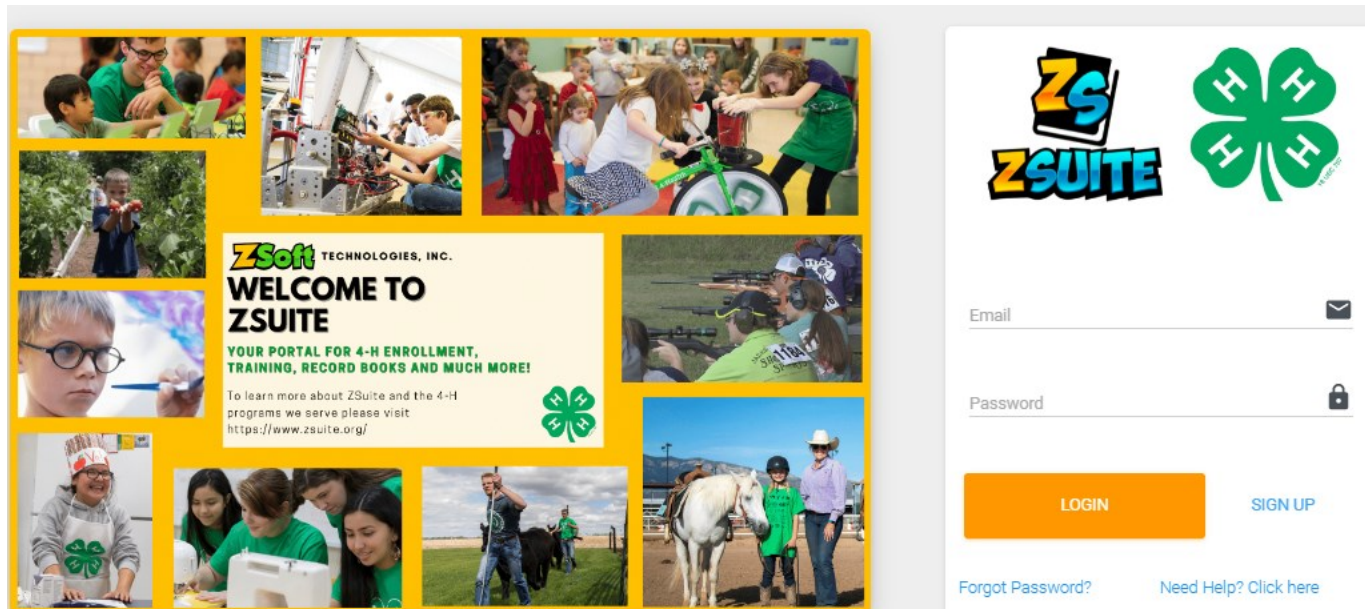


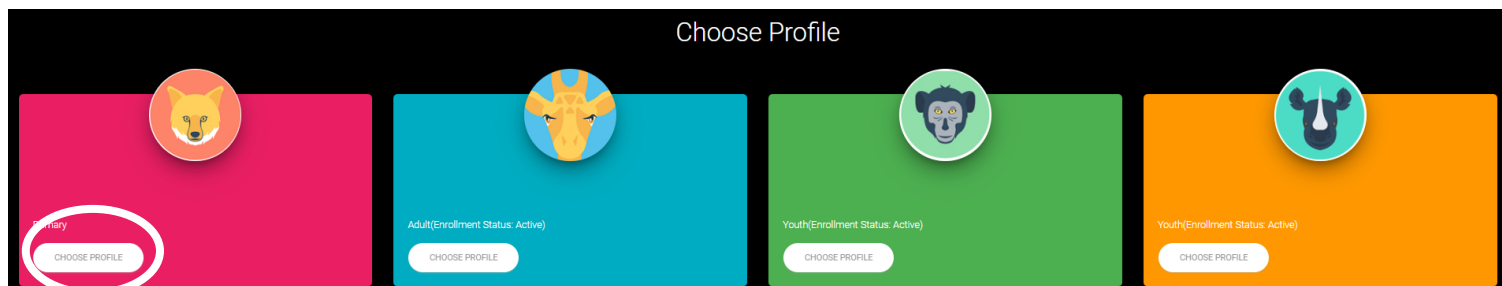


HOW TO: Add animals to your ZSuite Profile

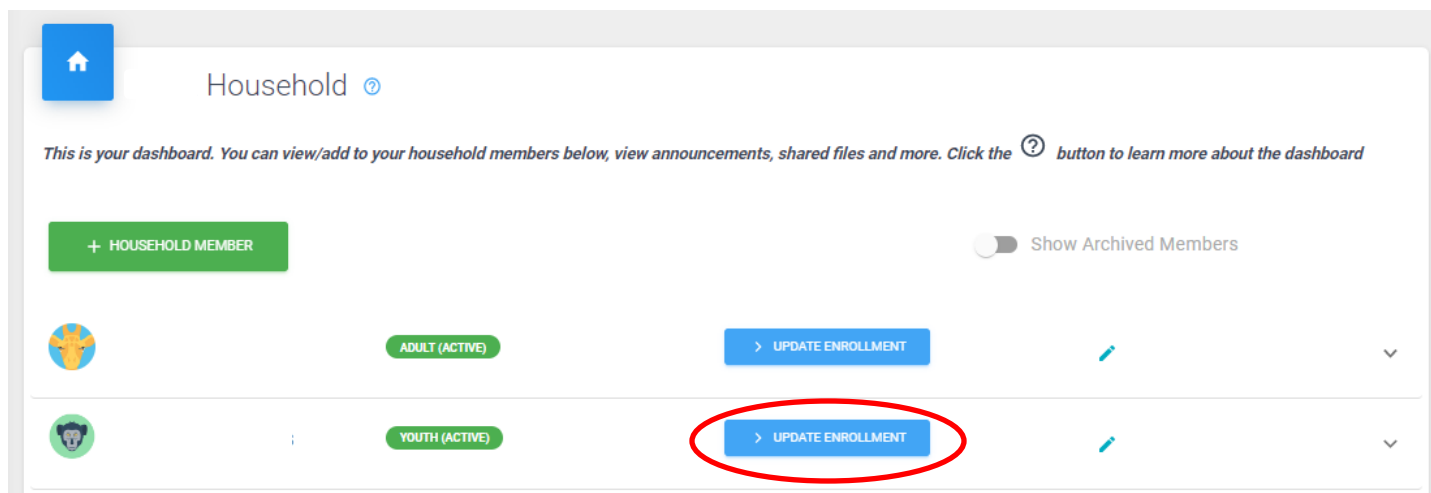
Step 1: Log in to ZSuite (<https://4h.zsuite.org>)



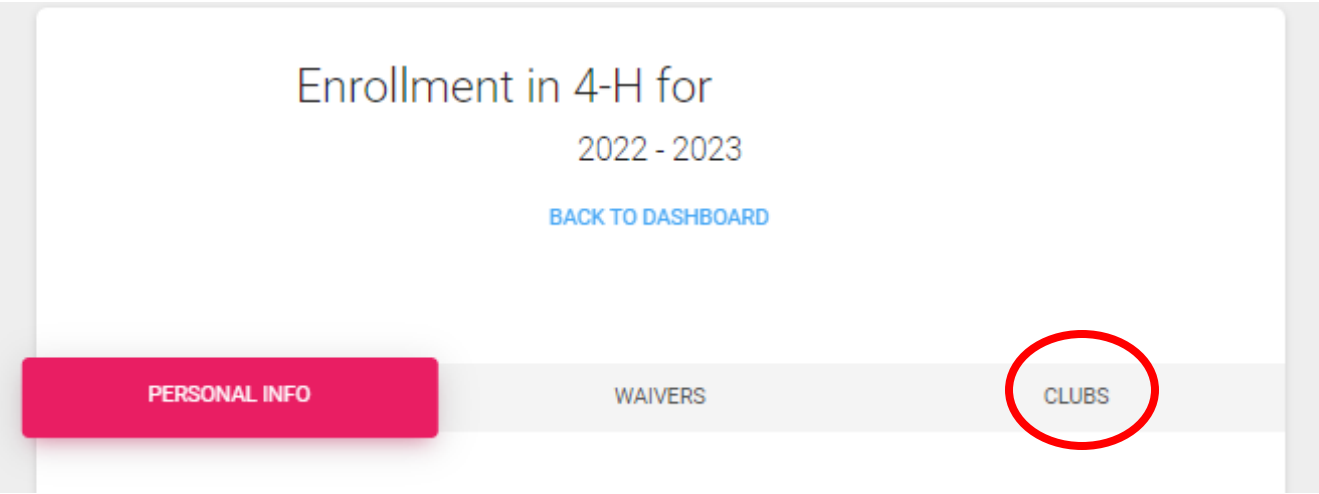
Step 2: Click “Choose Profile” under Primary Name



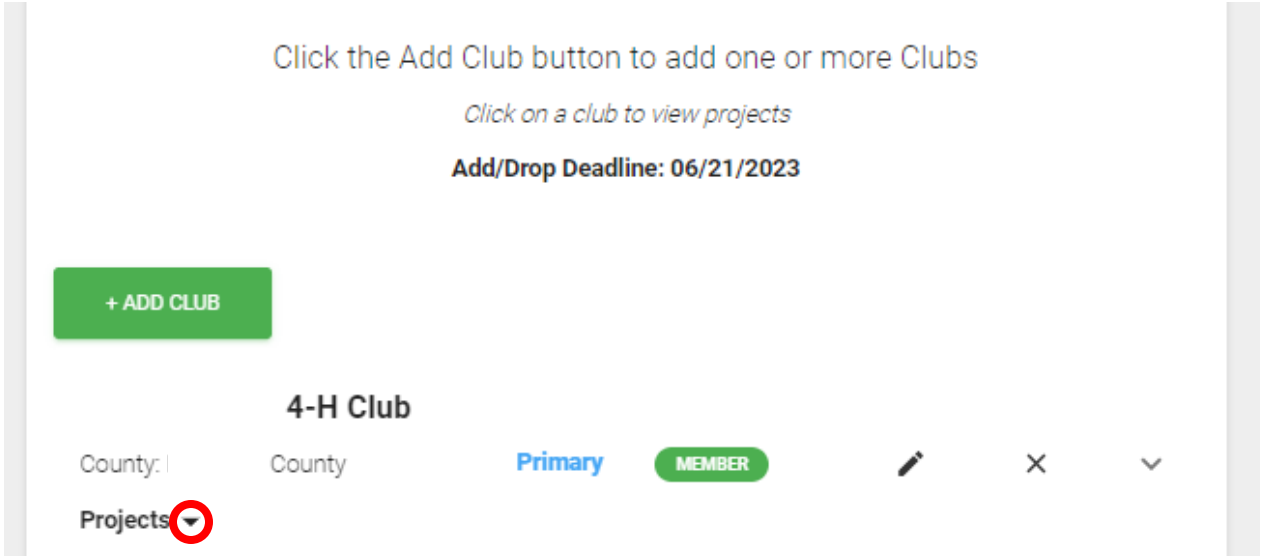
Step 3: Click “Update Enrollment” next to child’s name



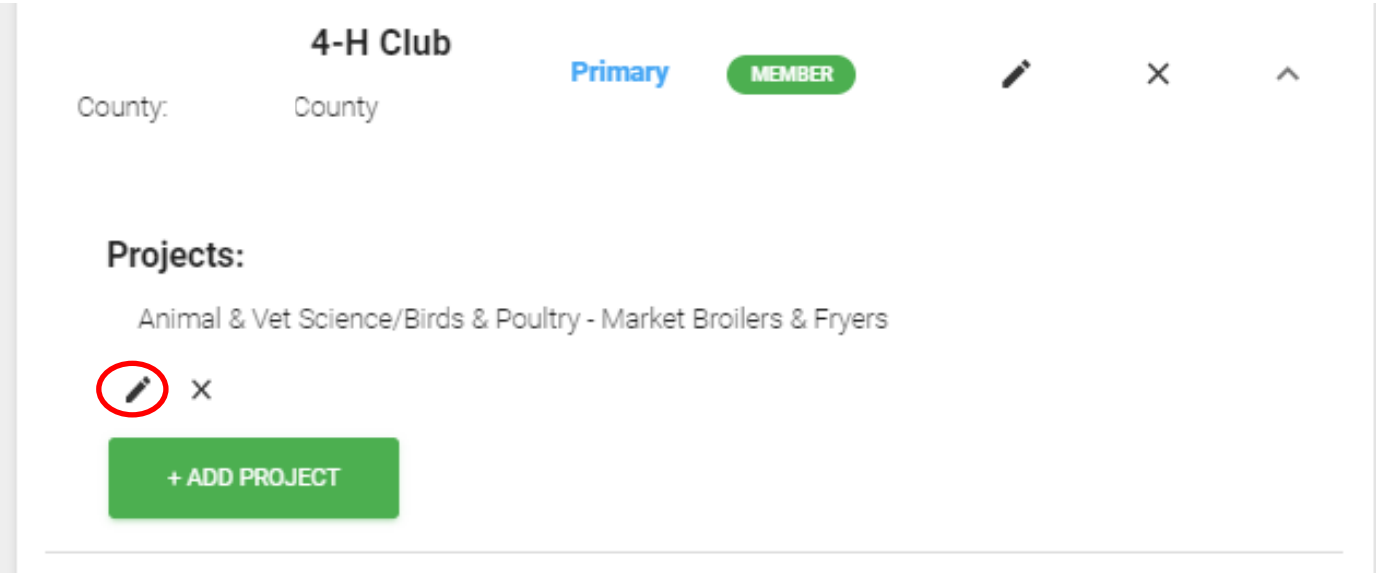
Step 4: Click “Clubs”



Step 5: Click the drop down carat next to “Projects” if it is not already open



Step 6: Click the pencil under the animal project.



Step 7: Complete information (make sure to indicate the number of animals you are uploading)

Select Project

Choose Project Type

Animal & Vet Science/Birds & Poultry - Market Broilers & Fryers

HOW MANY ANIMALS DO YOU HAVE?

1

?

Animal #1

Age 1

Date of Birth 1

Tag # 1

Poultry Type 1

PRO TIP: If you do not know specific information about your animal, use 0, none, N/A or unknown (whichever is applicable) in those fields. Also if your animal is from a humane society, auction, etc and you do not know it's birthdate, use your best guess. Any questions? Call the Extension Office 208-287-5900 or email us at adacounty4h@uidaho.edu!

Step 8: Add a picture of each side and front view of each animal

Health Inspection Date 1

Front View Animal 1

Choose File

No file chosen

Right Side View Animal 1

Choose File

No file chosen

Left Side View Animal 1

Choose File

No file chosen

Quality Assurance Animal 1

Choose File

No file chosen

Step 9: HORSE PROJECTS ONLY: if you wish to be considered for a Western Idaho Fair Breed Award, please upload your horse registration papers in this space.

Health Inspection Date 1

Front View Animal 1

Choose File

No file chosen

Right Side View Animal 1

Choose File

No file chosen

Left Side View Animal 1

Choose File

No file chosen

Quality Assurance Animal 1

Choose File

No file chosen

Step 10: Add a pictures of your lease agreement if you are leasing your animal (s)

Animal Lease Agreement

Choose File

No file chosen

Animal Lease Agreement 2 (if needed)

Choose File

No file chosen

Animal Lease Agreement

Choose File

No file chosen

Animal Lease Agreement 2 (if needed)

Choose File

No file chosen

Step 11: Click the blue “Save Project” button!

CANCEL

SAVE PROJECT

Step 12: Click the Submit button. **Don't forget this step!** If you put some but not all of your animals information in here, please click this button to save your work. You can click this button as many times as you need to go in and out of these profile, but if you leave without pushing it, any information you entered during that phase will be lost.

The image shows a web form for a 4-H Club profile. At the top left is a green button labeled '+ ADD CLUB'. Below it, the club name '4-H Club' is displayed in bold. To the right of the name are the labels 'Primary' in blue and 'MEMBER' in a green pill-shaped button. There are also edit (pencil icon) and delete (X icon) icons. Below the club name, there are two 'County:' labels followed by input fields. Underneath is a section titled 'Projects:' with the text 'Animal & Vet Science/Birds & Poultry - Market Broilers & Fryers' and a delete icon (X). Below this is a green button labeled '+ ADD PROJECT'. A horizontal line separates this section from the 'Club' section below. The 'Club' section has a title 'Club' and two 'County:' labels with input fields. To the right of the input fields are the labels 'MARK PRIMARY' and a green 'MEMBER' button, along with edit and delete icons. Below the club information is a 'Projects' dropdown menu with a downward arrow and a delete icon (X). At the bottom left is a grey button labeled 'PREVIOUS'. At the bottom right is a pink button labeled 'SUBMIT' with a lock icon, which is circled in red.

**** Please note:** you can add as many animals per project area as you would like so that you have backup animals. If you have any questions or need assistance, please contact the UI Extension Office, Ada County at 208-287-5900 or adacounty4h@uidaho.edu. ******