



University of Idaho Extension



HEAD



HEART



HANDS



HEALTH

March/April 2020

INSIDE THIS ISSUE:

Latah County 4-H Office	1
Enrollment	1
Leader's Corner	2
General News & Updates	2
Livestock News	4
Calendar	6
ISDA Import Rules	7
Goat Clinic	8
ZSuite Tips for Families	10

LATAH COUNTY 4-H NEWSLETTER

“To Make the Best Better”

LATAH COUNTY 4-H OFFICE

It is hard to believe it is already March! Clubs have been busy and a lot of project meetings are underway. It is always incredibly exciting to hear from members about their goals, projects, new skills being built, and existing skills being refined. Keep up the great work, everyone!

The next couple months are full of fun and educational activities. If you are a livestock member, be sure to be making contacts for your swine, sheep, and goat projects so you can secure an animal this spring. There are also a number of upcoming events where you can build on your existing livestock skills and knowledge, including the WSU Veterinary School Ambassador presentations in March on Quality Assurance; Beef and Swine Field Days in Lewiston and Asotin; and the UI Block & Bridle Club's annual fitting and showing clinic. Please consider attending one (or all!) of these events, it is a unique opportunity to learn from industry experts.

Idaho State Teen Association Convention (STAC) will open registration in April through 4-H Online. Latah County has always sent a number of teens to this event, and we anticipate having Latah County well-represented again this year. This is a great chance right here in your backyard to learn more about higher education and career exploration.

I also want to extend my thanks to all the clubs who have welcomed me to their meetings since December for training on the new online record book system, ZSuite. Idaho 4-H understands this is a transition for everyone, and your willingness to learn and engage with the new system has been deeply appreciated. As part of our commitment to helping you learn more about ZSuite, check out the details in this newsletter regarding additional drop-in hours in the coming months.

Best of luck to you as you get your projects underway. Remember to have fun and enjoy the experience—and challenge yourself to step outside your comfort zone. That is where the best learning happens!

Sara Fluer
Associate Extension Educator
UI Extension, Latah County

Still need to enroll in the new 4-H year?

The time is now! Here's how:

- Go to www.4honline.com & log into your 4-H Online account
- Select 'Enroll for 2019-2020'
- Update any recent changes to your contact information
- Update your project list! This helps us plan for fair & organize judges each year. If you are no longer involved in a certain project, please drop that project. If you have discovered a new interest, be sure to enroll in that project!
- Pay your enrollment fees. Enrollment is not considered complete and members will **not** be covered by 4-H accident insurance and should not be participating in 4-H related activities until fees are paid.



University of Idaho Extension
Latah County
200 S. Almon Street, Suite 201
Moscow, ID 83843
Phone: 208-883-2267
Fax: 208-882-8505
Email: latah@uidaho.edu

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 20 minutes and automatically records the date completed.
- Complete a minimum of **2 hours 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 \$15 class if you provide proof of attendance!
 - * If you have Extension conduct a ZSuite training at your club meeting, any certified leaders present will receive up to 1 hour toward their annual training requirement.
 - * Have you done training with your employer, such as Q.P.R. Suicide Prevention Training or CPR/First Aid? We'll count it—send us a copy of your certificate for your leader file.
 - * Beef Field Day (March 14, Lewiston, ID) or Swine Field Day (March 21, Asotin, WA)

BACKGROUND CHECKS

The majority of leaders in Idaho will be due for their 3-year renewal on their background check at some point this year, including many Latah County leaders. 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. Questions about the status of your background check or the renewal process can be directed to Latah County Extension.

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

- **March 23**
- **May 18** (alt. location TBA)
- **July 27**
- **September 28**
- **November 23**

*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

GENERAL 4-H NEWS & UPDATES



ZSUITE—IDAHO'S NEW RECORD BOOKS

Idaho 4-H is transitioning statewide 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. For a handwritten option, a blank record book can be printed. Create your account by visiting <https://4h.zsuite.org/> and check out the **Tip Sheet** at the end of this newsletter for step by step instructions. Don't wait until summer!

ZSuite Training Opportunity!

As of March 2020, 50% of clubs in Latah County have received training on ZSuite. If you would like a ZSuite training for members and families at your next club meeting, please contact Sara Fluer at sfluer@uidaho.edu or 208-883-2267 to schedule a training. Plan for 1 hour. Any certified leaders in attendance will automatically receive up to 1 hour toward their annual training requirement!

Additional ZSuite Drop-In Hours at the Latah County Extension Office:

- Wednesday, March 18 | 3:00 PM—6:00 PM
- Wednesday, April 8 | 3:00 PM—6:00 PM
- Monday, May 11 | 3:00 PM—6:00 PM
- Summer Hours TBD

Youth, families, & leaders, come visit us at the Extension office for guidance on setting up your account & to learn how to navigate in ZSuite. We also have several computer workstations available anytime during business hours for your use. Please come in anytime to work on your record book.

COLLEGE SCHOLARSHIP



Graduating seniors, the application for the Latah County 4-H David Trail Green & Gold Scholarship is available. Visit the [Latah County Extension website](#) for the application or contact our office for a copy.

Applications are due **May 1**.

LEARNING GRANTS

Latah County Leader's Council offers learning grants to help defray costs to 4-H members and/or leaders who participate in county, district, state, regional, national, or international 4-H events and activities.

Applicants must complete the application, have it signed, and turned in to the Extension office prior to departing for their event. Funds are dispersed upon successful completion of the event and/or exhibit of their project, often following fair. Find the application on the [Latah County Extension website](#).

STATE TEEN ASSOCIATION CONFERENCE

The 2020 Idaho 4-H State Teen Association Convention (STAC) will be held on June 22-25, 2020 on the Moscow campus.

This event brings youth ages 14-18 from all across the state of Idaho to participate in activities focusing on post-secondary and career exploration. Teens participate in on-campus workshops, campus and community tours, service learning, state elections and networking with their peers. This year's theme is: "STAC 2020: Reach for the STARS!".

Registration for STAC will open the first week in April. For those interested in attending who may need financial assistance, please see the following scholarship opportunities:

1. **Friends of 4-H Endowment Scholarship** – A total of 52 \$100 scholarships (13 per UI Extension District) – Applications due in 4-H Online [by March 13](#).
2. **Tractor Supply Company and 4-H Paper Clover** – A total of 8 – Full Registration Scholarships (2 per UI Extension District) – Applications due in 4-H Online [by March 13](#).
3. **Rachel ReNae Adams Scholarship (Bannock County Only)** – A total of 2 – Full Registration Scholarships. Applications due through 4-H Online [by April 1](#).
4. **Doris Roper (Youth) /John Thiessen (Adult)** – Two

endowment scholarships available for youth and adults to apply for state and national opportunities. (Scholarship amounts vary). Applications due in 4-H Online **by April 1**.

STAC Registration opens April 1.

- **Early Bird Registration (April 1 - May 11) - \$270**
- **Regular Registration (May 12 - June 8) - \$295**
**includes Busing Fee, Meals, and Lodging on UI Campus*

SHOOTING SPORTS INSTRUCTOR TRAINING

Shooting Sports leader training for the Northern District will take place in Coeur d'Alene, ID on April 18-19, 2020. Disciplines offered include Archery, Pistol, Rifle, and Shotgun.

Latah County has a strong Shooting Sports program and additional help in facilitating this project is welcome. If you are already a certified 4-H leader and are interested in taking steps to become a Shooting Sports Instructor, this is the training to attend!

Contact Latah County Extension for more information or to request a registration form. Forms will be mailed out to current Shooting Sports Instructors. Registration deadline is March 27, 2020.

Questions may be directed to Jim Wilson, the Idaho Shooting Sports Coordinator at 208-292-1401 or jwilson@uidaho.edu

SAFE SITTER

Safe Sitter training is designed to prepare youth in grades 6-8 to safely babysit or watch younger siblings. Interested in becoming a Safe Sitter? If you would like to participate, please contact Latah County Extension to RSVP. The next Safe Sitter training will be May 30th from 9:00 am–3:30 pm. No cost to 4-H members. Limit 8 participants.

PUBLIC SPEAKING WORKSHOP

Learning to speak in front of others is a valuable life skill that many 4-H members learn about throughout their 4-H career. On May 9th, we will be offering a workshop on public speaking to 4-H members, free of charge.

This one-hour workshop will be under the guidance of a local 4-H Alumni who competed in Public Speaking at the National level. You will learn about being an effective speaker by engaging in games and activities that will help you organize and deliver a message and communicate about topics that matter most to you. Stay tuned for more information!



Idaho 4-H State Teen Association Convention

LIVESTOCK NEWS & UPDATES

LIVESTOCK FIELD DAYS

- **Beef Field Day**—Saturday, March 14, 2020 at the Lewiston Livestock Market in Lewiston, ID.
- **Swine Field Day**—Saturday, March 21, 2020 at the Asotin County Fairgrounds in Asotin, WA.

Field Days are hosted by WSU and UI Extension, and bring in 4-H and FFA members from all over the area. Bring a friend and come learn about raising your market project! Contact Nez Perce County Extension to pre-register. *Leaders, if you attend either field day event, it will count toward your annual training requirement—there is content for adults, too!*

WSU VETERINARY SCHOOL AMBASSADORS

Join WSU's College of Veterinary Medicine Student Ambassadors for two presentations on Quality Assurance topics in March. 4-H and FFA both welcome!

Proper Vaccination & Medication Protocol

- March 12th. 5:30 PM—6:30 PM
- Latah County Fairgrounds (Middle Room)

Learn how to read vaccine & medication labels, proper injection sites and techniques, and receive some hands-on learning opportunities.

Ethical Animal Handling: What is it & Why is it Important?

- March 26th. 6:00 PM—7:00 PM
- Latah County Fairgrounds (Middle Room)

Learn about low-stress livestock management and useful appropriate tools to improve animal welfare and quality of production.

UI BLOCK & BRIDLE CLINIC

Join the UI Block and Bridle Club on April 4th at their annual Livestock Fitting and Showing Clinic! This year they will focus on sheep, cattle, horse and swine and will cover novice to advanced information on nutrition, training, fitting and showing for show preparation.

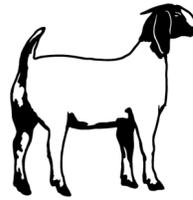
- **Pre-Clinic Registration** (by 3/25/20): \$25/person
- **At the Door:** \$30/person (w/o lunch or t-shirt)

Contact Latah County Extension for a registration form or the Block & Bridle members below:

- TyAnn Tellefson, Show String Chairman
tell1354@vandals.uidaho.edu
- Austin Baker, Block & Bridle President
bake3805@vandals.uidaho.edu

GOAT CLINIC

Interested in learning more about your Meat Goat and Breeding Meat Goat projects? On April 19th, we will host three clinicians who will provide a full-day workshop on showmanship, nutrition/feeding, selection, hands-on instruction and plenty of goats to go around! Lunch included. Register by April 1. See the flyer and registration at the end of the newsletter for more information.



MARKET LIVESTOCK TAGGING/WEIGH-IN

4-H and FFA members, mark your 2020 calendars! Tagging dates for Latah County market animal projects can be found below:

- **Beef**—Saturday, April 18, Monson Barn—UI Campus, 7:00 AM—9:00 AM.
- **Swine**—Ownership by Monday, June 1. Leaders must have animals tagged and records submitted to Extension office by June 7.
- **Sheep & Goat**—Monday, July 6, Latah County Fairgrounds, 3:00 PM—7:00 PM.

4-H members must have paid annual enrollment dues and be 'Active' in 4-H Online by their respective species tagging/weigh-in date.

To ensure consistency between programs, members should be prepared to designate their primary project animal and floater as either 4-H or FFA at designated county tagging/weigh-in events and deadlines. Postcards will be sent out closer to each tagging date with specific costs of vaccines.

Per the [2019-2020 Idaho Project Requirements Handbook](#), the following minimum ownership and feed periods apply for 4-H market animal projects:

Species	Minimum Ownership	Minimum Feed Period
4-H Market Goat	70 days	60 days
4-H Market Lamb	70 days	60 days
4-H Market Swine	100 days	80 days
4-H Market Beef	150 days	130 days

LIVESTOCK IMPORT RULES

As you begin selecting animals for your 4-H & FFA projects for the upcoming fair season, please keep in mind that **all** import rules for livestock apply to animals brought into Idaho that will be used as 4-H and FFA market and breeding animals. On page 7, you will find a quick reference guide for each species. For a complete listing of import requirements, please go to the ISDA website at: <https://agri.idaho.gov/main/animals/>

CHIP GILLIAM MEMORIAL PROGRAM

As you start thinking about selecting and financially investing in your market animal projects for the year, the Chip Gilliam Memorial Fund, a loan program through the Latah County Fair Office, was established in 1997 to help Latah County youth with financial assistance for their 4-H and FFA market animal projects.

Loan applications are due to the Fair Office by March 31 of each year, and can only be submitted by Latah County 4-H or FFA members, with approval of their 4-H/FFA leaders. Applications will be reviewed at the April meeting of the Latah County Fair Board.

Applications are found on the [Latah County Fair & Events Center website](#). Questions can be directed to the Latah County Fair Office at 208-883-5722 .

NORTH 40 DISCOUNT PROGRAM

North 40 Outfitters has made the decision to narrow their discount program to junior livestock feed and show supplements only. This program will be known as "Junior Livestock Program." This change will allow them to consider other opportunities to support youth during the year as business allows. This change will be effective on March 1, 2020. Any active accounts that have been used in the past will be closed on February 29, 2020 and the store will require a 4-H Membership card to receive the discount going forward. These cards will expire December 31, 2020.

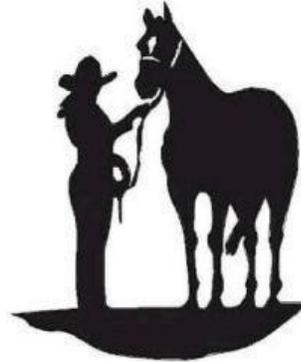
UPCOMING HORSE EVENTS

Horse Project events have been set for 2020. Take a look at the calendar for specific times and locations.

- Horse Bowl—March 7
- Horse Judging & Presentations—April 11
- State Horse Contest—July 6-7 (Lewiston)
- Horse Camp—July 15-19 (Deary)
- 4-H & Open Horse Show—July 25 (Princeton)

HORSE IDENTIFICATION SHEETS

Horse Identification Sheets due to Latah County Extension office by **April 15th**. If you are a new Horse Member, you must turn in identification forms for your project animal. If you are a returning member using the **same** horse as last year, you do not need to turn in a form again, but please notify the Latah County Extension office in writing (or by sending an email to sfluer@uidaho.edu) of your intent to use the same project horse again.



NOTE: The identification form is required for every **new** project animal and can be used for up to two years for existing project animals. Every odd year (i.e., 2017, 2019, 2021, etc) a new

form and color photo is required for all project animals. Please notify the Extension Office if you are using the same project animal during even years.

LEADER'S COUNCIL FUNDRAISER

Leader's Council is partnering with Applebee's to host a Community Flapjack Fundraiser on April 25, 2020 from 8:30 am—10:00 am.



This fundraiser makes it possible for Leader's Council to support county events, awards, scholarships, and offer learning grants.

We need your help selling Applebee's tickets to family and friends for this fundraiser to be successful! 4-H members and clubs, tickets (in sets of 10) and log sheets are available for checkout at Latah County Extension.

Tickets are \$10 each. Help us reach our goal of selling 200 tickets! Please contact our office to check out tickets for your club today. Tickets must be sold and money turned in by April 10th.



Volunteers are also needed as hosts/hostesses and servers for the event. This is a great community service opportunity for 4-H members, so please sign up for a volunteer shift if you have not participated in this fun event before! To volunteer, contact Tammi Johnson at tammirj.tj@gmail.com or 208-699-7707.

2020 CALENDAR

MARCH

- 7—Latah County Horse Bowl, 1:00 PM, Latah County Fairgrounds (Grange)
- 12—WSU Veterinary Student Ambassador Presentation—Safe Vaccination Protocol
- 14—Beef Field Day, Lewiston Livestock Market, Lewiston, ID
- 21—Swine Field Day, Asotin County Fairgrounds, Asotin, WA
- 23—Leader’s Council Meeting
- 26—WSU Veterinary School Ambassador Presentation—Ethical Animal Handling

APRIL

- 4—UI Block and Bridle Clinic
- 11—Latah County Horse Judging & Presentations, 8:00 AM, Latah County Fairgrounds (Grange)
- 18—Beef Tagging
- 19—4-H Goat Clinic
- 25—Leader’s Council Applebee’s Fundraiser

MAY

- 9—Public Speaking Workshop
- 18—Leader’s Council Meeting
- 25—Holiday—Memorial Day, Latah County Extension Closed
- 30—Safe Sitter Training—Latah County Fairgrounds

JUNE

- 1—Swine Ownership/Tagging Deadline
- 22-25—Idaho State Teen Association Conference (STAC), Moscow, ID—Theme TBA
- 30—CL2N 4-H Camp Teen Leader Training, Nez Perce County Fairgrounds

JULY

- 6—Sheep & Goat Tagging
- 6-7—Idaho State 4-H Horse Contest (Lewiston)
- 10-13—CL2N 4-H Camp
- 15-19—Latah County Family Horse Camp
- 19—Small Animal Clinic
- 25—Latah County 4-H and Open Horse Show
- 27—Leader’s Council Meeting

AUGUST

- 20—Fashion Review Judging
- 22—4-H Cat Show and Cat Expo in partnership with Humane Society of the Palouse
- 28—Non-market animal record books due

SEPTEMBER

- 17-20—Latah County Fair
- 28—Leader’s Council Meeting
- 30—End of 2019-2020 4-H year

OCTOBER

- 1—Start of 2020-2021 4-H year

NOVEMBER

- 1—Club Financial Audits Due
- 15—County Awards Night



Livestock Import Rules Apply to 4-H and FFA Animals

As you begin selecting animals for your 4-H & FFA projects for the upcoming fair season, please keep in mind that all import rules for livestock apply to animals brought into Idaho that will be used as 4-H and FFA market and breeding animals. Below is a quick reference (as of 2/6/2019) for each species. For a complete listing of import requirements, please go to the ISDA website at:

<https://agri.idaho.gov/main/animals/>

➤ Cattle:

- > Castrated male cattle (steers) must have a Certificate of Veterinary Inspection (CVI) from a licensed veterinarian with a full physical address of the origin and destination.
- > Intact female beef cattle must have a CVI with the full physical address of the origin and destination. Female cattle 4 months and older require vaccination for Brucellosis with their legible tattoo recorded on the CVI. Female cattle 18 months and older require individual, official identification listed on the CVI. Female calves accompanying their dam may enter without vaccination.
- > All intact dairy cattle must have a CVI with the full physical address of the origin and destination and an entry permit. Female cattle 4 months and older require vaccination for Brucellosis with their legible tattoo recorded on the CVI. All dairy females 6 months of age and older are required to have a negative Tuberculosis test within 60 days before entering Idaho. Individual, official identification must also be listed on the CVI.
- > Brand Inspections required on all cattle (even if unbranded.) For information on Brand Inspections please call the Idaho State Brand Department Lewiston District Office at 208-799-5019.

➤ Horses:

- > CVI with full physical address of the origin and destination. Six month equine passports are accepted from states participating in Global Vetlink's EECVI program. Negative EIA (Coggins) test required within 12 months prior to entering Idaho.
- > Brand Inspections required on all horses (even if unbranded.) For information on Brand Inspections please call the Idaho State Brand Department Lewiston District Office at 208-799-5019.

➤ Sheep and Goats:

- > Castrated male sheep and goats (wethers) CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084).
- > Intact female sheep and goats must have a CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084). Scrapies tag, tattoo (if recorded on Breed Registry papers), or other official, individual identification recorded on CVI.
- > Intact male sheep and goats must have a CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084). Scrapies tag, tattoo (if recorded on Breed Registry papers), or other official, individual identification recorded on CVI.
- > All dairy type goats over 6 months of age need a negative Brucellosis test within 30 days before entering Idaho.
- > All intact male sheep over 6 months of age must have a negative Brucella ovis test within 30 days before entering Idaho.
- > All sheep and goat CVI's must also state that listed animals are free from Scrapie (known to have not been exposed for at least 72 months prior to date of inspection), Scabies (known to not have been exposed for at least 6 months immediately prior to date of inspection), Foot Rot, Brucella and do not have any symptoms of any communicable diseases (known to have not been exposed to any communicable disease for at least 30 days immediately prior to date of inspection.)

➤ Hogs:

- > All swine entering Idaho require a CVI with the full physical address of the origin and destination and an entry permit. Individual, official identification must be listed on the CVI. The following statements must also be on the CVI; Raw Garbage Statement, PRV Statement and a PEDv Statement.
- > All breeding swine not originating from a Brucellosis free herd or a Brucellosis free state must have a negative Brucellosis test within 30 days of movement into Idaho.

For more information please contact the Boise ISDA Office at 208-332-8540, or for the Northern Region (Boundary, Bonner, Kootenai, Benewah, Shoshone, Latah, Nez Perce, Lewis, Clearwater and Idaho Counties) contact:

Dr. Scott Barnes, DVM, Veterinary Medical Officer
Moscow Field Office, 208-790-3139

or

Kerry Sanford, Sr. Livestock Investigator
Lewiston Field Office, 208-790-8210

2020 LATAH COUNTY 4-H SHOWMANSHIP & FITTING CLINIC MARKET GOAT & BREEDING BOER GOAT

- ▶ Market & Breeding Fitting Showmanship
- ▶ Tip on how to pick your prospect
- ▶ Nutrition & Feeding
- ▶ Learn from industry pros
- ▶ Hands on instruction
- ▶ Judging

SUNDAY APRIL 19, 2020

LATAH COUNTY FAIRGROUNDS, SALE BARN, MOSCOW, IDAHO

\$20 BEFORE APRIL 1, LUNCH INCLUDED

\$30 AFTER APRIL 1, LUNCH INCLUDED

CLINICIANS

Rachel Burke

Wind Valley Ranch

Taryn Gaustad

Calvary Boer Goats

Morgan Forney

3MK Boer Goats

OPEN TO ALL CURRENTLY ENROLLED 4-H & FFA MEMBERS

Check In 8:30 a.m.

9:00 a.m. - 4:00 p.m.

Lunch 12:00-1:00

PARENTS ARE FREE TO
AUDIT BUT SHOULD YOU
REQUIRE LUNCH PLEASE
PREORDER WITH YOUR
CHILD'S SIGN UP AND PAY
THE \$10 FEE

Please Return Registration Form and Entry Fees to
University of Idaho Extension
200 South Almon St. Suite 201, Moscow, Idaho
For more information contact

U of I Extension Office 208-883-2267

Jennifer Orcutt 208-907-2020 truenorthboers@gmail.com

Brandy Paradee 208-964-3333 wblparadee@gmail.com



University of Idaho
Extension



Latah County 4-H

Meat Goat & Breeding Meat Goat Showmanship & Fitting Clinic

Sunday, April 19, 2020
Latah County Fairgrounds, Sale Barn
1021 Harold Street, Moscow, ID 83843

Youth Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Parent(s) Name: _____

Phone: _____ Email: _____

4-H Club/FFA Chapter Name: _____

Age Division (as of Jan. 1):

Junior (8-10) Intermediate (11-13) Senior (14-18) FFA

Lunch provided by Qdoba (burrito box lunch w/ chips & salsa side + dessert):

Chicken Steak Brisket Impossible (plant-based protein) Vegetarian

Registration Fees:

- \$20/person before April 1 – Lunch Included
- \$30/person after April 1 – Lunch Included

Please return registration form and fees to University of Idaho Extension, Latah County.
Payment may be made by cash, check, or credit card in person or via phone.

UI Extension, Latah County
200 South Almon Street, Suite 201
Moscow, Idaho 83843

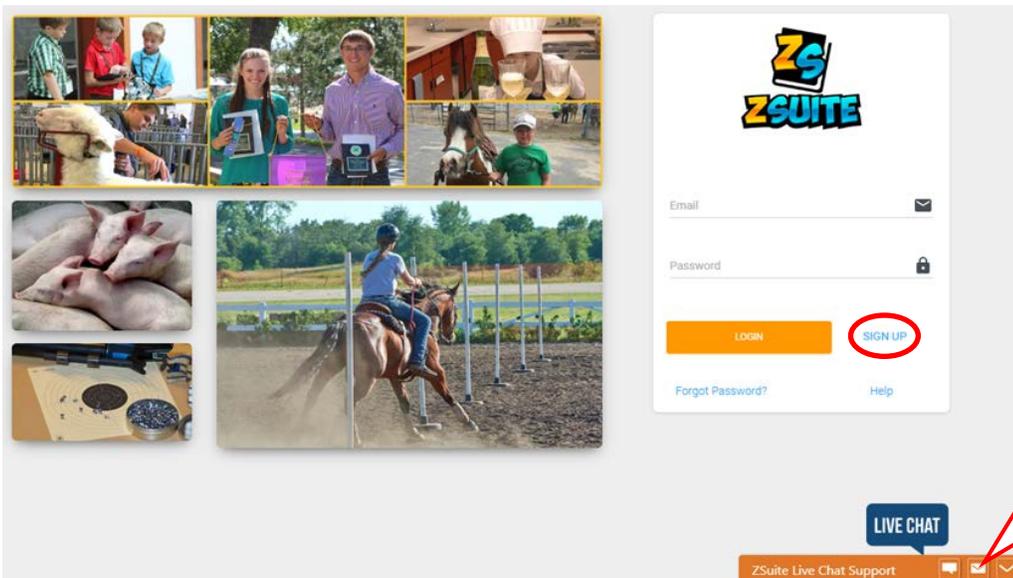
For more information regarding registration or payment, please contact Sara Fluer at UI Extension, Latah County by phone at 208-883-2267 or by email at sfluer@uidaho.edu.



TIP SHEET FOR IDAHO 4-H FAMILIES

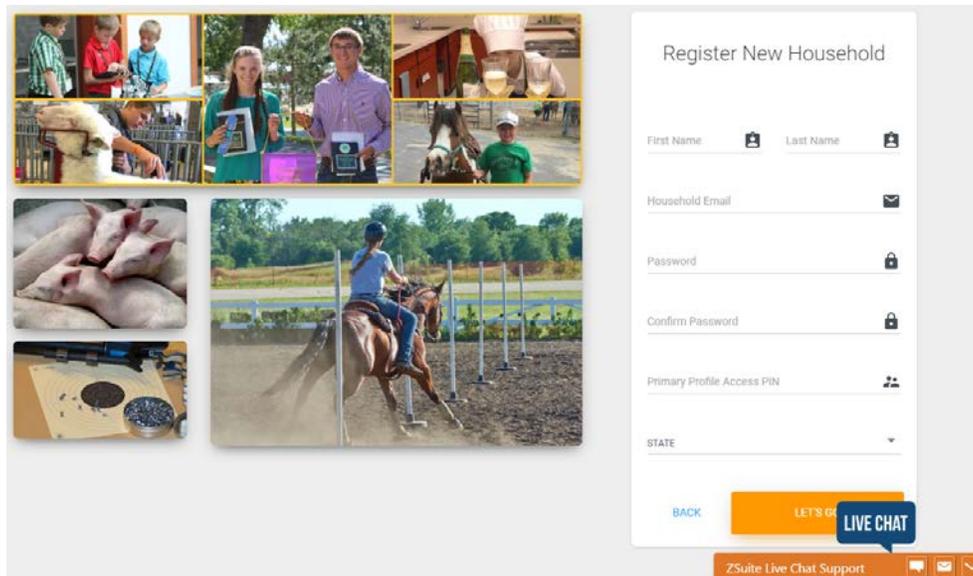
STEP 1: visit: <https://4h.zsuite.org/> *If you are a new ZSuite user: A parent or guardian must create your family account!* Follow steps 1 – 3 to do this. If you are a returning Zsuite user, please skip to **Step 4**.

STEP 2: Click the blue “Sign up” button

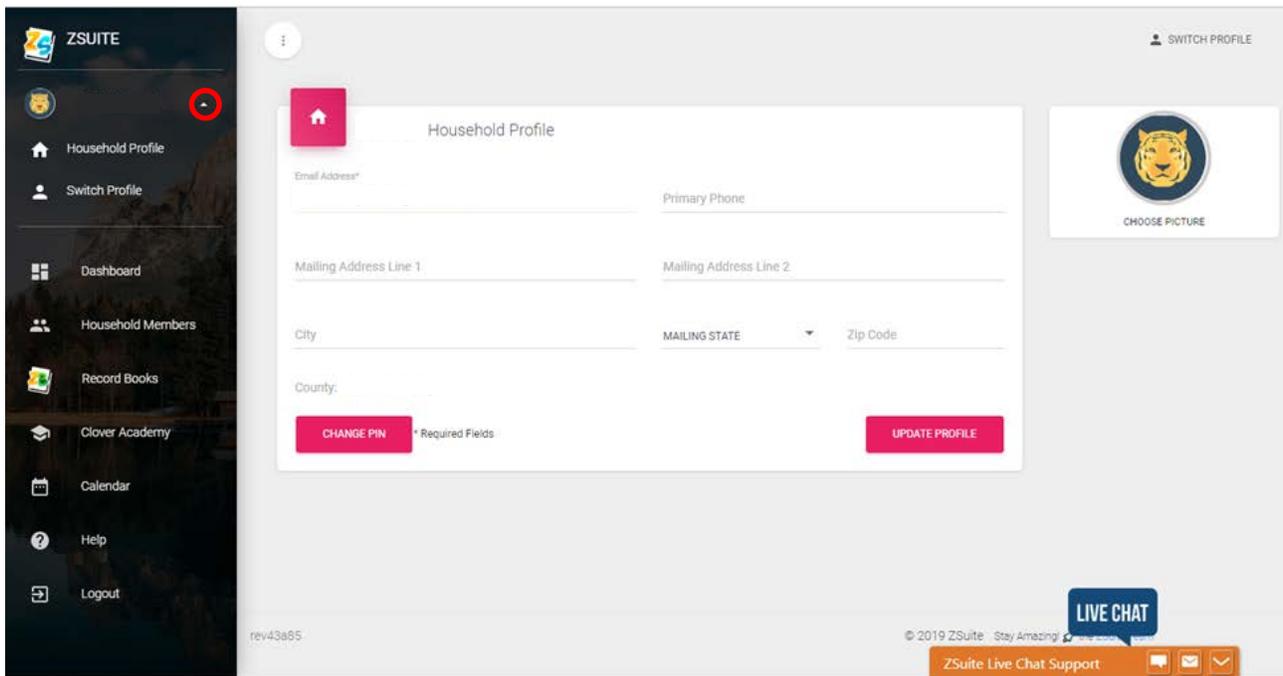


PRO TIP: Any time you have a question, click the orange “ZSuite Live Chat Support” to chat with a ZSuite Customer Service Representative!

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.



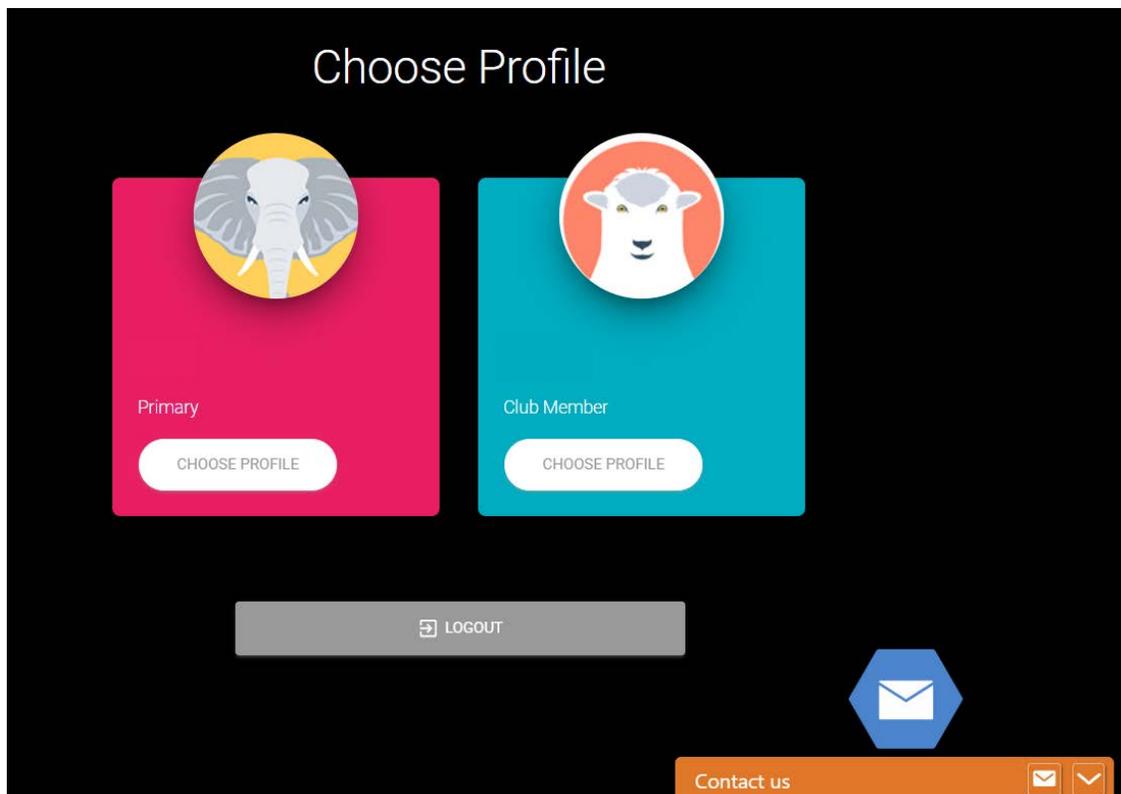
STEP 4: You are now at your family dashboard.



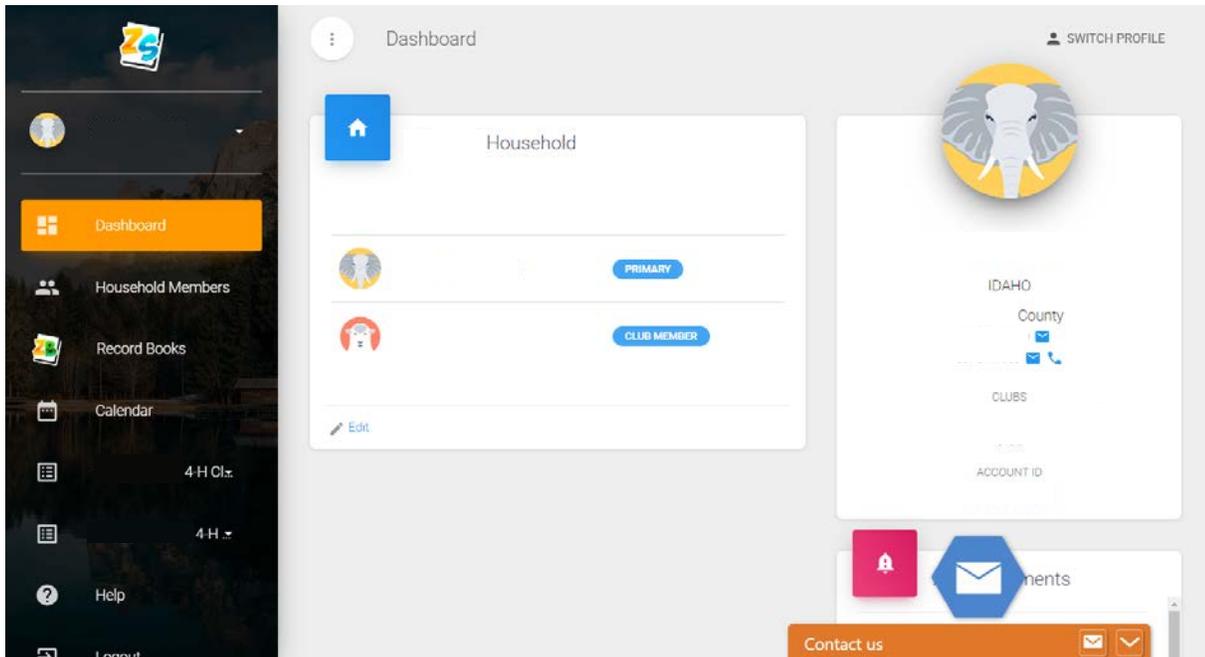
This is where you will access profiles:

- 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.

Once you select “Switch Profile”, you will see this screen. Choose the profile you wish to access.



This is your primary household member dashboard:



On this screen you will be able to see:

- Your clubs (after you have joined them in ZSuites)
- 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

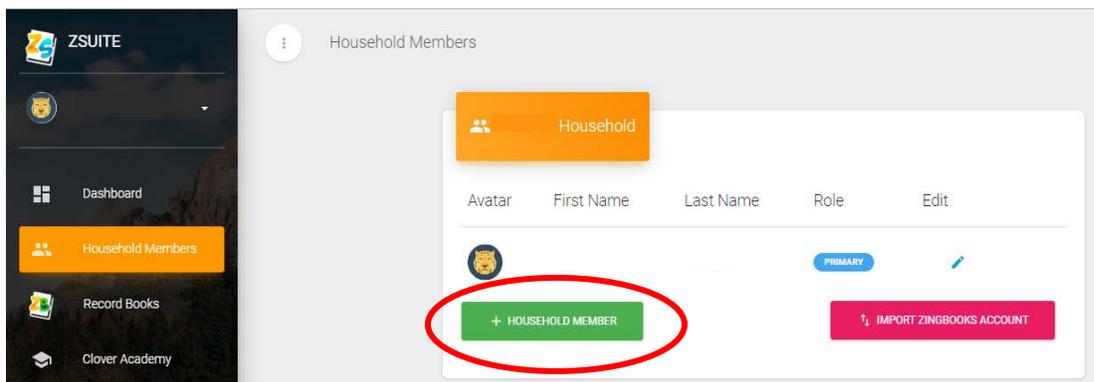
From this screen you will access all other features of your new ZSuite Account.

- 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 ZSuites 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 ZSuites.
- Logout: Log all of your family profiles out of the system.

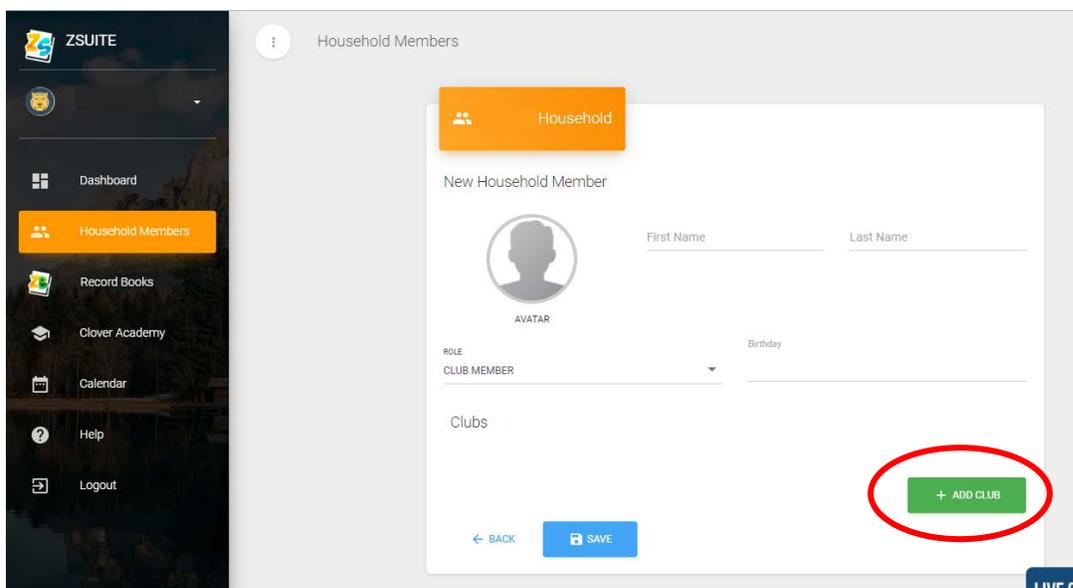
To access your child's profile from this screen. Click the drop down arrow next to your family name at the top, click "switch profile" and then select the profile you want to access.

STEP 5: Create your child(s) accounts.

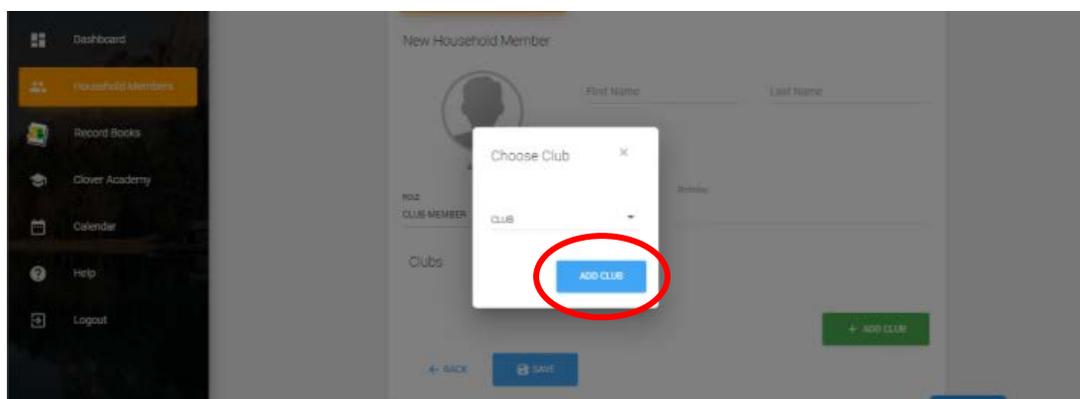
- From the Dashboard, click Household Members
 - Click the green “+ Household Member” button



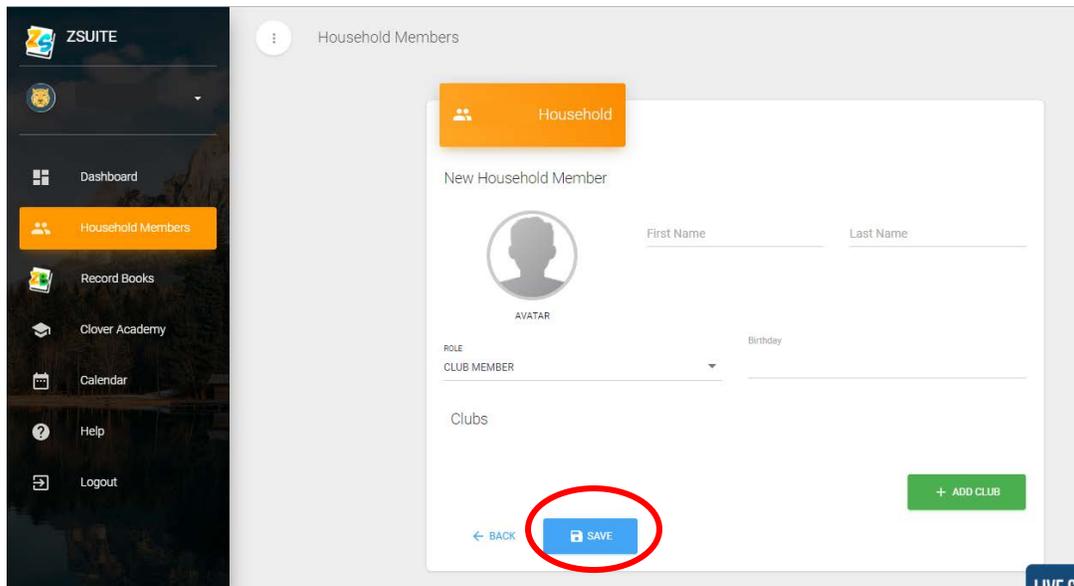
- Fill in first name, last name, mark Role as “Club Member”, add birthdate. Then click the green “+ADD CLUB” button. *(after you click save, you can go back in and erase the birthdate and save again to leave that space blank)*



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

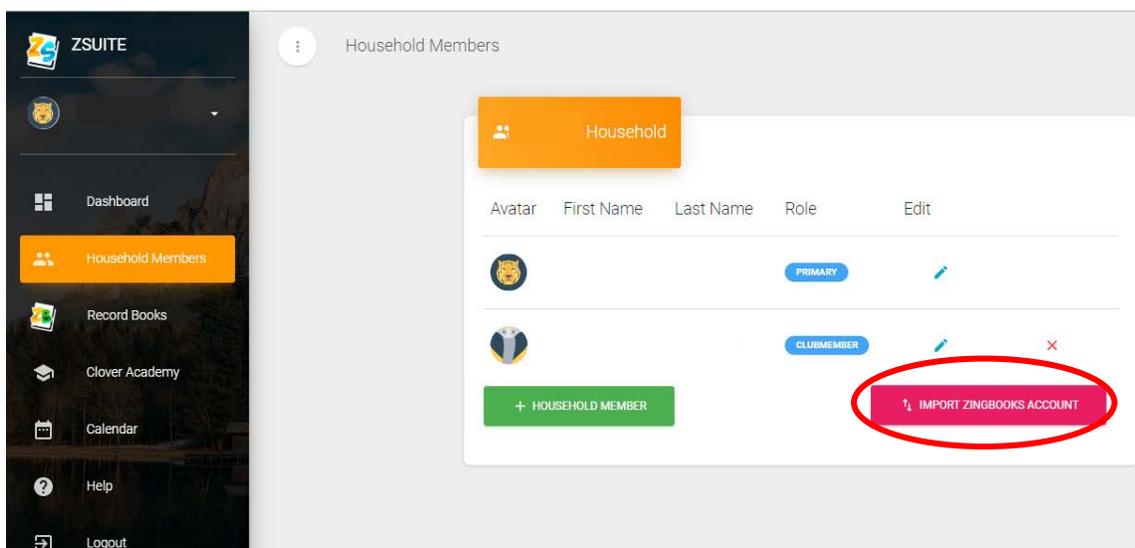


- If your child is active in multiple clubs, click the green “+ADD CLUB” button and repeat this step as many times as necessary to add all clubs to their profile.
- Once all clubs have been added to this child’s profile. Click the blue “SAVE” button on the New Household Member Screen.

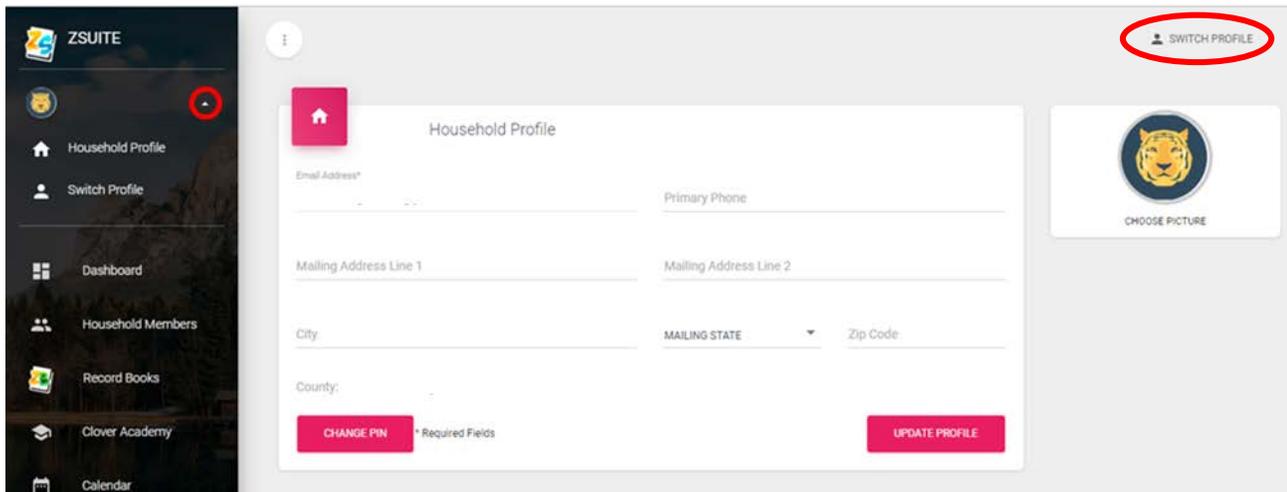


STEP 6: Repeat all of **STEP 5** until all children and adult club volunteers have been added to the Household Members Screen.

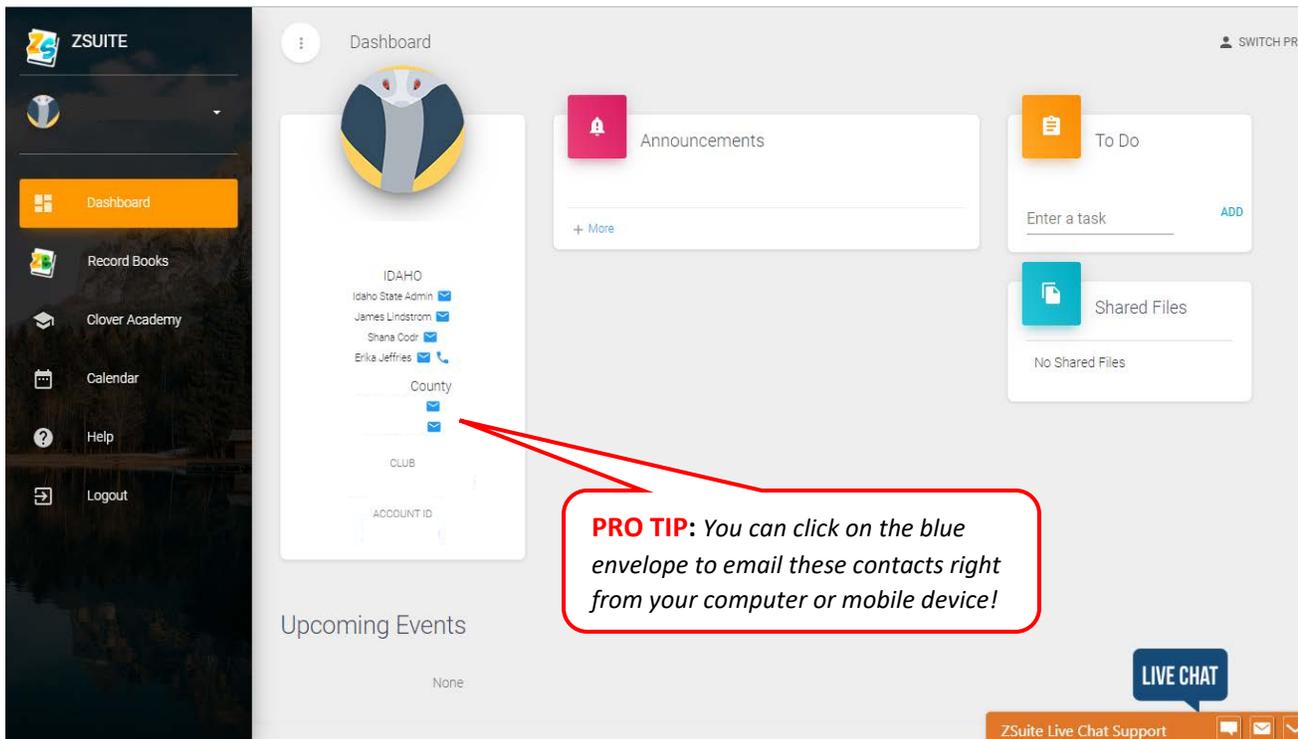
PRO TIP: If you were part of a pilot county in Idaho, you can import your 2019 records by clicking the pink “IMPORT ZINGBOOKS ACCOUNT” button here.



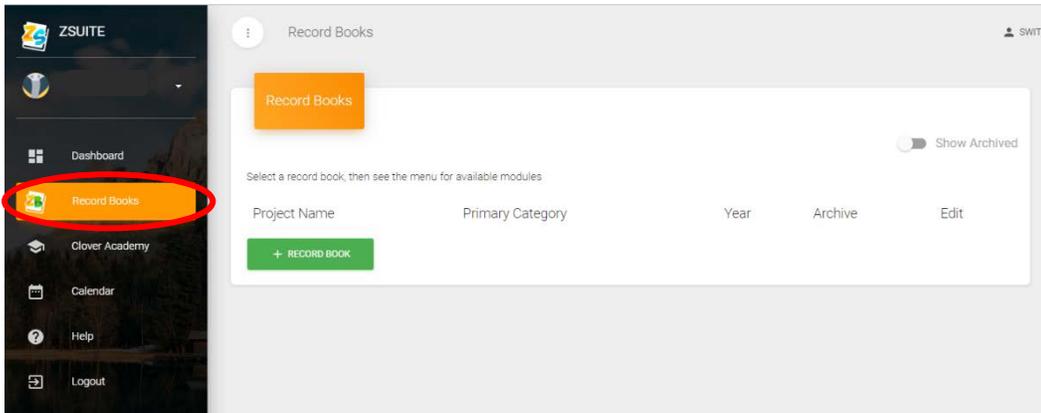
STEP 7: Switch profiles for your child to access their records. You can switch profiles by clicking the drop-down arrow next to your family name in the left side menu or click the [Switch Profile](#) link on the top right side of the screen.



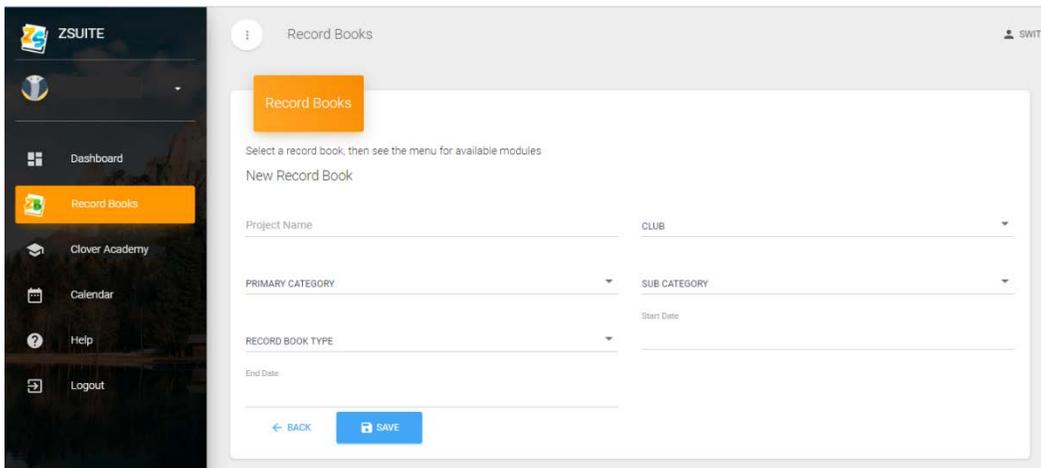
STEP 8: You are now at the [Youth Dashboard](#). Youth members can access this page to see their clubs, announcements, shared files upcoming events and build their to-do list just like on the [Family Dashboard](#).



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



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



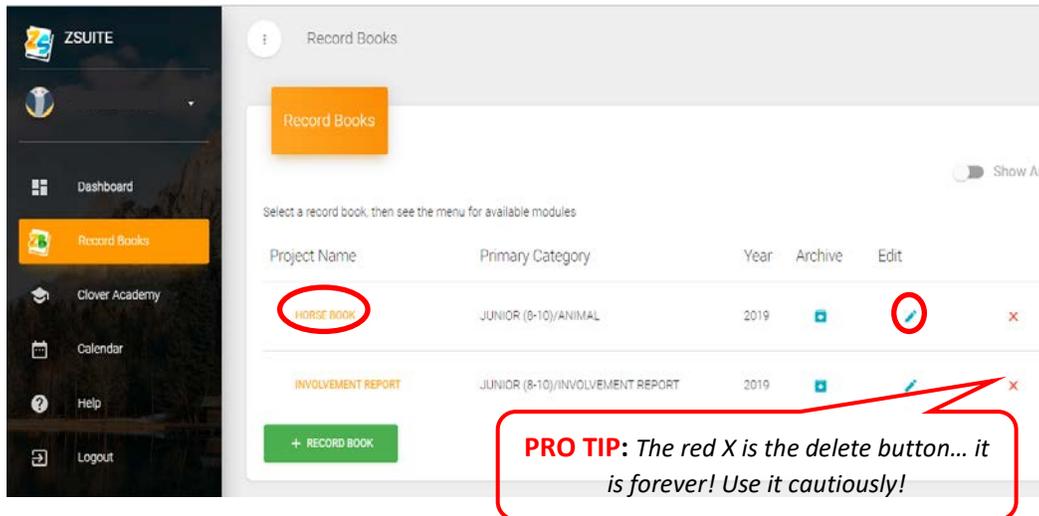
- **Project Name:** Use a name relevant to the project such as “Market Swine” or “Cake Decorating”.
- **Club:** Choose the club that you will be completing this project in.
- **Primary Category:** Select your age division, based on your age as of January 1, 2020.
- **Sub-Category:** Choose the book you 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.

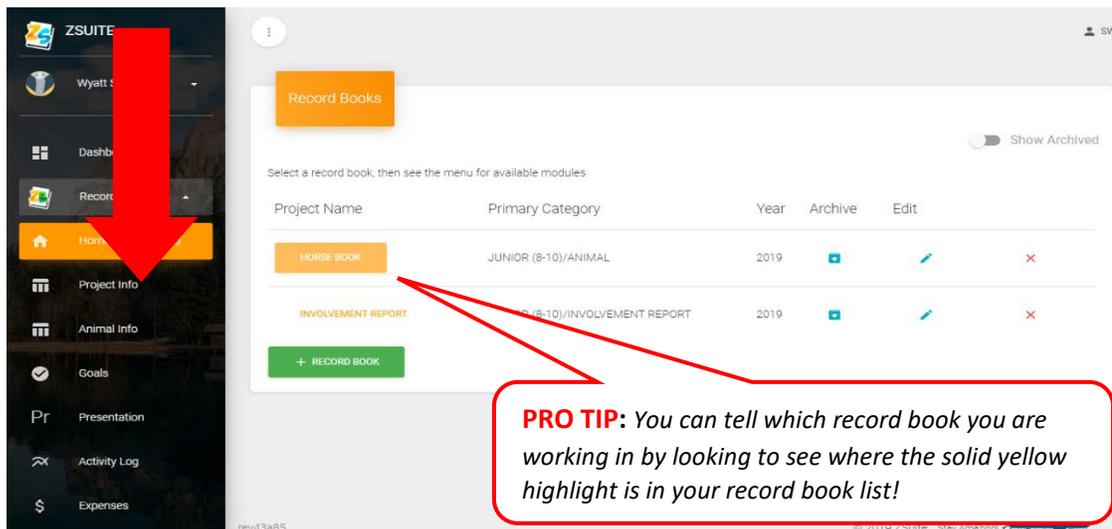
STEP 11: Click the blue “SAVE” button.

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.



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



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.

