

ZSuite 4-H Enrollment



New Family Profile

If you've never signed in to ZSuite before, follow these steps: 1.Go to <u>https://4h.zsuite.org/</u>

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

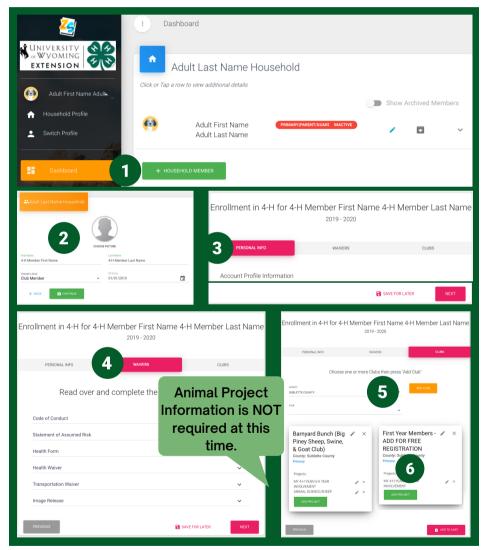
You are now on the **Dashboard** tab

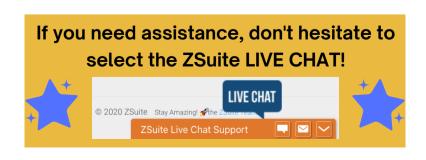
- 1. Select + Household Member
- 2. Fill out 4-H Member's info, select Continue
- 3.Fill out PERSONAL INFO, select Next
- 4.Fill out all six drop down WAIVERS, then select **Next**
- 5.Dropdown to your CLUB, select Add Club

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!







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 $\ensuremath{\mathsf{LOGIN}}$
- 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

Enrollment in 4-H for Johnny Cash 2020 - 2021 PERSONAL INFO WAIVERS CLUBS	Year 2020 - 2021 > ENROLL MEMBER NOW MEMBER EVENTS MEMBER PROJECTS
Choose one or more Clubs then press "Add Club"	6. Fill out 4-H Member's info, select Continue
COUNTY ADD CLUB SUBLETTE COUNTY ~	Fill out PERSONAL INFO, select Next
CUB	Fill out all six drop down WAIVERS, then select Next
Barnyard Bunch (Big X Piney Sheep, Swine, Diney Sheep, Swine, Diney Sublette County: Diney	Dropdown to your CLUB, select Add Club
& Goat Club) County: Sublette County Primary Projects:	a.Select Add Project
Projects: LEADERSHIP AND CIVIC X X ENGAGEMENT/YOUTH ANIMAL SCIENCE/SWINE X X ADD PROJECT	7. Select Add to Cart and then you can either +Add
ANIMAL SCIENCE/SHEEP × ×	Enrollment or Submit. Must be submitted to be complete.
Livestock Judging MARK PRIMARY Team X Kounty: Sublette County X Kounty: Sublette County X Kounty: Sublette County X Kounty: Sublette County X X X X X X X X X X X X X X X X X X X	Once submitted, your Enrollment will change from Pending Approval to Active when the Extension Office receives payment!
PREVIOUS Animal Project Information is NOT required at this time.	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/

Johnny Cash

household and fill out an enrollment for a club member

2. To create a new Profile, select SIGN UP

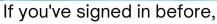
6.4

2020 - 2021

If you are just a Parent, not a Vetted Volu

If you are an adult age Club Member

Vetted Volunteer Enrollment



LOGIN

a. Fill in all of the fields, select LET'S GO! Select PRIMARY ACCOUNT

er or Club Leader you do NOT have to enroll your account

will need to create a Household Club Member for your enrollment

This enrollment is for a Vetted Volunteer. If you are an adult age club member you will need to add a member to the

Enrollment in 4-H for Johnny Cash

2020 - 2021

WAIVERS

Volunteer Enrollment

You are now on the **Dashboard** tab

- Select the Volunteer's Name
- 2 More content will drop down, select Enroll Volunteer Now
- Select Complete Volunteer **Enrollment**
- 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 Select Add to Cart and Continue 7

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
- Volunteer Roles/Opportunitie 4-H for Johnny Cash which ways would you like to contribute that may apply) Project Volunteer Select all that may apply! Club Leader Barnyard Bunch (Big Piney Sheep, Swir Goat Club) Chaperone for overnight or out-of-county events Coach of a competitive 4-H team or event Short-term, activity, or specific event role Johnny Cash
- 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



CLUBS