Montana 4-H Enrollment with Zsuite

County Office Enrollment Resources



Enrollment with Zsuite - Montana 4H - Montana State University Extension | Montana State University

Follow the steps below to begin enrollment for the 2022-2023 4-H year or download the enrollment quick start guide.

For Re-Enrolling Families

Watch Re-enrollment How to Video

Montana 4-H Enrollment With Zsuite - TechSmith Knowmia (techsmithrelay.com)

- 1. Using your computer, smart phone or other device go to <u>4h.zsuite.org</u>.
- 2. Click Sign Up. Complete all of the fields. Use the FAMILY email address from 4honline as the ADULT EMAIL to connect your previous enrollment with ZSUITE. If you are not sure what your "family email" is contact your MSU Extension office and they can tell you. Click LET'S GO.
- 3. Arrive at your HOUSEHOLD DASHBOARD. Click on the name of the family member you want to re-enroll, click on the blue "start enrollment" button and follow the steps.
- 4. Complete/Update the personal information, waivers, club and projects and hit SUBMIT.

Note: Counties may have an additional payment step. See instructions below

For New 4-H Families

Families not enrolled in the last 2 years.

- 1. Using your computer, smart phone or other device go to<u>4h.zsuite.org</u>.
- 2. Click Sign Up. Complete all of the fields. Click LET'S GO.
- 3. Arrive at your HOUSEHOLD DASHBOARD and begin adding family members. Click on the name of the family member you want to enroll, click on the blue "start enrollment" button and follow the steps.

4. Complete the personal information, waivers, club and projects and hit SUBMIT. Note: Counties may have an additional payment step.

Paying for Enrollments

If there is a payment required after you click "Add to Cart" you will go to the payment screen or cart and have the option to do one of the following:

- Check out using a Credit Card. *Not available in all counties.
- Click "+ Add Enrollment" to return to the dashboard and begin enrollment of another member or volunteer. You can return to the cart after all enrollments have been completed and pay all at once by clicking the blue "\$ Pay for Enrollments" button on the household dashboard at the bottom of the household member list.
- Click "Submit and Pay Later in Person". This is your option to pay with cash or check to the county office.

Please note that ZSuite will periodically update their software to improve their product. You may need to reach out to ZSuite for assistance.

- ZSuite Help & Support
- Email 4-H Youth Development

Create a New ZSuite Account

1. Click the 'Sign Up' link on the <u>ZSuite</u> homepage.



2. Fill out the Form.

Register New Household

| You are setting up your parent/guardian account for the household | |
|---|---|
| STATE | |
| Adult Email | M |
| Adult Email Confirmation | Ø |
| Adult First Nome 😫 Adult List Nam | 8 |
| Password (Must be 6 or more characters) | â |
| Confirm Password | â |
| Primary Profile PIN 22. Must be al. wast 4 characters | C |
| BACK LETS 00 | |

Primary Household Account - Each Household Account has a "Primary Household" account. This account has some administrative functions that club member accounts do not. The Primary Household account can only be accessed by entering a 4 Digit Pin Code, which assures our parents that no unauthorized access to the Primary Household account occurs.

Email Address - Note that the email address entered will be the email address used for ALL people under this Household account. This way it's easier to remember your login for ZSuite. Your email address can be used only once, so please use an email address that is easy to remember.

3. Once you complete the form, click the "Let's Go" button.

4. You will now be redirected to the Dashboard for the Primary Household account. Here you can:

- Create new household members by clicking the Household Members link on the Menu Bar
- View Announcements from your Club, County, and State Level 4-H Leaders
- View a Calendar showing events

| <u>S</u> | Contract | A methoderat |
|---|--|---|
| * * | Example Household | |
| | This is your dealthouse? You can observablist pour towardoal recorders below, eleve announcements, altered http: and must- | |
| Insubstitutier - Insubstitutie | for unsure a new locapholit remoter press the press' to rescarbald Methods' Statists for editoristicapidates the eventment of a Social-Statist for their source below and a Social-to 2 Social-Statist's "Contrast" (Contrast-2) splates" and agent before their name, as and as other statists to seve their webbid projects and registered errors. | Household Example HIST UNDER |
| 1 Sector | 4 manufacture and the second devices | 5-ray barry African Tain-Hote B control 9 |
| 12 petters | | Z130142 |
| er tesser | Add a Household Member by clicking on "+ HOUDHOLD MEMBER" button | Cite: |
| Autora books | | Dub Status |
| 0. cm | | |
| C center | Avvourcemente Dureet Files and, inserient . | 0 50 Do |
| • | Do you need to know more about 4-H projects? Not dream file | Drive a train |
| E Legent | Least more about 2014 8-H projects, expectations, and here to point in tearing about correcting that interests you at the WV | |

Add Members to a ZSuite Household

Now that the Primary Household account has been created, it is time to add people to the household. There are three type of household members.

- 1. Youth Member
- 2. Vetted Volunteer
- 3. Parent

Add and Enroll a 4-H Member

This section will focus on adding a youth member and enrolling the youth in 4-H for the year.

1. On the Dashboard, click on the green " + Household Member" button.

| Example Household | |
|--|--|
| his is your dashboard. You can view/add to your household member | s below, view announcements, shared files and more. |
| | mber" button. To editricontinue/update the enrollment of a household member click on their pear below their name, as well as other buttons to view their selected projects and registered |
| + HOUSEHOLD MEMBER | . Show Archived Members |
| Add a Household Member by clicking on "+ HOUSEHC | NLD MEMBER' button |
| | |
| | |
| | |

2. Enter the youth member information:

- First Name and Last Name
- Choose a Role Select Member
- Birthday (User the date tool) To change the year on the date tool, just click the 'Month Year' in the top middle of the tool and you can then scroll by year.
- You can even upload a photo of your youth member. If you don't, ZSuite will assign them a cool animal avatar automatically. You have the option to change the photo in the future.

| *Example Ho | usehold | | |
|---------------|--|----------------|---|
| | | | |
| | | CHOOSE PICTURE | |
| First Name | | Last Name | |
| Member | | Example | |
| CHOOSE A ROLE | | Einthday | |
| Member | • | 10/01/2010 | Ō |
| ← BACK | | | |
| | and the second | | |

3. Once you are done, click the "Continue" button.

4. Now you will fill out additional information about the new 4-H member on their enrollment form. Please answer all of the information in the Personal Info section. If you cannot complete the enrollment at one time, there is a " **Save for Later**" button at the bottom of the form.

| | | or Member Exam - 2022 | ole |
|---|-----|--------------------------|-------|
| PERSONAL INFO | WAI | VERS | CLUBS |
| Account Profile Information | | | |
| Edit in "Household Members" tab under Primary Profile | | | |
| Name | | Birth date | |
| Member Example | | 10/1/2010 | |
| Basic information | | | |
| Member's First Name * | 0 | Member's Middle Name | |
| Member's Last Name * | | Suffix | |

5. Once the **Personal Info** tab is complete, ZSuite will move to the **Waivers** tab of the enrollment form. You need to complete the following waivers. You can open and close each waiver by clicking on the \vee symbols on the right side.

- 4-H Member Code of Conduct
- Media Recording/Usage Release Form
- Youth Transportation Permission Form
- 4-H Health Form
- Medication Information
- ADA or disability related accommodation(s)

| | 2021 - 2022 | |
|---|--------------------------|----------|
| PERSONAL INFO | WAIVERS | CLUBS |
| Read over an | d complete the following | releases |
| 4-H Member Code of Conduct | (Ages 5 to 17) | ~ |
| Media Recording/Usage Relea | se Form (Ages 5-17) | ~ |
| Youth Transportation Permissi | on Form | ~ |
| | | ~ |
| 4-H Health Form | | • |
| 4-H Health Form MEDICATION INFORMATION | | ~ |
| | nmodation(s) | ~ |

6. After completing the **Waivers**, ZSuite will move to the **Clubs** tab of the enrollment form. Here you will select your 4-H club(s).

- If you are joining a 4-H club, click on the green " + Add Club" button.
 - You will be given a menu to select your club's county.

- Once the county is selected, a second menu will be provided with all of the club names in your selected county. In addition to clubs, each county should have a " *Member At Large*" option.
- Continue to step 7.
- If you are not currently in a club, click the orange " I am not currently in a club" button. You should be ready to select " Submit." Congratulations! Your member enrollment is complete and ready for review by the county Extension office. ZSuite should send you back to your Household Dashboard to see the pending member on your account dashboard.

| REPORTED INFO | w10,500 | 1 |
|------------------------|----------------------------|--------------|
| PERSONAL INFO | WAIVERS | CLUBS |
| | | |
| Click the Ad | d Club button to add one o | r more Clubs |
| | _ | |
| + ADD CLUB I AM NOT CO | IRRENTLY IN A CLUB | |
| Example Club | | |
| County: Example County | Primary Volumenter | / × ^ |
| | | |
| Projects: | | |
| 1. NO PROJECT/NONE | | 1 × |
| + ADD PROJECT | | |

7. Once you have added your 4-H club(s), you will be asked to select a 4-H project. West Virginia 4-H offers over fifty different 4-H project areas. To learn more about 4-H projects, visit the <u>What Interests</u> <u>You?</u> page.

Click the green " + Add Project" button.

- You can start typing in the 4-H project topic (ex. sewing, art, beef cattle) to find the 4-H project you wish to select from the drop-down menu.
- If you are not enrolling in a 4-H project, select 1. NO PROJECT/NONE

| Er | nrollment ir | 1 4-H for 2021 - 2 | | Examp | le | |
|--|-----------------|---------------------------------|------------|------------|-------|-------|
| PERSONAL INF | 0 | WAIVER | rs | | CLUBS | |
| С | lick the Add Cl | ub button to ck on a club to | | more Clubs | S | |
| + ADD CLUB | I AM NOT CURREI | VTLY IN A CLUB | | | | |
| Example Club County: Example Co | ounty | Primary | MEMBER | 1 | × | ^ |
| Projects: 2. THIS IS 4-H (RE + ADD PROJECT | ECOMMENDED FOR | R 1ST YR MEMI | BERS)/NONE | , | × × | |
| PREVIOUS | | | SAVE FOR L | ATER | 🔒 su | IBMIT |

8. Once you have added a 4-H project to each of your 4-H clubs, you should be ready to select " **Submit**."

Congratulations! Your Member enrollment is complete and ready for review by the county Extension office. ZSuite should send you back to your Household Dashboard to see the pending member on your account dashboard.

Add and Enroll a 4-H Volunteer

This section will focus on adding an adult vetted 4-H volunteer and enrolling the volunteer in 4-H for the year.

1. On the Dashboard, click on the green "+ Household Member" button.

| Example Household | |
|---|---|
| This is your dashboard. You can view/add to your household member | s below, view announcements, shared files and more. |
| | mber" button. To edit/continue/update the enrollment of a household member click on their near below their name, as well as other buttons to view their selected projects and registered |
| + HOUSEHICLD MEMBER | Show Archived Members |
| Add a Household Member by clicking on "+ HOUSEHO | ND MEMBER" button |
| | |
| | |

- 2. Enter the Volunteer information:
 - First Name and Last Name
 - Choose a Role Select Vetted Volunteer
 - You can even upload a photo of the volunteer. If you don't, ZSuite will assign them a cool animal avatar automatically. You have the option to change the photo in the future.

| *Example Household | | |
|--------------------|----------------|--|
| | | |
| | CHOOSE PICTURE | |
| First Name | Example | |
| Member | | |
| E | | |
| Vetted Volunteer | | |

3. Once you are done, click the "Continue" button.

4. Now you will fill out additional information about the new 4-H Volunteer on their enrollment form. Please answer all of the information in the Personal Info section. If you cannot complete the enrollment at one time, there is a " **Save for Later**" button at the bottom of the form.

| Enrollment in 4-I | H for Voluntee | r Example |
|---|-----------------------|--------------------------------|
| | 2021 - 2022 | |
| PERSONAL INFO | WAIVERS | CLUBS |
| Account Profile Information Edit in 'Household Members' tab under Primary Profile Name Volunteer Example | | |
| Basic information First Name (As Written on Drivers License) * Volunteer | Middle Name (/ | As Written on Drivers License) |
| Last Name (As Written on Drivers License) * Example | Last Name Example | |
| Perferred Name Volunteer | Emal* wv21@example | e.com |

5. Once the **Personal Info** tab is complete, ZSuite will move to the **Waivers** tab of the enrollment form. You need to complete the following waivers. You can open and close each waiver by clicking on the \vee symbols on the right side.

- WV 4-H Volunteer and Young Adult 4-H Member Code of Conduct
- Media Recording/Usage Release Form
- 4-H Health Form
- Medication Information
- ADA or disability related accommodation(s)

| PERSONAL INFO | WAIVERS | CLUBS |
|-------------------------------|---|--------|
| PERSONAL INFO | HAIVENS | GLUBS |
| VEST VIRGINIA 4-H VOLUNTEE | I COMPLETE THE FOLLON R AND YOUNG ADULT 4-H MEMB | |
| OF CONDUCT AGREEMENT | | |
| Media Recording/Usage Release | e Form | ~ |
| | | |
| I-H Health Form | | ~ |
| I-H Health Form | | ~ ~ |

6. After completing the **Waivers**, ZSuite will move to the **Clubs** tab of the enrollment form. Here you will select your 4-H club(s).

- If you are volunteering with a 4-H club, click on the green "+ Add Club" button.
 - You will be given a menu to select your club's county.
 - Once the county is selected, a second menu will be provided with all of the club names in your selected county. In addition to clubs, each county should have a "*Volunteer At Large*" option.
- If you are not currently volunteering with a 4-H club, click the orange "I am not currently in a club" button.

| Enrollment | in 4-H for Voluntee 2021 - 2022 | er Example |
|--|------------------------------------|---------------|
| | | |
| PERSONAL INFO | WAIVERS | CLUBS |
| Click the Add | Club button to add one or | more Clubs |
| + ADD CLUB I AM NOT CUR | RENTLY IN A CLUB | |
| Example Club County: Example County | Primary voluments | / × ^ |
| Projects: | | |
| 1. NO PROJECT/NONE | | / × |
| + ADD PROJECT | | |
| PREVIOUS | SAVE FOR L | ATER B SUBMIT |

7. Once you have added your 4-H club(s), you should be ready to select "Submit."

Congratulations! Your volunteer enrollment is complete and ready for review by the county Extension office. ZSuite should send you back to your Household Dashboard to see the pending volunteer on your account dashboard.

Add a 4-H Parent

This section will focus on adding a parent or guardian that is not actively volunteering with the 4-H program.

1. On the Dashboard, click on the green "+ Household Member" button.

| Example Household | |
|--|--|
| This is your dashboard. You can view/add to your household members | below, view announcements, shared files and more. |
| | mber" button. To edit/continue/update the enrollment of a household member click on their ear below their name, as well as other buttons to view their selected projects and registered |
| + HOUSEHICLD MEMBER | Show Archived Members |
| Add a Household Member by clicking on *+ HOUSEHOI | LD MEMBER' button |
| | |
| | |

- 2. Enter the Parent information:
 - First Name and Last Name
 - Choose a Role Select Parent
 - You can even upload a photo of the volunteer. If you don't, ZSuite will assign them a cool animal avatar automatically. You have the option to change the photo in the future.

| | CHOOSE PICTURE | |
|------------------|----------------------|--|
| Member | Last Name Example | |
| Vetted Volunteer | | |
| Parent | | |
| | | |

3. Once you are done, click the "Continue" button. The parent has been added to your ZSuite household. ZSuite should send you back to your Household Dashboard to see the parent on your account dashboard.

| Exa | mple Household | | | | | | |
|--------------------|--|------------------------------|------------------------------|----------|----------|-------|---|
| This is your dashb | oard. You can view/add to your household | f members below, view annour | cements, shared files and mo | re. | | | |
| | usehold member press the green "+ Hous button to "Enroll Now"/"Continue"/"Updat | | | | | | |
| + HOUSEHO | LD MEMBER | | | Show Arc | hived Me | mbers | |
| + | Member Example | LIEMBER | PENDING APPROVAL | 1 | | • | ~ |
| 0 | Parent Example | PARENT | | 1 | | | ~ |
| (2) | Volunteer Example | VETTED VOLUNTEER | PENDING APPROVAL | 1 | | | ~ |

Need More Help with ZSuite?

- ZSuite Help & Support
- Email 4-H Youth Development