

# Morgan County 4-H Horse Enrollment Process

## Part 1:

1. Go to 4h.zsuite.org
2. If you are new to 4-H click “Sign Up”
  - a. Select Utah for the state.
  - b. Select Morgan for the county.
  - c. Enter desired email address.
  - d. Create a password.
  - e. Click on the “Let’s Go” button.
  - f. Enter Household name and mailing address then click “Let’s Go” button again.
  - g. Your family account has now been created.
  - h. Next you will add each youth and/or volunteer profiles.
  - i. Once all members and volunteers have been added, add your payment information.

Here is a link to a tutorial video: <https://extension.usu.edu/utah4h/zsuite>. Watch the First Time Enrollment Video.

3. If you had an account in Zsuite last year, login into your account.
  - a. To re-enroll youth and/or volunteers select the members name and then hit the enroll member now button that is by their name.
  - b. For club select one of the following: “Saddle Sores,” “The Rustlers,” “Warriors in Wranglers,” or “Wet Blankets.”
  - c. For project select “Animals: Horse and Pony”
  - d. **Note: Selecting “Saddle Sores,” “The Rustlers,” “Warriors in Wranglers,” or “Wet Blankets” for the club and “Animals: Horse and Pony” for the project, DOES NOT enroll youth for the horse project.**
  - e. Once all members and volunteers have been added, add your payment information.
4. Enrollment must be paid for before an account is made active.
5. Only after an account is active can you enroll for the horse project.

Here is a link to a tutorial video: <https://extension.usu.edu/utah4h/zsuite>. Watch the Returning Members Video.

## Part 2:

1. After a youth’s enrollment becomes active you log back into Zsuite.
2. Click the “Events” tab located on the left-hand side.
3. Locate the “2022-2023 Morgan County 4-H Horse Enrollment” event and hit the “Register Now” button.
4. Hit the “Register” button by the youth’s name that you want to register and fill out the information.
5. Do this for each youth you want to register for the horse program.
6. Once all members have been registered for the horse project, you can submit your payment.

