

REGISTERING YOUR FAMILY IN ZSUITE

1. Go to 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 bottom 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**!