

Langston 4-H Enrollment



"Youth"

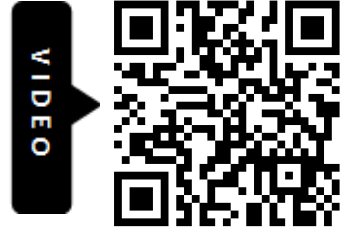
NEW Enrollment System Fall 2021



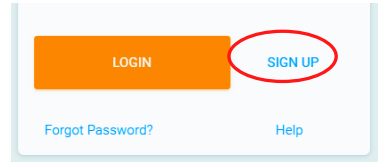
<https://4h.zsuite.org/>

Video Demonstration - Youth

<https://youtu.be/PQXYLXK5iig>



Create a **HOUSEHOLD** account. The Household account is used for one family unit living at the same address. Click the 'Sign Up' link on the ZSuite homepage.



Household profile will include youth members and adult volunteers.

- **IMPORTANT:** Email and password will be used throughout the year and to enroll next year. SAVE for later!
- Passwords are 6 characters or more.

Email _____

Password _____

- Click 'Let's Go' to continue with required fields for registering your family.

Register New Household

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

STATE

Adult Email

Adult Email Confirmation

Adult First Name Adult Last Name

Password (Must be 6 or more characters)

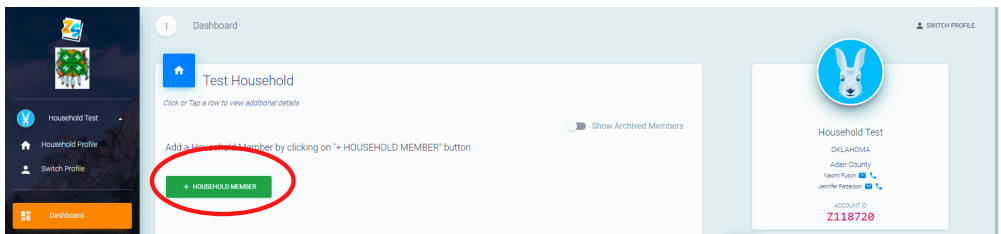
Confirm Password

Primary Profile PIN
Must be at least 4 characters

BACK LET'S GO

Creating Youth Enrollment

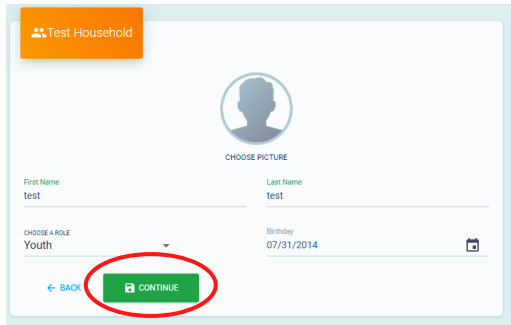
Click '+ Household Member' to start a new member profile.



Complete required fields and other requested information.

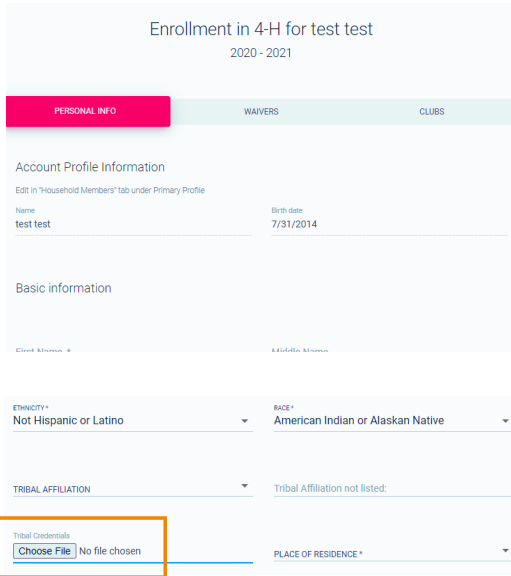
Dates with a single digit must have a '0' in front of the number.

Example: July 31, 2014 birthday, must be entered as 07/31/2014.



The screenshot shows the 'Test Household' enrollment page. At the top, there is a header 'Test Household' in an orange box. Below it is a profile picture placeholder with the text 'CHOOSE PICTURE'. The form contains fields for 'First Name' (test), 'Last Name' (test), 'CHOOSE A ROLE' (Youth), and 'Birthday' (07/31/2014). At the bottom, there are two buttons: a blue '← BACK' button and a green 'CONTINUE' button with a white arrow icon, which is circled in red.

If autofill is working, make sure information is correct.

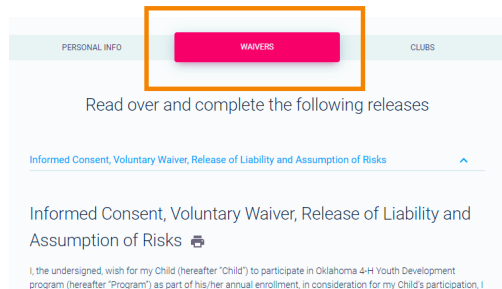


The screenshot shows the 'Enrollment in 4-H for test test' page for the year 2020-2021. The 'PERSONAL INFO' tab is selected. The page displays 'Account Profile Information' with fields for 'Name' (test test) and 'Birth date' (7/31/2014). Below this is 'Basic information' with fields for 'ETHNICITY+' (Not Hispanic or Latino) and 'RACE+' (American Indian or Alaskan Native). There is also a 'TRIBAL AFFILIATION' field (Tribal Affiliation not listed) and a 'PLACE OF RESIDENCE *' field. The 'Tribal Credentials' field is highlighted with an orange box and shows a 'Choose File' button and 'No file chosen' text.

If applicable, documents can be uploaded as a picture, PDF, etc.

IMPORTANT:

- Only a LEGAL parent or guardian may sign an enrollment.
- Electronic signatures are legally binding.
- No initials. Full name only.
- Carefully read and complete each Waiver.
- Some counties will require a medical form as part of the enrollment process.



The screenshot shows the 'WIVERS' tab selected in the enrollment form. The page title is 'Read over and complete the following releases'. Below this, there is a link for 'Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks'. The main content area displays the title 'Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks' with a document icon. Below the title is a paragraph of text: 'I, the undersigned, wish for my Child (hereafter "Child") to participate in Oklahoma 4-H Youth Development program (hereafter "Program") as part of his/her annual enrollment, in consideration for my Child's participation, I

Thoroughly read and complete the medical waiver.

Updating online form, is as simple as logging in and making changes.

Family is responsible to update ANY medical form, with life changes, in a timely manner.

- Club - One club must be selected as your primary club.
- Must have one project per club.
- No more than 10 projects.
- Cloverbuds do not have 'projects.' Being a Cloverbud is a time for exploration.
- Click 'Add to Cart.'



Do not checkout/submit & pay/pay with CC until ALL youth are enrolled.

- Complete all youth enrollment before checking out/paying.
- More youth to enroll? Click 'Add Enrollment, to return to main screen.
- Click '+ Household Member' to start another enrollment.

Item	Amount
Enrollment Fee for test test	\$20.00
Transaction Fee:	\$0.00
Total Due:	\$20.00

Buttons: PAY WITH CREDIT CARD, + ADD ENROLLMENT (circled in red), SUBMIT & PAY LATER/IN PERSON

Need help? Use the "Live Chat" feature during scheduled hours. After hours send an email.

ZSuite also offers an Accessibility Adjustments feature for your convenience.

