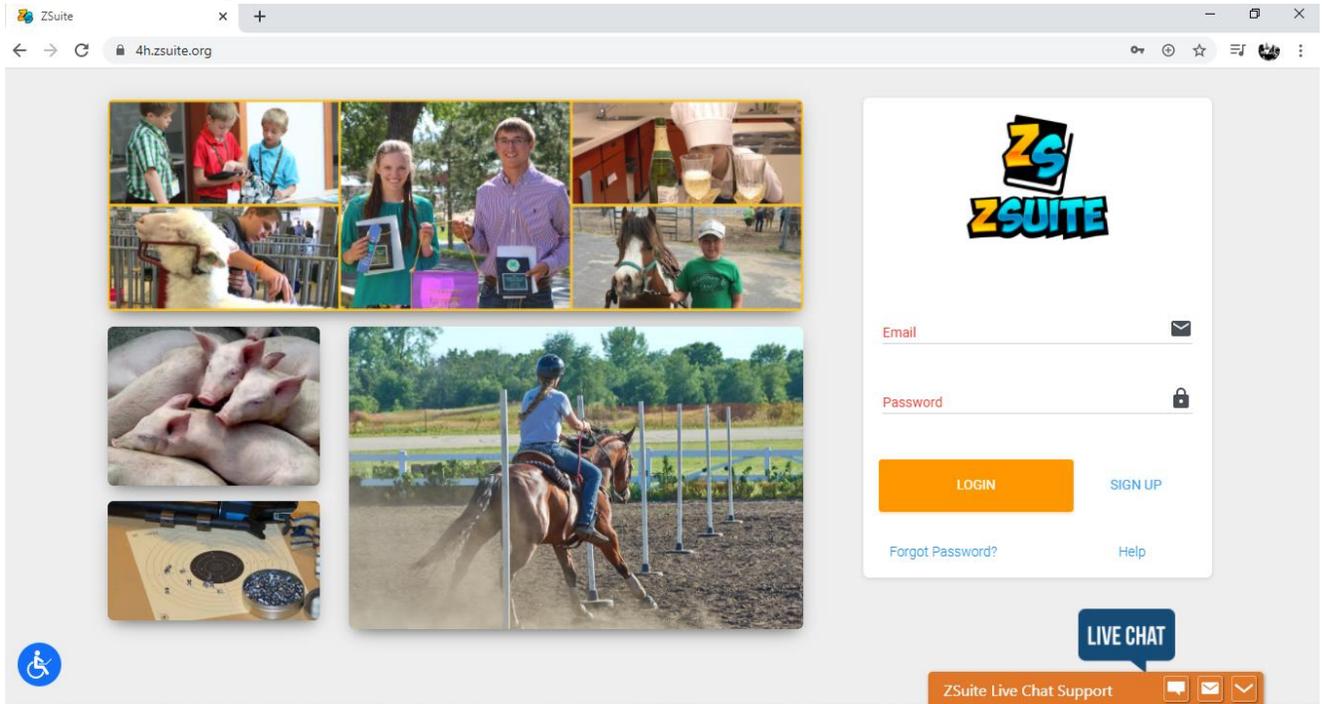
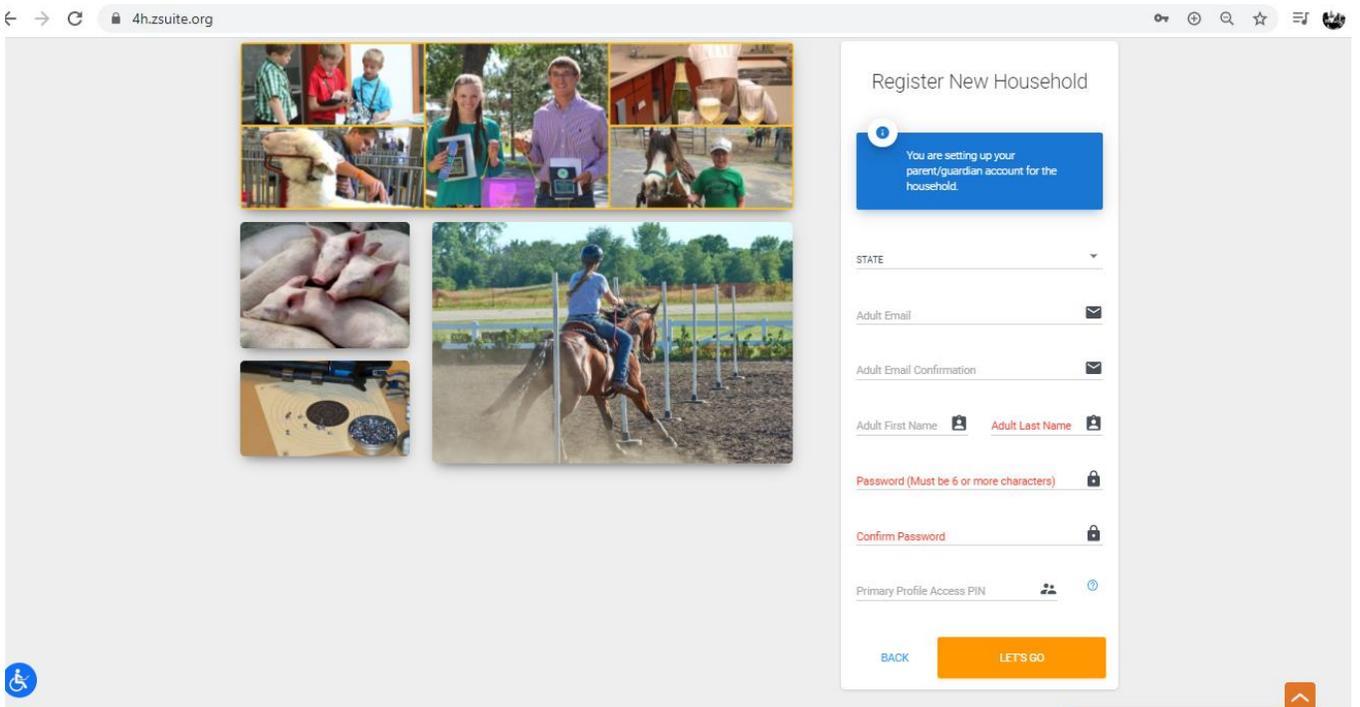


Creating Profiles on Zsuite

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

- 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.

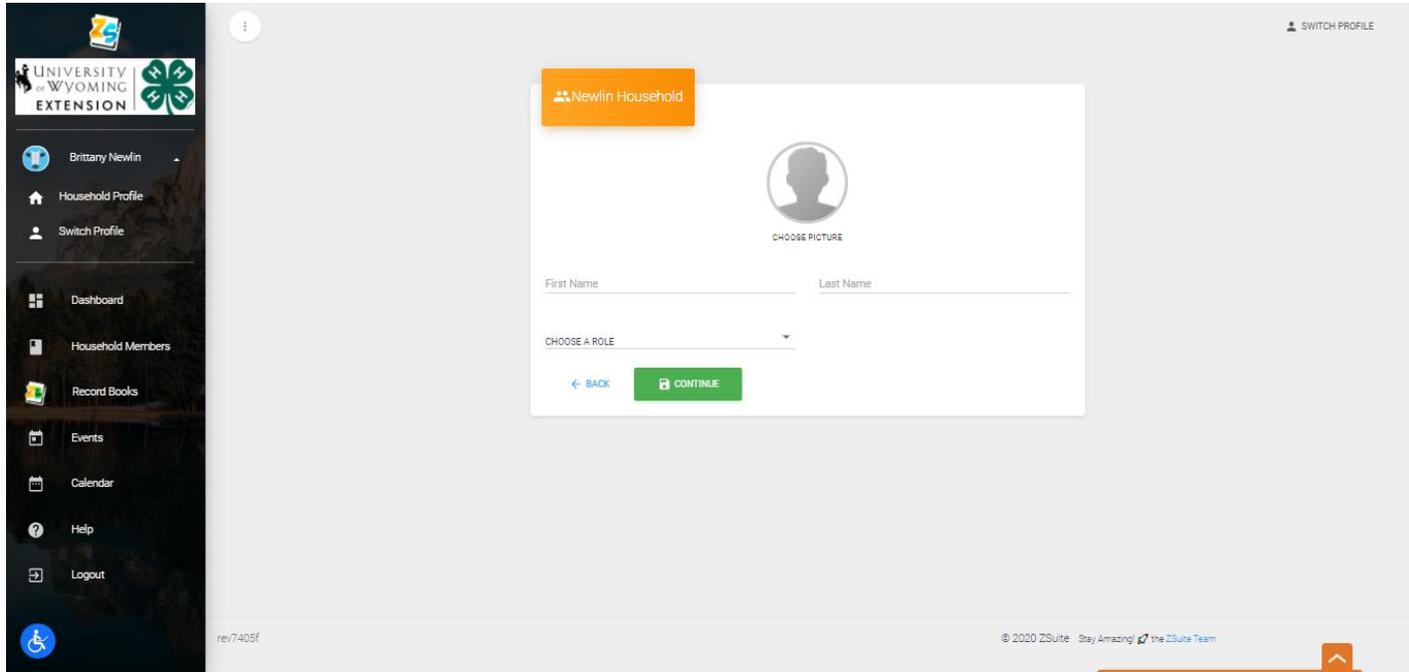
5. Welcome to the Zsuite Dashboard

The screenshot shows the Zsuite Dashboard for the 'Newlin Household'. On the left is a dark sidebar with the University of Wyoming Extension logo and navigation options: Brittany Newlin, Household Profile, Switch Profile, Dashboard (highlighted), Household Members, Record Books, Events, Calendar, Help, and Logout. The main content area is titled 'Dashboard' and features a 'Newlin Household' card with a home icon and an 'Edit' link at the bottom. Below this is a list of household members, currently showing 'Brittany Newlin' with a 'PRIMARY' status. To the right is a user profile card for Brittany Newlin, including her location (WYOMING, Laramie County), clubs (None), and account ID (Z67802). Below the profile are sections for 'Announcements' and 'Shared Files' (currently empty). At the bottom, there are cards for 'Clubs', 'To Do' (with an 'ADD' button), and a footer with version 'rev/7405f' and copyright '© 2020 ZSuite Stay Amazing! the ZSuite Team'.

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

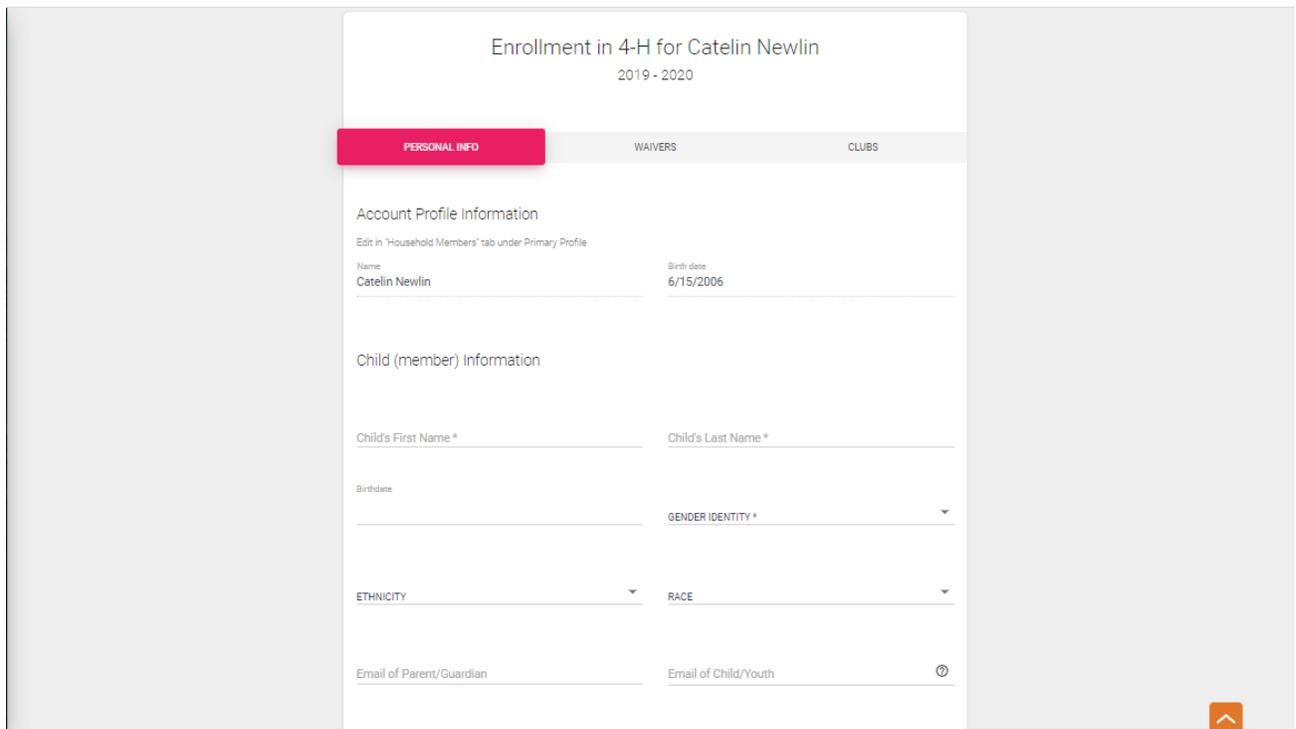
This screenshot shows the 'Household Members' page in Zsuite. The sidebar is similar to the previous screenshot, but 'Household Members' is highlighted. The main content area shows the 'Newlin Household' card with a 'Click or Tap a row to view additional details' instruction. Below it is a list of household members, showing 'Brittany Newlin' with roles 'PRIMARY(PARENT/GUARDIAN)' and 'INACTIVE'. There is a 'Show Archived Members' toggle and an 'Edit' icon. A green '+ HOUSEHOLD MEMBER' button is visible at the bottom of the list. The footer includes 'rev/7405f' and '© 2020 ZSuite Stay Amazing! the ZSuite Team'.

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/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.

The screenshot shows a web form titled "Enrollment in 4-H for Catelin Newlin 2019 - 2020". At the top right, there is a "SWITCH PROFILE" link. Below the title, there are three tabs: "PERSONAL INFO", "WAIVERS" (which is highlighted in pink), and "CLUBS". The main heading reads "Read over and complete the following releases". Below this, there are seven sections, each with a down arrow on the right: "Code of Conduct", "Statement of Assumed Risk", "Health Form", "Health Waiver", "Transportation Waiver", and "Photo Release". At the bottom of the form, there are three buttons: "PREVIOUS" (grey), "SAVE FOR LATER" (pink with a plus icon), and "NEXT" (pink). The footer contains "rev7405f" on the left, "© 2020 ZSuite Stay Amazing! the ZSuite Team" in the center, and a "Next" button with an up arrow on the right.

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.

This screenshot shows the "Health Form" section of the enrollment form. At the top, there are three tabs: "Code of Conduct", "Statement of Assumed Risk", and "Health Form" (which is highlighted in blue with an up arrow). Below the tabs, the heading "Health Form" is followed by the instruction "Please share health information regarding your child." Under "Health Condition", there is a dropdown menu with the text "DO YOU HAVE (OR HAVE A HISTORY OF):*" and the selected option "NONE OF THE ABOVE". Under "Allergies", there are two columns: "DRUGS/MEDICINES*" and "FOODS*", both with "N/A" entered and a question mark icon. Below that, there is a field for "THINGS IN NATURE*" with "N/A" entered and a question mark icon.

13. Click NEXT once all waivers are completed.

Enrollment in 4-H for Catelin Newlin
2019 - 2020

PERSONAL INFO WAIVERS **CLUBS**

Choose one or more Clubs then press "Add Club"

COUNTY
LARAMIE COUNTY

ADD CLUB

CLUB

- Albin All Arounders
- Busy Bunch
- Cheyenne Outriders
- Clover Club
- Clover Club 4-H Club

SUBMIT

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

Enrollment in 4-H for Catelin Newlin
2019 - 2020

PERSONAL INFO WAIVERS **CLUBS**

Choose one or more Clubs then press "Add Club"

COUNTY
LARAMIE COUNTY

ADD CLUB

CLUB
CHEYENNE OUTRIDERS

PREVIOUS

SUBMIT

Enrollment in 4-H for Catelin Newlin

2019 - 2020

PERSONAL INFO WAIVERS **CLUBS**

Choose one or more Clubs then press "Add Club"

COUNTY
LARAMIE COUNTY

ADD CLUB

CLUB

Cheyenne Outriders  

County: Laramie County

Primary 

Projects:

ADD PROJECT

PREVIOUS **SUBMIT**

15. Click ADD PROJECT

Enrollment in 4-H for Catelin Newlin
2019 - 2020

PERSONAL INFO WAIVERS **CLUBS**

Choose one or more Clubs then press "Add Club"

COUNTY
LARAMIE COUNTY

ADD CLUB

Select Project

Choose Project Type

Choose Project Type

CANCEL **ADD PROJECT**

Primary

Projects:

ADD PROJECT

PREVIOUS **SUBMIT**

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.

The screenshot shows a web application interface with a modal window titled "Select Project". The modal contains the following fields and options:

- Choose Project Type:** A dropdown menu currently set to "ANIMAL SCIENCE/POCKET PETS".
- Animal Id*:** A text input field containing "0000".
- Animal Identifier*:** A text input field containing "0000".
- Animal Name*:** A text input field containing "0000".
- Animal Type*:** A text input field containing "0000".
- Animal Breed*:** A text input field containing "0000". A tooltip labeled "Required field" points to this field.
- Buttons:** "CANCEL" (grey) and "ADD PROJECT" (blue).

The background shows a "CLUBS" tab selected, with a message "Choose one or more Clubs then press 'Add Club'" and an "ADD CLUB" button. At the bottom of the page, there are "PREVIOUS" and "SUBMIT" buttons.

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

The screenshot shows the "Enrollment in 4-H for Catelin Newlin 2019 - 2020" screen. The "CLUBS" tab is selected, and the message "Choose one or more Clubs then press 'Add Club'" is displayed. The "COUNTY" dropdown is set to "LARAMIE COUNTY".

A modal window for "Cheyenne Outriders" is open, showing the following details:

- County:** Laramie County
- Primary:** (checked)
- Projects:**
 - EXPRESSIVE ARTS/VISUAL ARTS (checked)
 - SHOOTING SPORTS/RIFLE (checked)
 - EXPRESSIVE ARTS/CAKE DECORATING (checked)
 - ANIMAL SCIENCE/POCKET PETS (checked)
- Buttons:** "ADD PROJECT" (green).

The background shows the "CLUBS" tab and the "ADD CLUB" button. At the bottom of the page, there are "PREVIOUS" and "SUBMIT" buttons.

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

Enrollment in 4-H for Fable Luna
2019 - 2020

PERSONAL INFO WAIVERS **CLUBS**

Choose one or more Clubs then press "Add Club"

COUNTY
LARAMIE COUNTY **ADD CLUB**

CLUB

Cheyenne Outriders ✎ ✕
County: Laramie County
Primary

Projects:
CLOVERBUD ✎ ✕
ADD PROJECT

PREVIOUS **SUBMIT**

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.

Newlin Household
Click or Tap a row to view additional details

Show Archived Members

	Brittany Newlin	PRIMARY(PARENT/GUARDIAN)	PENDINGAPPROVAL	✎	☰	▼
	Fable Luna	CLUB MEMBER	PENDINGAPPROVAL	✎	☰	🗑️ ▼
	Catelin Newlin	CLUB MEMBER	PENDINGAPPROVAL	✎	☰	🗑️ ▼

+ HOUSEHOLD MEMBER

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.

