Montana 4-H Enrollment with Zsuite

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 4h.zsuite.org.
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 4h.zsuite.org.
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 [ZSuite](#) homepage.
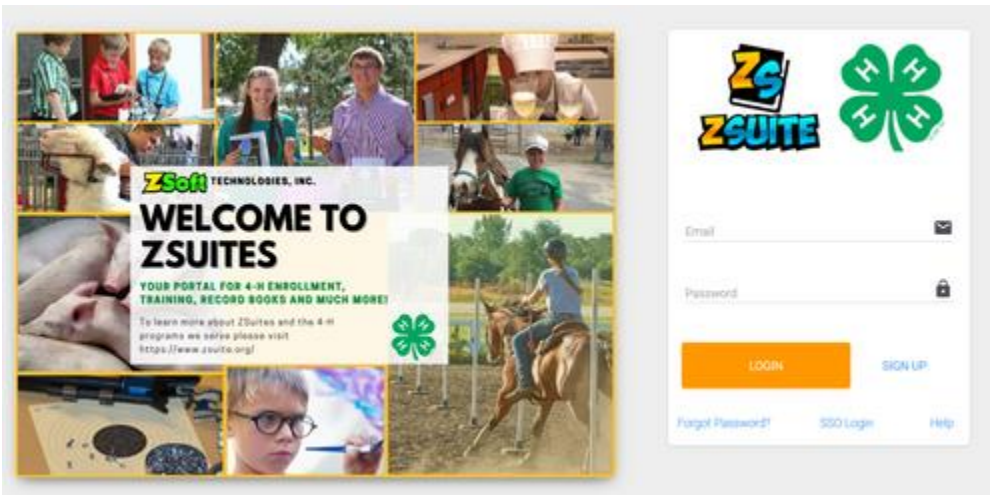

2. Fill out the Form.

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
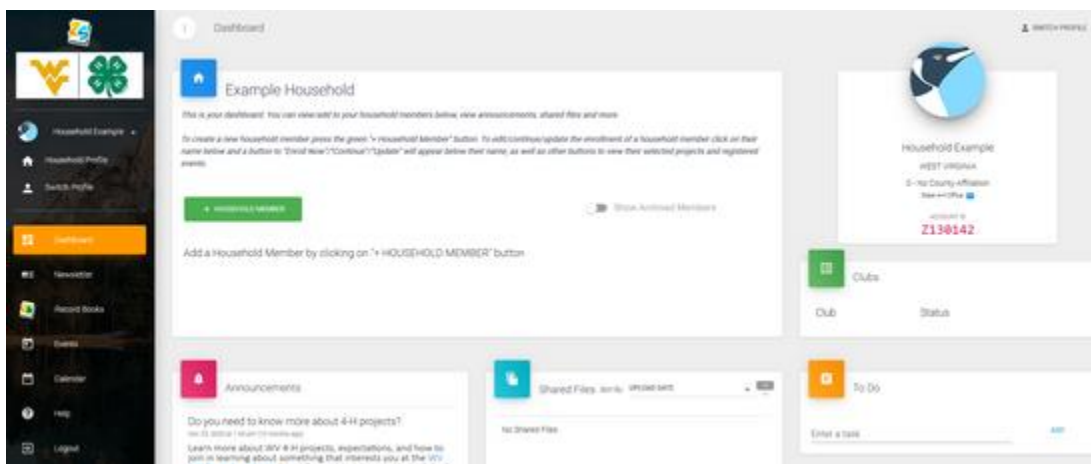
Add Members to a ZSuite Household

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.
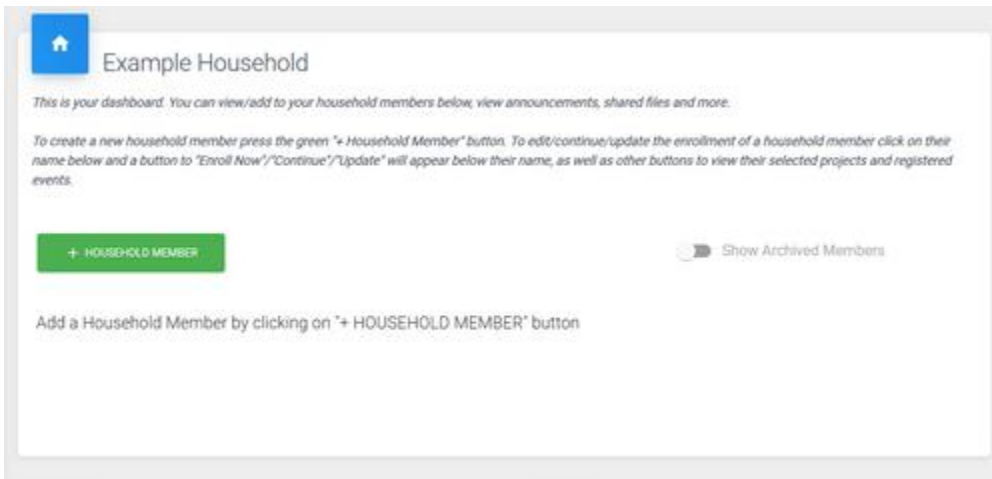
2. Enter the youth member information:

- 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.

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.

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 ∨ 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)

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.

- o 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.
  - o 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.

Enrollment in 4-H for Volunteer Example
2021 - 2022

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 What Interests You? 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**

Enrollment in 4-H for Member Example
2021 - 2022

| PERSONAL INFO | WAIVERS | CLUBS |

Click the Add Club button to add one or more Clubs

Click on a club to view projects

+ ADD CLUB   **I AM NOT CURRENTLY IN A CLUB**

Example Club
County: Example County

Primary   **MEMBER**   ✏   ✕   ∧

Projects:

2. THIS IS 4-H (RECOMMENDED FOR 1ST YR MEMBERS)/NONE   ✏ ✕

+ ADD PROJECT

PREVIOUS   🖫 SAVE FOR LATER   🔒 SUBMIT

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.
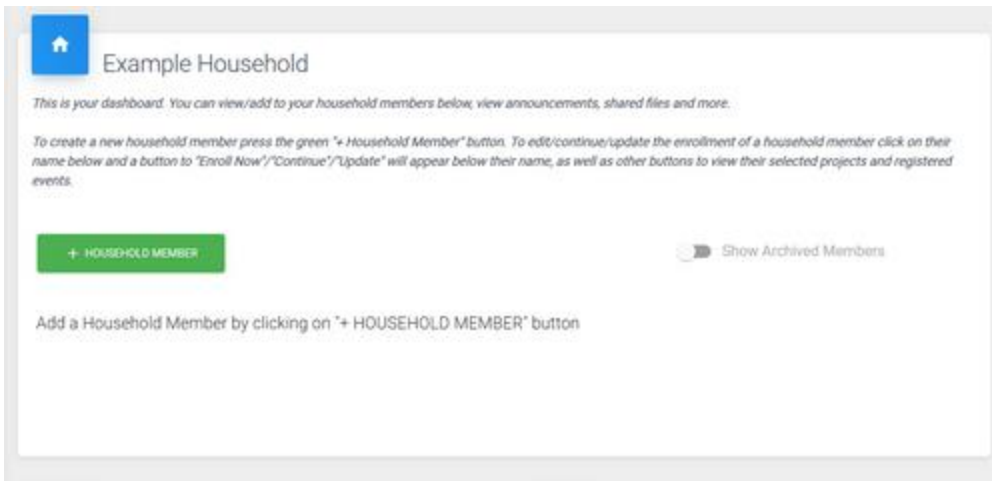
2. Enter the Volunteer information:

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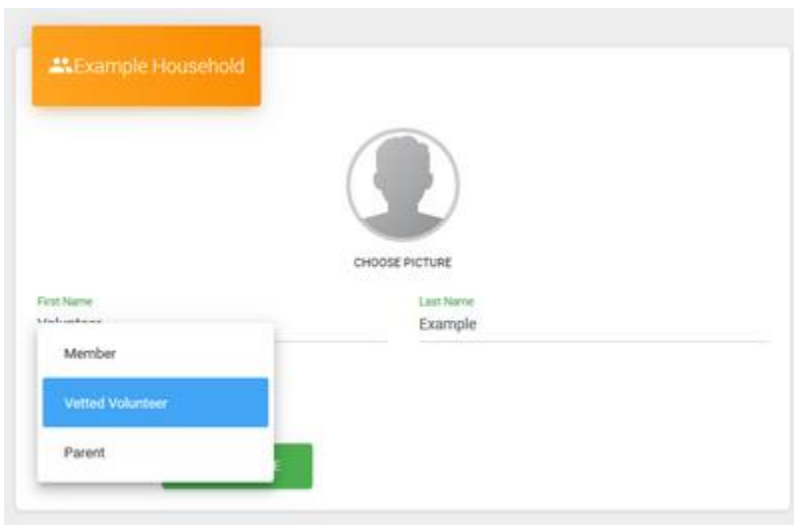
3. Once you are done, click the "Continue" button.

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-H for Volunteer 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)   Middle Name (As Written on Drivers License)

*
Volunteer

Last Name (As Written on Drivers License)

*   Last Name
Example   Example

Preferred Name   Email *
Volunteer   wv21@example.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 ∨ 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)

Enrollment in 4-H for Volunteer Example
2021 - 2022

PERSONAL INFO   WAIVERS   CLUBS

Read over and complete the following releases

WEST VIRGINIA 4-H VOLUNTEER AND YOUNG ADULT 4-H MEMBER (AGES 18 to 21) CODE OF CONDUCT AGREEMENT

Media Recording/Usage Release Form

4-H Health Form

MEDICATION INFORMATION

ADA or disability related accommodation(s)

PREVIOUS   🖫 SAVE FOR LATER   NEXT

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.

  o You will be given a menu to select your club's county.

  o 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.

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.
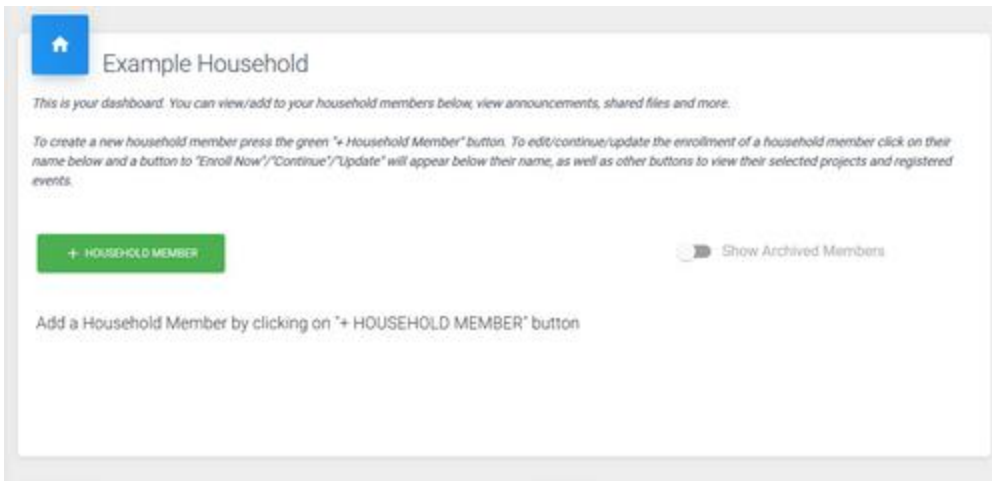
2. Enter the Parent information:

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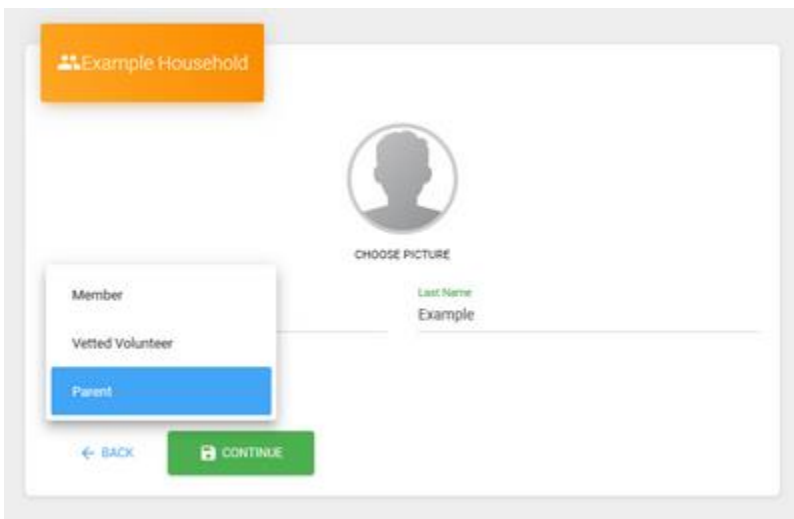
3. Once you are done, click the "Continue" button. The parent has been added to your ZSuite household. ZSuite should send you back to your Household Dashboard to see the parent on your account dashboard.
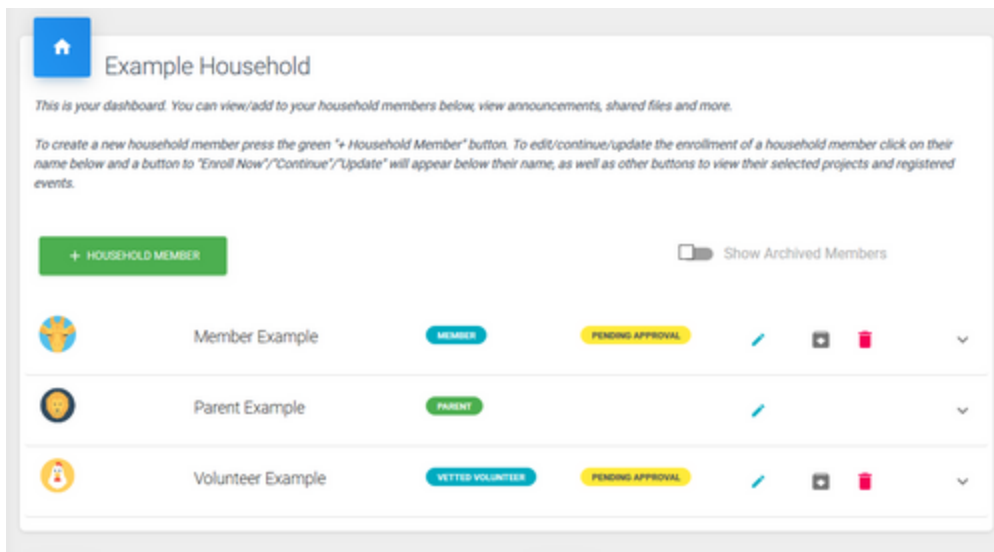
Need More Help with ZSuite?

- [ZSuite Help & Support](#)
- [Email 4-H Youth Development](#)