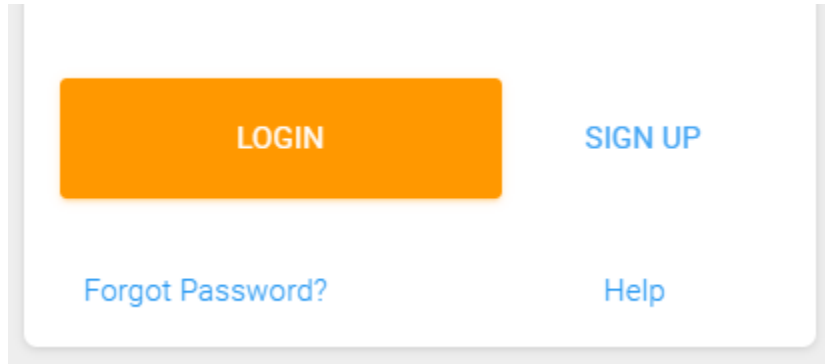


Creating a New Household Account

Welcome to ZSuite! Let's create a new account!

1. Click the 'Sign Up' link on the ZSuite homepage. 4h.zsuite.org



2. Fill out the popup window to establish a new household. Please Note: Each Household Account has a 'Primary' Account. This is typically the Primary Parent account. The Primary Parent account has some administrative functions that a club member account does not. This is why we ask that you enter a *4 digit Pin Code*. This assures our parents that no unauthorized access to the Primary Account occurs.

Register New Household

You are setting up your parent/guardian account for the household.

Adult First Name  Adult Last Name 

Adult Email 

Password 

Confirm Password 

Primary Profile Access PIN  

STATE 

[BACK](#) [LET'S GO](#)

- Note that the email address entered will be the email address used for ALL members 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.

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



LET'S GO

5. You will now be redirected to the Dashboard for the primary account. Here you can:

- Create new household members by clicking the Household Members link on the Menu Bar
- View Record Books (these can be created by the club members, but their accounts must be created first.)
- View Announcements from your Club, County, and State Level 4-H Leaders
- View a Calendar showing events
- View Help Documentation more specific to managing your household account
- Change user profiles (once other profiles are created)
- To Do Lists, Shared Files, Request to be a club or project volunteer, and many more items soon to come!

Create Club Member Profiles

The Primary Account has been created, the next step is to create the club member profiles so the kid's can get started!

1. Click the 'Household Members' link in the Menu Bar (left side of the screen)



Household Members

2. Click the Green '+ HOUSEHOLD MEMBER' button.



+ HOUSEHOLD MEMBER

3. Enter the associated member information:
 - a. First and Last Name
 - b. User Role (Club Member or Parent (if you want another parent to be able to view club member data)
 - c. Birth Date (User the date picker tool)
 - i. Note that to change the year on the data picker, just click the 'Month Year' in the top middle of the tool and you can then scroll by year.
 - d. Add the club(s) the member will be associated with by clicking the green '+ ADD CLUB' button.
Note that you can add multiple clubs, even if they are in different counties.
 - e. You can even upload a photo of your member. If you don't, we'll assign them a cool animal avatar automatically. (It can be changed if you wish)

 Wilson Household

New Household Member



AVATAR

First Name

Last Name

ROLE

CLUB MEMBER

Birthday

Clubs

+ ADD CLUB

← BACK

 SAVE

- Once you're done, click the 'Save' button and you will return to your Household listing. You should see the new household member in the list now.

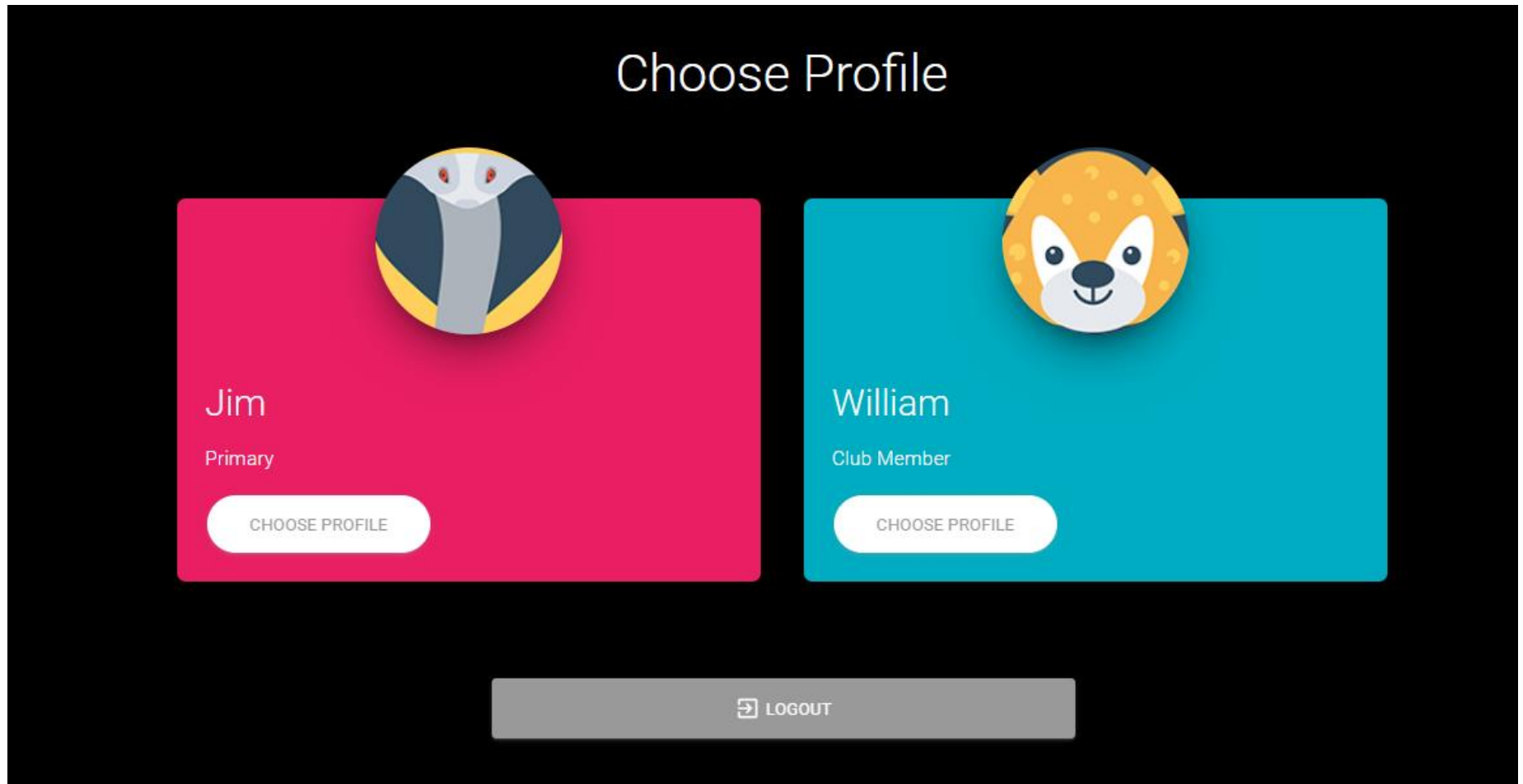
 Wilson Household

Avatar	First Name	Last Name	Role	Edit
	Jim	Wilson	PRIMARY	
	William	Johnson	CLUB MEMBER	 

+ HOUSEHOLD MEMBER

↑↓ IMPORT ZINGBOOKS ACCOUNT

5. When logging in, you will now be able to choose this member profile to edit data specific to this member.



Mobile

ZSuite and ZingBooks can be used on your mobile device (iOS and Android).

How to create a web page shortcut on your iPhone Home Screen

1. Open Safari and navigate to the web page you want to create a shortcut icon for.
2. Tap on the Share button at the bottom center of the screen.
3. On the second row of options, tap on Add to Home Screen.
4. You will be prompted to enter a title for your shortcut.

How to create a web page shortcut on your Android Home Screen

1. On the left, click Web apps .
2. At the bottom, click Add .
3. Add a title for your web app as you want it to appear on managed Google Play.
4. Enter an HTTPS or HTTP URL for your web app.
5. Choose a display mode: ...
6. Click Upload an icon.
7. Select your icon and click Upload. ...
8. At the bottom, click Create.

Enrollments - Member and Volunteer

Enrollment must be done annually by youth and volunteers to stay active in 4-H. Youth and volunteers can be involved in multiple clubs, even in multiple counties. A profile is required to be able to enroll for 4-H.

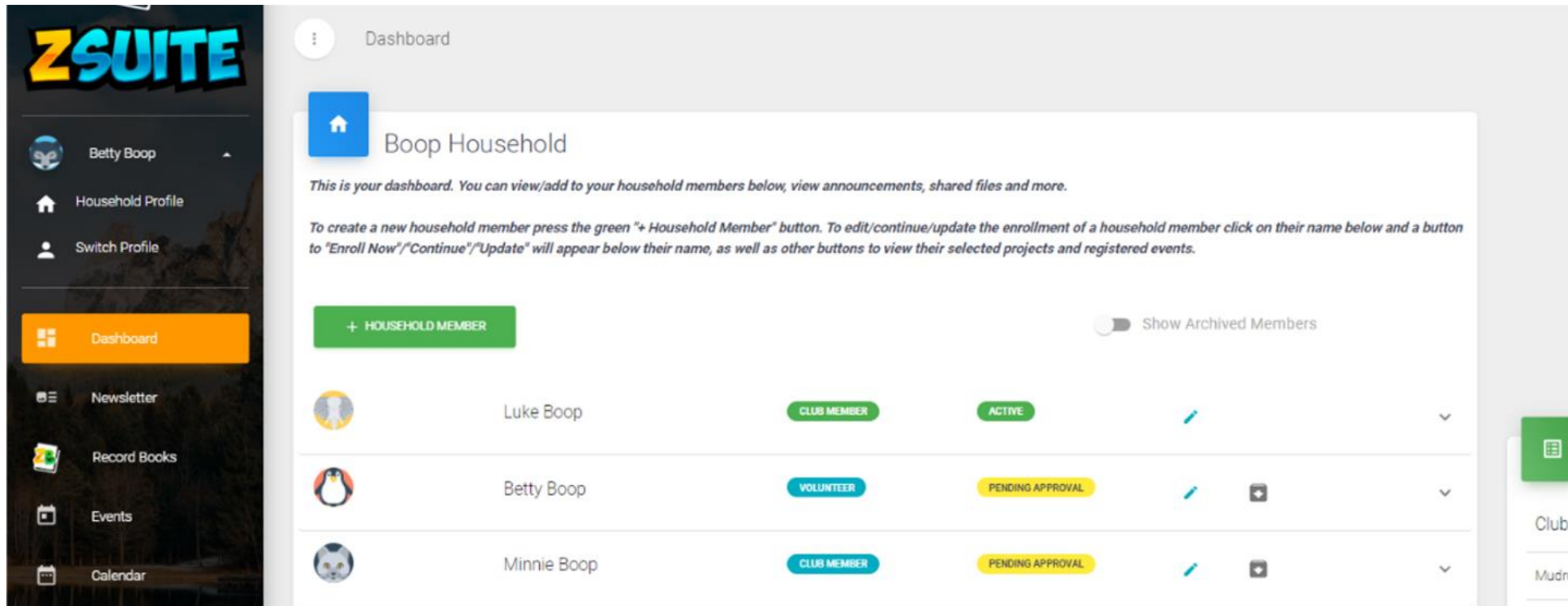
[Click here to learn how to create a member profile](#)

Enrolling a club member into 4-H is quick and easy. You MUST be signed in as the **PRIMARY** account to enroll members.

1. Once you log into your PRIMARY account, click the 'Enrollments' link in the left navigation menu.



2. In the Enrollments section, you will see a list of all household members and their current enrollment status. (Note the background color of each member. Red signifies inactive profiles, while green signifies a member that is currently enrolled.)



3. Note the button at the bottom of each profile. The enrolled (green) profiles have an 'UPDATE ENROLLMENT' button, while the Inactive profiles (red) have an 'ENROLL NOW' button. You can easily update profiles currently enrolled by clicking the 'UPDATE ENROLLMENT' button.

To enroll a profile into the current club year, click the 'ENROLL NOW' button under the red profile name.

Active profiles (green) will show this button:

A blue rectangular button with rounded corners. It contains the text "> UPDATE ENROLLMENT" in white, uppercase letters. The button is positioned at the top left of the page.

Inactive profiles (red) will show this button:

A blue rectangular button with rounded corners. It contains the text "> ENROLL NOW" in white, uppercase letters. The button is positioned below the text "Inactive profiles (red) will show this button:". The word "red" in the text is highlighted in red.

4. Upon clicking the 'ENROLL NOW' button, you will see the enrollment wizard form. Note that each state has it's own specific enrollment requirements, so the form below may be different than yours.

Enrollment in 4-H for Eva G
2019 - 2020

PERSONAL INFO

WAIVERS

CLUBS

CH

Basic information

First Name *

Eva

Last Name *

G

Email *

test@example.com

GENDER

RACE

Primary Phone *

555-555-5555

HAVE YOU GRADUATED FROM HIGH SCHOOL?

YES

Mailing Address

Mailing Address Line 1

Mailing Address Line 2

Mailing City

Mailing State

Mailing Zipcode

Emergency Contact Information

Emergency Contact Name

Emergency Contact Phone Number

Emergency Contact Relationship

5. If you need to leave, prior to finishing your enrollment, click the 'SAVE FOR LATER' link at the bottom right of the form so you will not have to re-enter the data you've already completed.

 SAVE FOR LATER

NEXT

6. Your enrollment form will consist of several sections, based on your state requirements. The section tab bar below highlights the section you're currently on. Click 'NEXT' when you're done with a section. Note that some fields are mandatory and you will not be allowed to move forward unless they are completed.

PERSONAL INFO

WAIVERS

CLUBS

CHECKOUT

7. Some forms, like the WAIVERS section, require you to upload a completed scan of a signed form or to digitally type your name and date into the fields provided.

 UPLOAD COMPLETED FORM



By Entering my Name I Agree to the Above Release

Name

Your Name Here

Date

1/6/2020

8. The 'CLUBS' section allows you to choose the clubs you'll be participating in for the year. You can choose more than one club, if desired. The club dropdown list is populated based on the current county selected in the county dropdown list. It is possible for you to choose multiple clubs, in multiple counties, if you like. (Please make sure this is ok with your state 4-

Enrollment in 4-H for Eva G

2019 - 2020

PERSONAL INFO

WAIVERS

CLUBS

CHECKOUT

Choose one or more Clubs

COUNTY

FORREST COUNTY

ADD CLUB

Citrus Kings

Mudrunners

Pathfinders

Quilting Queens

Reelin' In the Years

Sharp Shooters

PREVIOUS

- Once you select a club(s), the club(s) will appear in their own box at the bottom of the window. Do not delete the boxes, by hitting the 'X' in the top right corner, unless you will not be participating in that club. Click the 'MARK PRIMARY' button to choose your primary club. (The first club you choose will be set as default automatically)

Choose one or more Clubs

COUNTY

FORREST COUNTY

CLUB

ADD CLUB

4-H Military Club

Primary

×

Citrus Kings

10. If your state uses Finances through ZSuite and has an enrollment fee, you will handle this on the 'CHECKOUT' tab. Any payment methods chosen by your state will appear as options on the page. If your state does not use finances, like the example below, simply click the 'SUBMIT' button to submit your enrollment.

Enrollment in 4-H for Eva G

2019 - 2020

PERSONAL INFO

WAIVERS

CLUBS

Total Due:

\$0.00

Click "Submit" to Complete Enrollment

PREVIOUS

11. If your county and/or state assess enrollment fees for youth you will need to remit those directly to your county Extension office.
12. Once your enrollment is completed, your county administrators will be contacted regarding your enrollment. Your enrollment will be in a 'Pending Approval' state until approval from your county staff.

13. Once you're approved, your status will change to 'Active' (see below).

 Billy TheKid

Status

ACTIVE

Year

2019 - 2020

Club	Role
4-H Military Club	Member

> UPDATE ENROLLMENT

Congratulations!! You're now officially enrolled in 4-H!! Have a fun year!!!

Enrollment - Member Re-Enrollment

Member Re-Enrollment

*Note: Fields marked with an * are required.*

Login at 4h.zsuite.org

1. Click on the **PRIMARY** profile and enter your 4-character PIN.
2. Click on the name of the youth member you wish to enroll.
3. Click on ENROLL MEMBER NOW.

The screenshot shows the 4H ZSuite dashboard for a user named Sparkles. The left sidebar contains navigation links: Sparkles Sparkles (profile), Household Profile, Switch Profile, Dashboard (selected), Newsletter, Events, Calendar, Help, and Logout. The main content area is titled 'Dashboard' and 'Sparkles Household'. It includes a green '+ HOUSEHOLD MEMBER' button and a 'Show Archived Members' toggle. Below this, a list of household members is shown for the year 2022 - 2023. The first member is Jaime Sparkles, listed as 'MEMBER (INACTIVE)', with an 'ENROLL MEMBER NOW' button. The second member is Sarah Sparkles, listed as 'ADULT VOLUNTEER (INACTIVE)', with an 'ENROLL VOLUNTEER NOW' button. The third member is Suzy Sparkles, listed as 'MEMBER (INACTIVE)', with an 'ENROLL MEMBER NOW' button. Each member entry includes icons for editing, archiving, and deleting.

Dashboard

SWITCH PROFILE

Sparkles Household

This is your dashboard. You can view/add to your household members below, view announcements, shared files and more. Click the ? button to learn more about the dashboard

+ HOUSEHOLD MEMBER

Show Archived Members

Jaime Sparkles

MEMBER (INACTIVE)

> ENROLL MEMBER NOW

Year: 2022 - 2023

> ENROLL MEMBER NOW

MEMBER EVENTS

MEMBER PROJECTS

Sarah Sparkles

ADULT VOLUNTEER (INACTIVE)

> ENROLL VOLUNTEER NOW

Suzy Sparkles

MEMBER (INACTIVE)

> ENROLL MEMBER NOW

1. Update the requested member information then click NEXT.
2. Select your unit(s) and desired projects.
3. To add units, click ADD UNIT. This defaults to the county of your household profile. Contact your [local county 4-H office](#) if you need to select a unit from another county.
4. Select your unit from the drop-down menu.
5. Select your Unit Roles from the drop-down menu. Select ADD CLUB.
6. Add at least one project for every selected unit. Click ADD PROJECT for the desired unit. Select the desired project and project role from the drop-down menus. Select ADD PROJECT and selection will be added to your enrollment. Repeat this process to add additional units or projects. If you make a mistake or wish to remove a unit project, select the X and click YES that you are sure you want to delete the unit or project.
7. When done making your selections, click NEXT.
Youth members must select a unit and a project to proceed to the next step of enrollment. If you are unsure which unit or project to select, contact your [local county 4-H office](#) for guidance.
8. Read and electronically sign the displayed waivers and click SUBMIT.
9. Your enrollment will be submitted to your local county 4-H office for review. Your enrollment status will be changed upon review and receipt of enrollment fee payment.

Please note: Enrollment records need to be active/green status before engaging in any 4-H activities.