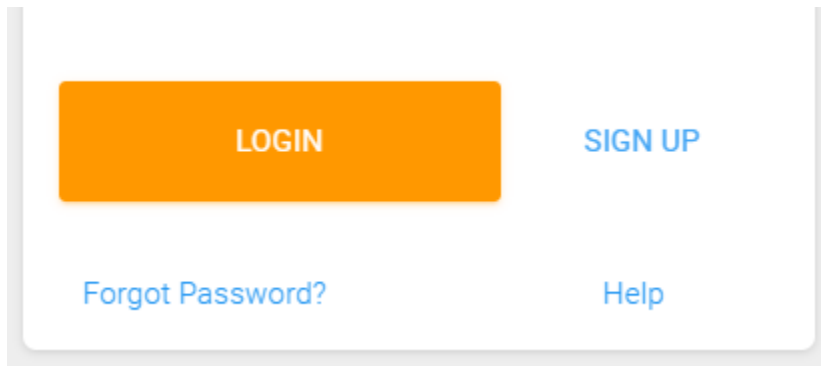


# Creating a New Household Account

Welcome to ZSuite! Let's create a new account!



1. Click the 'Sign Up' link on the ZSuite homepage.





2. Fill out the popup window to establish a new household. Please Note: Each Household Account has a 'Primary' Account. This is typically the Primary Parent account. The Primary Parent account has some administrative functions that club member account does not. This is why we ask that you enter a *4 digit Pin Code*. This assures our parents that no unauthorized access to the Primary Account occurs.


## Register New Household



You are setting up your parent/guardian account for the household.


Adult First Name  Adult Last Name 

Adult Email 

Password 

Confirm Password 

Primary Profile Access PIN  

STATE 

[BACK](#) [LET'S GO](#)

- Note that the email address entered will be the email address used for ALL members under this household account. This way it's easier to remember your login for ZSuite. Your email address can be used ONLY ONCE, so please use an email address that is easy to remember.

- Once you complete the form, click the 'Let's Go' button.



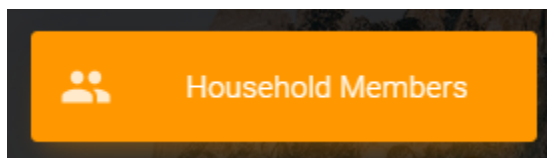
5. You will now be redirected to the Dashboard for the primary account. Here you can:
  - Create new household members by clicking the Household Members link on the Menu Bar
  - View Record Books (these can be created by the club members, but their accounts must be created first.)
  - View Announcements from your Club, County, and State Level 4-H Leaders
  - View a Calendar showing events
  - View Help Documentation more specific to managing your household account
  - Change user profiles (once other profiles are created)
  - To Do Lists, Shared Files, Request to be a club or project volunteer, and many more items soon to come!

Copyright © 2022 by ZSoft Technologies, Inc. All Rights Reserved.

## Create Club Member Profiles

The Primary Account has been created, the next step is to create the club member profiles so the kid's can get started!

1. Click the 'Household Members' link in the Menu Bar (left side of the screen)



2. Click the Green '+ HOUSEHOLD MEMBER' button.



3. Enter the associated member information:
  - a. First and Last Name
  - b. User Role (Club Member or Parent (if you want another parent to be able to view club member data))
  - c. Birth Date (User the date picker tool)
    - i. Note that to change the year on the data picker, just click the 'Month Year' in the top middle of the tool and you can then scroll by year.
  - d. Add the club(s) the member will be associated with by clicking the green '+ ADD CLUB' button.

Note that you can add multiple clubs, even if they are in different counties.
  - e. You can even upload a photo of your member. If you don't, we'll assign them a cool animal avatar automatically. (It can be changed if you wish)

Wilson Household

New Household Member

AVATAR

First Name
Last Name

---

ROLE

CLUB MEMBER ▼

Birthday

---

Clubs

+ ADD CLUB

← BACK
SAVE

4. Once you're done, click the 'Save' button and you will return to your Household listing. You should see the new household member in the list now.

Wilson Household

Avatar	First Name	Last Name	Role	Edit
	Jim	Wilson	PRIMARY	
	William	Johnson	CLUB MEMBER	<span style="margin-left: 10px; color: red; font-size: 0.8em;">×</span>

+ HOUSEHOLD MEMBER

↑ ↓ IMPORT ZINGBOOKS ACCOUNT

- When logging in, you will now be able to choose this member profile to edit data specific to this member.

