

ZSuite 4-H Enrollment



New Family Profile

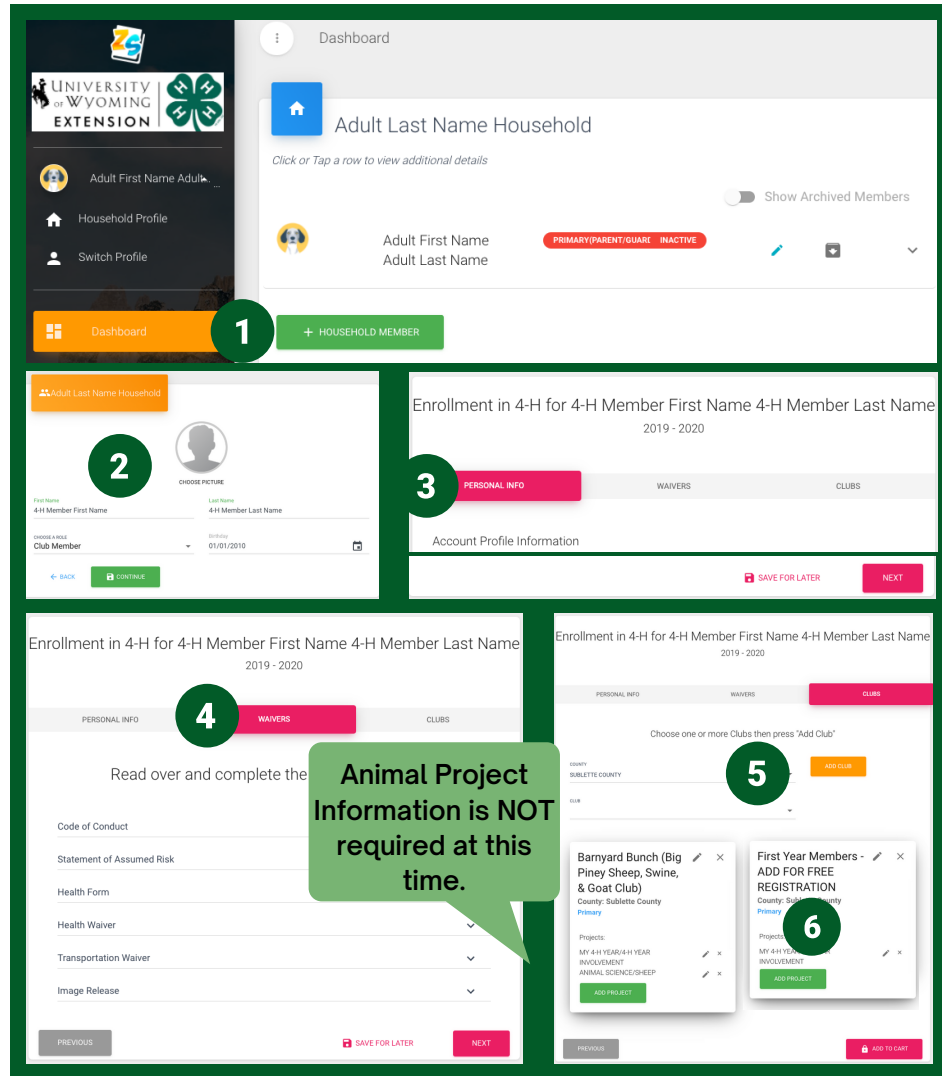
If you've never signed in to ZSuite before, follow these steps:

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

Adding 4-H Members

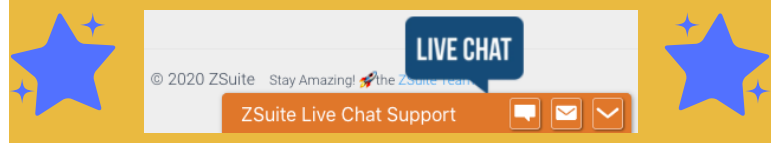
You are now on the **Dashboard** tab

1. Select **+ Household Member**
2. Fill out 4-H Member's info, select **Continue**
3. Fill out PERSONAL INFO, select **Next**
4. Fill out all six drop down **WAIVERS**, then select **Next**
5. Dropdown to your **CLUB**, select **Add Club**
select **Add Project**
6. Select **Add to Cart** and then you can either **+Add Enrollment** or **Submit**. Must be submitted to be complete.



Once submitted, your Enrollment will change from Pending Approval to Active when the Extension Office receives payment!

If you need assistance, don't hesitate to select the ZSuite LIVE CHAT!



ZSuite 4-H Enrollment



Existing Family Profile

Enrollment must be done **ANNUALLY** to stay *active* in 4-H!

Go to <https://4h.zsuite.org/>

1. Use the same email & password you used to sign up, select **LOGIN**
2. Choose the **PRIMARY ACCOUNT** to enroll 4-H Members
3. You will see a list of the household members & their current enrollment status.
 - a. **Red = INACTIVE 4-H Member**
 - b. **Green = ACTIVE 4-H Member**
4. Select the 4-H Member's Name you wish to update, select **ENROLL MEMBER NOW**
5. **IF YOU DO NOT SEE A NAME LISTED**, You will need to ADD A HOUSEHOLD MEMBER

Animal Project Information is NOT required at this time.

6. Fill out 4-H Member's info, select **Continue**
Fill out PERSONAL INFO, select **Next**
Fill out all six drop down WAIVERS, then select **Next**
Dropdown to your CLUB, select **Add Club**
 - a. Select **Add Project**
7. Select **Add to Cart** and then you can either **+Add Enrollment** or **Submit**. Must be submitted to be complete.

Once submitted, your Enrollment will change from Pending Approval to Active when the Extension Office receives payment!

If you need assistance, don't hesitate to select the ZSuite LIVE CHAT!



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** and **Continue**

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) *optional** - only needed if you plan to transport 4-H members
 - 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

The screenshot shows the enrollment process for Johnny Cash. Key steps are highlighted with red circles and arrows:

- ENROLL VOLUNTEER NOW** button is circled in red.
- COMPLETE VOLUNTEER ENROLLMENT** button is circled in red.
- PERSONAL INFO**, **WAIVERS**, and **CLUBS** tabs are circled in red.
- Project Volunteer** checkbox is checked in the "Volunteer Roles/Opportunities" section.
- ADD PROJECT** button is circled in red in the "Barnyard Bunch" club selection modal.
- The status changes from **INACTIVE** to **PENDING APPROVAL**.

If you need assistance, don't hesitate to select the ZSuite LIVE CHAT!

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