

ALASKA 4-H ENROLLMENT IN ZSUITE



NEW FAMILY PROFILE

After October 1st of each year, go to <https://4h.zsuite.org> to enroll

1. Fill in the required fields
2. Click **SIGN UP**
3. Create a PIN
4. Select Alaska and your home District
5. Click **LET'S GO**

Adding 4-H Members

You are now on the **Dashboard** tab

1. To add a household member, select **HOUSEHOLD MEMBERS** from the left side dashboard
2. On the next screen, select **+HOUSEHOLD MEMBER**
3. Decide whether you are first enrolling an adult volunteer or a club member
4. Fill in the required fields for your enrollee information, sign waivers, and **+ CLUB** and **+PROJECT**
5. Finish by clicking **SUBMIT**



Alaska 4-H Change Makers

District: Southeast District

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Projects:

CIVIC ENGAGEMENT/GLOBAL EDUCATION (1st year)



Adult Volunteers

If you, as the primary account holder in zsuites, wishes to also be an adult volunteer, please change your roll to "adult volunteer" and enroll as such!

You will return to the HOUSEHOLD MEMBERS screen. The member you added should appear on the list along with yourself. Repeat this process for the other members of your household that want to enroll in 4-H.

ONCE SUBMITTED, YOUR ENROLLMENT WILL CHANGE FROM *INACTIVE* TO *PENDING PAYMENT*. ONCE YOUR ANNUAL DUES ARE PAID (CREDIT CARD, CHECK, OR CASH), YOUR ENROLLMENT CHANGES TO *PENDING APPROVAL*. ONCE PAYMENT IS RECEIVED, THE EXTENSION OFFICE WILL MOVE YOUR ENROLLMENT TO *ACTIVE*.