

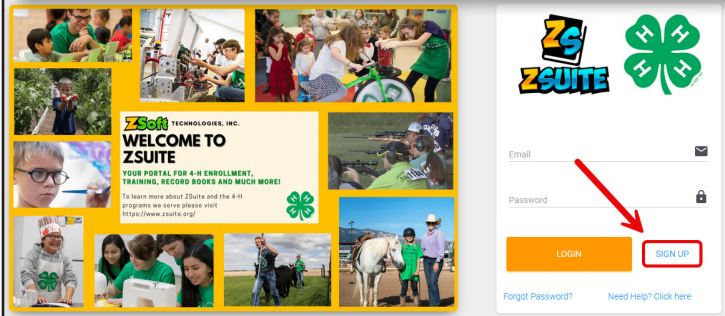


Rutgers Cooperative Extension
4-H Youth Development

VOLUNTEER ENROLLMENT Enrolling in NJ 4-H with Zsuite

These directions will walk you through the steps for enrolling in New Jersey 4-H.

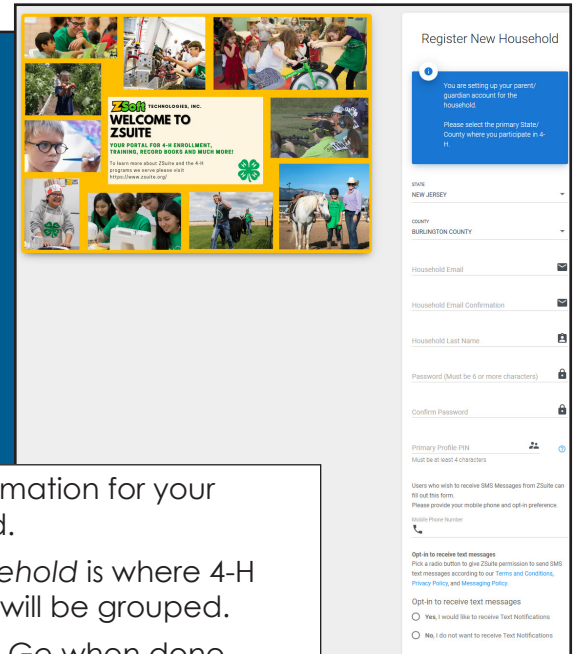
SETTING UP YOUR HOUSEHOLD



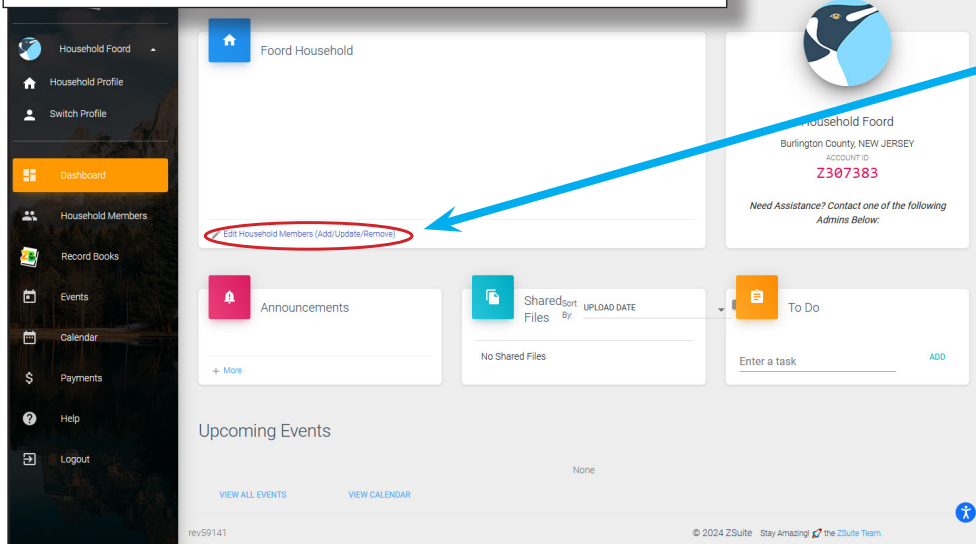
Go to <https://4h.zsuite.org> and select *Sign Up*.

Enter information for your household.

Your household is where 4-H members will be grouped. Click *Let's Go* when done.



WELCOME TO THE DASHBOARD



Your browser will open to your Zing Suite dashboard.

Click *Edit Household* to begin a 4-H enrollment.

Announcements—your county, or the State 4-H Office, will post 4-H announcements about upcoming 4-H events or activities here.

Stay tuned!

Shared Files—documents that may be useful to 4-H members in your household.

To Do—this section allows you, or the 4-H Office to list 4-H related tasks that need to be completed. This may include reminders to register for events or submit a record book.

Enrolling as a 4-H Volunteer

New Jersey Household

CHOOSE PICTURE

First Name Last Name

Club Member
Volunteer
Parent

Choose Role for 4-H Member

When you add a 4-H member record to your household, you'll choose a role:

- Club Member,
- Volunteer,
- Parent (not enrolled).

Next, you'll complete three sections:

1. Personal Information
2. Waivers
3. Clubs (and projects)

PERSONAL INFORMATION

- Contact Information for the member
- Demographic Information: geographic, ethnicity, race, and gender
- Emergency Contact Information (1, required and 2, optional)
- Military Service of Family
- Volunteer Questions

Enrollment in 4-H for Caleb Rick
2023 - 2024

BACK TO DASHBOARD

1 PERSONAL INFO 2 WAIVERS 3 CLUBS

Account Profile Information

Edit in "Household Members" tab under Primary Profile

Name	Birth date	4-H Age
Caleb Rick	10/23/2015	7

Contact Information

Save and Come Back!

You can save your enrollment at any time and come back later to complete it.

Scroll to the bottom of the screen and select **Save**

FAMILY MEMBER MILITARY SERVICE
No one in my family is serving... X BRANCH OF SERVICE

BRANCH COMPONENT

Member Question

PLEASE SELECT MEMBER'S T-SHIRT SIZE

You can save your progress at any time and return later to finish.

BACK TO DASHBOARD SAVE FOR LATER NEXT

WAIVERS

Information and agreements required for participation in 4-H

- Volunteer Screening
- References (1, 2, 3)
- Health Form (Allergies)
- 4-H Media Release
- 4-H Code of Conduct
- Adult Release of Liability
- Photo Submission Release

Some waivers reference events yet to come, you will have the opportunity to review these in conjunction with registration for the event.

CLUBS AND PROJECTS

PERSONAL INFO WAIVERS **CLUBS**

Click the Add Club button to add one or more Clubs
Click on a club to view projects

+ ADD CLUB

Artful Aardvaarks
County: Example County Primary **MEMBER**

Club Description:
A fictional 4-H club for the purpose of enrollment demonstrations.

Projects:
Arts & Crafts

+ ADD PROJECT

Click on a club to view projects

Choose a Club **Select the club**

COUNTY
EXAMPLE COUNTY

Example Club
Rambunctious Rabbits 4-H Club

CANCEL **ADD**

Projects:

Select the county where the club is based and then select the club.

When done, click Add.

In this final section, you'll add the clubs and projects the 4-H member will participate in.

Click on *Add Club*.

Rambunctious Rabbits 4-H Club
County: Example County MARK PRIMARY **MEMBER**

Club Description:
A fictional rabbit club created to demonstrate enrollment.

Projects:
+ ADD PROJECT

PREVIOUS BACK TO DASHBOARD SAVE FOR LATER **SUBMIT**

Next, you'll add projects for your club. Add all those the 4-H member will be participating in. (If you have questions on which projects to choose, check with your club leader or your county 4-H Office.)

After you've added all your clubs and projects, click *Submit*.

Dashboard

New Jersey 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

Theodore Cleaver **CLUB MEMBER (PENDING APPROVAL)** **UPDATE ENROLLMENT**

Back at the Dashboard you can see the status of your enrollment and add family members to your household profile.

If you need to make changes to your submission, click *Update Enrollment*.

County 4-H staff will review your enrollment and contact you with any questions. You'll receive an email when you're enrolled.

Thank you for joining New Jersey 4-H!

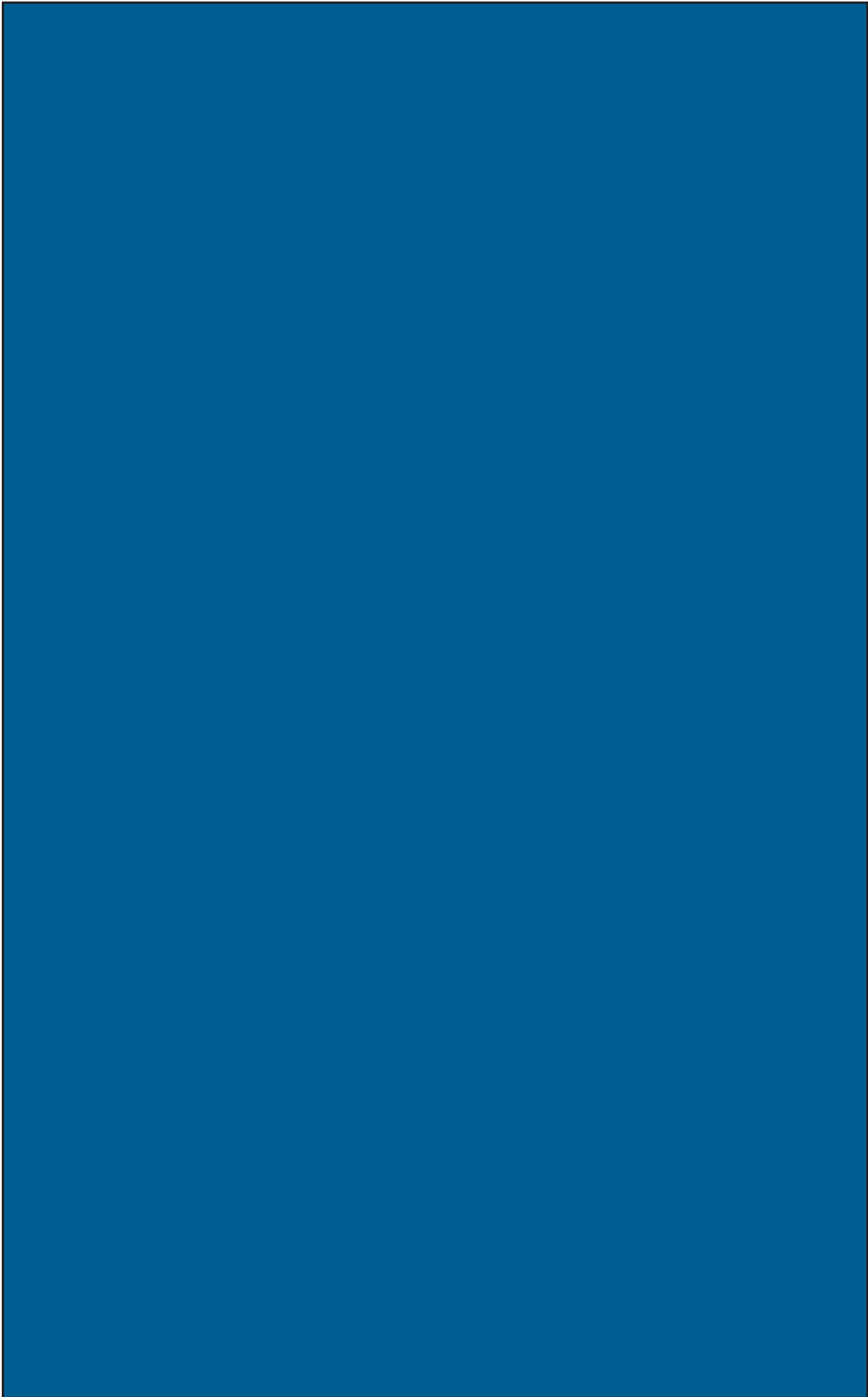
Success!

You have successfully submitted your enrollment.

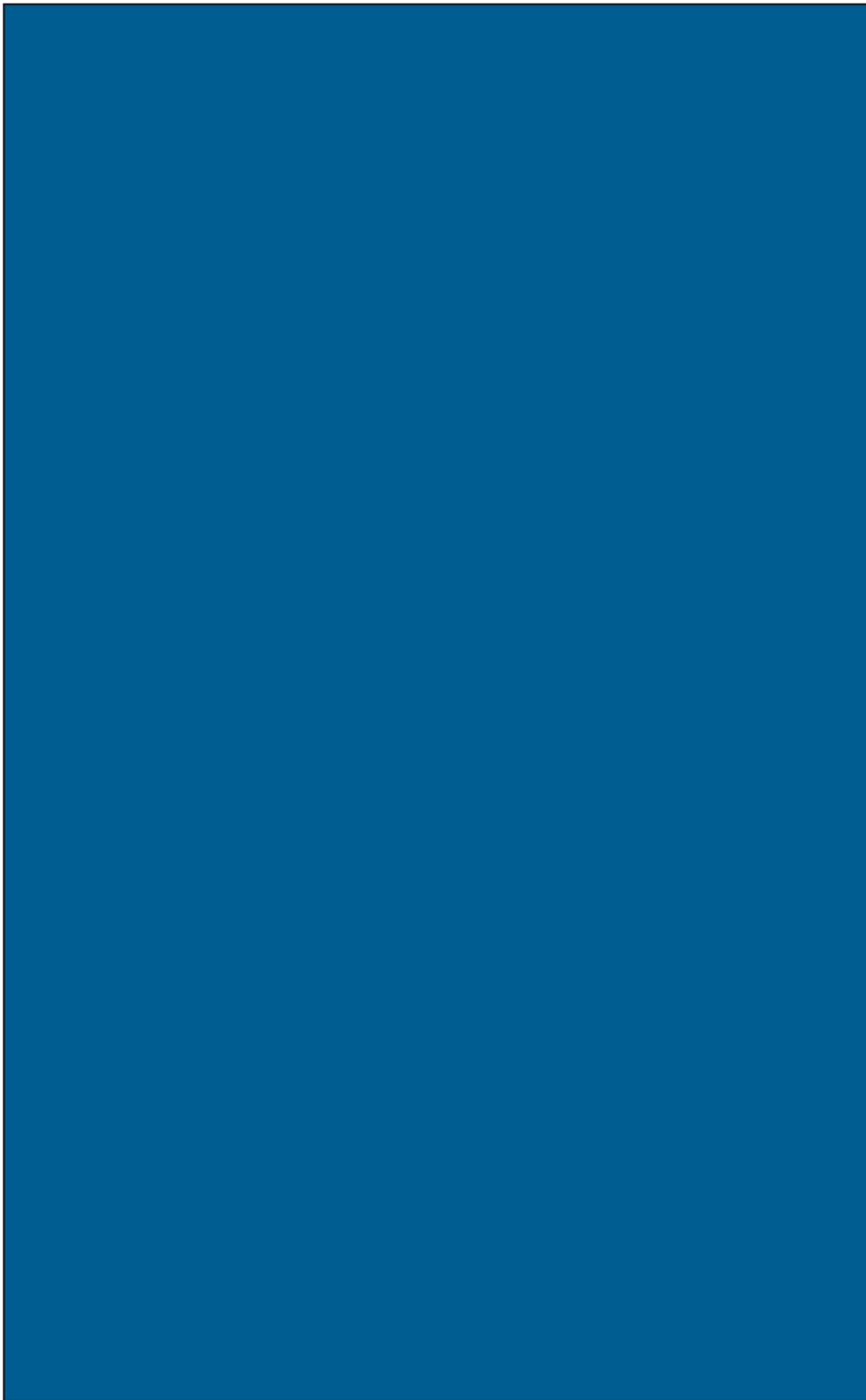
OK

Animals/Rabbits/Cavies/Small Animals

You'll get a screen confirming your entry, click OK.



Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and Boards of County Commissioners.
Rutgers Cooperative Extension, a unit of Rutgers New Jersey Agricultural Experiment Station, in an equal opportunity program provider and employer.



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