEPENDENT MEMBER IN HARTFORD COUNTY'), 'PRIMARY CATEGORY' (dropdown), 'SUB CATEGORY' (dropdown), 'RECORD BOOK TYPE' (dropdown), 'PROJECT YEAR' (dropdown set to '2021 - 2022'), and 'PROJECT END YEAR' (dropdown). There are also 'Start Date' and 'End Date' fields with calendar icons. At the bottom, there are 'BACK' and 'SAVE' buttons.

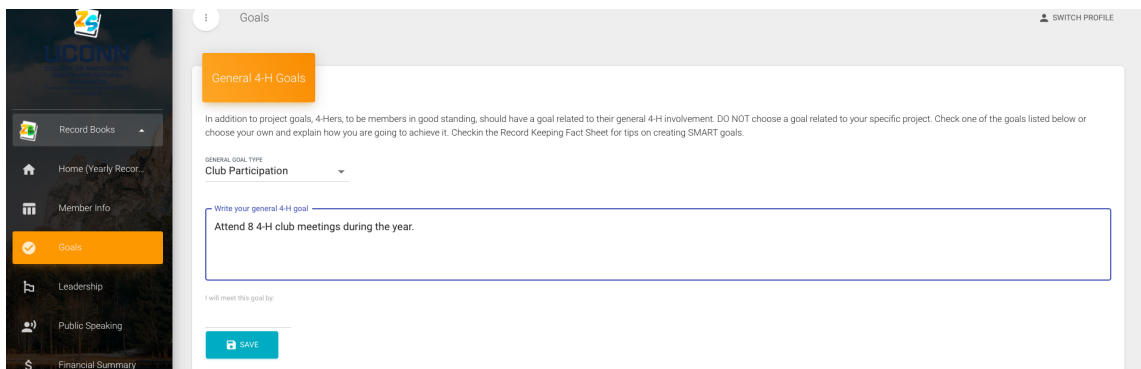
A yearly record sheet would look like this:

A screenshot of the 'Create Record Book' form, similar to the previous one, but with the fields filled in. The 'Project Name' is 'Yearly Record'. The 'PRIMARY CATEGORY' is '1 - YEARLY ACTIVITY RECORD'. The 'SUB CATEGORY' is 'YEARLY ACTIVITY RECORD'. The 'RECORD BOOK TYPE' is 'YEARLY 4-H MEMBER ACTIVITY RECORD'. The 'PROJECT YEAR' is '2021 - 2022' and the 'PROJECT END YEAR' is also '2021 - 2022'. The 'Start Date' and 'End Date' fields are empty.

5) Once you select Save you will be taken to the Record Book home screen with a complete list of your record sheets in the center of your screen and in the left hand menu you will see each section of that project record book sheet.



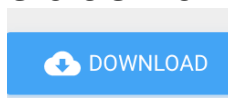
6) Click through the various tabs on the left to complete the record sheet. See the sample goal tab below.



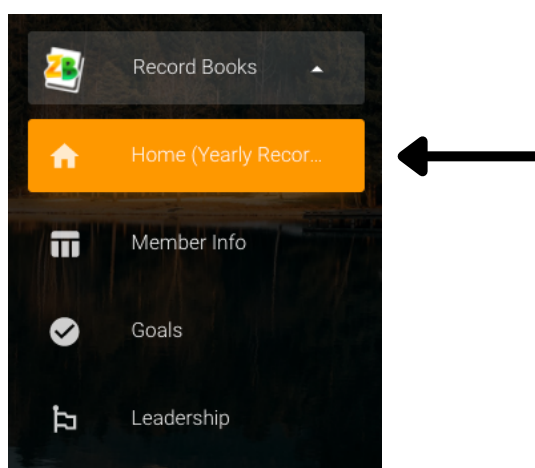
7) Click through all the tabs to complete the selected sheet.

8) By selecting View Record Book you can see the information within the record sheet template.

9) To download your record sheet select the blue Download button on the top right corner of View Record Book.

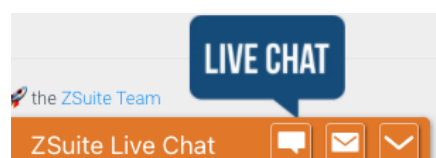


10) Next, you will need to create your project record sheets. Click the Home button on the top of the left hand menu to return to the Record Book home screen to create additional pages for each of your 4-H projects. Refer to step 3 and use name of the project area for the project name (i.e., sewing for non-animal or Nibbles for a rabbit project).



Have Questions?

System Questions- Live Chat Assistance is available 8AM-5PM EST Monday-Friday or send an email after hours within ZSuite.



Questions about what record sheets to complete, record keeping or submission? Contact your club leader or county 4-H professional.

