

# Checking Project Enrollments on ZSuite

1. Log in to your ZSuite account
2. From your dashboard, click the name of the member whose project enrollment you want to check

The screenshot displays the ZSuite dashboard interface. On the left is a dark sidebar with the University of Wyoming Extension logo and navigation options: Parent/Guardian Mom..., Household Profile, Switch Profile, Dashboard (highlighted in orange), Record Books, Clover Academy, Events, Calendar, Help, and Logout. The main content area shows a household profile for 'Mom/Dad/Grandparent/etc. Household'. Below the header is a list of household members with their enrollment status. The member 'Lebron James' is circled in red with a red arrow pointing to it. At the bottom of the list are two buttons: '+ HOUSEHOLD MEMBER' and '\$ PAY FOR ENROLLMENTS'.

Member Name	Enrollment Status	Project Status	Actions
Parent/Guardian Mom/Dad/Grandparent/etc.	PRIMARY (VOLUNTEER)	IN PROGRESS	[Edit] [Dropdown] [Down Arrow]
Billy Brown	CLUB MEMBER	PENDING PAYMENT	[Edit] [Dropdown] [Down Arrow]
Jake Enrollment Test	VOLUNTEER	IN PROGRESS	[Edit] [Dropdown] [Trash] [Down Arrow]
Lebron James	CLUB MEMBER	ACTIVE	[Edit] [Down Arrow]
Jen M	VOLUNTEER	PENDING APPROVAL	[Edit] [Dropdown] [Trash] [Down Arrow]
Mickey Mouse	CLUB MEMBER	ACTIVE	[Edit] [Down Arrow]
Jacob Pakovich	CLUB MEMBER	IN PROGRESS	[Edit] [Dropdown] [Down Arrow]
kyndall r	VOLUNTEER	IN PROGRESS	[Edit] [Dropdown] [Down Arrow]

### 3. Click on **Club Member Projects** in the drop down

Mom/Dad/Grandparent/etc. Household

Click or Tap a row to view additional details

Show Archived Members

Member	Role	Status	Actions
Parent/Guardian Mom/Dad/Grandparent/etc.	PRIMARY (VOLUNTEER)	IN PROGRESS	[Edit] [Archive]
Billy Brown	CLUB MEMBER	PENDING PAYMENT	[Edit] [Archive]
Jake Enrollment Test	VOLUNTEER	IN PROGRESS	[Edit] [Archive] [Delete]
Lebron James	CLUB MEMBER	ACTIVE	[Edit]

Year: 2020 - 2021

Club: Example Club      Role: Member

UPDATE ENROLLMENT      CLUB MEMBER EVENTS      **CLUB MEMBER PROJECTS**

Member	Role	Status	Actions
Jen M	VOLUNTEER	PENDING APPROVAL	[Edit] [Archive] [Delete]
Mickey Mouse	CLUB MEMBER	ACTIVE	[Edit]
Jacob Pakovich	CLUB MEMBER	IN PROGRESS	[Edit] [Archive]

### 4. You will then be able to see a list of projects that member is enrolled in

Projects for Lebron James      [BACK TO HOUSEHOLD](#)

CHOOSE A YEAR  
2020 - 2021

Project Type	Completed On
Animal Science - Cat	-
Animal Science - Beef/Breeding	-

5. To add or remove projects: Click on **Back to Household**, reselect the member, and click **Update Enrollment** → **Clubs** → **Add Project** (or the **x** to remove the project) then **Submit**

Enrollment in 4-H for LeBron James  
2020 - 2021

PERSONAL INFO      WAIVERS      **CLUBS**

Click the Add Club button to add one or more Clubs  
*Click on a club to view projects*

**+ ADD CLUB**

**Example Club**      Primary      ✎      ✕      ^  
County: Example County

**Projects:**  
Animal Science - Cat      ✎      ✕  
Animal Science - Beef/Breeding      ✎      ✕

**+ ADD PROJECT**

PREVIOUS      Or      SUBMIT