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the
**CLOVER
CHATS**





**University of Wyoming Extension
Sweetwater County**

Winter Hours

Monday - Friday

8:00 am - 5:00 pm

Summer Hours

(May 20th - August 21st)

Monday - Thursday

7:00 am - 5:00 pm

Closed Fridays

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OCTOBER BIRTHDAYS

Landry Duncombe

Abby St. Marie

Weston Rhea

Mary Thoman

Cole Thomas

Mario Villa

Wyatt Carribou

Ory Johnson

Kayda King

Jacob Scharf

Dax Smith

Molly Beard

Ranger Duncombe

Paige Neilson

Teague Goodman

Brenlee Logan

Danna Flores

Bailee Neilson

Record Books Due

Wednesday, September 7

Portfolio Website:

<https://4h.zsuite.org/>

Follow instructions in this newsletter. If you have any questions contact the Extension Office.

LEADERS

Your Club Charter Renewal, Secretary Book and Treasurer Book are due to the Extension Office by November 30th. The packet containing this paperwork was mailed out to the main club leaders.



New Online 4-H registration Program & Record Books

Wyoming 4-H has transitioned to a new registration system along with its online 4-H Record Book through zSuite.

Here's what you need to do to access it:

1. Go get started at - <https://4h.zsuite.org/>
2. If you had already enrolled in 4Honline, information from 4Honline should have been transitioned to zSuite. Use your email address you had in 4Honline and then click the "forgot password". The program will then prompt you for a new password. Then finish enrollment.
3. If you already have made a profile in zSuite for your record book, use that profile and information. We are trying to merge the transitioned information and your record book profile.
4. You must download each report to print.

There is a how-to video on the state 4-H's website. The link is below.

<http://www.uwyo.edu/4-h/current-members/portfolios/index.html>

Scroll to the bottom of the page and click the "Record Book Basics: How-to video"
The guide is on pages 5-10 of this newsletter.

Record Books are due October 7th.

Please submit online

ZSuite 4-H Record Books & You!

Understanding the new record book system







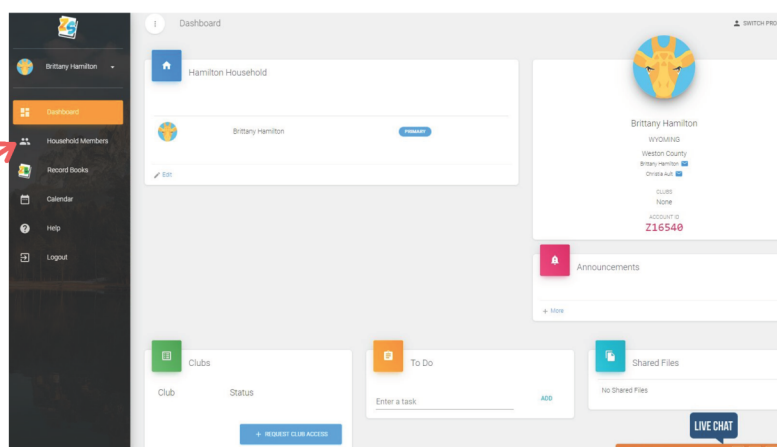
Create a family profile

1. Go to <https://4h.zsuite.org/> (open in Google Chrome, not Internet Explorer) You will see a screen like this.
2. As a family creating a new profile, select **Sign Up**.
 - a. Fill in the required fields (you can use your same email and password from 4HOnline).
 - b. Create a pin number (we recommend an easy-to-remember four-digit number, like the last four numbers of your phone number).
 - REMEMBER your password and pin number, you will need it to access your portfolios!
 - c. Select Wyoming and your home County.
 - d. Click **Let's Go**.

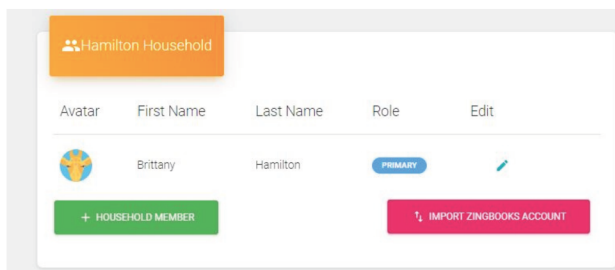
Add members of family


You should now be directed to the **Dashboard** screen.

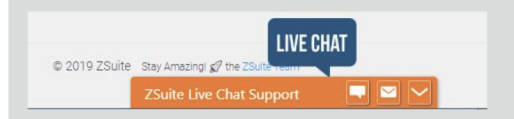
1. To add members, in the black drop down menu, select  Household Members
2. On the next screen, select 
3. Fill in the required fields for one of your members.
4. Don't forget to add a club! Click 
5. Finish by clicking 



You will return to the **Household Members** screen. The member you added should appear in the list along with yourself. Repeat this process for the other members of your household.

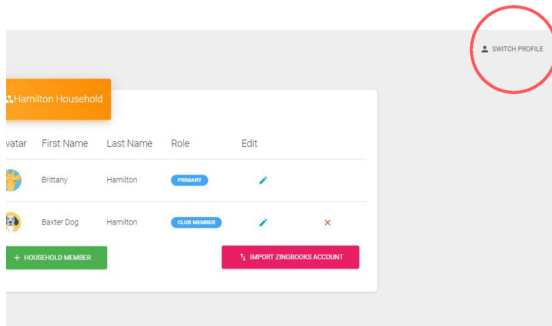



*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.


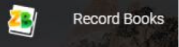



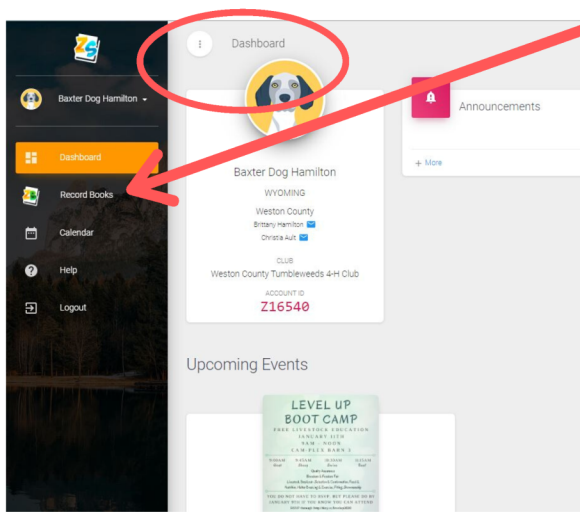
ZSuite 4-H Record Books & You!

Understanding the new record book system



Adding a Record Book

1. Whether you are on the **Dashboard** screen or **Household Members** screen, you will click on  located at the top right of the screen.
2. Click **Choose Profile** of the member you wish to add a record book for.
3. The next screen is the **Dashboard** for that member's profile.
4. In the black drop down menu, select .
5. The next screen is the **Record Books** screen. Click on  to add a record book for that member.



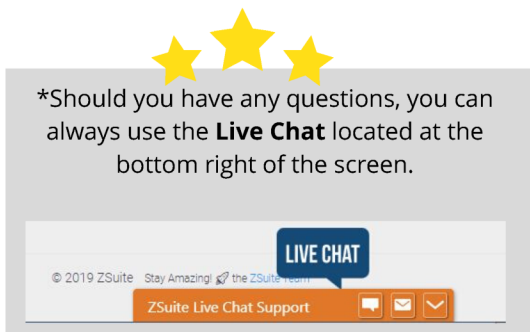
6. The next screen should look like this. Fill in the required fields for the project record book you wish to add.

Example:

Project Name: Market Lamb
Club: Elk Mountain Outlaws (auto fills)
Primary Category: Animal Science
Sub Category: Sheep
Record Book Type: Junior Record Book
Start Date: 04/01/2020
End Date: 08/31/2020

7. Finish adding this record book by clicking .

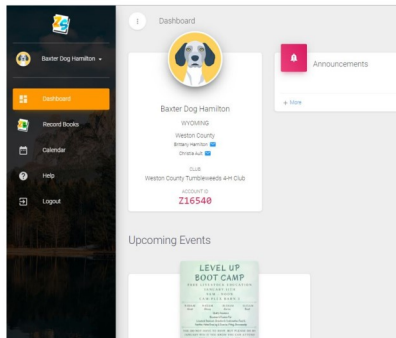
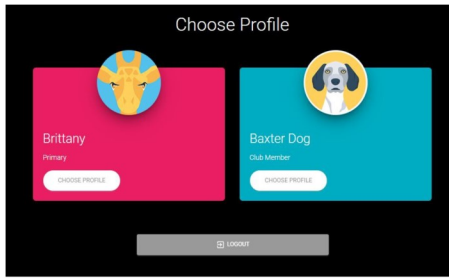
*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



You will return to the **Record Books** screen. Repeat this process for the remainder of the project record books for that member. **Switch Profile** and select the profile for the next member you wish to add record books for.

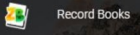
ZSuite 4-H Record Books & You!

Understanding the new record book system

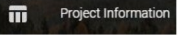
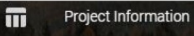


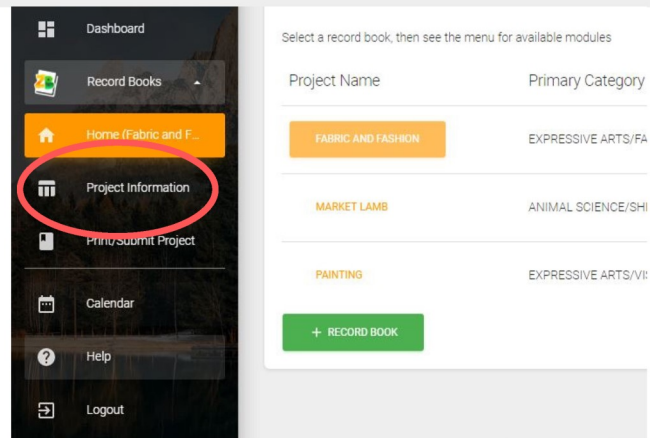
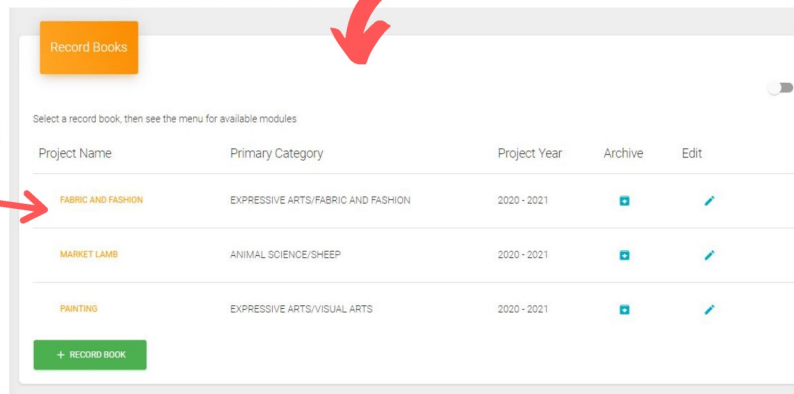
Editing a Record Book/Adding Info

Once all of your child's project records are added, you are ready to edit/add goals!

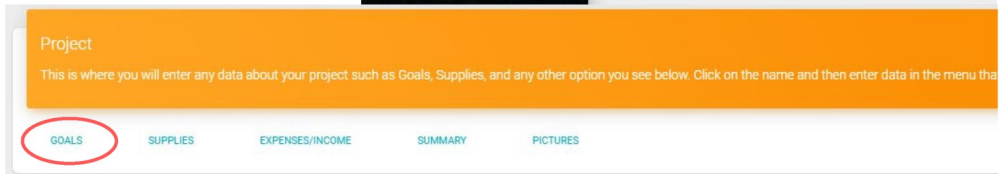
1. To edit record books from log in page:
 - a. Log in using username and password.
 - b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
 - c. On the **Dashboard** screen in the black drop down menu on the left, select  **Record Books**.
 - d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.


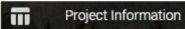
1. To edit record books from **Record Book** screen:

- a. Select the yellow **project name** of the project you wish to edit.
- b. In the black drop down menu on the left, a new option  **Project Information** should appear, and the project name you clicked on should be highlighted.
- c. Click  **Project Information**.
- d. The next screen is the **Project Information** screen, and a yellow info bar should appear that says Project.
- e. Click the **blue** tool bar options to add goals, starting supplies, expenses, etc. to your project record.
 - i. REMEMBER to only add the goals and items for the project you have selected! Do not put every project's information here!



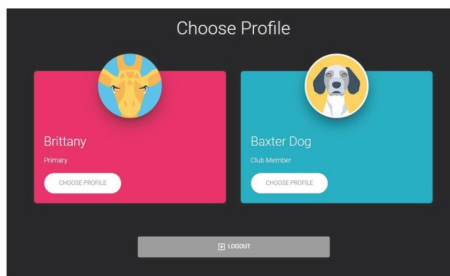
Repeat this process for all individual project record books for each member.



*Note: To return to edit the other project records for the member, click  **Home (Market Lamb)** in the black drop down menu on the left of the screen. Select the next project to edit from the list, make sure it is highlighted in **yellow**, and click  **Project Information**

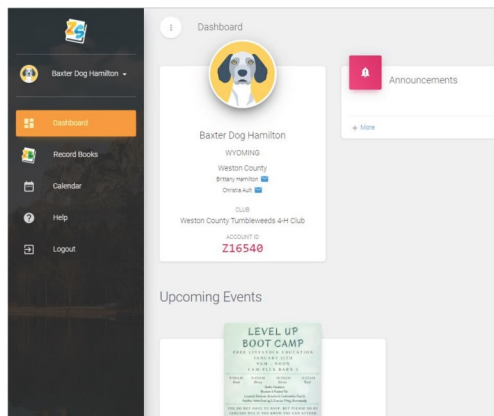
ZSuite 4-H Record Books & You!

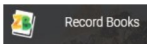
Understanding the new record book system





Adding 4-H Year Involvement

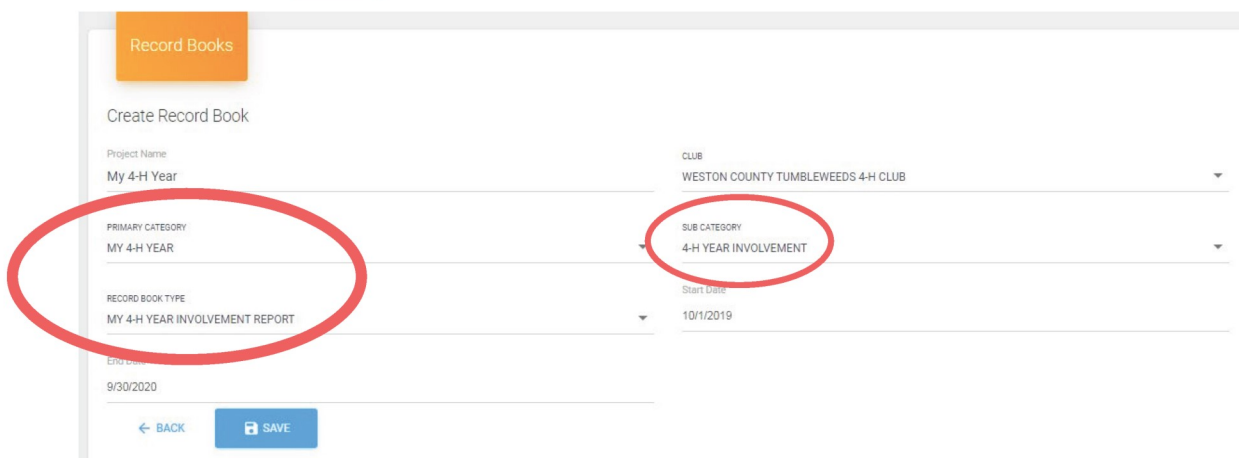
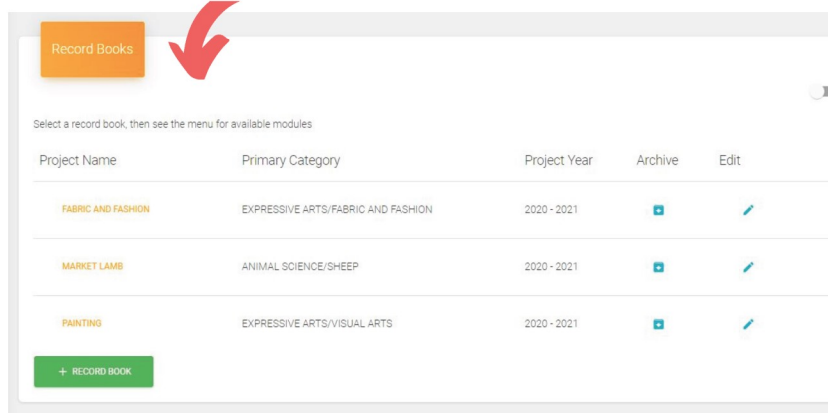
Once all of your child's project records are added, and you have entered all of your project information including goals, supplies, expenses, etc., you are ready to add your 4-H involvement information! This includes your leadership, community service, state experiences, etc. This will be the same process as adding a project record.



1. To add/edit record books from log in page:
 - a. Log in using username and password.
 - b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
 - c. On the **Dashboard** screen in the black drop down menu on the left, select  **Record Books**
 - d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.

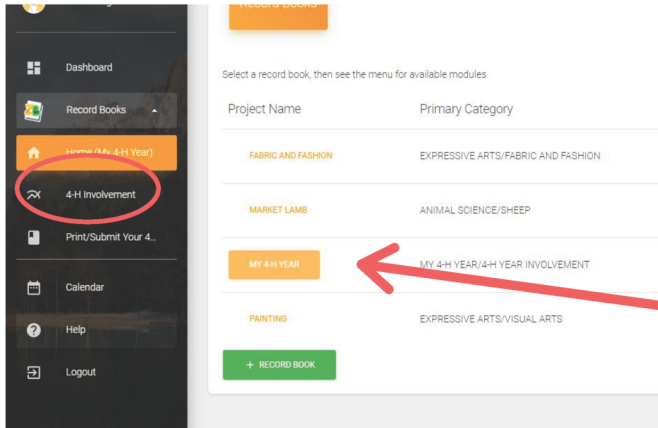
1. To add 4-H year involvement from **Record Book** screen:

- a. Select 
- b. On the **Create Record Book** page, call the project name My 4-H Year.
- c. Under the Primary Category menu, select My 4-H Year; the Sub Category will be 4-H Year Involvement. The record book type will be My 4-H Year Involvement Report
- d. Add beginning and end dates.
- e. Finish by clicking 



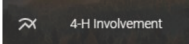
ZSuite 4-H Record Books & You!

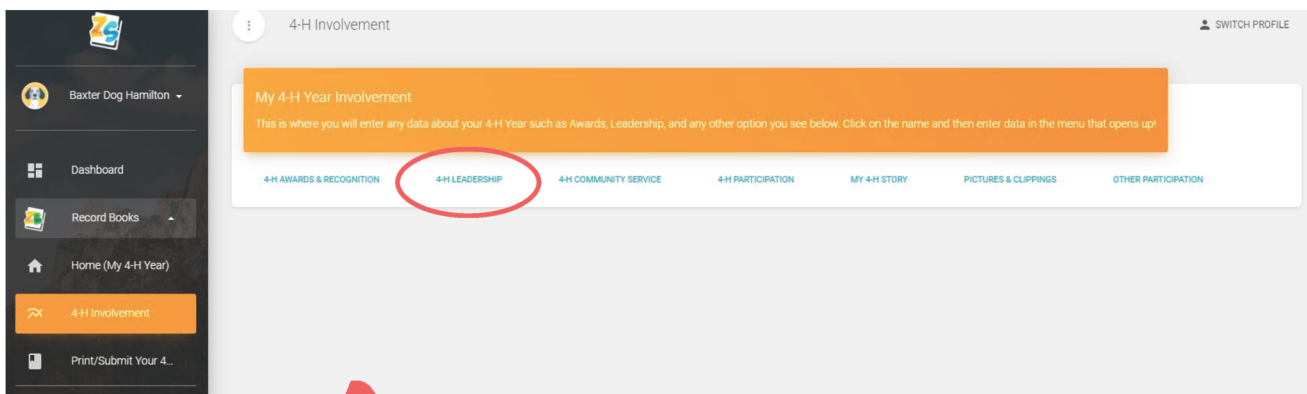
Understanding the new record book system





Adding 4-H Year Involvement Cont.

Once you have added My 4-H Year to your projects, you may add your 4-H involvement information, including community service, leadership, etc.

1. To add information to your 4-H Year, select the yellow **My 4-H Year** button from the projects list. In the black drop-down screen to the left, you will see a new option called  **4-H Involvement**. Select this option.

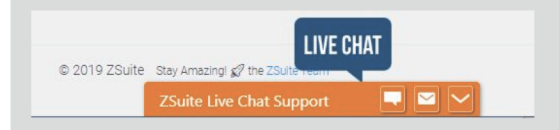


1. The next screen should look like this.
 - a. Select any of the **blue** tool bar options to add community service, 4-H leadership, 4-H awards, etc.
 - b. The format will be similar to the old online portfolios.
 - c. REMEMBER to **Switch Profile** if you have more than one member and repeat this process to add 4-H Year Involvement.

*Note: To return to edit the other project records for the member, click  **Home (Market Lamb)** in the black drop down menu on the left of the screen. Select the next project to edit from the list, make sure it is highlighted in **yellow**, and click  **Project Information**

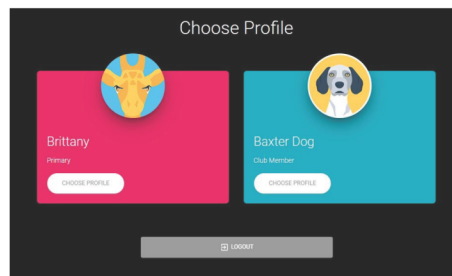


*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



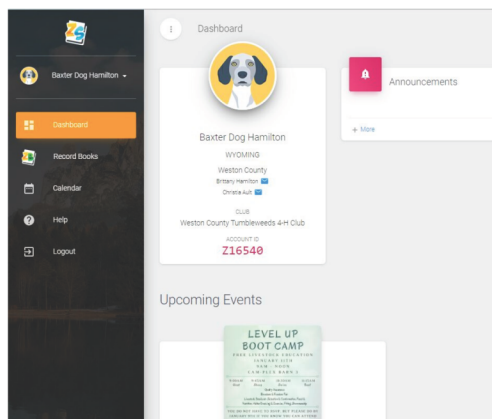
ZSuite 4-H Record Books & You!


Understanding the new record book system

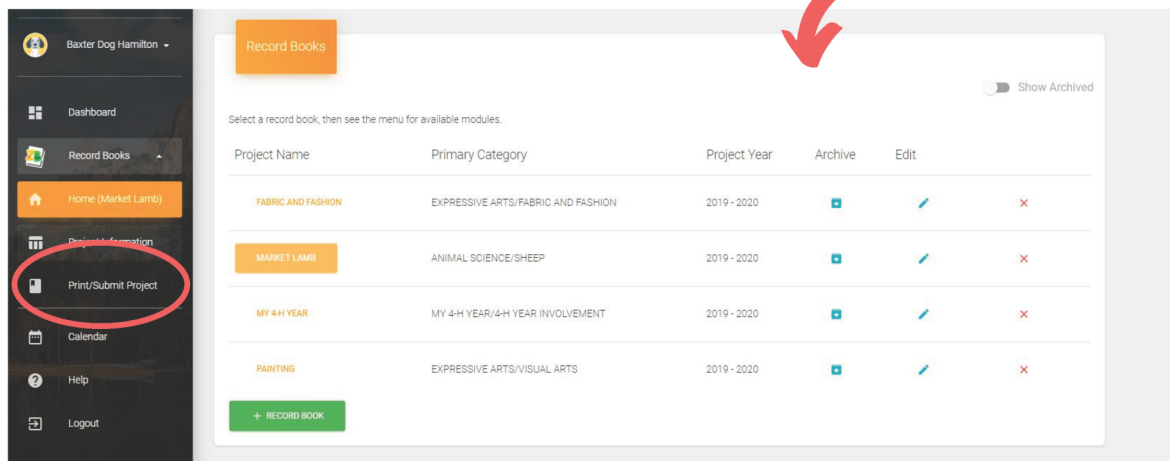


Downloading/Submitting Project Record


After you have entered all of your project information for each project and have completed your 4-H year involvement, you are ready to submit/download/print your record books!



1. To submit/download/print record books from log in page:
 - a. Log in using username and password.
 - b. Select **Choose Profile** of the member you wish to print a record book for, this will take you to the member's profile **Dashboard**.
 - c. On the **Dashboard** screen in the black drop down menu on the left, select  **Record Books**
 - d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.



1. From the **Record Books** Screen:

- a. Select the project you wish to download/print/submit, make sure it is highlighted in **yellow**.
- b. In the black drop-down menu to the left, select  **Print/Submit Project**
- c. You can review the record book, and if there are no changes to be made, download/print/or submit that file.
- d. Repeat this process for all other record books and 4-H involvement for each member when it is time to turn them in or if you would like them saved to your computer.

2020 SWCO National 4-H Week Plans

Oct. 4th (Sunday) - 4-H Selfie Post: Submit a photo that you think best portrays you participating in a 4-H activity that is enhancing your growth as an individual. Include a short caption that gives your age (adults need not reveal their age, just label yourself as “adult” & describe what you are doing in the photo. Then post/share to the Sweetwater Co. 4-H Facebook page! Winner of each age division (Jr., Int., Sr., Adult) will receive a free 4-H t-shirt!

Oct. 5th (Monday) - Show your 4-H Spirit: Take a picture of yourself wearing some kind of 4-H paraphernalia (shirt, hat, tie, buckle, ect.) and post/share it to the Sweetwater Co. 4-H Facebook page! Receive a water bottle and free 4-H t-shirt!

Oct. 6th (Tuesday) - Coffee & Donuts Sign Up Day: Come into the 4-H Office to enjoy a snack, learn more about 4-H in Sweetwater County and get signed up for 4-H right here in the office & get your \$20.00 dues waived for this year! We're open from 8am to 5pm! **P.S. if you refer a new 4-H member to our program and they tell us your referral, you will get your \$20.00 fees waived.**

Oct. 7 (Wednesday) - 4-H Member Leadership Day: Give credit to the 4-H youth members that helped lead you in our 4-H program by posting/sharing a short written description of how they have assisted you and what it meant to you on our Sweetwater Co. 4-H Facebook page. The 4-H youth member that gets the most recognition will receive either a free t-shirt or a \$20.00 gift card!

Oct. 8th (Thursday) - Trivia Day: We will post 3 different 4-H trivia questions on our Sweetwater Co. 4-H Facebook page. Answer one correctly, receive a prize. Answer all 3 correctly & receive a prize & a free 4-H t-shirt! Please send us your answers in a private message so you don't give the answers away in the comment box! Each person is allowed 1 submission of answers.

Oct. 9th (Friday) - 4-H Leader/Volunteer Appreciation Day: Find a way to give credit to those that led you by either posting/sharing a picture or written shout out to your leaders on our Sweetwater Co. 4-H Facebook page, or even better, find your own unique way to thank them and share it with us! The club leader/volunteer that gets the most recognition will receive a free t-shirt or a \$20.00 gift card!

Oct. 10th (Saturday) - Clubs Promoting 4-H Day: On the Sweetwater Co. 4-H Facebook page post/share a picture of your club promoting 4-H during this year's National 4-H Week. This could be doing a community service project as a club, painting businesses windows with 4-H recognition as a club, or any other way your club can show off Sweetwater County 4-H! Winning club will earn a pizza party!





2020-FALL SHOWCASE SHOWDOWN

October 17-18

Douglas

Saturday

Wool Contest
Food Cook Off
Cake Decorating
Meats Contest
Games and Music



Sunday

Horse Judging Contest
Food Cook Off Continues
Robotics Contest
Awards Ceremony

Camping is available for \$30 per night
(Please make arrangements with State Fair)

Dorms are available for \$15.00 per night
(reserve your spot when you register)

Register by October 6th

Register: <http://bit.ly/2020fallshowcase>



OCTOBER 2020

Sun Mon Tue Wed Thu Fri Sat

				1	2	3
4	5	6	7 Record Books Due	8 Horse Development Committee Meeting 6:30pm	9	10
National 4-H Week →						
11	12	13	14	15	16	17 Fall Showcase Show-down (see pg. 12)
18 Fall Showcase Show-down (see pg. 12)	19	20 4-H Council Meeting 6:30pm	21	22	23	24
25	26	27 Fairboard Meeting 7:00pm	28	29	30	31 HAPPY HALLOWEEN 



NOVEMBER 2020

Sun Mon Tue Wed Thu Fri Sat

1	2	3	4	5	6	7
8	9	10	11	12 Horse Development Committee Meeting 6:30pm	13	14
15	16	17 4-H Council Meeting	18	19	20	21
22	23	24	25	26  Extension Office Closed	27	28
29	30 Club Charter Renewals Due					





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