



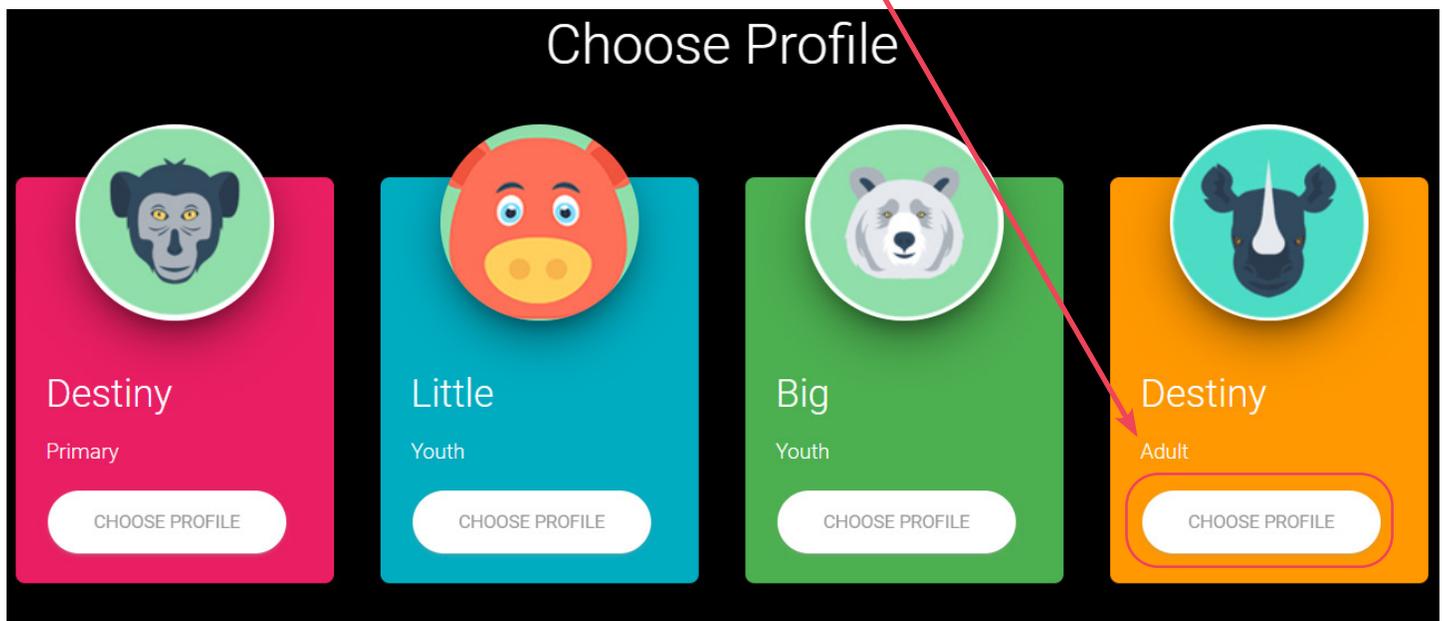
# ZSuite Club Leader Management Guide

Illinois 4-H is now using the ZSuite enrollment system for our families and volunteers. Individual member families and volunteers must set up their own family/household and member/volunteer accounts within the system. The software is accessible via computer, smart phone, or tablet through the ZSuite website (<https://4h.zsuite.org/>). Illinois 4-H has a landing page for families and volunteers ([go.illinois.edu/4HOnlineEnrollment](http://go.illinois.edu/4HOnlineEnrollment)) where they can get directions for creating accounts. Club volunteers can use the system to view club member information (like projects and contact info), post announcements, share club files, post club events, and run member reports. This guide provides details on the functionality available in this system, and how to request access to club management features.

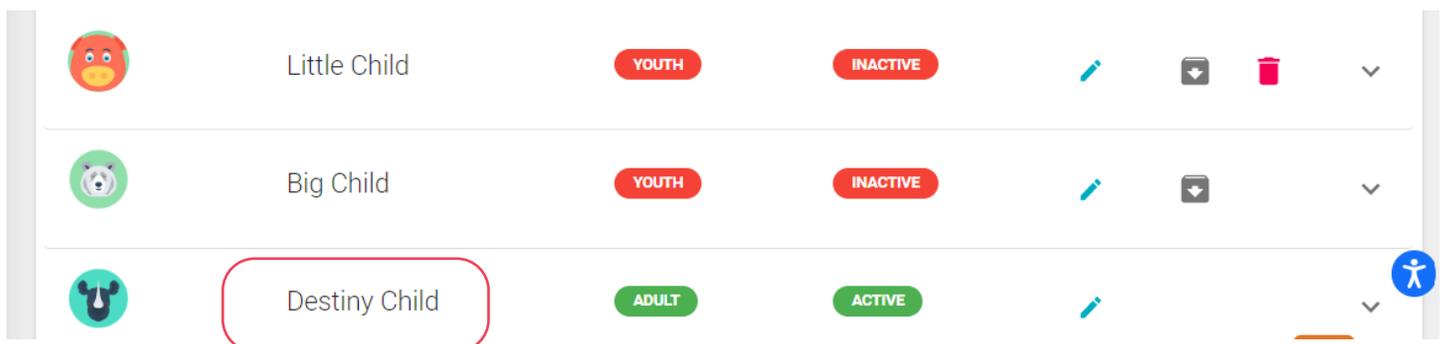
## Requesting Club Access

Once you have enrolled in the ZSuite system and your enrollment has been approved by county 4-H staff, you can ask for access to manage your club in the system. This access will allow you to get club member contact and project information, and use a variety of system features.

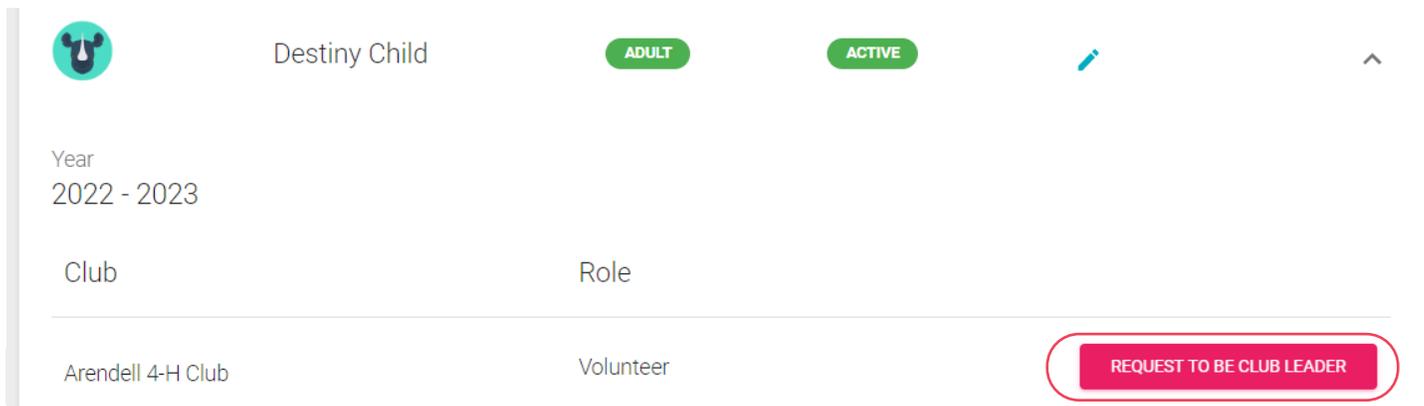
1. To request access, log-in to your ZSuite and select your personal adult profile (not your primary profile)



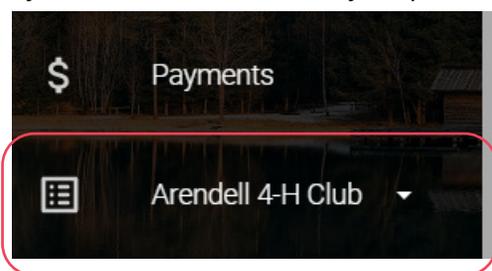
2. On your family dashboard, scroll down to your name in the household member list. Click on your name.



- This will open a list of clubs where you are an approved volunteer. Hit the pink “REQUEST TO BE A CLUB LEADER” button to request access to any club you would like to have access to. If you don’t see this box, it might be because your enrollment wasn’t approved yet.



- After you hit this button, a request for access will be sent to your local county staff. You’ll see a note on your profile that your request is “Pending Approval”.
- You will need to wait until county staff approve your access (approval is not guaranteed). Once access is approved, the “Pending Approval” note will be removed from your Leader status and you will see an additional menu item (featuring the club name) on your navigation panel under the “Payments” item. This new menu item is where you can manage your club.

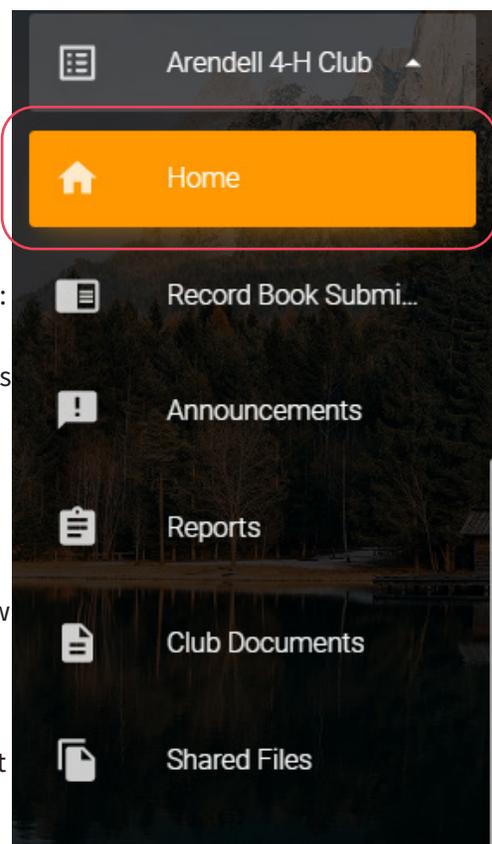


## Accessing Your Club Home Screen

Log-in to your ZSuite account and select your personal adult profile (not the primary household profile). On your profile’s home screen, look for your club name in the left menu. Any club you’ve been approved for should appear there with a little triangle to the right of the club name. Click on this triangle to open up that club’s menu (see image above right).

Click on the “Home” menu item that appears below the club name. This opens up the home screen for your club. This page will give you a snapshot of the following items (match numbers to locations on screenshot on next page):

- Club Overview** – This provides a quick overview of the Number of Leaders, Project Leaders, Volunteers, and Members in the club, and what status they are in (approved or not approved). Reminder: members should not be attending 4-H club meetings until they are approved.
- Events** – This section displays events that may be relevant to your club that were posted by you, or by the county or state.
- Volunteers In Club** – This section provides basic contact info and current enrollment status of volunteers affiliated with the club. If you need to view details about the volunteer’s enrollment, you can do that using the “View Enrollment” button.
- Members in Example Club** – This section displays basic contact information for members affiliated with the club. If you need to view details about the member’s enrollment, you can do that using the “View Enrollment” button.



Note: Youth and volunteers should have ACTIVE/Green status in the “enrollment status” column in order for youth and adults to engage in any 4-H meetings or activity. If an individual is not active status they should not be allowed to participate and are not covered by 4-H program insurance. Check with your local county Extension office if you have questions.

Home

# Club Home Screen Labeled

SWITCH PROFILE

1

## Arendell 4-H Club

2 Leaders (2 Active)  
No Project Leaders (0 Active)  
No Volunteers (0 Active)  
2 Members (2 Active)

2

## Events

**Club Recognition Night**  
SEPTEMBER 24, 2022 9:00 AM

Come celebrate our club member's achievements from the past year! We'll be recognizing project and state award winners and also giving out special club awards.

**4-H By the Decades 1940s**  
SEPTEMBER 27, 2022 7:00 PM

3

## Volunteers in Arendell 4-H Club

[EXPORT CSV](#)

Search ENROLLMENT YEAR  
2022 - 2023

Name	Role	Email	Phone	Enrollment Status	Enrollment Comments	State Comments
Eloise Bridgerton	LEADER	Bridgerton@zingbooks.com	123-456-7890	ACTIVE	💬	💬
Destiny Child	LEADER	lmc6@zingbooks.com	815-433-0707	ACTIVE	💬	💬

4

## Members in Arendell 4-H Club

[EXPORT CSV](#)

Search ENROLLMENT YEAR  
2022 - 2023

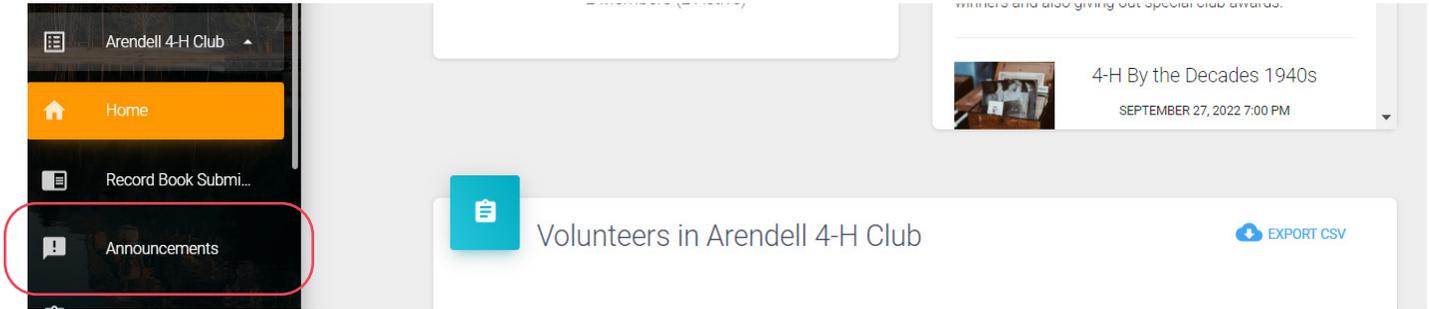
Full Name	Member E-mail	Member Primary Phone	4-H Age	Enrollment Status	Enrollment Comments	State Comments
Daisy Flower	daisyflower@notmail.com	-	16	ACTIVE	💬	💬

Page 3

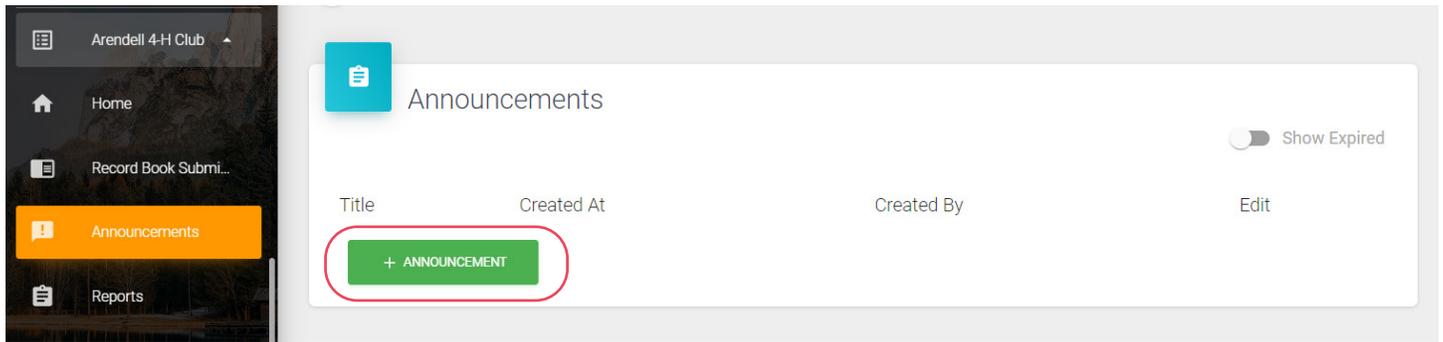
## Sending Announcements

As an approved club leader with access to your club, you can post announcements that will show up on the dashboards of families with members or volunteers enrolled in your club. This is a great way to send meeting notices and other announcements to your families' ZSuite dashboards. *Note: This feature does not send an email to families.*

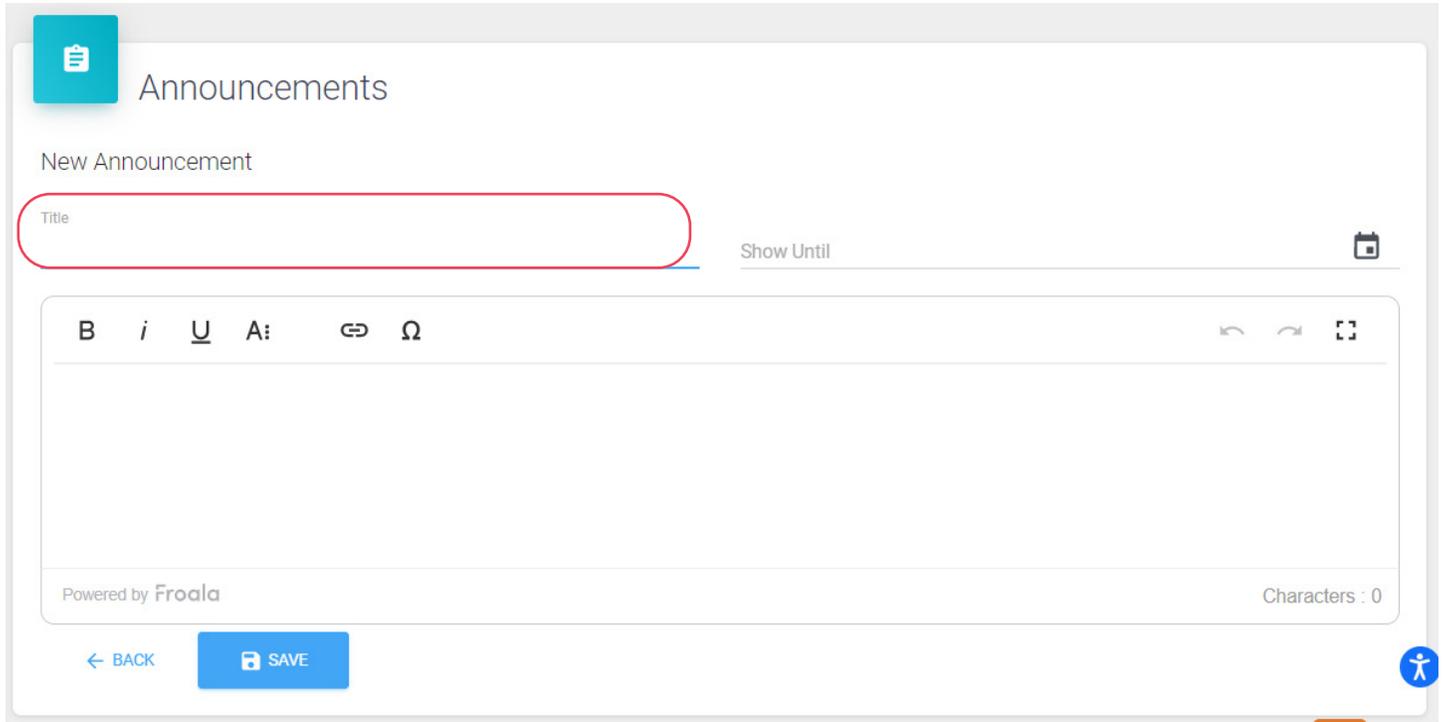
1. To add an announcement to the system, click the "Announcements" item in the menu under the club.



2. On the screen that opens click on the green "+ANNOUNCEMENT" button.



3. On the next screen, add an announcement title.



4. Then put in a date that the announcement should show until. It will automatically stop displaying to families after



this date.

5. Enter in the announcement details (who/what/when/where/why) in the text box. We encourage you to include contact info in the announcement (name, phone and email address). Hyperlinks can be added by clicking the chain link.

Announcements

New Announcement

Title: Club Potluck

Show Until: 09/24/2022

Rich Text Editor: B i U A: **Link** Ω

The Arendell 4-H Club will be hosting our annual potluck at our September 24 meeting at the Pine Dunes Forest Preserve, Shelter A, in Batavia! The club will provide hot dogs, buns and hot dog fixings. Please bring a side or dessert to pass! Reach out to Destiny Child with questions at 123-456-8203. We hope to see you there!

Powered by Froala

Characters : 325

← BACK SAVE

6. Click the “SAVE” button, then the announcement will become live in ZSuite.
7. Your announcement will show up on your club member’s dashboards upon their next login to ZSuite.

Announcements

Club Potluck

Created At: Sep 2, 2022 at 10:20 am (a few seconds ago)

The Arendell 4-H Club will be hosting our annual potluck at our September 24 meeting at the Pine Dunes Forest Preserve, Shelter A, in Batavia! The club will provide hot dogs, buns and hot dog fixings. Please bring a side or dessert to pass! Reach out to Destiny Child with questions at 123-456-8203. We hope to see you there!

Welcome to Illinois 4-H!

Shared Files

Sort By: UPLOAD DATE

No Shared Files

To Do

Enter a task

ADD

8. If you need to edit your announcement in the future, you can go back to the announcements menu item and use the blue pencil icon to edit an announcement or the red trash can icon to delete it. The “Show Expired” toggle in the upper right corner allows you to see announcements you sent in the past that hit their expiration date.

Title	Created At	Created By	Edit
Club Potluck	September 2, 2022 10:20 AM	Household	 



## Accessing Club Member Reports

Club Volunteers can access the following reports from the club Reports menu item:

- **Club Member Directory** – This report features names and contact information for members enrolled in your club.
- **Member Waivers** – This report allows you to download copies of the waivers club members signed as part of their registration (Risk Release, Code of Conduct, Photo Release). You'd most likely use this report to view the "Youth/ Talent Photo Release" to see who consents to having their photo taken in your club and who doesn't. *Note: this report pulls for the whole club and may take some time to download depending on the size of your club. If you do not have good internet connection but are in need of this information contact your local Extension Office, they can pull the report for you.*
- **Members Per Project** – This is a detailed project report. It lists all projects available within the club and the name(s) of the member(s) affiliated with the project type.
- **Membership Report** – This report lists member name, number of projects the youth are enrolled in, and their enrollment status (whether they are active or not).
- **Project Directory** – This report lists project types, names of kids enrolled in those projects, and those youths' contact information. It can be filtered by project type.
- **Project Types** – This is a good report to use for your club directory. It includes member name, 4-H age, email, phone, and projects the member is taking.
- **Project Types Summary** – This report provides a head count of the number of member(s) per project type.

Additional reports may be added by the company throughout the year. Reports related to record books deal with a feature Illinois 4-H is not currently using. To access reports, see steps below along with the numbered screenshot.

1. To access reports, click on the "Reports" menu item under your club menu.
2. Then select the report you'd like to run in the "Choose a Report" box.

**Reports Screen Labeled**

1. Reports menu item highlighted.

2. "Project Types" selected in the "Choose a Report" dropdown.

3. "2022 - 2023" selected in the "Year" dropdown.

4. "Project Types Arendell 4-H Club 2022 - 2023" report title.

5. "EXPORT CSV" and "DOWNLOAD" buttons.

Name	4-H Age	Email	Phone	Project Type: Primary/Sub
Britt, Shiry	11	rainbowbrtte@zingbooks.com	123 456 7890	Creative Arts/Theatre Arts 1
Britt, Shiry	11	rainbowbrtte@zingbooks.com	123 456 7890	Civic Engagement/Family Heritage
Flower, Daisy	16	daisyflower@notmail.com	-	Animal Science/Beef
Flower, Luke	17	luce@notmail.com	-	Animal Science/Beef
Flower, Luke	17	luce@notmail.com	-	Animal Science/Beef

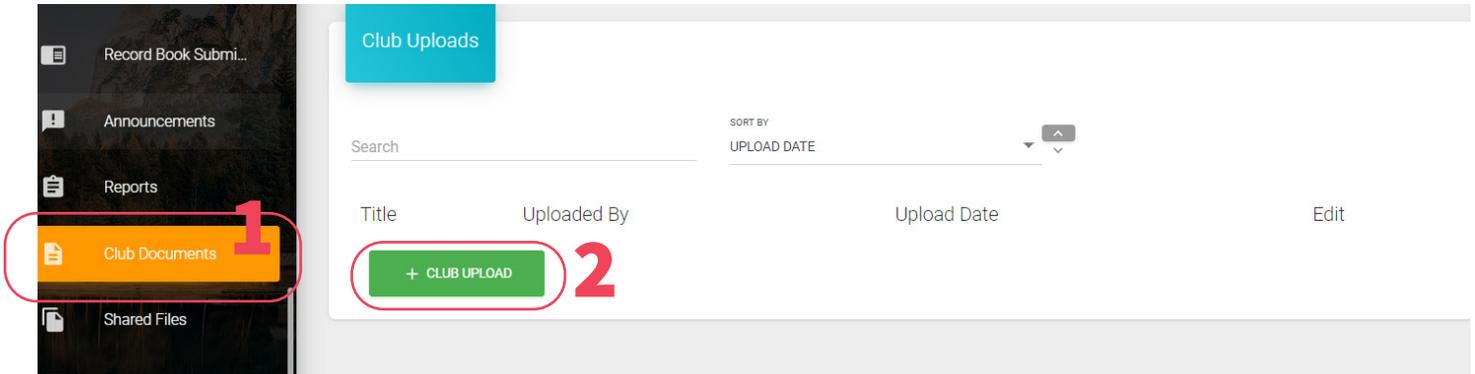
3. Once you've selected the report, add any additional filters from the filter box (most reports only offer the "Year" filter, but some offer additional filters).
4. Your report runs immediately and should display on the screen. Sometimes reports can take a little bit of time to generate.
5. Once the report is visible on screen, you can hit the green "EXPORT CSV" button to download an editable spread-

sheet file (for programs like Excel) or use the blue “DOWNLOAD” button to download a PDF file of the data.

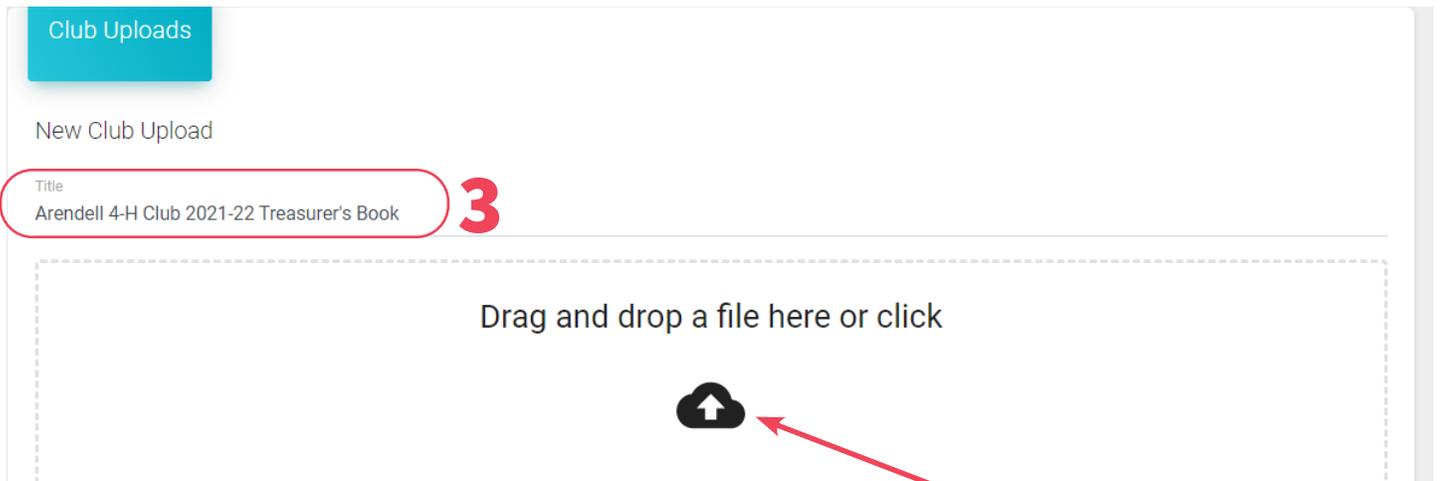
## Uploading Club Documents

The Club Documents section of the system is meant to be a repository for important documents related to your club. Documents uploaded here can be easily accessed from anywhere on the internet by you, county and state staff, and other leaders in your club. Documents you may want to upload include club bylaws, club financial records, club meeting minutes, and more. It’s possible your county may request your annual required documents be submitted in this system in coming years. Look for county communication at the 4-H year end for directions.

1. To upload club documents, click the orange “Club Documents” menu button from your club menu.
2. Then click the green “+ CLUB UPLOAD” button.



3. On the screen that appears, enter in the title of the document.



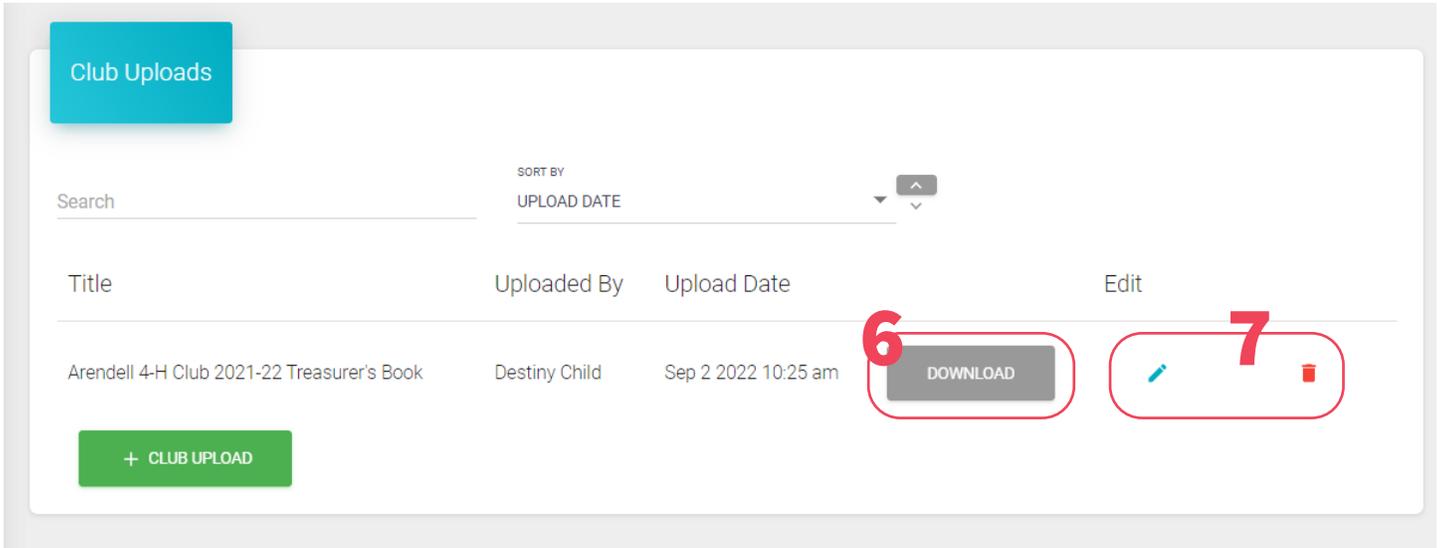
4. Then drag/drop the file from your computer to the labeled box or hit the cloud icon with the arrow to get a dialogue box to find the file on your computer. PDF is the recommended file format. The file should upload and give you a message when the upload is complete. It will also display a black paper clip icon on screen to show the file uploaded successfully.



5. Click the blue “SAVE” button.



6. Once you are finished this information is saved with your club account and can be viewed by leaders with club access, as well as state and county 4-H staff. You can download copies of the files using the grey “DOWNLOAD” button on the Club Documents screen.

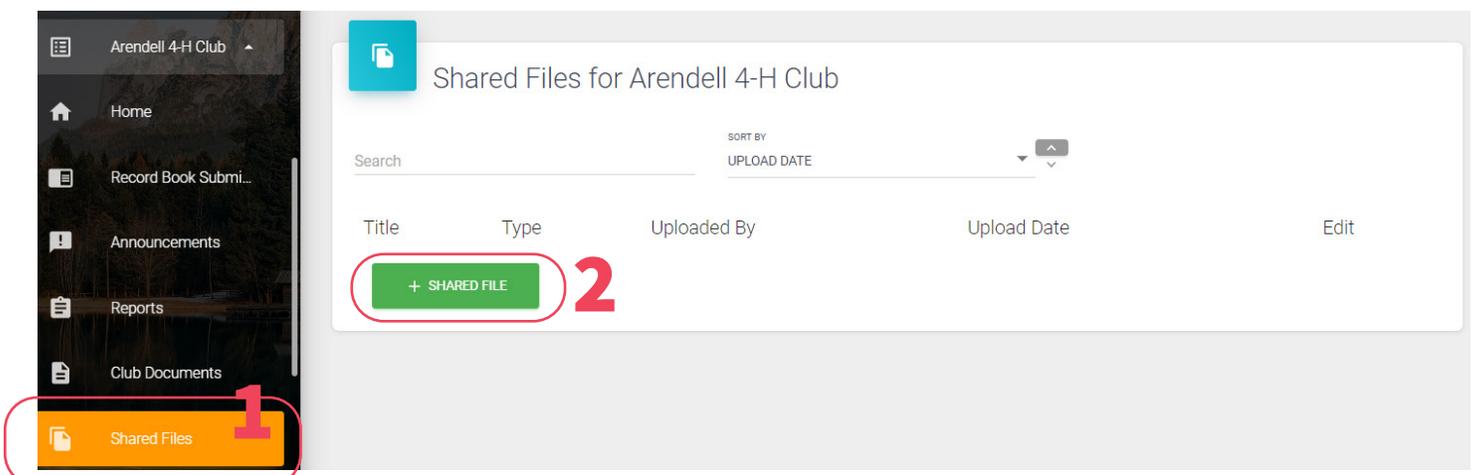


7. Files can also be edited or deleted using the pencil and trash can icons.

## Uploading Shared Files

You may wish to upload files so they can be easily accessed by other club members and volunteers. This might include club schedules, club member handbooks, fundraising forms, or flyers promoting club events. You can do this with the Shared Files feature.

1. Click the orange “Shared Files” menu button from your club menu.

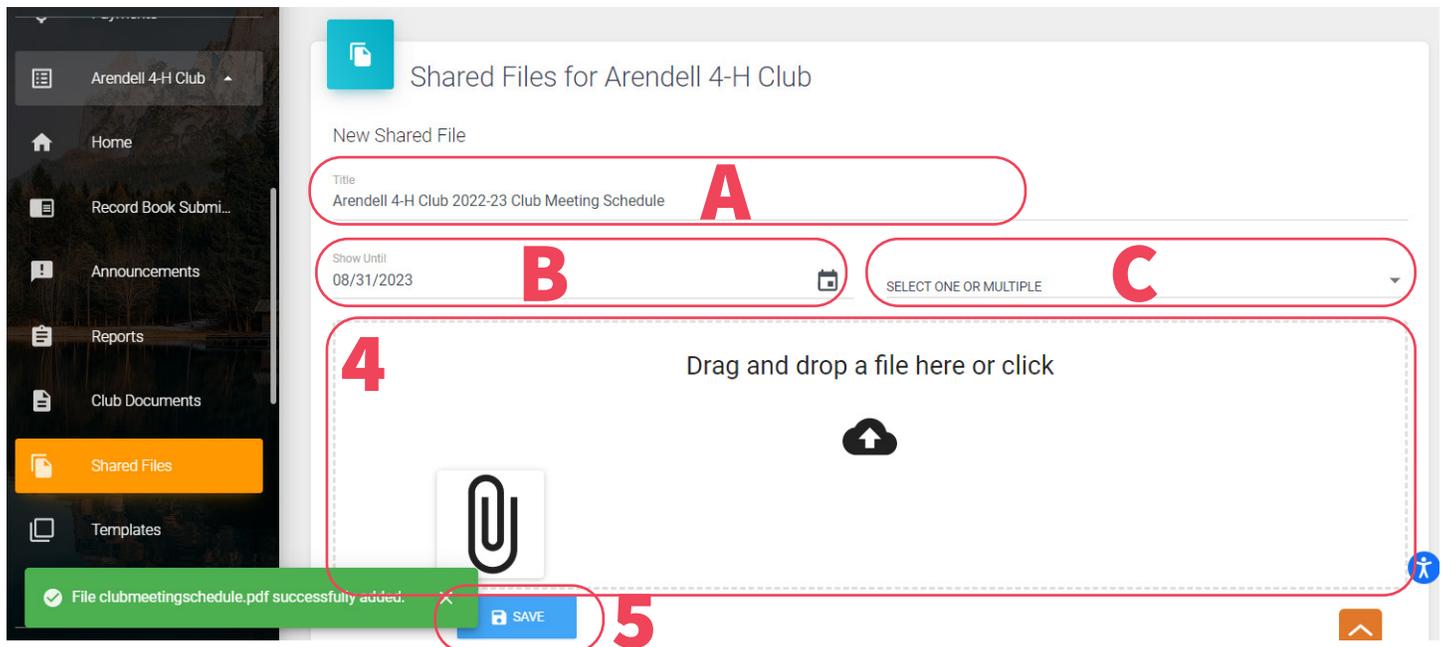


2. Click the green “+SHARED FILE” button.

3. A pop up window will appear. Enter in the following information:



- A. **Title** – Give your file a short and easily understandable name (ex: “2022-23 Arendell 4-H Club Meeting Schedule” or “Roller Skating Fundraiser Form”)
  - B. **Show Until** – Select the date that you want the item to appear until. You can designate any date. If you are uploading a yearly meeting schedule then select the last date of the 4-H year to display until.
  - C. **Projects** – Optionally, you can select specific project(s) in this field, and then this information will only appear to folks enrolled in those projects. If you want the information to appear for everyone in your club leave that unmarked.
4. Once you’ve entered the file information, upload the document by dragging and dropping it into the upload box, or by clicking the cloud icon and finding the file using the pop-up file browser. For best results upload a .pdf or .jpg file. Once a file has been successfully uploaded, you’ll get a message and a black paper clip icon will appear in the upload box.

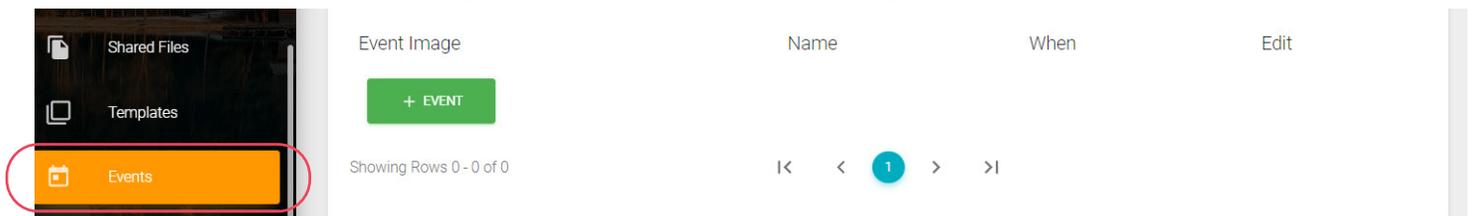


5. Click the blue “SAVE” button.
6. Once saved, this information will appear on the dashboard for households and members affiliated with your club. If you need to go back and edit or remove a file, you can do so using the edit pencil icon or the trash can delete icon on the main “Shared Files” page.

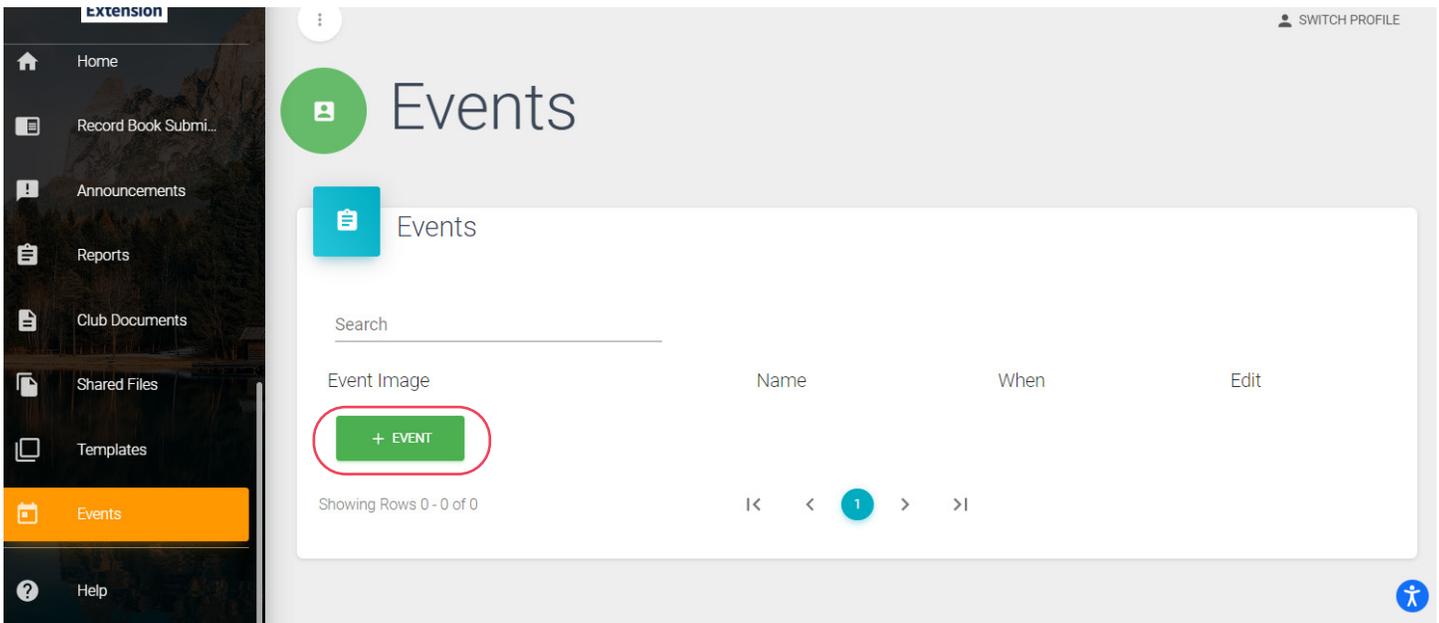
## Creating a Club Event

Club volunteers can add events to the ZSuite event calendar alongside state and county events. Events can be things like club meetings, activities, or events. Events only show up on the ZSuite calendar of families with youth or volunteers enrolled in your club. Events populate on the calendar which appears for households and clubs. Event functionality is limited for club leaders (no fees or registrations can be taken through the system).

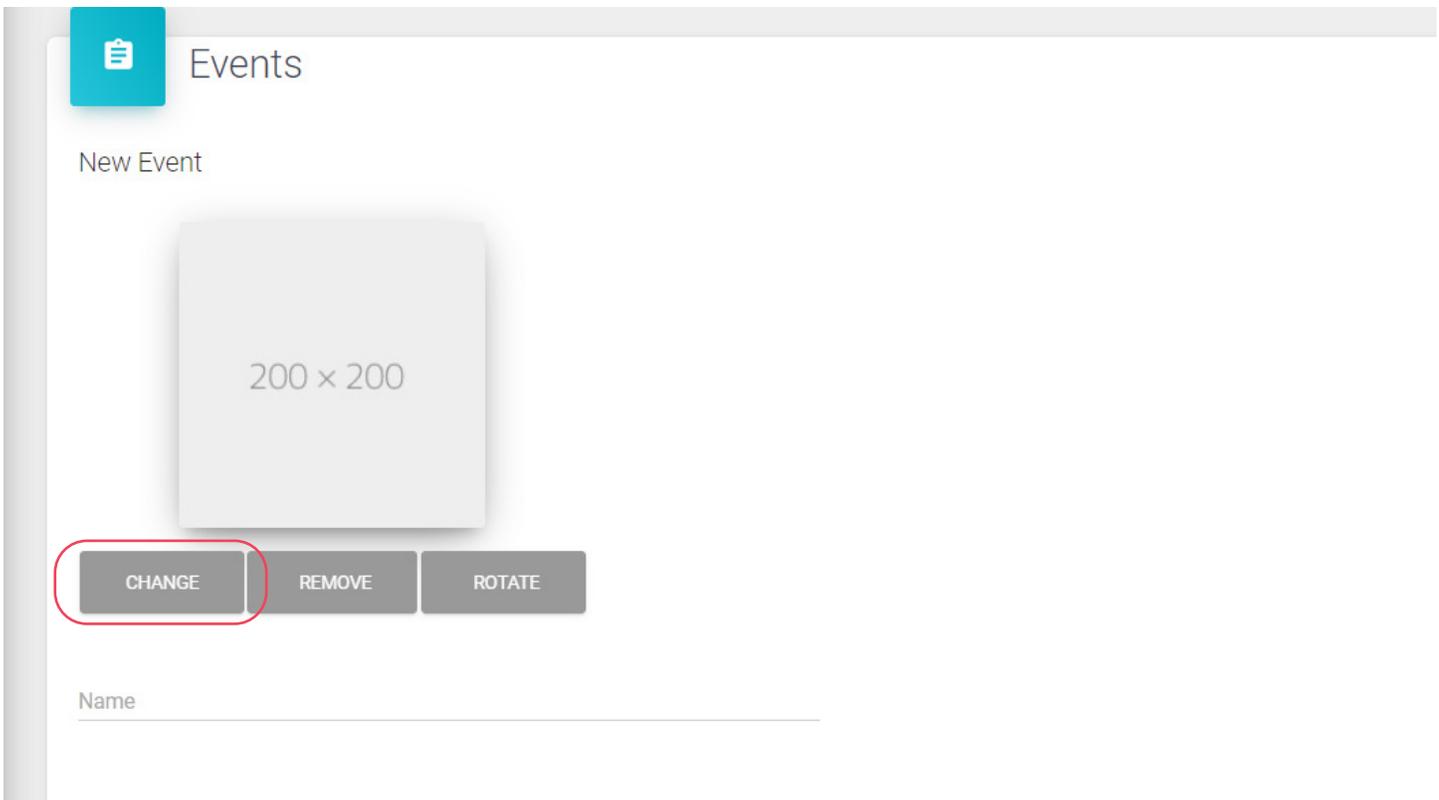
1. To add an event, start by clicking on the orange “Events” button in your club’s menu.



2. Click the green “+EVENT” button.



3. A new window will appear. On this page, start by uploading an image for the event (200x200 pixel) by hitting the grey “CHANGE” button (the image does not need to be the exact size listed, but using a square image helps differentiate between club and county/state events in the events lists). For best results upload a .jpeg or .jpg file. Please be cognizant of copyright when you select an image and only use images you have a right to share. There are a variety of websites featuring free images, including Unsplash (<https://unsplash.com>) and Pixabay (<https://pixabay.com>). Make sure if a photo is your own that all youth in the photo have consented to have their image shared. You can run a photo release waiver report using the “Reports” section of your club menu to see who has consented and not-consented to the waiver this year. You can also request a list from your county Extension office.



- Enter in your event details including name of event, description, when it will be held, when it ends, location, and contact information. Fill in as much detail as possible.



CHANGE REMOVE ROTATE

Name  
Club Recognition Night

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Description  
Come celebrate our club member's achievements from the past year! We'll be recognizing project and state award winners and also giving out special club awards

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When  
09/24/2022 09:00 AM

Ends At  
09/24/2022 10:00 AM

---

Location  
Batavia Park, Picnic Shelter A, 125 Park Road, Batavia, IL 61253

---

Contact Name  
Destiny Child

Contact Phone Number  
1234567890

Contact E-mail  
destinychild@zingbooks.com

- When complete, click on the blue "Save" button.

Contact Name  
Destiny Child

Contact Phone Number  
1234567890

Contact E-mail  
destinychild@zin

[← BACK](#) [SAVE](#)

- Once this information has been added it will populate on the calendar for the county, as well as household and members affiliated with the club. Club events are coded green on the calendar. The event will also show up under the events dashboard section, and events menu item for the families and volunteers in the club.

Events

Show Past Events

Search  Start Date  to End Date  REGION

Club Recognition Night

Come celebrate our club member's achievements from the past year! We'll be recognizing project and state award winners and also giving out special club awards.

Sep 24th 9:00am - 3:00pm

Batavia Park, Picnic Shelter A, 125

4-H By the Decades 1940s

We are seeking Illinois 4-H History from our 4-H alumni by the decades! Join us to visit about how 4-H impacted your life during the 1940s growing up in the Illinois 4-H program. We will also be seeking photos of special memories, mementos, and awards of each decade to share on a new Illinois 4-H History website to be developed. Share with

National 4-H Week

Join us in celebrating the power of 4-H programs empowering nearly six million young people across the U.S. with the skills to lead for a lifetime! Share your 4-H spirit this week and get involved in local and statewide celebrations.

Oct 2nd (All Day)

Today Back Next September 2022 Month Week Day Agenda

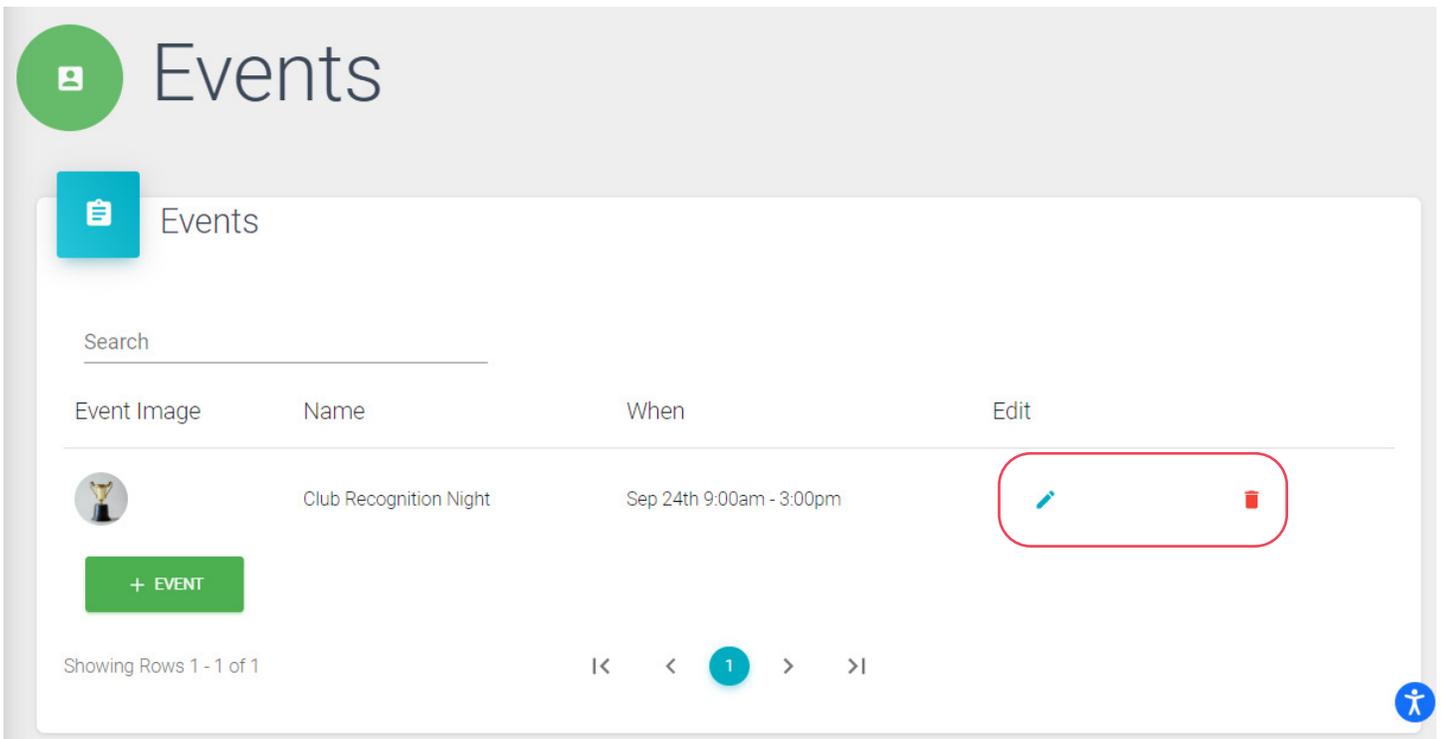
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01

Club Recognition (highlighted in green on 9/24)

4-H By the Decades (highlighted in red on 10/2)



- Repeat this process to advertise additional club events. If you need to go back and edit an event you've uploaded you can do so using the "Events" club menu item, then the blue edit pencil. To delete an event, use the red trash can icon.

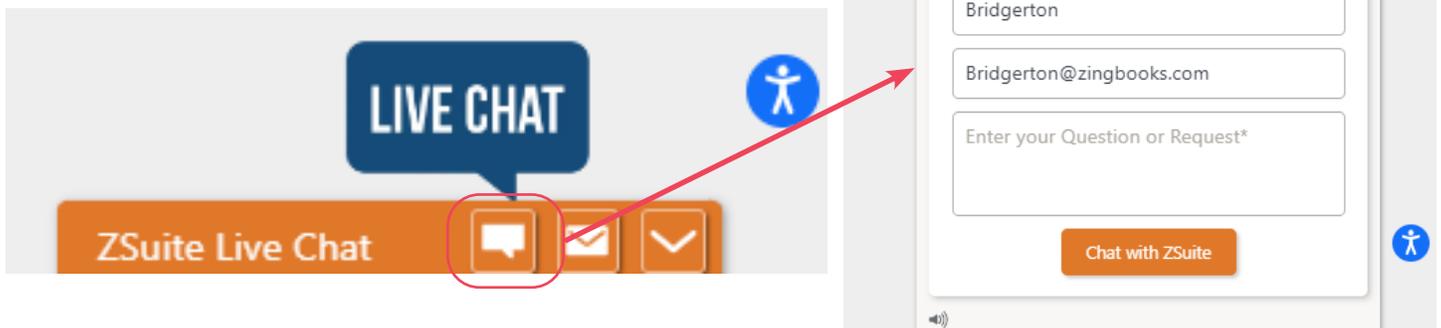


## Features Not Currently In Use in Illinois

Currently Illinois 4-H is not using the Template feature or Record Book Submissions feature. More information will be provided to leaders in the future if the state decides to use this functionality.

## Need Help?

Use the ZSuite Live Chat, Monday-Friday, 7 am to 4 pm. You can access this help in the lower left hand corner of the ZSuite's screen. Click on the chat icon to open up the chat menu. Then type in your question or request in the pop-up. After hours the chat will switch to email support. You can click the email button to send in your request and it will be answered the next day when ZSuite staff are in again. You can also reach out to your county Extension staff for assistance.



## Video Tutorials

Visit [go.illinois.edu/ZSuiteVolunteerTraining](https://go.illinois.edu/ZSuiteVolunteerTraining) to watch a video tutorial outlining the processes described in this resource. We encourage you to watch the complete 40-minute training, but you can also use the timestamps below to jump to specific features:

- Logging in and selecting your adult profile @ 00:50:00
- Requesting club access @ 00:02:38
- Accessing your club home screen @ 00:05:09
- Sending club announcements @ 00:07:52
- Accessing club member reports @ 00:12:20
- Uploading club documents @ 00:19:56
- Uploading shared files @ 00:24:29
- Creating a club event @ 00:28:25
- Accessing help @ 00:39:22



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