



University of Idaho
Extension



LATAH COUNTY 4-H NEWSLETTER

“To Make the Best Better”

LATAH COUNTY 4-H OFFICE

We are officially into the 2019-2020 4-H year! Our office would like to congratulate all Latah County 4-H members on completing another great year! We also would like to sincerely thank the leaders and volunteers who help make so many opportunities in 4-H possible to youth all year. This year brings some new changes to 4-H statewide in Idaho, including fee changes and ZSuite, the new online record book system, so please be sure to stay tuned for updates in the coming months.

As we move into the new 4-H year, it is important for both leaders and youth members to remember to re-enroll in [4-HOnline](#). Make sure you update your project list during this time, as project selection plays an important role in how we plan for fair each year. If you are no longer involved in a project, please be sure to drop that project. Enrollment is only considered complete and ‘active’ once dues are paid to the Extension office. Youth and leaders are not covered by 4-H program insurance until the enrollment and payment process is complete, so please enroll and pay your dues right away to get the most of your 4-H experience.

We will be recognizing the accomplishments of 4-H members and leaders at the upcoming County Awards Night. We hope to see you on Sunday, November 10th at 4:00 pm at the Latah County Fairgrounds. Please plan to bring a side dish to share—meat, drinks, and dessert will be provided. We look forward to having you join us for this celebration!

Sara Fluer
Associate Extension Educator
UI Extension, Latah County

October/November 2019

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TIME TO ENROLL IN THE NEW 4-H YEAR!

Fair season may have just ended, but **October 1** marks the beginning of a new 4-H year! Have you re-enrolled as a member or leader?

HERE’S HOW TO ENROLL:

- ✓ Go to www.4honline.com
- ✓ Log into your 4-HOnline account
- ✓ Select ‘Enroll for 2019-2020’
- ✓ Update any recent changes to your contact information
- ✓ Update your project list! This helps us plan for fair and organizing judges each year. If you are no longer involved in a certain project, please drop that project.
- ✓ Pay your enrollment dues



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Questions about enrolling in 4-H? Contact Latah County Extension at 208-883-2267 or latah@uidaho.edu.

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LEADER'S CORNER

LEADER TRAINING

Returning leaders, to maintain your certification for the 2019-2020 4-H year, you must:

- Enroll in the new 4-H year in 4-H Online.
- Complete the Protecting Minors Training— it can be done in 4-H Online during enrollment. It takes less than 20 minutes and automatically records the date completed.
- Complete at least 2 additional hours of training related to 4-H, youth development, or your project area. Some ideas:
 - CALS Speaker Series—[Temple Grandin](#) lecture. Found on UI website.
 - [Stewards of Children](#)—offered through Gritman Medical Center. We will reimburse you the cost of the class if you provide proof of attendance.
 - Stay tuned for additional opportunities offered through the Extension office.

BACKGROUND CHECKS

This year in Idaho, over 3,500 4-H leaders will be due for their 3-year renewal on their background check. A large portion of Latah County leaders will need to renew background checks before the end of the year.

You must be enrolled in 4-H Online before a background check renewal can be sent, as you give permission for a background check during the enrollment process. A renewal invitation from Sterling Volunteers will be sent after you enroll in 4-H Online.

If you have questions about the status of your background check or the renewal process, contact the Latah County Extension office.

Horse Leaders, Livestock Leaders, & Leaders Council Meeting Dates 2019-2020*

- November 25
- January 27
- March 23
- May 18
- July 27
- September 28

*Postcards will be mailed prior to each meeting. Meetings will be held at the Latah County Fairgrounds unless otherwise noted. Groups meet as follows:

- Horse Leaders—5:30 pm
- Livestock Leaders—6:00 pm
- Leaders Council—6:30 pm

NEWS & UPDATES

NEW ENROLLMENT FEE STRUCTURE

The 2019-2020 4-H year will see a statewide increase in 4-H fees for the first time in many years. Due to increasing state-wide program costs and decreased external funding, the Idaho 4-H Advisory Board recommended an increase in the annual fees to begin October 1, 2019.

With this increase, Latah County 4-H fees for the 2019-2020 year will be as follows:

- \$25 for General 4-H Members & Cloverbuds
- \$30 for Horse Members
- \$75 cap for families with 3+ members
- \$5 for Leaders

ZSUITE—IDAHO'S NEW RECORD BOOKS

Idaho 4-H will be completing a statewide transition to online record books this year. The completed record book will look very similar to our existing record books, however, ZSuite allows club leaders and parents to monitor record book progress and work in and track multiple projects simultaneously. It is accessible through iOS and Android. For a handwritten option, a blank record book can be printed.

Create your account now by visiting <https://4h.zsuite.org/> and check out the Tip Sheet at the end of this newsletter for step by step instructions.

If you would like to explore the demo account before setting up your own, club volunteers and members can log into ZSuite to explore the demo version. Access ZSuite by visiting <https://4h.zsuite.org/>

Member/Volunteer Test Account

- Email: id@zingbooks.com
- Password: test
- Pin: 1234

If your club would like to schedule a club training on using ZSuite or would like assistance in setting up accounts at your next club meeting, contact the Extension office.

2019-2020

4-H Enrollment & ZSuite Open House

Who: 4-H Members, Leaders, & Cloverbuds
What: Enroll in 4-HOnline & ZSuite
When: Friday, November 15, 2019
11:00 am–6:00 pm
Where: Latah County Extension
200 S. Almon Street, Suite 201
Moscow, ID 83843



- Hot chocolate and treats provided! Kids are welcome!
- Computer workstations will be available. Staff & volunteers will walk you through 4-HOnline enrollment & setting up a ZSuite account.
- Leaders—complete your Child Protection Training and renew your background checks.
- Plan on up to 20 minutes for 4-H members; up to one hour for leaders.

- **4-H Members & Cloverbuds: \$25**
(**\$75 cap for families of 3+ members**)
- **Horse Members: \$30**
- **Leaders: \$5**



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CALENDAR

NOVEMBER

- 1—Club Audits Due
- 10—Awards Night
- 15—Open House Enrollment at Latah County Extension Office
- 25—Horse Leaders, Livestock Leaders, & Leaders Council Meeting
- 29-December 3—National 4-H Congress

JANUARY

- 27—Leader's Council Meeting

FEBRUARY

- 15-17—Know Your Government Conference—Boise
- 23—Model Horse Show

MARCH

- 7—Latah County Horse Bowl
- 23—Leader's Council Meeting

APRIL

- 4—Latah County Horse Judging
- 18—Beef Tagging

MAY

- 18—Leader's Council Meeting

JUNE

- 1—Swine Ownership/Tagging Deadline

JULY

- 6—Sheep & Goat Tagging
- 10-11—Idaho State 4-H Horse Contest
- 10-13—CL2N 4-H Camp
- 25—Latah County 4-H and Open Horse Show
- 27—Leader's Council Meeting

SEPTEMBER

- 17-20—Latah County Fair
- 28—Leader's Council Meeting

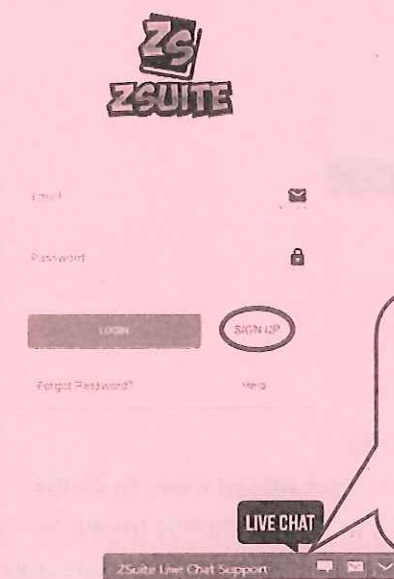
Additional 2020 dates will be forthcoming.



TIP SHEET FOR IDAHO 4-H FAMILIES

STEP 1: visit: <https://4hsuite.org> *If you are a new ZSuite user:* A parent or guardian must create your family account! Follow steps 1 – 3 to do this. If you are a returning Zsuite user, please skip to **Step 4**.

STEP 2: Click the blue “Sign up” button

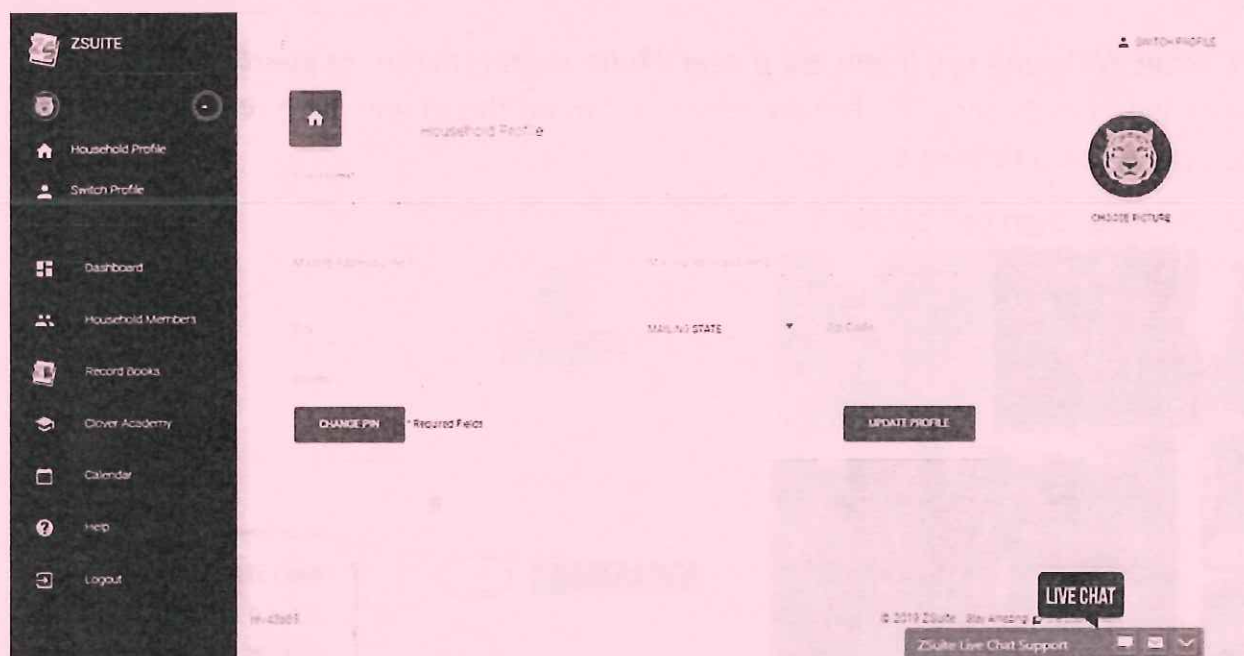


PRO TIP: Any time you have a question, click the orange “ZSuite Live Chat Support” to chat with a ZSuite Customer Service Representative!



STEP 3: Enter the requested information, click STATE, choose IDAHO. A drop box for COUNTY will pop up, choose your county. Then click the yellow “LET’S GO” button.

STEP 4: If you have already created your ZSuite account this is the first screen you will see after you log in! You are now at your family dashboard.



In this screen you can see:

- Your clubs (after you have joined them in ZSuite)
- Build your To Do List (only your family members can see this)
- Announcements from your club, county, state and ZSuite
- Shared Files from your club, county, state and ZSuite
- Upcoming Events from your club, county, state and ZSuite

From this screen you will access all other features of your new ZSuite Account.

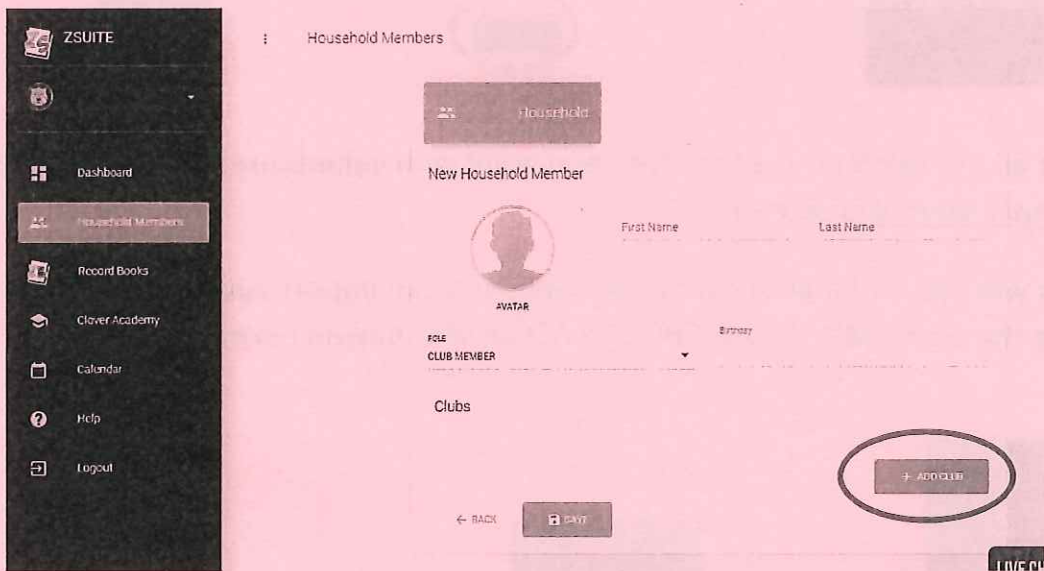
- Click the drop-down arrow next to your name (circled in red in the above screenshot)
 - Household Profile: Change your contact information and profile picture
 - Switch Profile: Once you have built your family member profiles, you can switch between them in this screen.
- Dashboard: will always take you back to your home screen
- Household Members: Where you manage your family member profiles.
- Record Books: As your child(ren) adds Record Books and Involvement Reports, you will be able to see them here.
- Clover Academy: This feature is not yet active, but as ZSuite adds training and classes to the program they will populate here.
- Calendar: As events are added to the upcoming events calendar, they will auto-populate here.
- Help: This is where you will find videos, tip sheets and other helpful information from ZSuite.
- Logout: Log all of your family profiles out of the system.

STEP 5: Create your child(s) accounts.

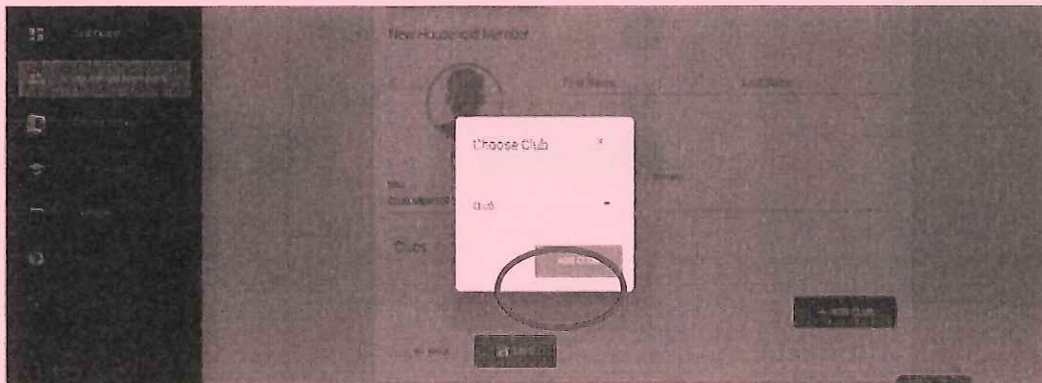
- From the Dashboard, click Household Members
 - Click the green “+ Household Member” button



- Fill in first name, last name, mark Role as “Club Member”, add birthdate. Then click the green “+ADD CLUB” button.



- Choose your club from the drop-down menu, click the blue “ADD CLUB” Button

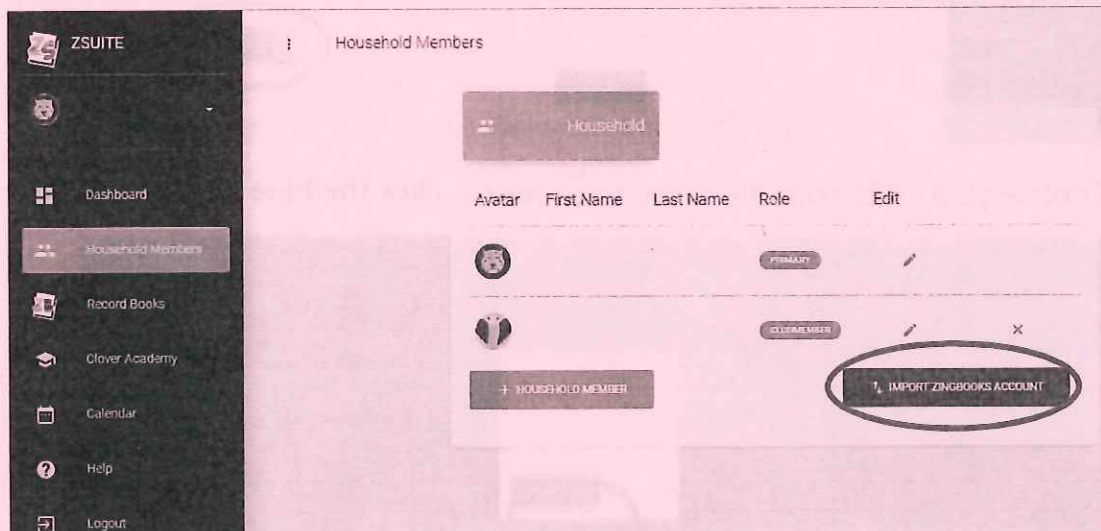


- If your child is active in multiple clubs, click the green “+ADD CLUB” button and repeat this step as many times as necessary to add all clubs to their profile.
- Once all clubs have been added to this child’s profile. Click the blue “SAVE” button on the New Household Member Screen.

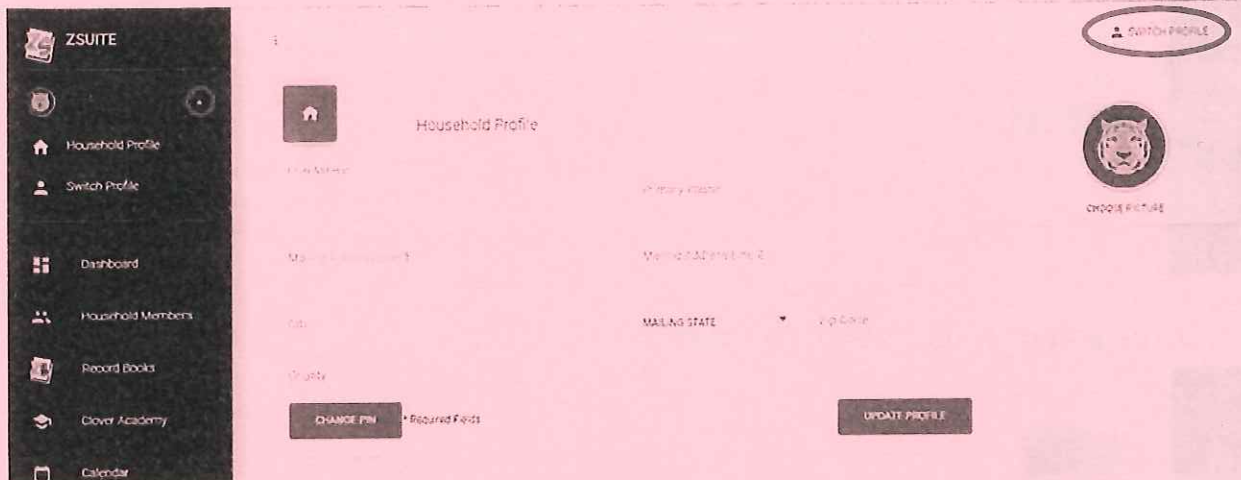


STEP 6: Repeat all of **STEP 5** until all children and adult club volunteers have been added to the Household Members Screen.

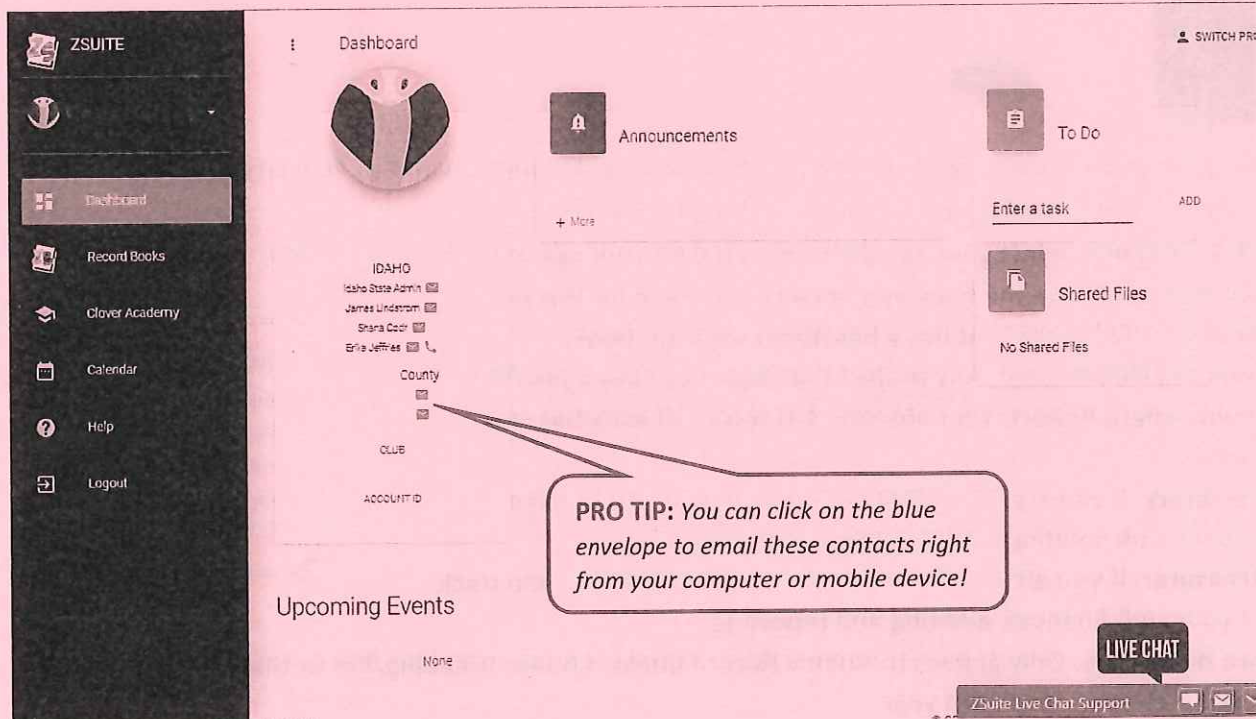
PRO TIP: If you were part of a pilot county in Idaho, you can import your 2019 records by clicking the pink “IMPORT ZINGBOOKS ACCOUNT” button here.



STEP 7: Switch profiles for your child to access their records. You can switch profiles by clicking the drop-down arrow next to your family name in the left side menu or click the Switch Profile link on the top right side of the screen.

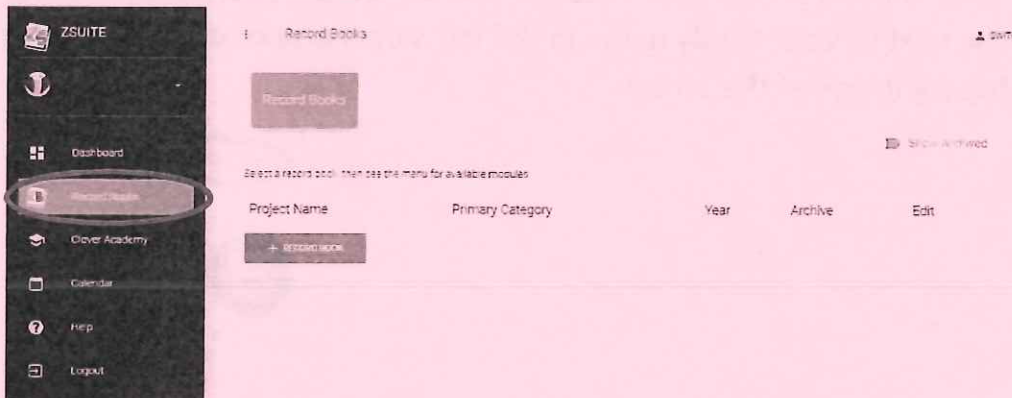


STEP 8: You are now at the Youth Dashboard. Youth members can access this page to see their clubs, announcements, shared files upcoming events and build their to-do list just like on the Family Dashboard.





STEP 9: Click *Record Books* on the left side menu.



STEP 10: Click the green “+ RECORD BOOK” button.



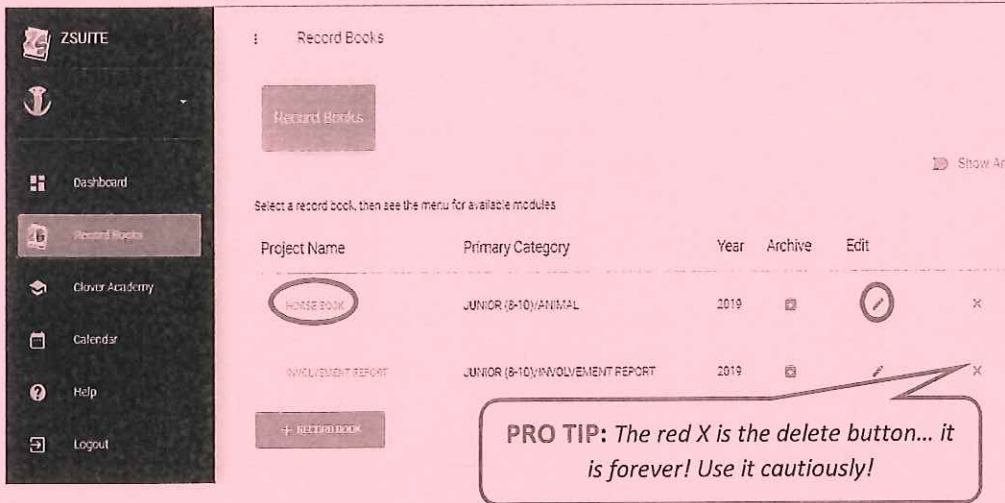
- **Project Name:** Use a name relevant to the project such as “Market Swine” or “Cake Decorating”.
- **Club:** Choose the club that you will be completing this project in.
- **Primary Category:** Select your age division, based on your age as of January 1, 2020.
- **Sub-Category:** Choose the book you need to complete for this project.
 - **Animal:** Any project that has a heartbeat uses this book.
 - **General/Non-Animal:** Any project that does not have a heartbeat.
 - **Involvement Report:** Your life-long 4-H record of activities and events.
 - **Secretary:** If you are a club secretary, use this record to keep track of your club meetings, attendance and events.
 - **Treasurer:** If you are a club treasurer, use this record to keep track of your club finances, auditing and reporting.
- **Record Book Type:** Only applies to Animal Record Books. Choose Breeding/Pet or Market Animal.
- **Start Date:** October 1 of each year.
- **End Date:** September 30 of each year.

PRO TIP: Per Idaho 4-H Requirement Handbook, every 4-H member in Idaho must maintain their Involvement Report for their entire 4-H experience.

STEP 11: Click the blue “SAVE” button.

STEP 12: Repeat **STEP 10 and 11** as many times as necessary to add all record books and one (1) involvement report per child.

STEP 13: Click the yellow link under Project Name to access that record. Click the blue pencil under “Edit” if you wish to edit the name, type, or age division associated with that record.



Project Name	Primary Category	Year	Archive	Edit
HORSE BOOK	JUNIOR (8-10) ANIMAL	2019		
INVOLVEMENT REPORT	JUNIOR (8-10) INVOLVEMENT REPORT	2019		

PRO TIP: The red X is the delete button... it is forever! Use it cautiously!

STEP 14: You can now edit the tabs (pages) of your record book by clicking on the tabs located in the left menu.



Project Name	Primary Category	Year	Archive	Edit
HORSE BOOK	JUNIOR (8-10) ANIMAL	2019		
INVOLVEMENT REPORT	JUNIOR (8-10) INVOLVEMENT REPORT	2019		

PRO TIP: You can tell which record book you are working in by looking to see where the solid yellow highlight is in your record book list!

STEP 15: Once you have completed entering all of your data. Click the “Record Book” tab at the bottom of the left-hand menu to download for printing or to submit your completed record book.

PRO TIP: Save your record book after each update by clicking “Record Book” then choose “Download” and save to your computer or device as a backup.



Project Name	Primary Category	Year	Archive	Edit
HORSE BOOK	JUNIOR (8-10) ANIMAL	2019		
INVOLVEMENT REPORT	JUNIOR (8-10) INVOLVEMENT REPORT	2019		