

MONTANA 4-H IS TRYING OUT A NEW TOOL

ONLINE RECORD KEEPING FOR YOUR RECORD BOOK WITH ZSUITE



COUNTY ADMIN - APPROVE CLUB LEADERS

Volunteers that serve as an organizational leader or leader of a club can gain club access to club tools in ZSuite.

- 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 approve a club leader that has requested club access:

- Sign into a county admin account.
- There is a box in the top left corner of the county admin dashboard titled APPROVAL.
- Listed are the volunteers who have requested club access.
- Once it is confirmed that a leader should have access to the selected club click the green check box.
- Once approved the name will no longer appear on the list.

To view each club's information including approved volunteers click on "Manage Accounts" then "Clubs" in the right sidebar. A list of clubs will appear. To view the club's dashboard, click on the club name in blue.

County admins can also add shared files, events and announcements that club members and volunteers can see when logged in.