



4-H Club Leaders Guide to Using Zsuite

Club Menu



Sussex County Tee...▲



Home



Record Book Submi...



Announcements



Reports



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Shared Files



Templates



Events

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.

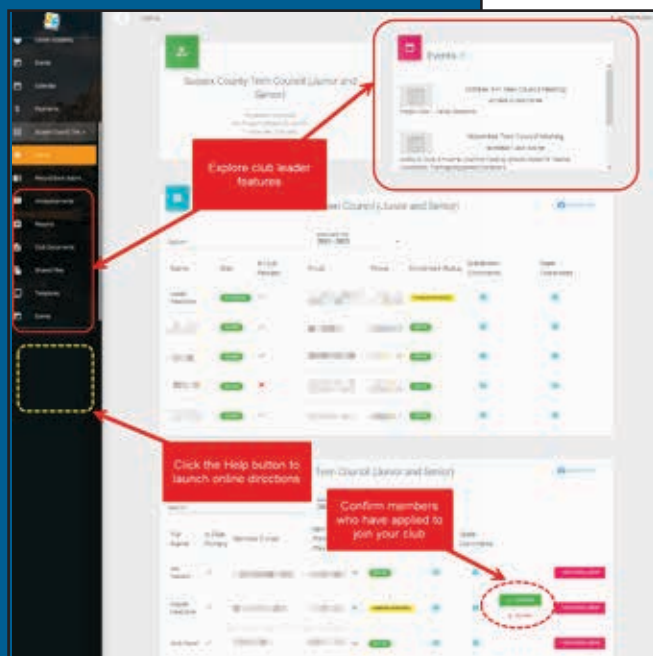
Detailed directions can be opened by clicking **Help** on the navigation bar:

*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.)

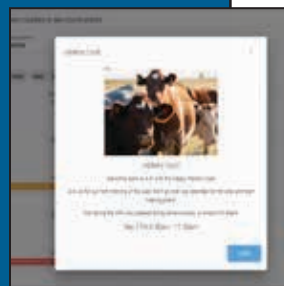


LIST YOUR CLUB'S MEETING DATES

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

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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?

