

# REGISTERING YOUR FAMILY IN ZSUITE

1. Go to [4h.zsuite.org](http://4h.zsuite.org), click sign up, and create a Household (family) profile.
2. Under your household profile, each youth or adult will be added as a household member
  - a. Fill out the personal information, waivers, and club for each household member profile
  - b. Unless you see the specific club you are registering for, you can select a club you are interested in joining if it is not a "closed club". You can also select "no club/independent study."
3. After all youth profiles are completed, you can pay the enrollment fee online
  - a. Each youth has an annual enrollment fee of \$10 which covers state fees, insurance, etc.
  - b. The enrollment year goes from Sept. 1 - Aug. 31
4. After enrolling, you will receive an email notifying you enrollment has been approved.
  - a. After receiving approval notification, you will be able to log in and register for a 4-H event, such as a camp, state event, etc.
5. It is highly recommended that each parent registers as a volunteer, but is not required.
  - a. By indicating "I AM A GENERAL VOLUNTEER", it gives us the capacity to utilize help, even if infrequent, for 4-H. This includes ride-sharing, helping with an event, etc.
  - b. Volunteers go through a screening process to ensure safety of our youth
  - c. 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. (These trainings will need to be done on a laptop or computer desktop, it will not work on a phone.)
  - d. On ZSuite, log into your household under your profile. Click on "Clover Academy" on the left-hand side of the screen. Select the "Launch Clover Academy" button. Once this opens, scroll down to the bottoms of the page where you will find the volunteer training videos.

## Links:

- [How to Enroll videos](#)
- [Cache County 4-H Facebook](#)
- [Cache County 4-H Instagram](#)
- [Cache County 4-H Website](#)
- [Cache County 4-H Email List Sign-Up](#)

## Questions?

Contact our 4-H office at **435-752-6263**!