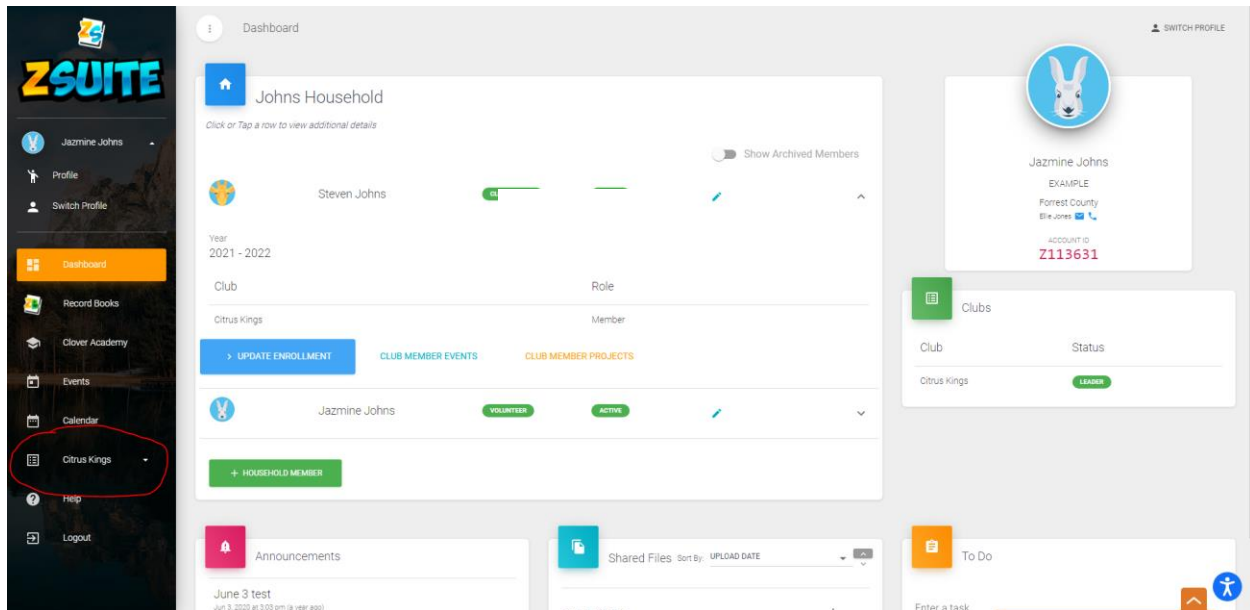


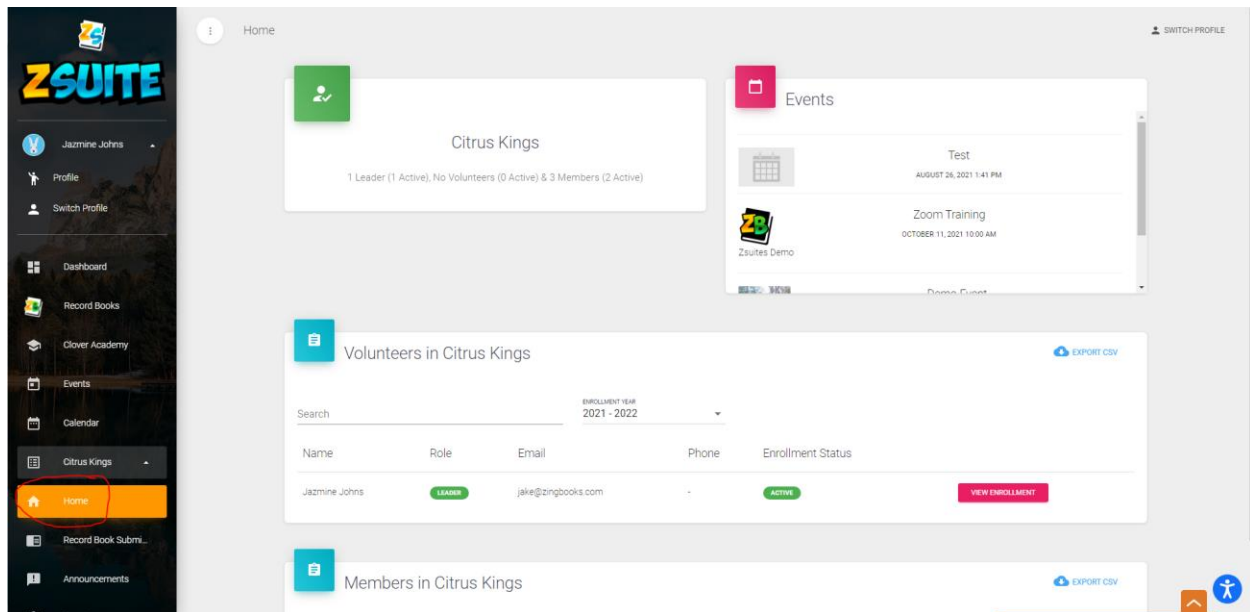
# Volunteer

## Frequently Asked Questions

1. How do I view the club members and volunteers in my club?
  - 1) Log into the account that is the Club Leader (not the primary account)
  - 2) Click on the club name on the left navigation menu



- 3) Click on the "Home" tab that appears under the clubs name



4) Scroll down the page and you will see your list of volunteers and members on the “Home” page

The screenshot displays the ZSuite interface for Citrus Kings. On the left is a dark sidebar with the ZSuite logo and navigation options: Profile, Switch Profile, Dashboard, Record Books, Clover Academy, Events, Calendar, Citrus Kings (selected), Home (highlighted in orange), Record Book Subm..., and Announcements. The main content area is divided into two sections:

- Volunteers in Citrus Kings:** Features a search bar, an enrollment year dropdown set to 2021-2022, and an EXPORT CSV button. Below is a table with columns: Name, Role, Email, Phone, and Enrollment Status. One entry is shown for Jazmine Johns, with a LEADER role, email jake@zingbooks.com, and an ACTIVE status. A VIEW ENROLLMENT button is visible.
- Members in Citrus Kings:** Features a search bar, an enrollment year dropdown set to 2021-2022, and an EXPORT CSV button. Below is a table with columns: Full Name, Member E-mail, Member Primary Phone, and Enrollment Status. Three entries are shown: Test Club Member (stephanie@zingbooks.com, ACTIVE), Steven Johns (jake@zingbooks.com, ACTIVE), and TEST Member (test@example.com, (222) 222-2222, PENDING APPROVAL). The PENDING APPROVAL entry has buttons for APPROVE ✓ and DECLINE ✗. All active members have buttons for VIEW RECORD BOOKS and VIEW ENROLLMENT.

At the bottom of the page, there is a footer with the text "© 2021 ZSuite Stay Amazing the ZSuite Team" and a user profile icon.

The level of member account access a volunteer has within ZSuite is set at different levels from state to state.



2. I don't see any record books under the "Record Book Submissions" tab, why?

**This is because either the youth have not submitted their books yet, or your state does not have digital record book submissions, so the kids are unable to submit their books.**

**The "Record Book Submissions" page is only to view books that have been submitted, not books that are in progress.**