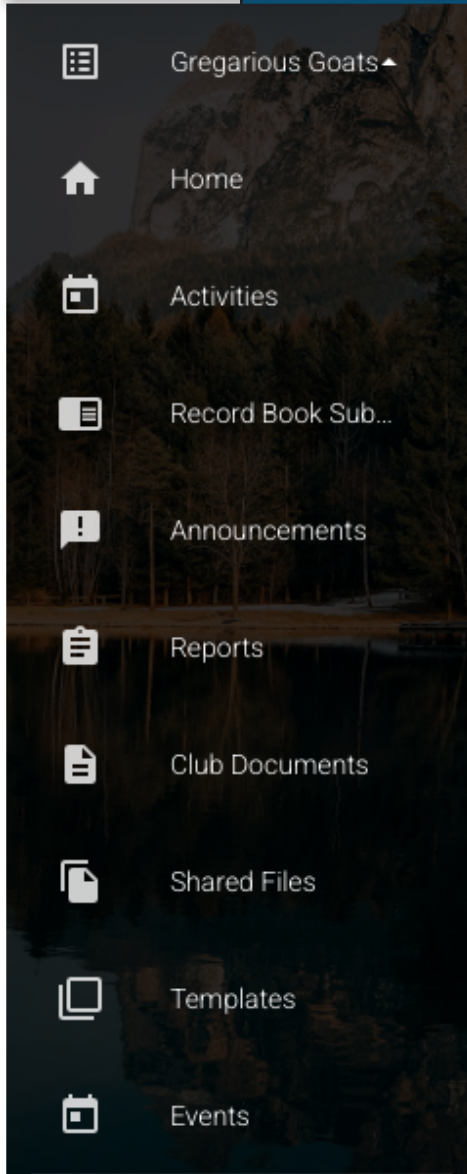




# 4-H Club Leaders Guide to Using Zsuite

## Club Menu



## What you'll Find...

### HOME

Club membership overview

### RECORD BOOK SUBMISSION

We do not currently support record books through Zsuite (*but plan to in the future!*).

### ANNOUNCEMENTS

Share information with your club's members. They'll see this when they login.

### REPORTS

Assemble information about your club's members including contact and health.

### CLUB DOCUMENTS

Charter, by-laws, any documents about your club shared between you and your 4-H Office.

### SHARED FILES

Documents you can share with your members like fundraising sheets, minutes, and attendance reports.

### TEMPLATES

Two choices, Record Books (not this year) and Waivers. You can download hard copies of waiver forms to print.

### EVENTS

Post information about any/all activities for your club's members, including club meetings, field trips, and community service project days. These are posted to an online calendar accessible from the navigation menu.

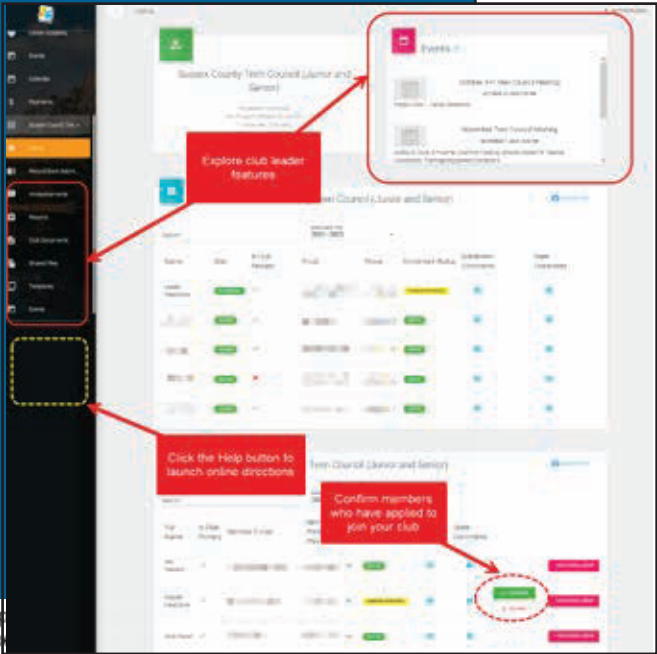
**Detailed directions can be opened by clicking Help on the navigation bar:**

*Administrative Functions/  
Club Volunteer Functions*

# What Can You Do in Zsuite?

**CONFIRM YOUR CLUB'S MEMBERSHIP**  
Any members whose record hasn't been approved will include a green Confirm button. Click this to let the office know this member belongs in your club. (Click the red "X", if they don't.)

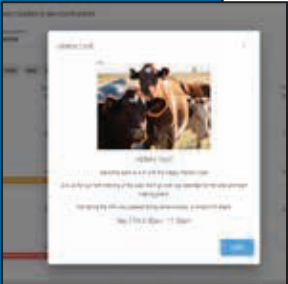
Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Dept. of Agriculture, Rutgers Cooperative Extension, a unit of Rutgers New Jersey Agricultural Experiment Station



**LIST YOUR CLUB'S MEETING DATES**  
Use the Events tool to post your club's meetings for the year. Members can access this by clicking Calendar when they login to their Zsuite account.



Clicking on a calendar event opens an information card.



Events are color-coded for Club, County, and State

# What Can You Do in Zsuite?

Detailed directions can be opened by clicking **Help** on the navigation bar:

Administrative Functions/  
Club Volunteer Functions

## CLUB MEMBER'S DASHBOARD VIEW

**ANNOUNCEMENTS**  
Post reminders for your 4-H members.



## EVENTS CALENDAR

When's the next meeting?

## SHARE DOCUMENTS

Are there documents your club's members will need this year?



# What Can You Do in Zsuite?

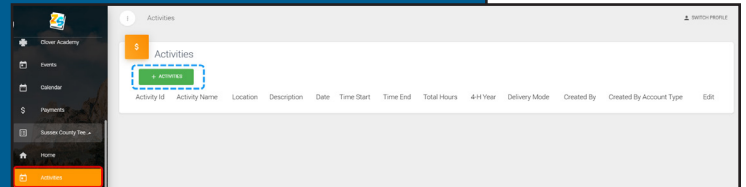
## ACTIVITIES

What has your club been up to?

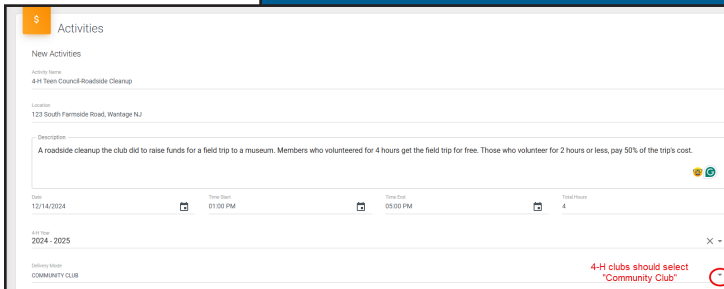
Activities lets you document participation by your club's members.

To get started, select **Activities** from the menu items listed under your club on the Dashboard page.

Click, **+ New Activity**.

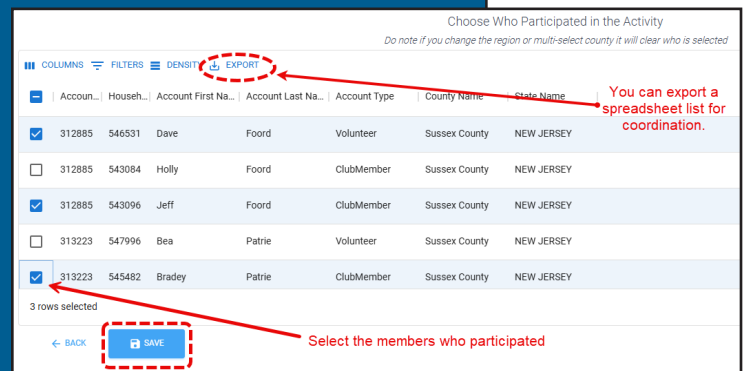


Enter information for your club's activity including date and times.



Select the members from your club who participated in the activity.

Click **Save** when done



## Use Activities to:

- Document club attendance (enter a new Activity for each club meeting)
- Document member participation in club activities such as community service or club-level presentations.
- Document member participation for recognition.