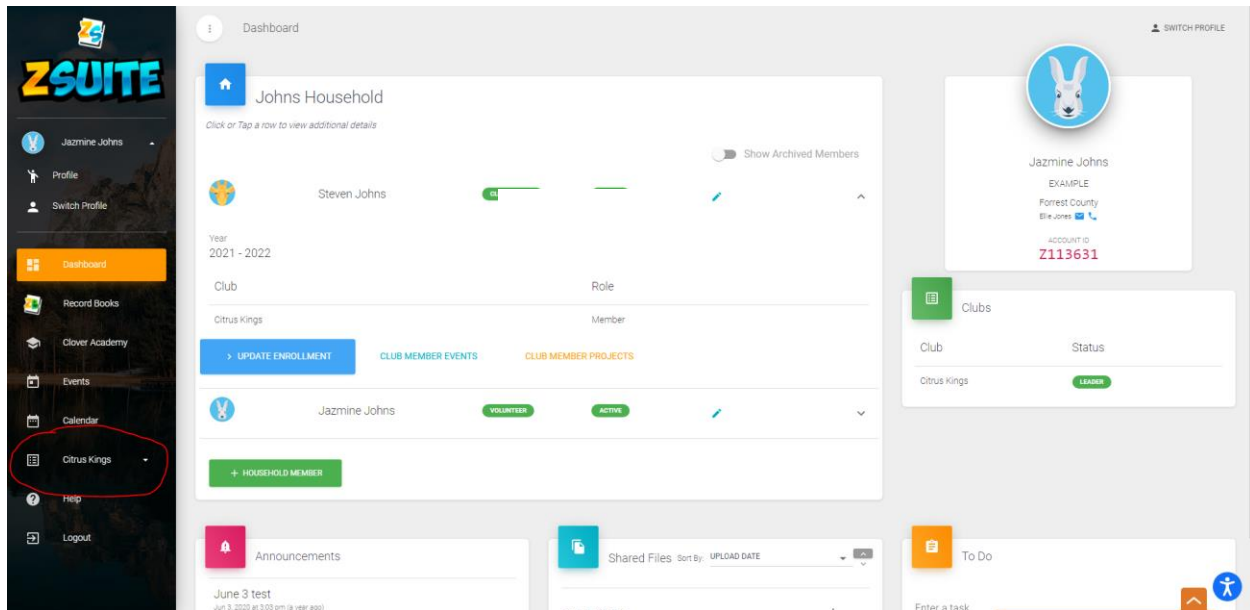


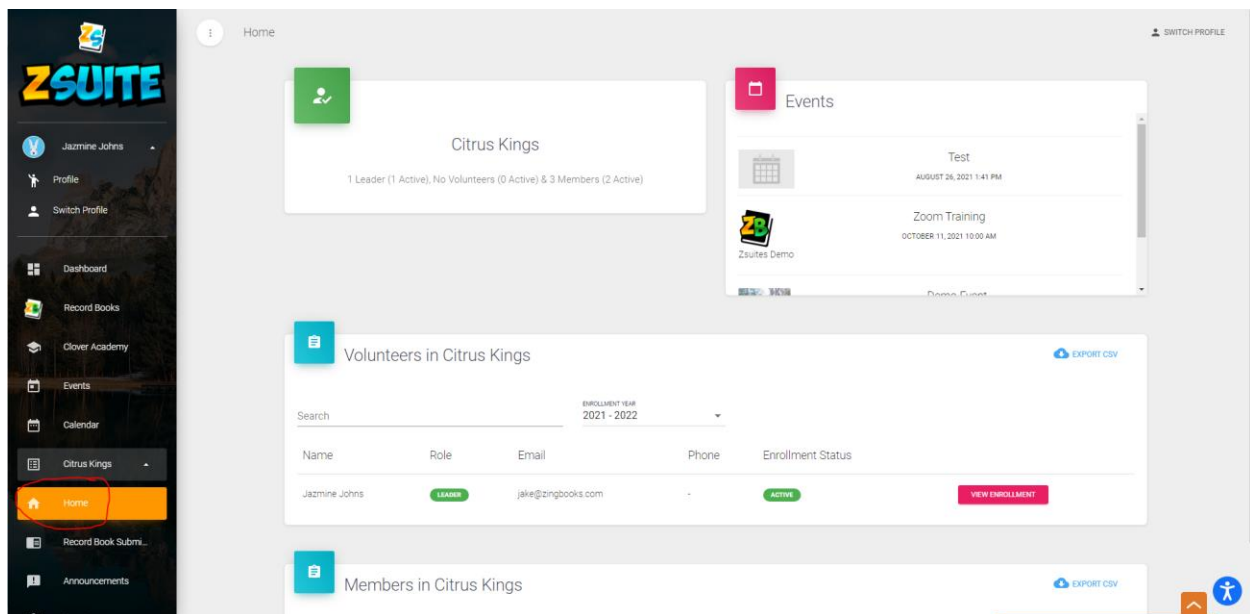
# Volunteer

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

At the bottom of the page, there is a footer with '© 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.**