



Re-Enrolling in 4-H with ZSuite

4-H members and volunteers must re-enroll in 4-H each 4-H year. Re-enrollment takes place in the ZSuite system, which can be accessed at <https://4h.zsuite.org>. Follow the instructions below to re-enroll yourself or your family. Prefer video? Visit go.illinois.edu/4HReEnroll for a video tutorial on this process. New to 4-H? See instructions for enrolling for the first time on the 4-H website at go.illinois.edu/4HEnroll.

Re-Enrolling in 4-H

1. Navigate to the ZSuite website (<https://4h.zsuite.org>) and enter the email address and password you previously set up for your family's account. Then hit submit.

ZSoft TECHNOLOGIES, INC.
WELCOME TO ZSUITE
YOUR PORTAL FOR 4-H ENROLLMENT, TRAINING, RECORD BOOKS AND MUCH MORE!
To learn more about ZSuite and the 4-H programs we serve please visit <https://www.zsuite.org/>

Email
clover123@zingbooks.com

Password
.....

LOGIN **SIGN UP**

2. You'll be taken to the "Choose a Profile" screen. On this screen find the pink "Primary" profile in the top left corner of the screen and click the "Choose Profile" button on that profile.

Green
Primary
CHOOSE PROFILE

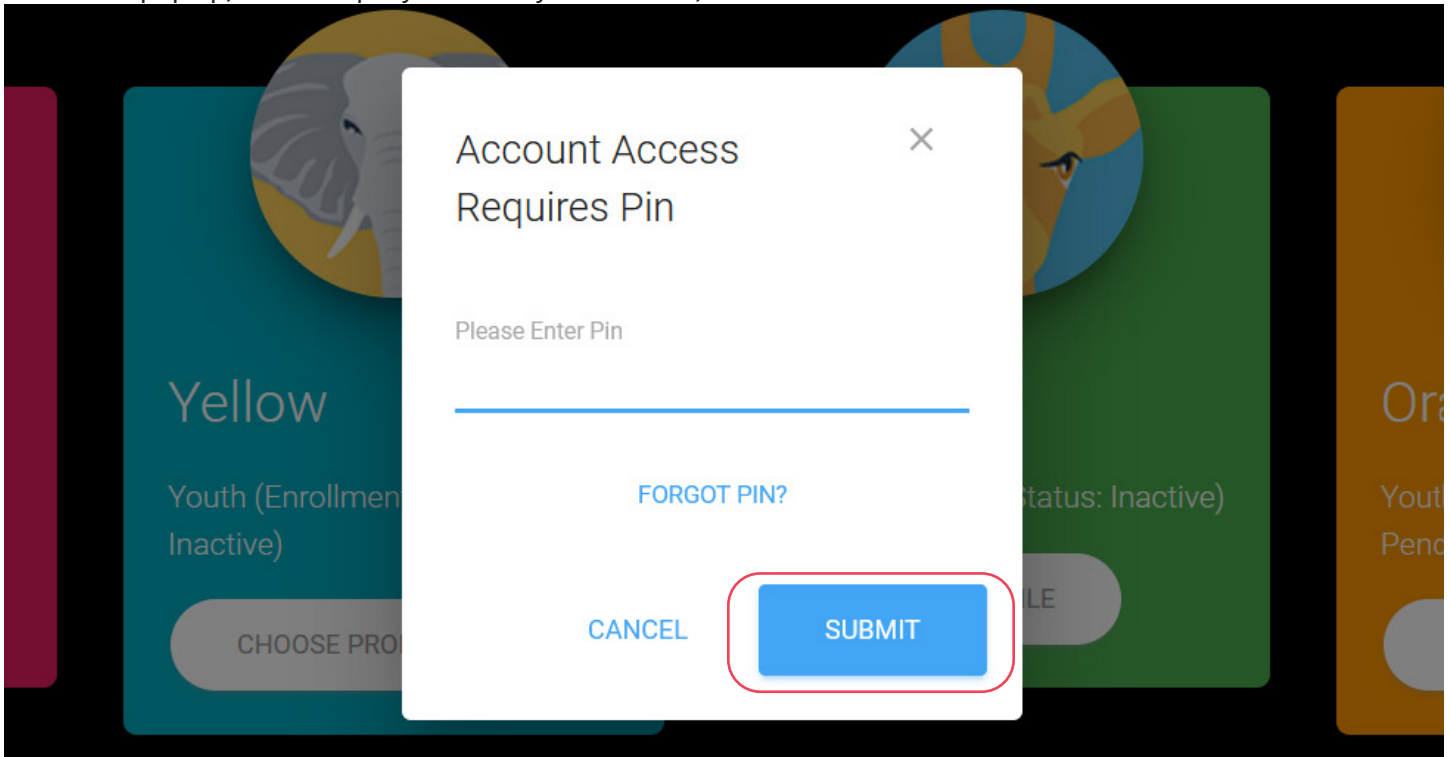
Yellow
Youth (Enrollment Status: Inactive)
CHOOSE PROFILE

Green
Adult(Enrollment Status: Inactive)
CHOOSE PROFILE

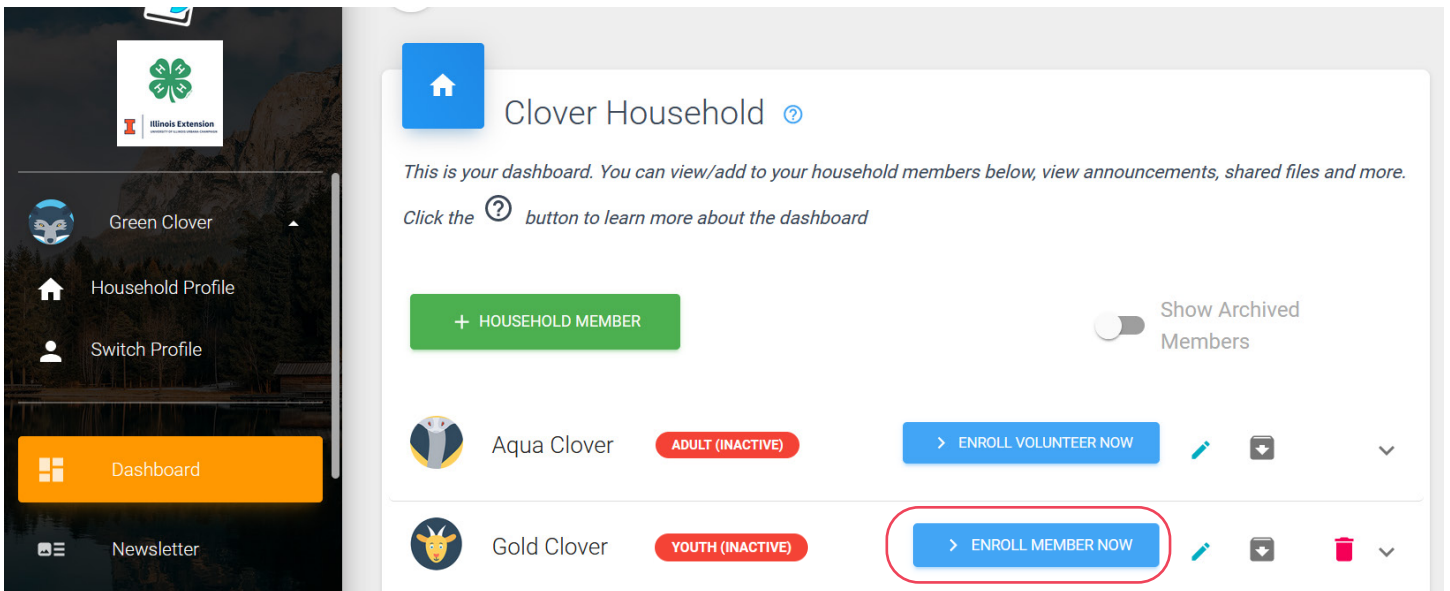
Orange
Youth (Enrollment Status: Pending Payment)
CHOOSE PROFILE



3. On the pop up, enter the pin you set for your account, and hit “Submit”.



4. You'll be taken to your household page. On that screen, find the member or volunteer you'd like to re-enroll and click on the blue “Enroll Now” button next to their name. That will start the re-enrollment process for the new 4-H year.



5. On the enrollment that opens, scan the personal information screen for the member or volunteer and check it for accuracy. Most of the data should import from your previous year's entry. Fields like “4-H Age”, “Years in 4-H” and “Grade” should advance automatically, so you'll only need to correct them if you notice an error. Pay particular attention to the school field, as it is the one most likely to change from year to year. Once you've scanned the whole profile and made any needed additions or corrections, hit the pink “Next” button at the bottom of the screen.

Enrollment in 4-H for Gold Clover

2023 - 2024

[BACK TO DASHBOARD](#)

PERSONAL INFO

WAIVERS

CLUBS

Account Profile Information

Edit in "Household Members" tab under Primary Profile

Name

Gold Clover

Birth date

9/1/2011

4-H Age

13

6. You'll be advanced to the "Waivers" screen. Some fields in the waivers section will be auto-populated from the previous year. You'll need to click through and review all of the required waivers (3 for youth members and 4 for adult volunteers) and sign and date any fields that aren't already complete. Once you've signed and reviewed all the waivers, hit the pink "Next" button at the bottom of the screen.

PERSONAL INFO

WAIVERS

CLUBS

Read over and complete the following releases

Youth Assumption of Risk Consent



Youth & Family Code of Conduct



Youth Photo/Talent Release



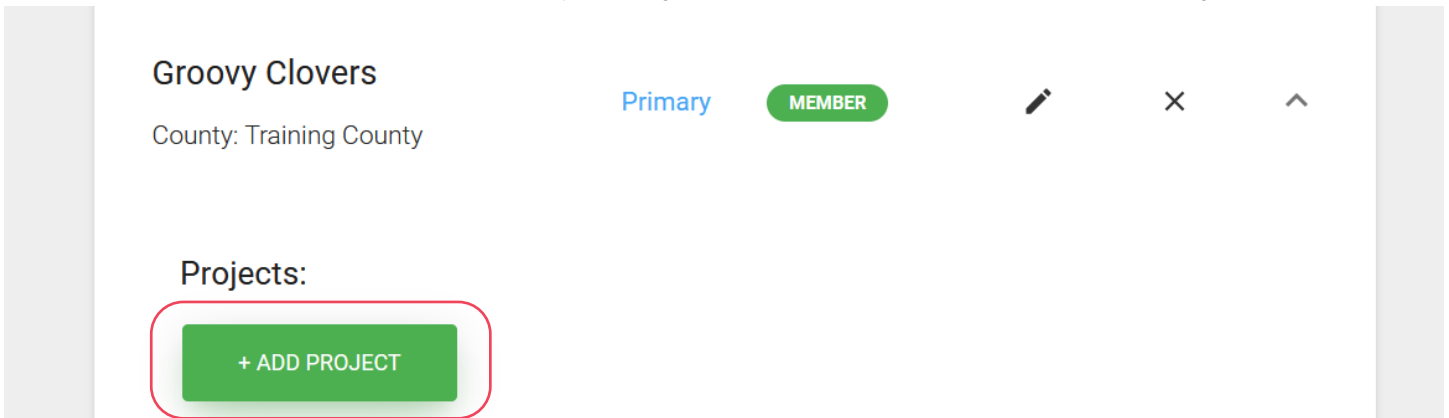
7. You'll be taken to the "Clubs" screen. On this screen, select "I AM Signing up for a club" if you are planning to join a club, or "I AM NOT Signing up for a club" if you are just planning on registering for an event.

The screenshot shows the 'CLUBS' tab selected in a header with 'PERSONAL INFO' and 'WAIVERS'. Below the header, a message says 'Click the Add Club button to add one or more Clubs'. A paragraph explains: 'Choose what type of 4-H member you are. If you are here to sign up for a 4-H Club choose "I AM signing up for a club". If you are not signing up for a club at this time choose "I AM NOT signing up for a club" (select this option if you are just here to register for an event or other non-club 4-H experience).' Below this, there are two buttons: 'I AM Signing up for a club' (highlighted with a red box) and 'I AM NOT Signing up for a club'.

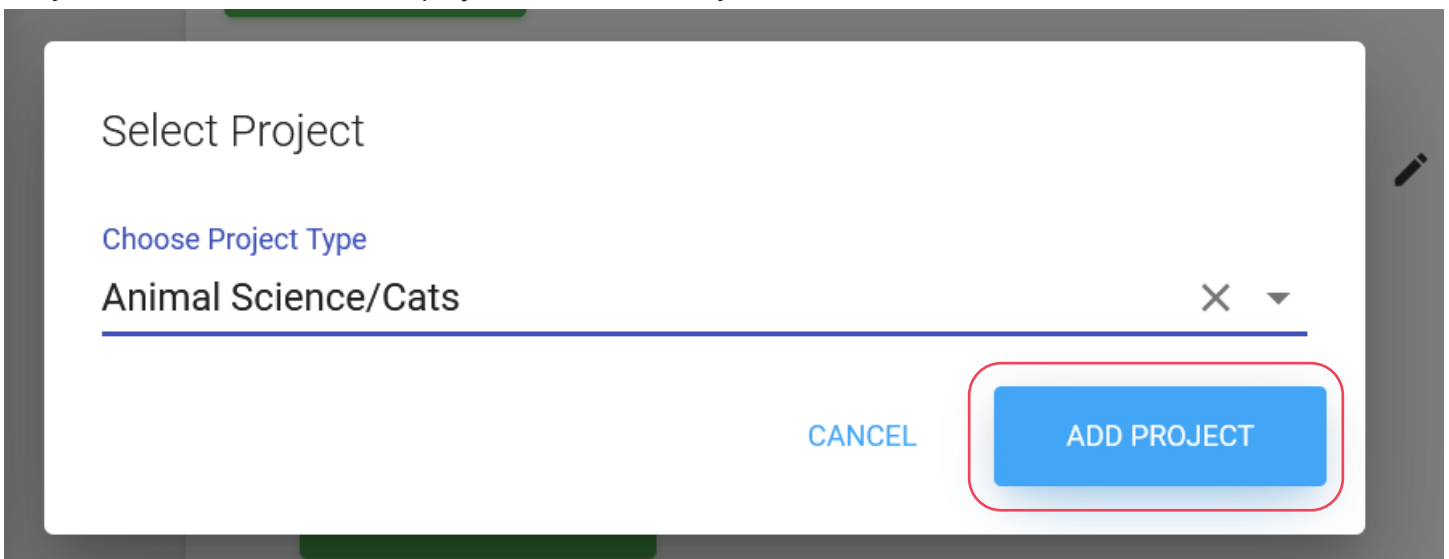
8. If you chose to enroll in a club, the screen will auto-populate with whatever clubs the member or volunteer was enrolled in the previous year (with the exception of Cloverbuds who are aging out of their Cloverbud club, and will need to select a new club since they are no longer eligible for their old club). Check your list of selected clubs for accuracy, and add any additional clubs that are needed by hitting the green "+ Add Club" button. If you don't see your club from last year in the list, it might mean that they are currently inactive because they haven't completed all of the yearly club requirements. Reach out to your club leader to see when they might have those requirements complete so the club will be available as a choice for families. You can also delete clubs from the enrollment by hitting the "X" button.

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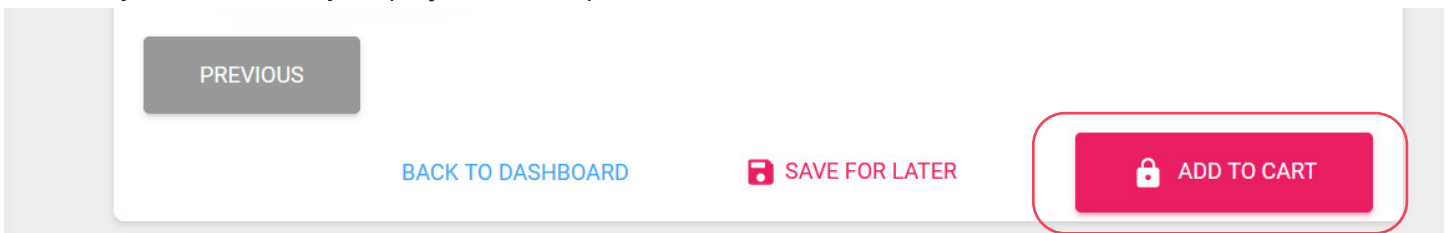
9. Projects do not roll over from previous years, so for each club, you'll need to open the club details by clicking on the club name or down arrow. This opens your project list for that club. Then hit the "+ Add Project" button.



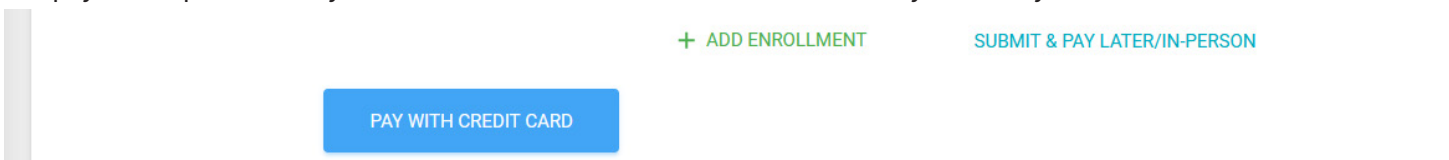
10. A "Select Project" pop up will appear. Find your project from the drop down list, then hit the blue "Add Project" button. Repeat steps 9 and 10 until you've added all the projects you'd like to the enrollment. Please note that youth must select at least one project for each club they are enrolled in.



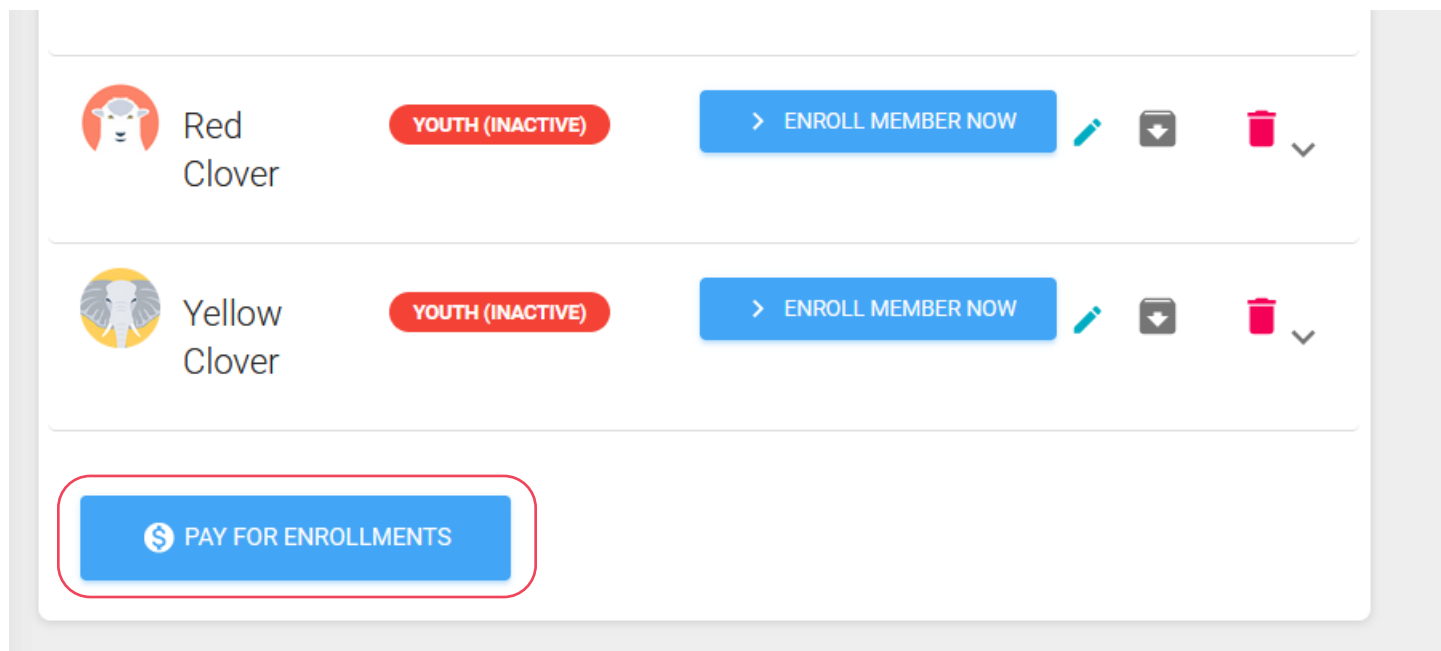
11. Once you've added all your projects, hit the pink "Add to Cart" button for the enrollment.



12. This will take you to the "Cart Checkout" payment screen. On this screen you can choose to add an additional enrollment in your family by clicking the green "+ Add New Enrollment" text, or complete your enrollment and pay via credit card or using the "pay later/in-person" option to pay at your local Extension office. Do not select the payment options until you have added enrollments for all members of your family.



13. After all enrollments are complete, and payment is made, your enrollment goes to your local 4-H staff for approval. Please remember, you should not be participating in 4-H activities, including club meetings, until your enrollment is approved by local staff. If you chose to “Pay Later/In-Person” please pay your county office in a timely manner. Enrollments will not be approved until payment is made. Families with more than 3 youth in their household participating in 4-H clubs in the same year are eligible for a discount. If your family has at least 4 youth enrolled, select the “Pay Later/In-Person” option and contact your county 4-H office so they can apply the discount. Once the discount is applied, you will have the option to pay via credit card at the discounted rate using the “Pay for Enrollments” button that appears on your family’s dashboard.



Questions?

Reach out to 4-H staff at your local Extension office for support via email or telephone. We’re excited to have you join us for another year of Illinois 4-H!



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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