



# How to Enroll in Utah 4-H

**Step 1:** Go to <https://4h.zsuite.org> to create a family Zsuite account. Select “Sign Up”. (If you already have a Zsuite account select “Login” and skip to step 2). Enter the requested information and select “Let’s Go”.

**Step 2:** You are now at the Household Dashboard Screen. Select the Green Button to add family members to your household account. Note: Only family members who wish to participate in 4-H should be added to the account. Family members who will not be participating in 4-H, either as a Club Member or as an Adult Volunteer, should not be added to the account. If a member’s name is already listed (because they were previously enrolled) select “Enroll Member Now” to enter an enrollment for the current 4-H year.

**Step 3:** Enter the requested information for the family member. Enter the member and parent names on the Waivers tab to indicate agreement of participation waivers. Adult volunteers will also enter information to be background screened. Volunteers are required to complete training each year (instructions provided via email after enrollment).

**Step 4:** Select the Blue Button to select the desired club(s) and project area(s) the member will be participating in. This is required for youth and optional for adults. If the desired club is not listed, or you don’t know the club name you wish to join, select “Club Not Listed”. If you are an adult and you are not a volunteer with a specific club you may skip this step or select “Not with a specific club”.

**Step 5:** After the desired club(s) have been added select “Add to Cart”.

**Step 6:** Select “Add Enrollment” to repeat steps 2-5 to enter an enrollment for another family member(s) if needed. After enrollments have been completed for all desired members enter credit card information to submit payment. If you wish to pay later or pay in person you may select that option. Note: Enrollments may not be made Active until payment is received.

**Step 7: (Optional).** To update your Household Account information (phone, address, etc..) including changing your password please select the Household Profile tab in the upper left corner.