RE-ENROLLING IN ZSUITE

Log In to Your ZSuite Account

1

- Go to 4h.zsuite.org
- Choose the Primary Profile
- Enter your pin
  - If you forgot your pin, select "Forgot Pin"

Re-Enrolling Existing Members

2

- Click on the person you want to re-enroll
- Click "Enroll Member Now"
- Review and update member information

Fill out the Waivers

3

- Read and sign the waivers
- Make sure to fill out the Member Medical Form and Authorization for Treatment completely for youth members

Navigate to the Clubs Tab

4

- Your previous club will auto populate
- To add projects, click "Add Project"
  - If it is your first year in the project or you are moving up a project level, select required Project Books

5 To be Added to a Committee Email List

- Volunteers
  - Under the "Clubs" tab
    - Click "+Volunteer Type"
    - Choose "Club Volunteer"
    - Choose the Committee
    - Click "Add"
- Junior Leaders
  - Under the "Clubs" tab
    - Click "+Add Club"
    - Choose the Committee
    - Click "Add"

Enrollment Fees

- If paying by cash or check
  - $10.00 per member
  - $6.00 per returning volunteer
  - $36.00 per new volunteer
- If paying by card
  - $11.12 per returning member
  - $7.00 per returning volunteer
  - $38.72 per new volunteer

6 Finalizing Enrollment

- To add more family members, click "+Add Enrollment"
- More information on how to add new members or volunteers can be found in the "Enrolling in ZSuite - New Member" and "Enrolling in ZSuite - New Volunteer" documents
- Once you are done adding all family members, it is time to pay enrollment fees
  - To pay in person with a check or cash, click "Submit & Pay Later/In Person"
    - The Extension Office accepts exact cash or checks made out to Cascade County 4-H Leaders Council
  - To pay by card, enter your card number, expiration date, CVC, and the cardholder name
- Click "Submit Payment"