

MONTANA 4-H IS TRYING OUT A NEW TOOL

ONLINE RECORD KEEPING FOR YOUR RECORD BOOK WITH ZSUITE



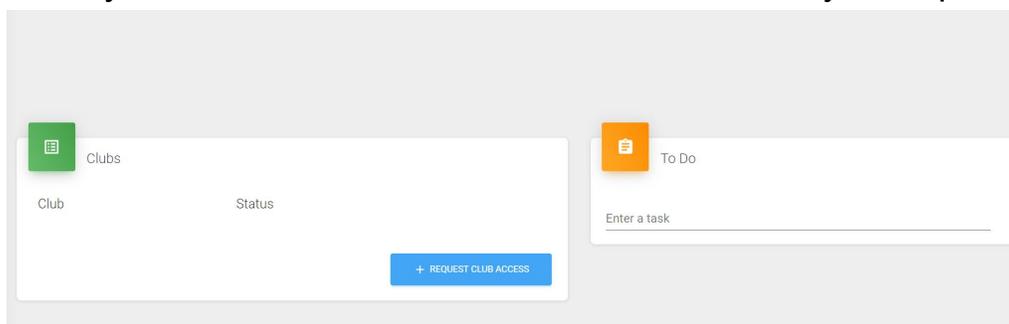
ATTENTION CLUB LEADERS

As a volunteer that serves an organizational leader or leader of a club you can gain club access. ZSuite tools you can use as a club leader:

- View the record books and progress of youth in the club.
- Send announcements through ZSuite that show up on club members dashboard.
- Set up events that show up on the dashboard.
- Share files that can be accessed from the dashboard.

To Gain Club Access in Zsuite:

- Set up your primary ZSuite account.
- From your dashboard click the blue button that says, “request club access”.



- Select your club name. and click “submit for review”
- The club will appear with “leader (pending)”.
- Once you have been approved as this club’s leader this will change to “leader”.

Once approved, club leader tools can be accessed in the black left sidebar. Click on the club name and the tools available will appear. If you are the club leader for more than one club repeat the process.