

4-H Enrollment "Youth"



NEW Enrollment System Fall 2021



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

Video Demonstration - Youth

<https://youtu.be/Q9Wskr7KhQ0>



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.

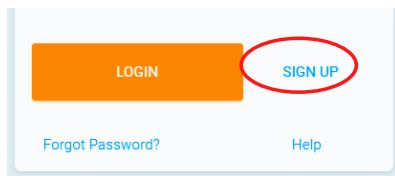
Household profile will include youth members and adult volunteers.

- **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

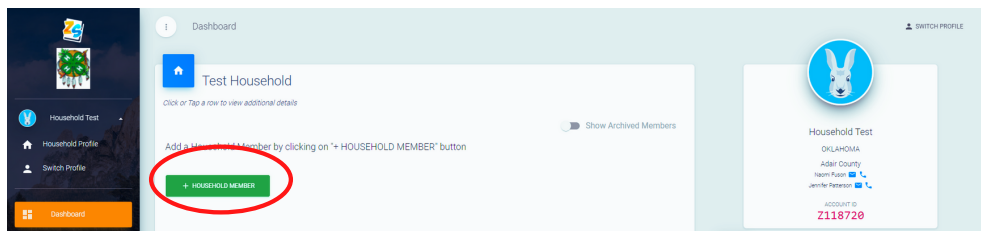
Password (Must be 6 or more characters)

Confirm Password

Primary Profile PIN
Must be at least 4 characters

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.

A screenshot of a web form titled "Test Household". It features a profile picture placeholder with the text "CHOOSE PICTURE". Below this, there are input fields for "First Name" (test) and "Last Name" (test). A "CHOOSE A ROLE" dropdown menu is set to "Youth". The "Birthday" field contains "07/31/2014" with a calendar icon. At the bottom, there are two buttons: a blue "BACK" button and a green "CONTINUE" button, which is circled in red.

If autofill is working, make sure information is correct.

A screenshot of the "Enrollment in 4-H for test test 2020 - 2021" form. It has three tabs: "PERSONAL INFO" (active), "WAIVERS", and "CLUBS". Under "PERSONAL INFO", there is a section for "Account Profile Information" with fields for "Name" (test test) and "Birth date" (7/31/2014). Below that is "Basic information" with fields for "Ethnicity" (Not Hispanic or Latino) and "Race" (American Indian or Alaskan Native). There is also a "TRIBAL AFFILIATION" dropdown set to "Tribal Affiliation not listed". At the bottom, there is a "Tribal Credentials" section with a "Choose File" button and "No file chosen" text, which is highlighted with an orange box. To the right is a "PLACE OF RESIDENCE" dropdown.

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.

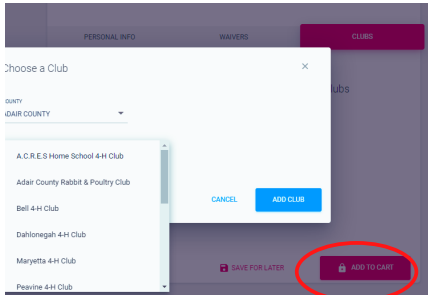
A screenshot of the "Waivers" section of the enrollment form. It has three tabs: "PERSONAL INFO", "WAIVERS" (active), and "CLUBS". The "WAIVERS" tab is highlighted with an orange box. Below the tabs, the text reads "Read over and complete the following releases". There is a link for "Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks". Below that, the text reads "Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks" with a document icon. At the bottom, there is a small paragraph of text starting with "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.'



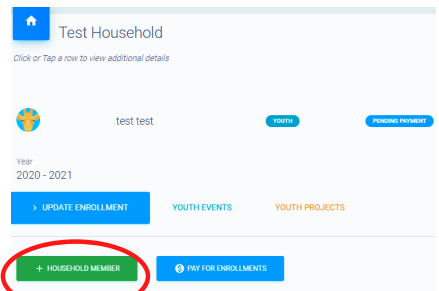
Do not checkout/submit & pay/pay with CC until ALL youth are enrolled.

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

[+ ADD ENROLLMENT](#) [SUBMIT & PAY LATER IN PERSON](#)

[PAY WITH CREDIT CARD](#)



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.

