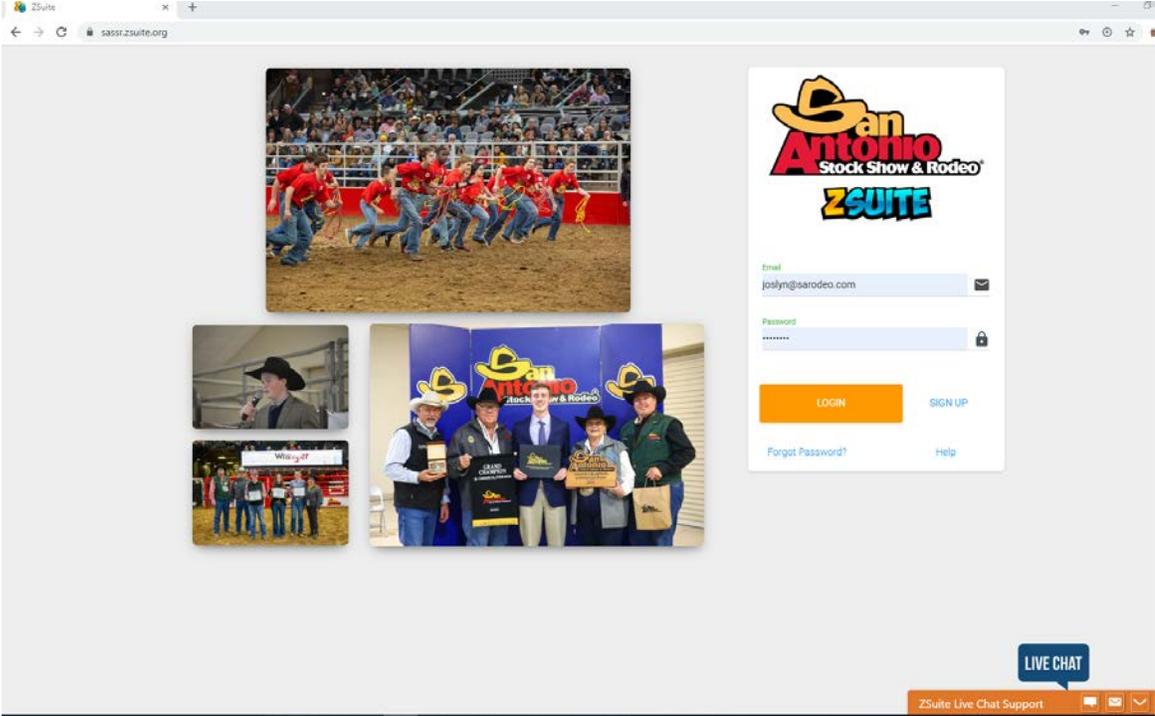


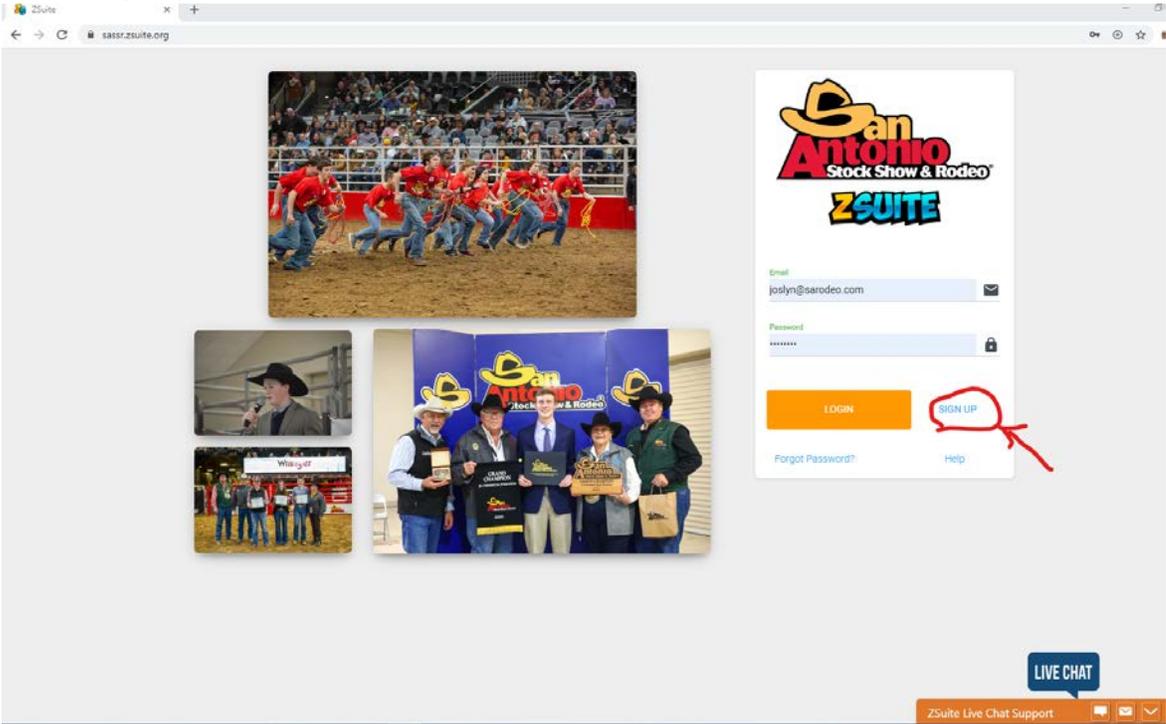
ZSuites Commercial Steer Instructions

TO CREATE A FAMILY/CHAPTER PROFILE

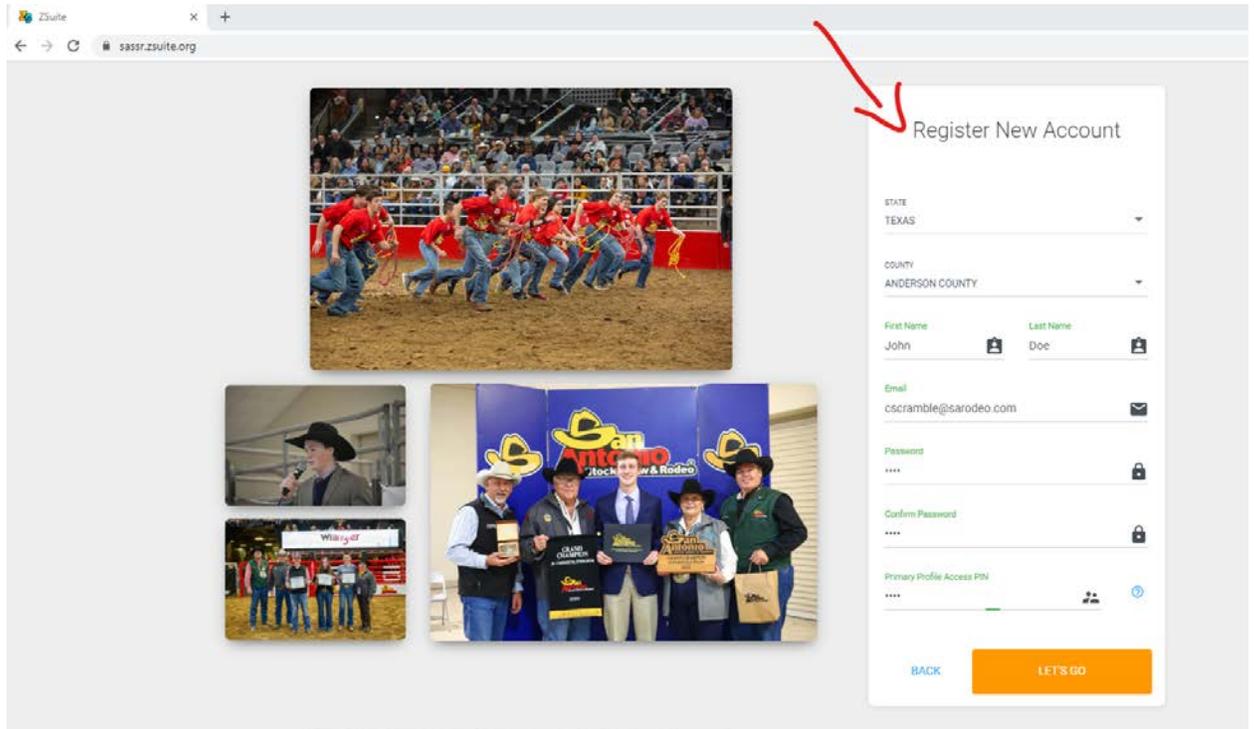
- 1. Go to sassr.zsuite.org



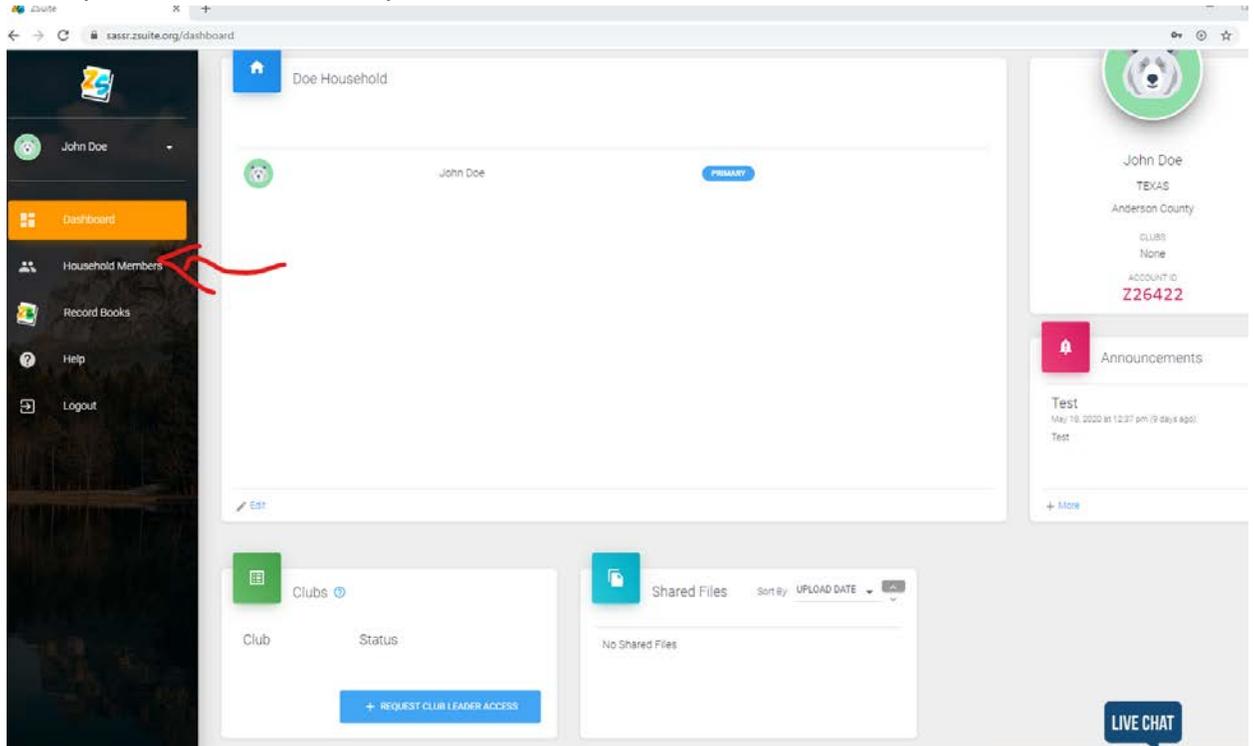
- 2. Select "sign up"



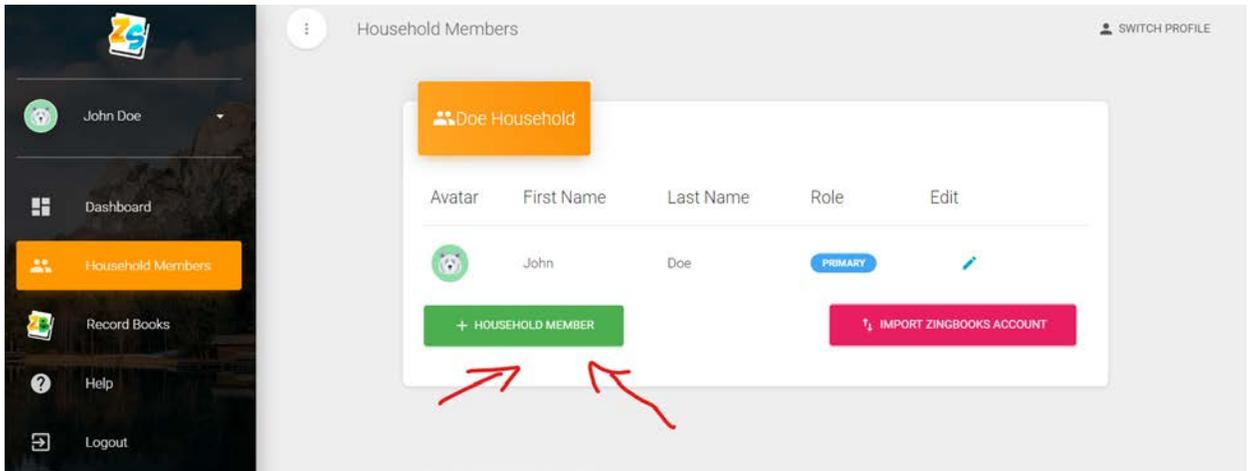
- Fill out information under “Register New Account” This will be a primary account (Parent, AST, or CEA). Your access pin will be an additional password for you to get into the primary account. You will create your access pin.



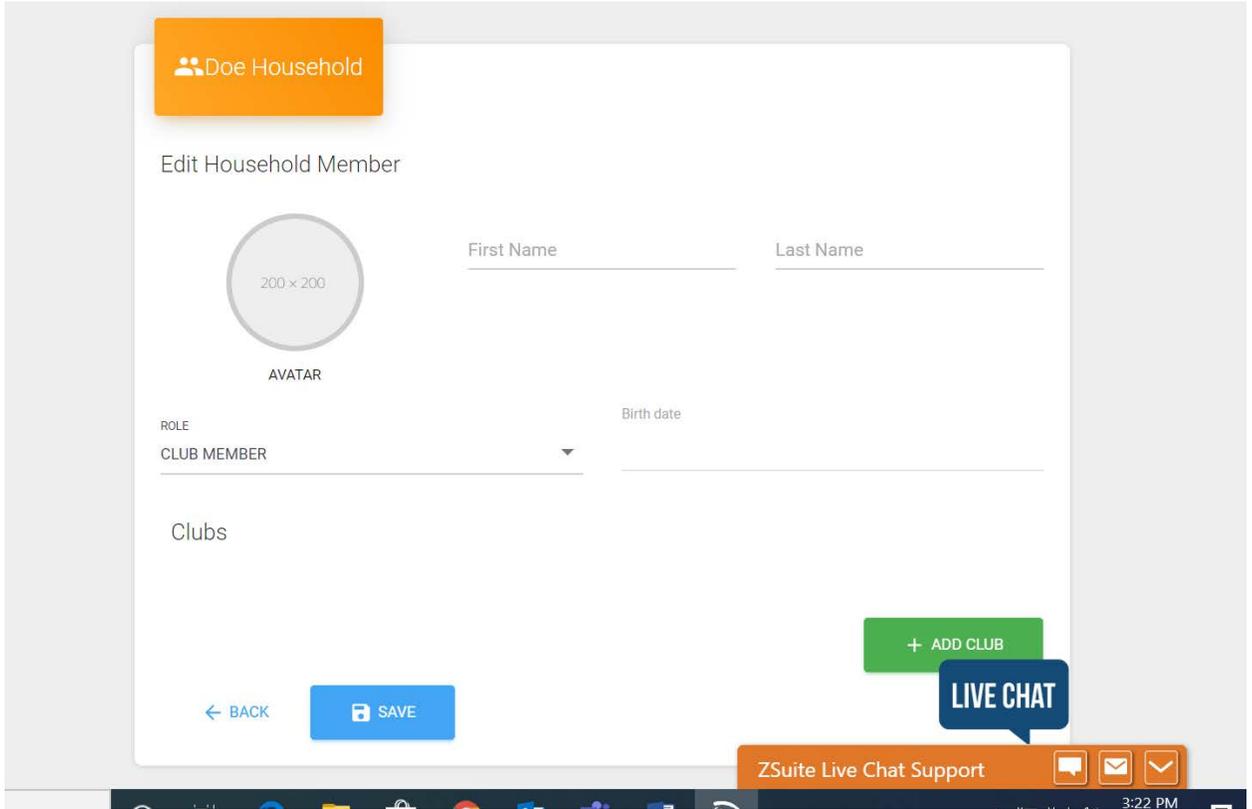
- Once you see the dashboard you will select “Household Members”



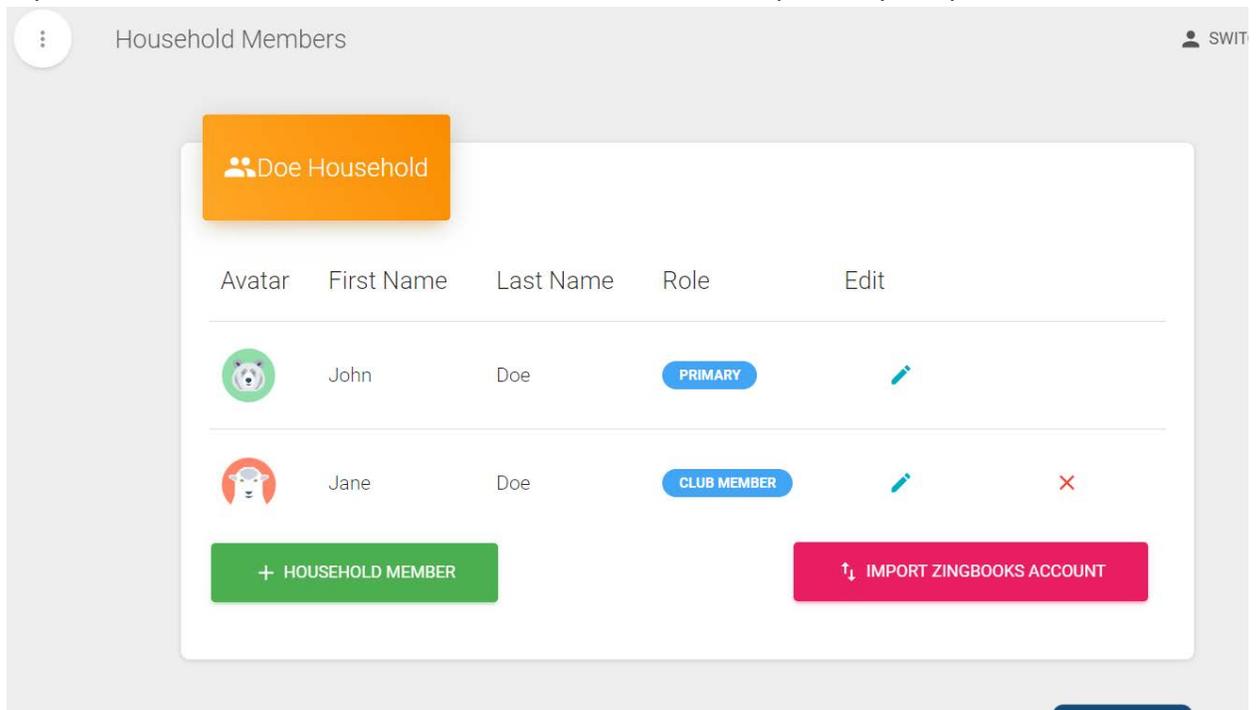
5. Select + Household Member



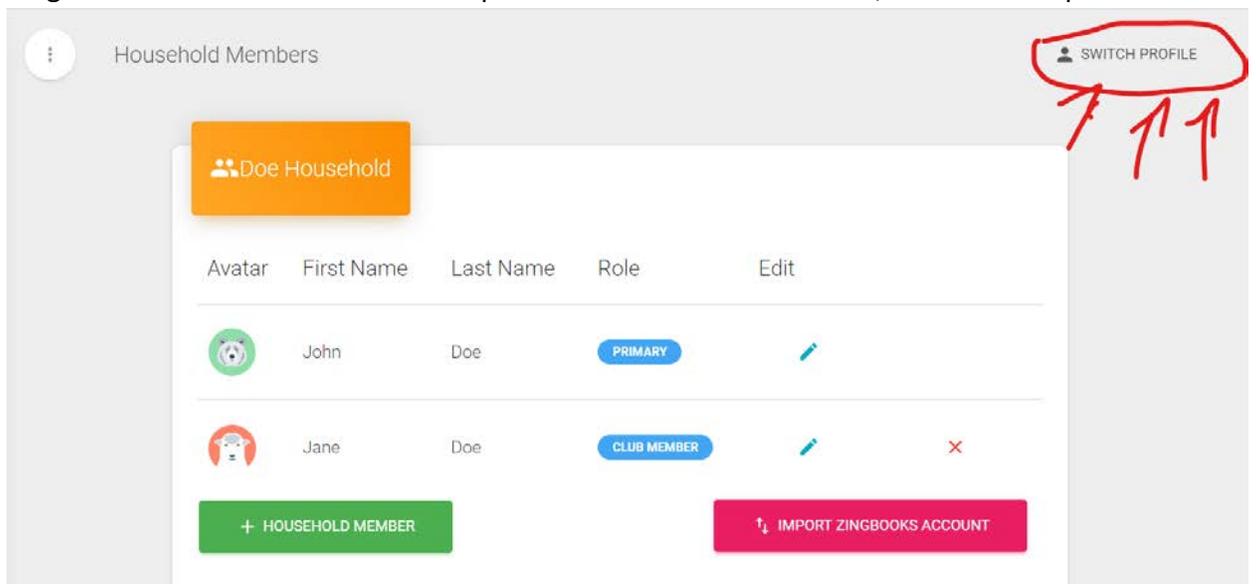
6. Add Commercial Steer Exhibitor information – Make sure you select Club Member.



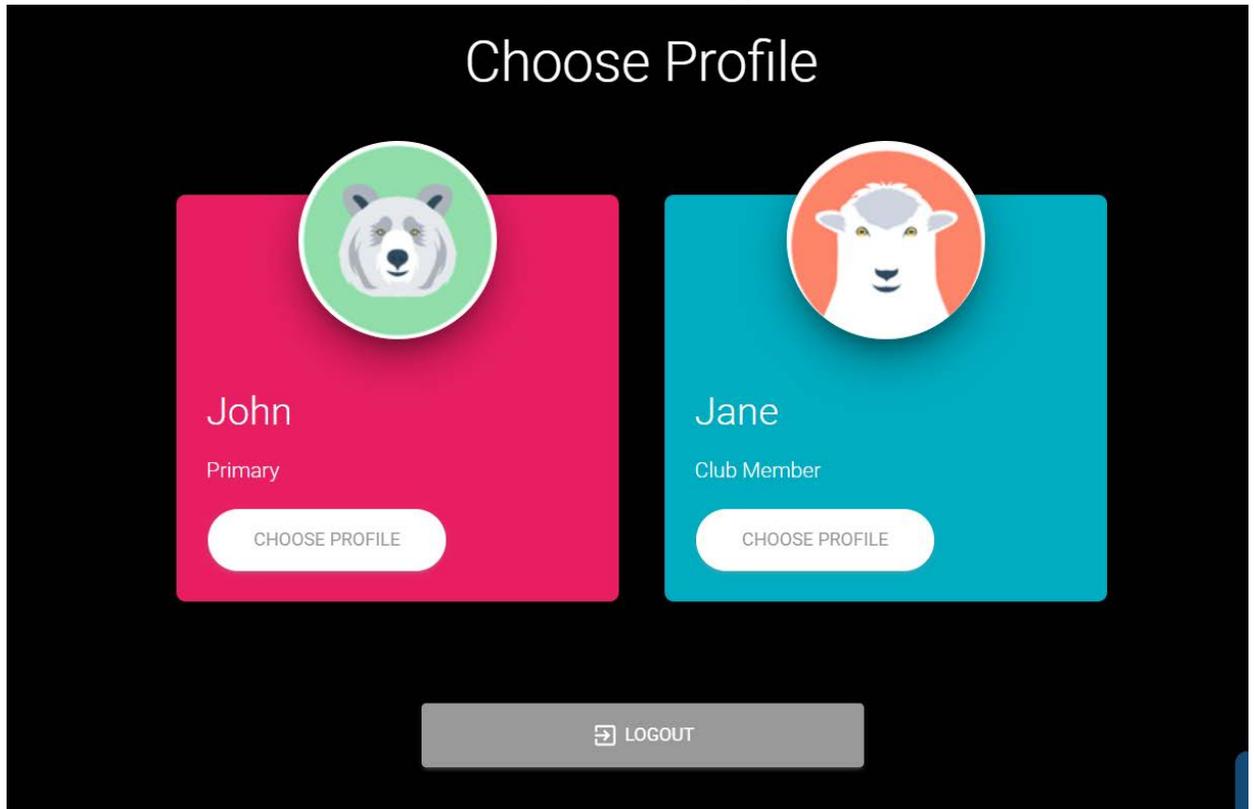
7. If you need to edit the club member information select the pencil by the profile.



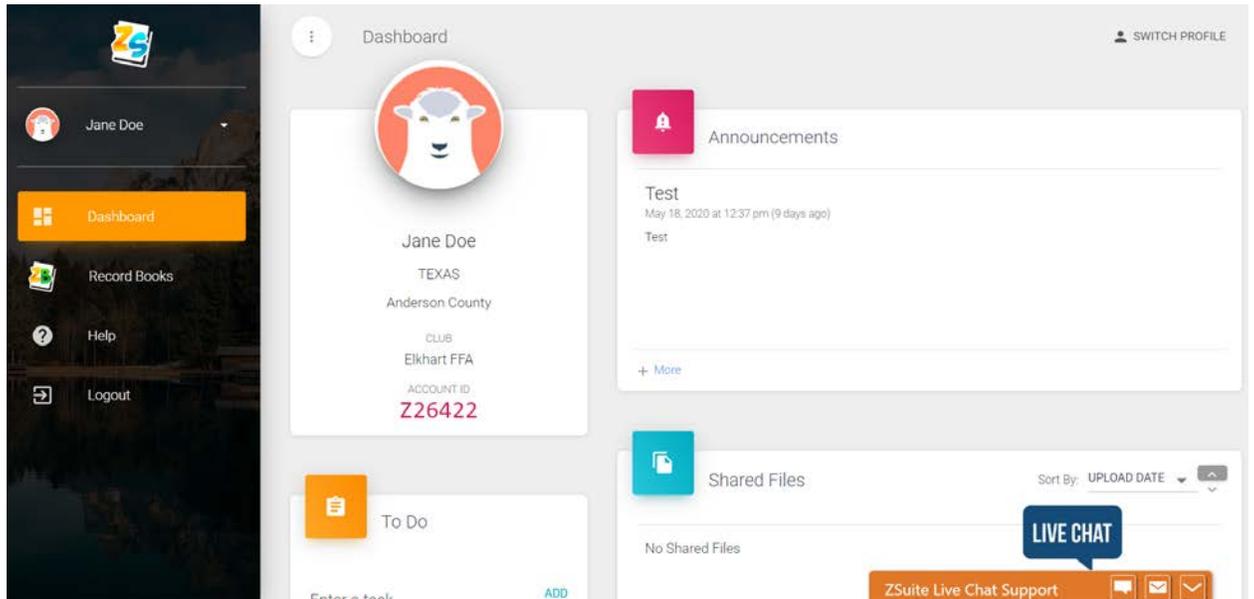
8. To go to Commercial Steer Exhibitor profile to create a record book, select switch profile



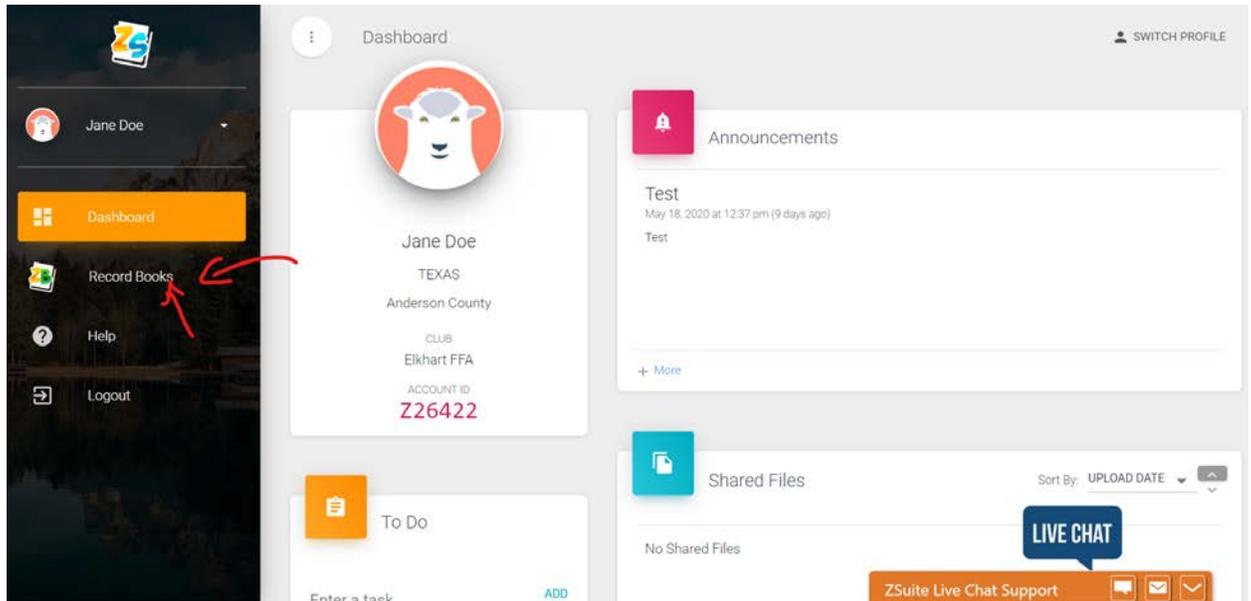
9. Choose the Commercial Steer Exhibitor's (Club Member) profile



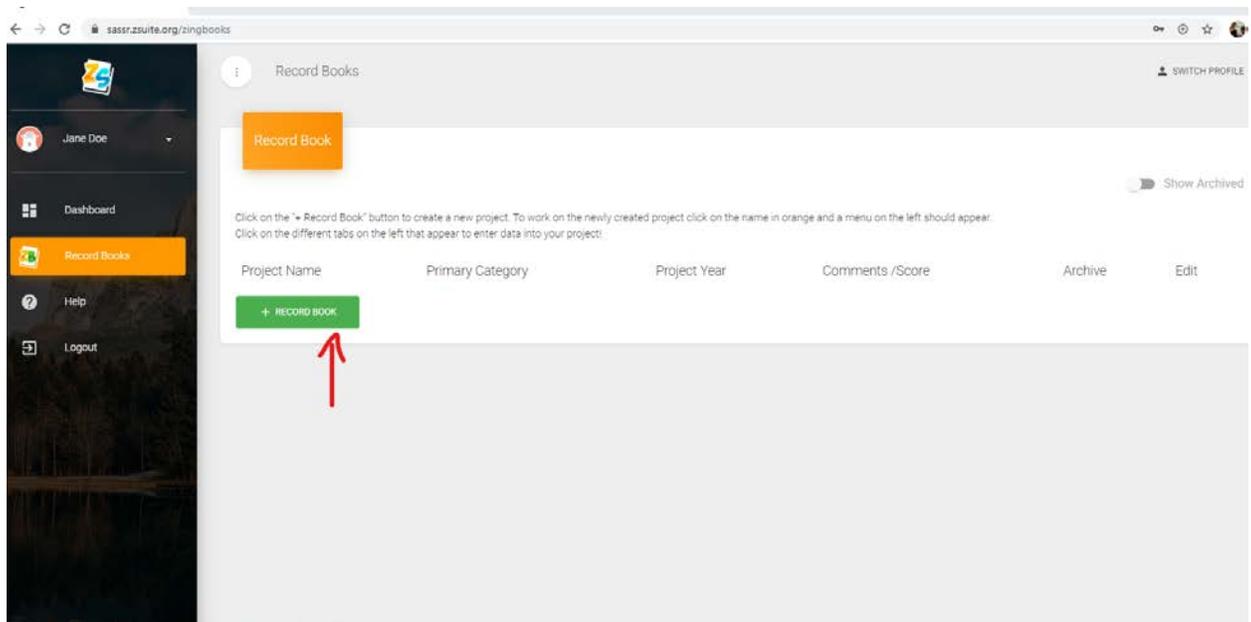
10. The dashboard will have any announcements and shared files that you may need for your Commercial Steer project.



11. To create a record book, select record books.



12. Select + Record Book



13. Fill out information on Edit Record Book. Make sure to select the Junior Commercial Steer book and not the calf scramble book.

The screenshot shows the 'Create Record Book' form. The form fields are as follows:

Field	Value
Project Name	Jane Commercial Steer
Club	ELKHART FFA
Primary Category	JUNIOR COMMERCIAL STEER SHOW
Sub Category	STEER
Record Book Type	OFFICIAL RECORD BOOK
Start Date	9/5/2020
End Date	2/19/2021

Buttons: BACK, SAVE

14. To add the information to the report, click on the report you want to edit.

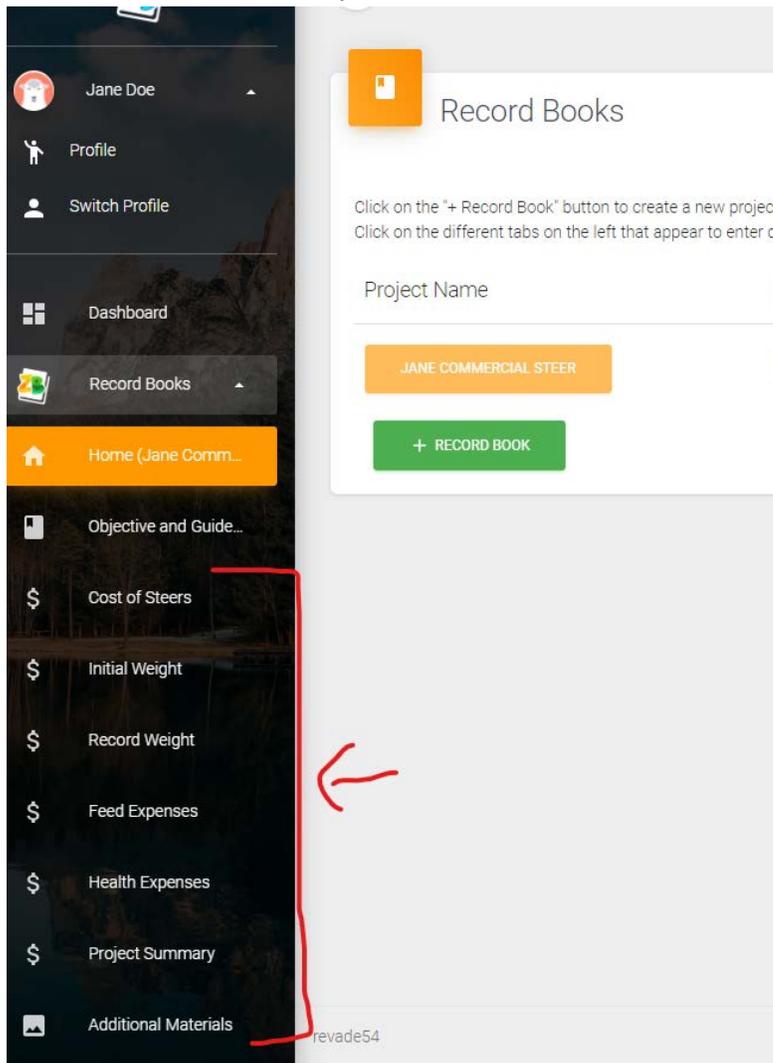
The screenshot shows the 'Record Books' list view. The table contains the following data:

Project Name	Primary Category	Project Year	Comments /Score	Archive	Edit
JANE COMMERCIAL STEER	Junior Commercial Steer Show/Steer	2020 - 2021		<input type="checkbox"/>	<input type="checkbox"/>

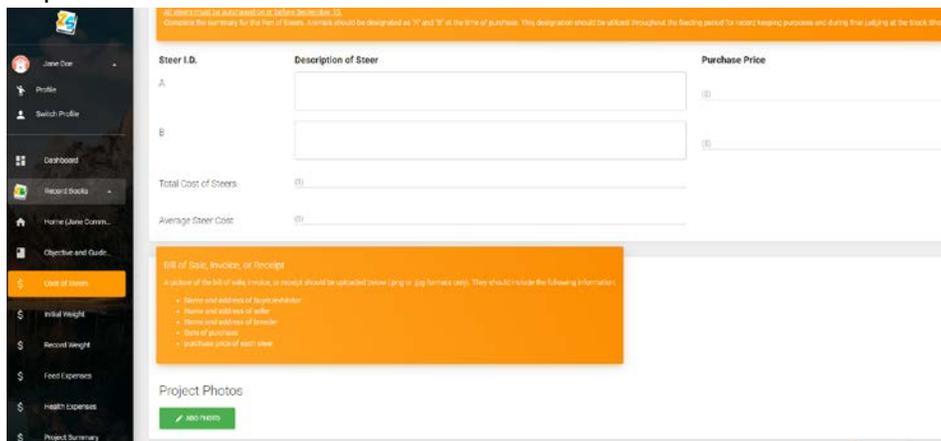
Buttons: + RECORD BOOK, Show Archived

Red arrows point to the 'JANE COMMERCIAL STEER' entry in the table and the '+ RECORD BOOK' button.

15. Once you click on the report, you will see a drop down menu on the left hand side. Select which information you would like to edit.



16. Once you select the section you want to edit, you can then fill in all information requested in each section.



17. Take a picture or scan all receipts, bill of sales, invoices, weigh tickets, etc. to upload.

Bill of Sale, Invoice, or Receipt

A picture of the bill of sale, invoice, or receipt should be uploaded below (.png or .jpg formats only). They should include the following information:

- Name and address of buyer/exhibitor
- Name and address of seller
- Name and address of breeder
- Date of purchase
- purchase price of each steer

Project Photos

[ADD PHOTO](#)

18. Please make sure you add a picture of the official scale ticket and a picture of the steers on that day for your initial weight and record weight.

Steer I.D.

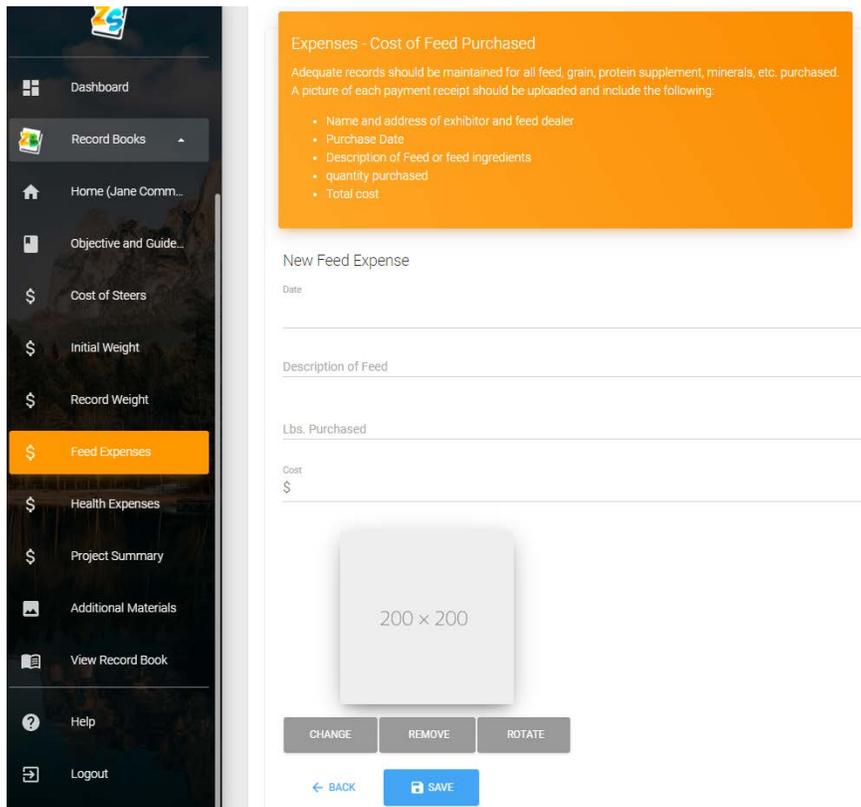
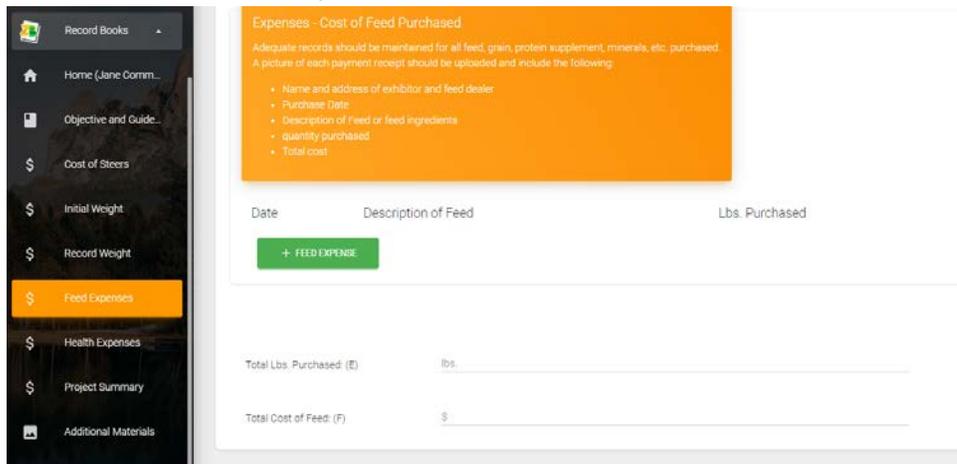
Steer I.D.	Initial Weight
A	lbs. _____
B	lbs. _____
Total Initial Weight: (B)	lbs. _____
Average Initial Weight	lbs. _____

Scale Ticket

A picture of the official scale ticket should be uploaded below (PNG or JPG formats only). They should include the following information:

- Initial weight date
- Individual animal weight
- Name and address of breeder
- Date of purchase
- purchase price of each steer

19. When you are adding the feed expense you will select the green button. You will then add all information requested. Don't forget to add the picture of the receipt! You will do the same with health expense.



20. At the end of your project, you will complete your project summary. Please double check the numbers you are submitting!

Project Summary Information
 Complete the following summary for the Pen of Steers.
 All calculations should be rounded to two (2) decimal points.
 (ADG stands for Average Daily Gain)

Project Summary	Calculation	Results
1. Number of Animals in Pen		_____
2. Initial Weigh Date	Initial Weight Section (A)	_____
3. Record Weigh Date	Record Weight Section (C)	_____
4. Initial Weight of Pen	Initial Weight Section (B)	lbs. _____
5. Record Weight of Pen	Record Weight Section (D)	_____
6. Total Gain of Pen	Line 5 - Line 4	lbs. _____
7. Number of Days on Feed	Day 1 = Initial Weight Last Day = Record Weight	_____
8. ADG Per Pen	Line 6 ÷ Line 7	lbs. per day _____
9. ADG Per Animal	Line 8 ÷ Line 1	lbs. per day _____
10. Total Pounds of Feed	Feed Expenses Section (E)	lbs. _____
11. Cost of Feed	Feed Expenses Section (F)	\$ _____
12. Cost of Animal Health	Health Expenses Section (G)	\$ _____
13. Total Expenses	Line 11 + Line 12	\$ _____

21. Once you have everything uploaded to the system, select View Record Book. Please review the book again to check all information. If you have everything you are able to submit!

Exhibitor Name: Jane Doe 9/9/2020

2021
 JUNIOR COMMERCIAL STEER SHOW

San Antonio
 Stock Show & Rodeo

Official Record Book

22. Submit the book with the orange button.

Calf Scramble Reports ⓘ

Each report that is submitted before the respective monthly deadline will receive 5 points added to the overall Final Report Book score. Each report submitted AFTER the respective monthly deadline but ON or BEFORE the the next Monthly Report deadline will receive only 2 points added to the Final Report Book score.

Click on the white help button to find the deadlines and Late Deadlines for these reports!

CALF SCRAMBLE REPORT

5/28/2020

[DOWNLOAD](#) [SUBMIT](#)

San Antonio Stock Show & Rodeo
Calf Scramble Report System - Doe - June

If you have any questions about your calf scramble project, please email cscramble@sarodeo.com or call the Livestock Office at 210-225-0575.

Calf Scramble Report System Questions - Doe - June

Deadline: Submitted on or before June 20th (5 pts)
Late Deadline: Submitted between June 21st - August 20th (2pts)

Animal Section:

1. Have you purchased your project? If yes, from whom? If no, when do you plan to purchase your project and from whom?
2. What breed did you/do you plant to purchase?
3. Why does this specific breed interest you?

[LIVE CHAT](#)

23. You will see a date and time submitted if it submits correctly. You will also receive an email notification.

Calf Scramble Reports ⓘ

Each report that is submitted before the respective monthly deadline will receive 5 points added to the overall Final Report Book score. Each report submitted AFTER the respective monthly deadline but ON or BEFORE the the next Monthly Report deadline will receive only 2 points added to the Final Report Book score.

Click on the white help button to find the deadlines and Late Deadlines for these reports!

CALF SCRAMBLE REPORT

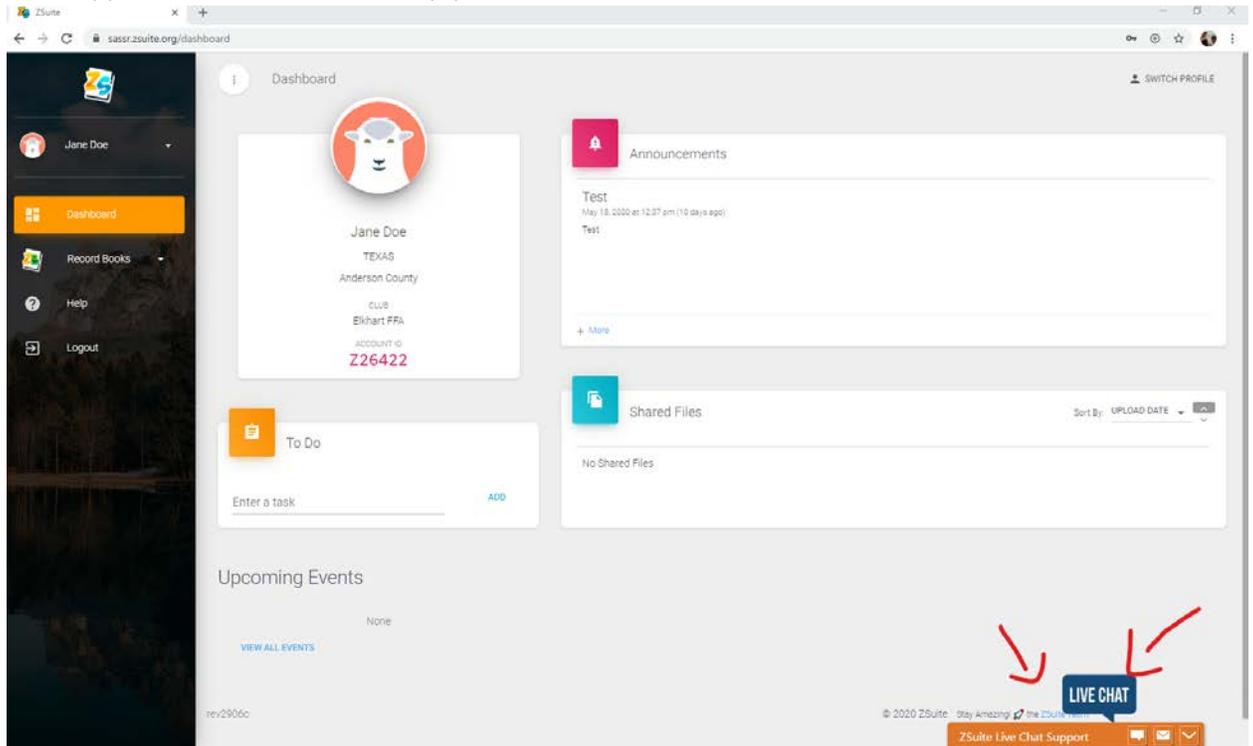
5/28/2020

[DOWNLOAD](#) [RE-SUBMIT](#)

Submitted as of May 28, 2020 9:45 AM [View Submission](#)

San Antonio Stock Show & Rodeo
Calf Scramble Report System - Doe - June

24. If you have any trouble while entering data or finding your way around the site, there is a live chat support that will be able to help you!



25. If you have any questions that the live chat is unable to help you with, please contact livestock@sarodeo.com or (210)225-0575.