



Registering your family in Z-Suite

1. Go to <https://4h.zsuite.org/> and create a Household (family) profile
2. Under your household profile, each youth or adult will be added as a household member
 - Fill out the personal information, waivers, and club for each household member profile
 - Unless you see the club, they are registering for you can click on that, or any club for that matter that they are interested in joining if it is not a “closed club.” You can also click on “no club/independent study”
3. After all youth profiles are completed, you can pay the enrollment fee Online
 - Each youth has an annual enrollment fee of \$10 which covers state fees, insurance, etc.
 - The enrollment year starts Sept. 1st and ends Aug. 31st
4. After enrolling, you will receive an email for youths’ enrollment saying it has been approved.
 - After you receive your approval notification, you will be able to log in and register for an event such as a camp, state event, etc.
5. It is *highly* recommended that each parent registers as a volunteer but not required! In this lower section I am providing you with how you can become a volunteer if you so choose.
 - By indicating “I AM A GENERAL VOLUNTEER”, it gives us the capacity to utilize help, even if infrequent, for 4-H. This could mean ride-sharing, helping with an event.
 - Volunteers go through a screening process to ensure for safety of our youth
 - After registering, volunteers will receive an email to complete their “New leader” and “Protection of Minors” training. It takes about **40 minutes** to complete these before your enrollment is approved. (This will need to be done on a computer or laptop, it will not work on phones).
 - On 4h.zsuite.org. Log into your household under your profile. Click on Clover Academy on the left-hand side of the screen. You will see a blue Launch Clover Academy button, click here. Once this opens, scroll down where you will see the volunteer training videos.
 - How to Enroll Videos link & see QR Code below- <https://extension.usu.edu/utah4h/zsuite> Code:
 - Facebook Page for 4-H events & STATE - <https://www.facebook.com/cachecounty4H>
 - Instagram Page for 4-H events & STATE - <https://www.instagram.com/cachecounty4h>



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- Our Website: Cachemakers.org
- Email sign up. <https://extension.usu.edu/signup>
- Questions or assistance in enrolling; contact our Office @ 435-752-6263 Our 4-H staff is happy to assist you. Elise Simkins, Courtney Freeze, Blake Clark, Jenny Kearl

