



ZSuite 4-H Enrollment



New Leader Profile

Enrollment must be done **ANNUALLY** to be an **Active** 4-H Leader!

1. Go to <https://4h.zsuite.org/>
2. To create a new Profile, select **SIGN UP**
 - a. Fill in all of the fields, select **LET'S GO!**

If you've signed in before,



Select **PRIMARY ACCOUNT**

Volunteer Enrollment

You are now on the **Dashboard** tab

- 1 Select the Volunteer's Name
- 2 More content will drop down, select **Enroll Volunteer Now**
- 3 Select **Complete Volunteer Enrollment**
- 4 Fill out all the of the **Personal Info**
 - a. When filling out *Volunteer Roles/Opportunities*, select all that may apply.
- 5 Complete all Waivers
- 6 Dropdown to your CLUB, select **Add Club**
 - a. Select **Add Project** if needed
- 7 Select **Add to Cart**

Once submitted, your Enrollment will change from Pending Approval to Active when you have completed:

- **Background Screening**
 - Look for the State 4-H Office email
- **New Volunteer Orientation**
 - Visit <https://extension.catalog.instructure.com/> to create a login, then go to <https://uwyo3.instructure.com/login/canvas> to complete the course.
- **MVR (Motor Vehicle Records)**
 - Visit https://www.wyoming4h.org/4hsublette/?page_id=2097 to complete
 - "Supervisor/Sponsor" - Johnathan Despain - jdespain@uwyo.edu
 - "Additional Email Addresses to Notify" - karen.allison@uwyo.edu

