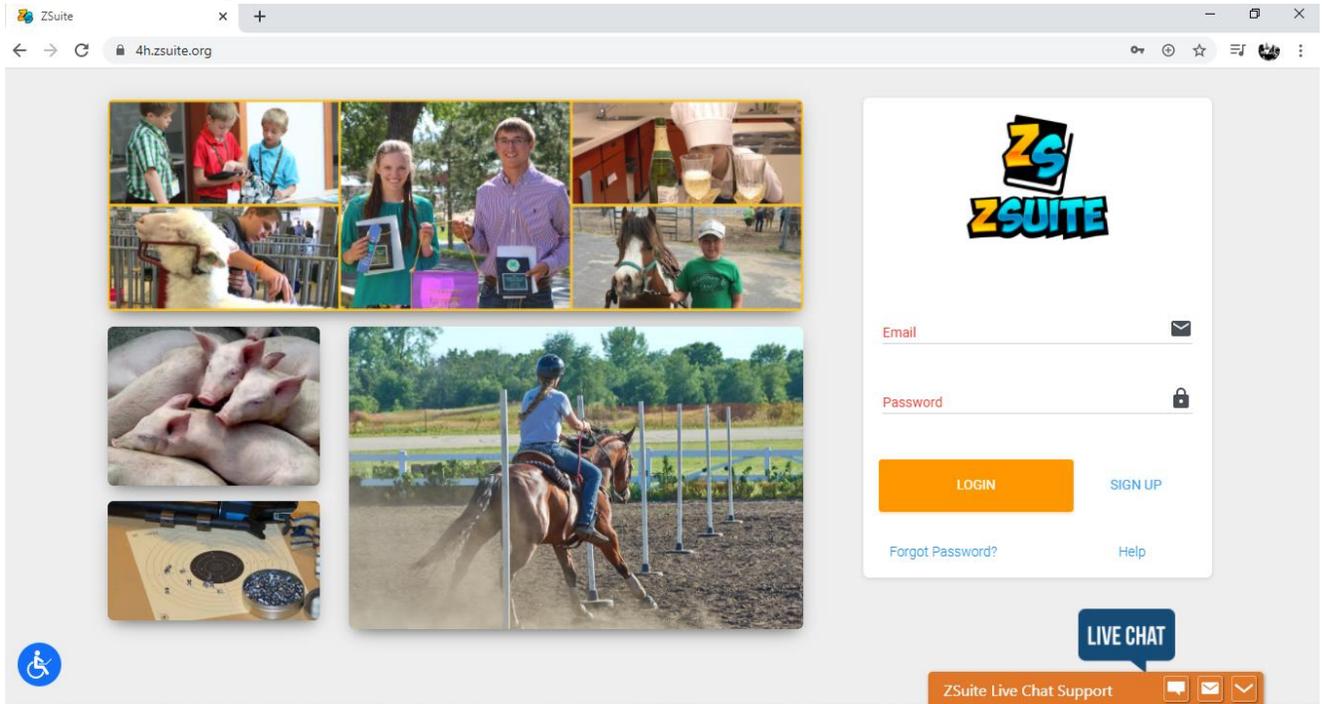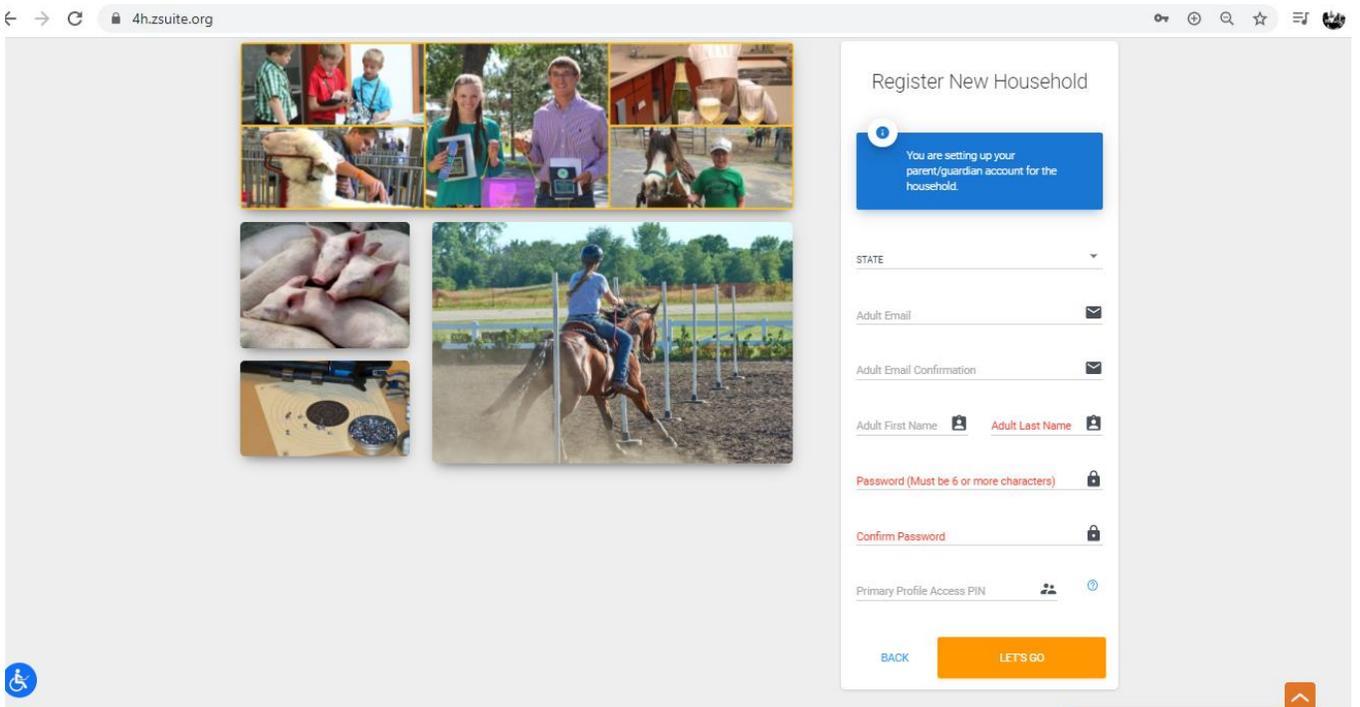# Creating Profiles on Zsuite

1. Visit 4h.zsuite.org

2. Click SIGN UP, if you have not created a profile or record book for the 2019-2020 4-H year.

3. Fill out all the information to Register New Household
   a. Do not forget the Primary Profile Access PIN. It can be numbers or letters. This is needed to enter the primary household account.

4. Click LETS GO once the information is filled out.

a. If you are getting an error about your email already in use please go back to the main screen and select Forgot Password?, some profiles have been transferred over to Zsuite from 4honline.com.
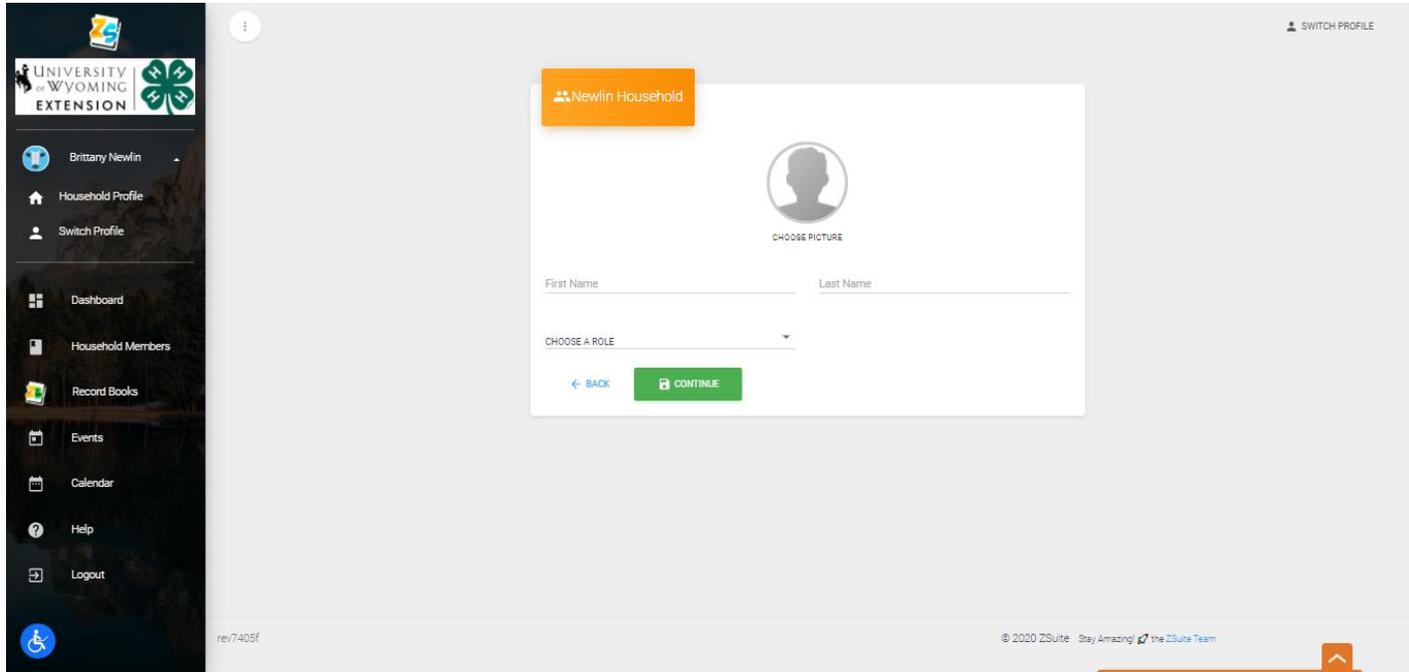
5. Welcome to the Zsuite Dashboard

6. Click Edit at the bottom of the household box.

7. Click + HOUSEHOLD MEMBER

8. Fill out Youth's name. Choose the role of Club Member in the drop box. Put in youth's birthday. If you would like you may choose a preloaded avatar or upload a photo by clicking on CHOOSE PICTURE.

9. Click CONTINUE
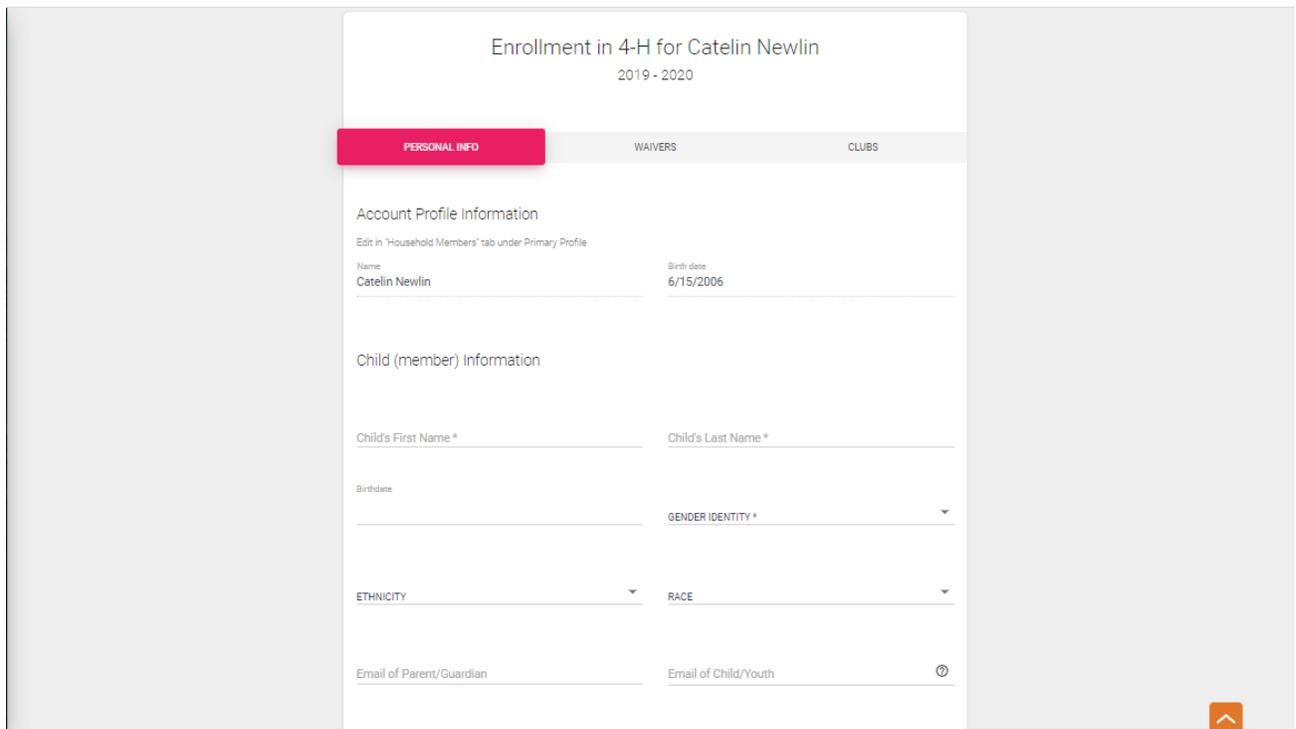
Phone of Child/Youth ⍰

School Information

GRADE ▾

Mailing Address

Mailing Address Line 1 *   Mailing Address Line 2

Mailing City *   Mailing State *

Mailing Zip Code *   PLACE OF RESIDENCE ▾

Parent/Guardian Contact Information

Parent's First Name *   Parent's Last Name *

Primary Email for Communications from 4-H

Parent Relationship   *

Primary Phone Number for 4-H communications

* ⍰   Second Parent's First Name

Second Parent's Last Name   Second Parent Relationship

Secondary Email for Communications from 4-H Secondary Phone Number for 4-H communications
                                             ⍰

Military Service of Family

MILITARY SERVICE * ▾   BRANCH OF SERVICE ▾

BRANCH COMPONENT ▾

💾 SAVE FOR LATER   NEXT

10. Make sure you fill out all the necessary enrollment information. Every item with an asterisk is a required field. Once you have filled out everything click NEXT.

11. Click the down arrows next to each section to sign off on all the waivers.
12. On the Health Form please make sure you are filling out all required fields. If necessary, you may put none or N/A if it does not apply to your youth.

13. Click NEXT once all waivers are completed.

14. Choose your club from the drop down and click ADD CLUB. You may select more than one club if you are duel enrolled.

15. Click ADD PROJECT

16. Choose your project from the drop down. Wording has changed slightly so please check the whole list. Click the blue ADD PROJECT. Repeat the process for multiple projects. For Animal Projects 0000 (four zeros) can be placed for info you do not have. See photo below as an example.

17. Once all projects and clubs selected the screen should look like the one below.

18. For Cloverbud aged members please remember to ONLY select the Cloverbud project. Cloverbuds should look like the photo below.

19. Once you are sure your youth is in the correct club(s) and project(s). Click SUBMIT.
20. Hitting submit will send your enrollment for approval meaning your household page will look like below.

21. On your Zsuite Dashboard you do have one click options to reach either Kristi or Brittany with questions. There is also a live chat available at the bottom of the screen if you ever have a system issue.