

# ZSuite 4-H Enrollment



## New Family Profile

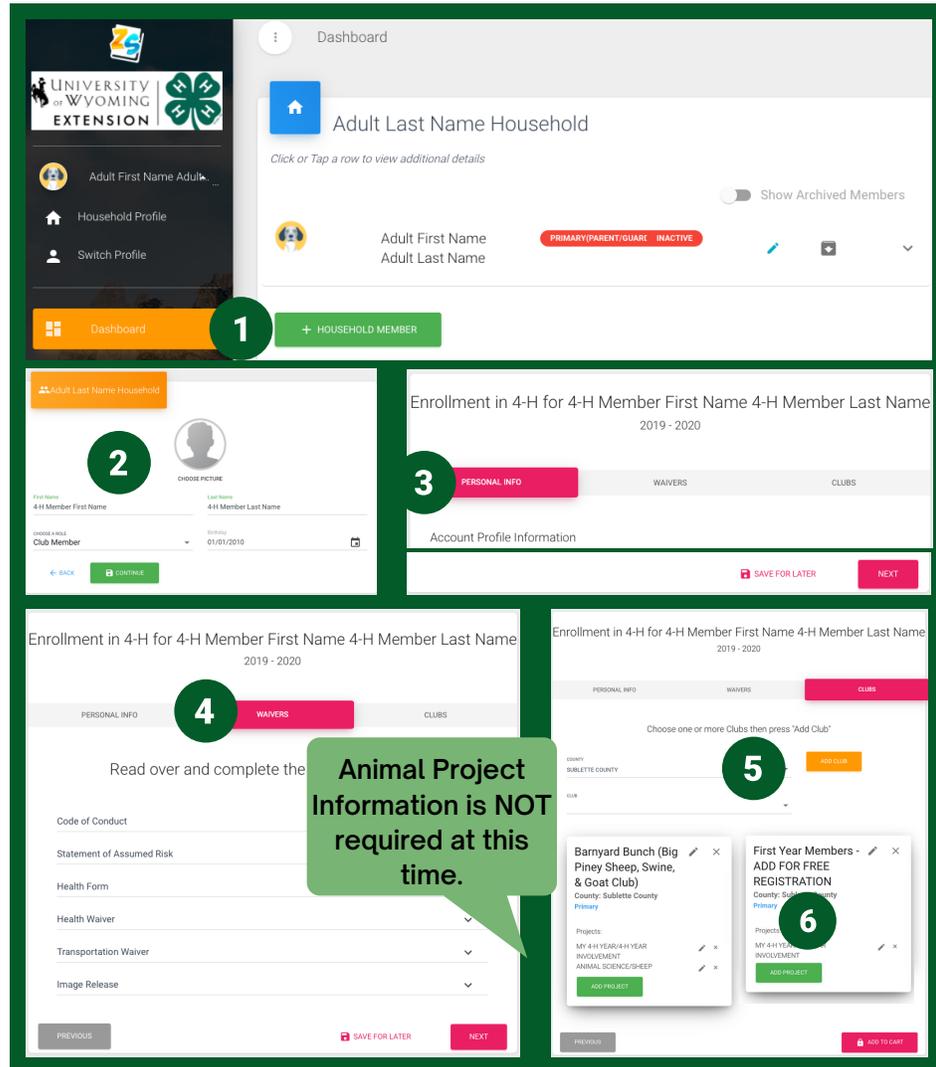
If you've never signed in to ZSuite before, follow these steps:

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!**



# 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!**





# 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](https://www.wyoming4h.org/4hsublette/?page_id=2097) to complete

- "Supervisor/Sponsor" - Johnathan Despain - [jdespain@uwyo.edu](mailto:jdespain@uwyo.edu)

- "Additional Email Addresses to Notify" - [karen.allison@uwyo.edu](mailto:karen.allison@uwyo.edu)

