

# ENROLLING IN ZSUITE - NEW VOLUNTEER

## Create a ZSuite Account

- Go to [4h.zsuite.org](http://4h.zsuite.org)
- Select "Sign Up"
- Enter your information
- Choose "Cascade" as your county
- Click "Let's Go"

1

## Create a Household Member

- Select "+Household Member"
- Enter their first and last name
- Choose "Volunteer"

2

## Fill out the Personal Information Tab

- For Year in 4-H, enter "1"

3

## Navigate to the Clubs Tab

- Click "+Add Volunteer"
- Choose "Club Volunteer"
  - Choose your club
  - Choose "General Volunteer" if you don't have a club

5

## Fill out the Waivers

- New Volunteer Information Tips
  - Fill this form out completely
  - This is used to order your background check
  - The Extension Office will order your background check for you

4

## To be Added to a Committee Email List

6

- Under the "Clubs" tab
  - Click "+Volunteer Type"
  - Choose "Club Volunteer"
    - Choose the Committee
  - Click "Add"

## Complete the required Montana 4-H Volunteer Orientation

8

- Click on Clover Academy on the left hand menu
- Click on "Launch Clover Academy"
- Scroll down to the Montana 4-H Orientation course and click on "Enroll Now"
- Navigate through the 4 modules

7

## Finalizing Enrollment

- To add more family members, click "+Add Enrollment"
- Once you are done adding all family members, it is time to pay enrollment fees
  - To pay in person with a check or cash, click "Submit & Pay Later/In Person"
    - The Extension Office accepts exact cash or checks made out to Cascade County 4-H Leaders Council
  - To pay by card, enter your card number, expiration date, CVC, and the cardholder name
- Click "Submit Payment"



## Enrollment Fees

- If paying by cash or check
  - \$36.00 per volunteer
- If paying by card
  - \$38.72 per volunteer

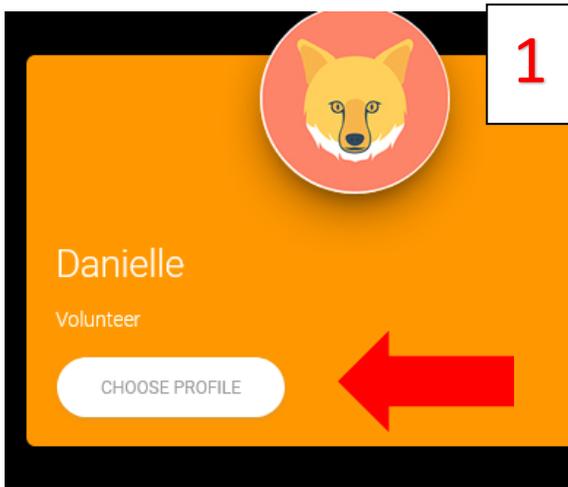


**MONTANA**  
STATE UNIVERSITY

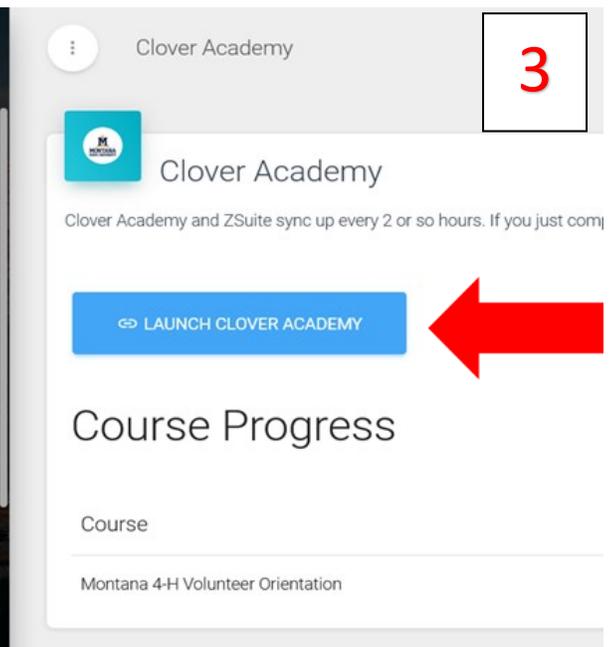
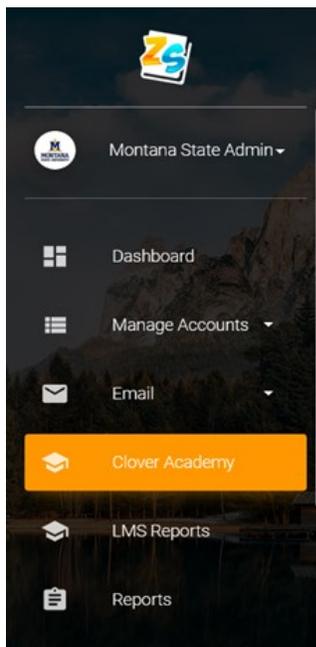
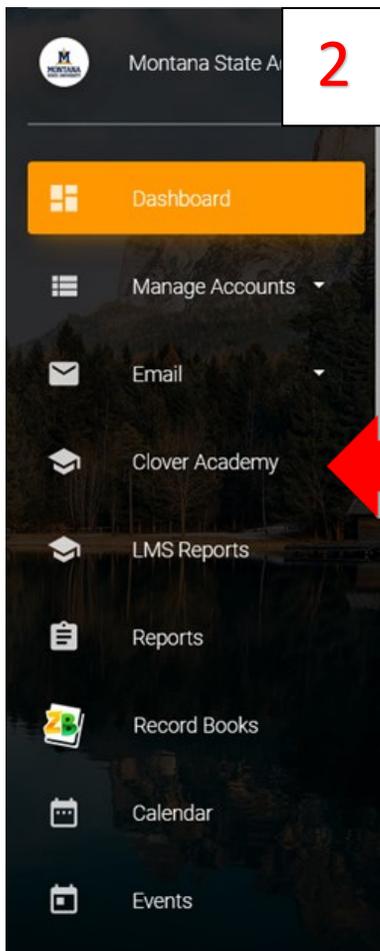
**EXTENSION**



# Montana 4-H Online Volunteer Orientation How to Guide



1. Log into your ZSuite Account
2. Select the profile of the volunteer that is taking the course. (See image 1)
3. Click on Clover Academy from the menu on the left. (See image 2)
4. Click on the blue box "Launch Clover Academy". (See image 3)
5. You will be taken to the Clover Academy website.
6. Scroll down to find the Montana 4-H Orientation course. Click on "Enroll Now". (See image 4)
7. On the course page you will see an overview of the course. Scroll down to see the four modules that make up the orientation. Click the blue box "See More" under module one. (See image 5)
8. Follow the instructions to navigate the course.
9. When you get to the end of the module, (Slide will say you completed module). Scroll down and click on the blue box "Mark as Complete". (See image 6) Box will turn blue once you have completed the module.
10. Select the next lesson to load the next module. Your progress will be saved and you can return later to complete the remaining modules.



Free

# WELCOME TO MONTANA 4-H



## Montana 4-H Volunteer Orientation

**ENROLL NOW**

4

To begin, click on the first lesson below.

Not started

### MONTANA 4-H VOLUNTEER ORIENTATION

MODULE: ONE  
VOLUNTEERING WITH 4-H



Volunteering With 4-H

**SEE MORE**

Not started

### MONTANA 4-H VOLUNTEER ORIENTATION

MODULE: TWO  
BASICS OF 4-H



Basics of 4-H

**SEE MORE**

Not started

### MONTANA 4-H VOLUNTEER ORIENTATION

MODULE: THREE  
POSITIVE YOUTH DEVELOPMENT



Positive Youth Development

**SEE MORE**

Not started

### MONTANA 4-H VOLUNTEER ORIENTATION

MODULE: FOUR  
RISK MANAGEMENT AND POLICY



Risk Management and Policy

**SEE MORE**

5

## Basics of 4-H

Montana 4-H Volunteer Orientation > Basics of 4-H

# Congratulations! You Completed Module Two

Back

Exit



6

< PREVIOUS LESSON

Back to Course

**MARK COMPLETE** ✓