

ENROLLING IN ZSUITE - NEW MEMBER

Create a ZSuite Account

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- Go to 4h.zsuite.org
- Select "Sign Up"
- Enter your information
- Choose "Cascade" as your county
- Click "Let's Go"

Fill out the Personal Information Tab

- For Year in 4-H, enter "1" for a first year member and "0" for a Cloverbud
- Enter "Yes" if your child has an IEP or 504 so reasonable accommodations may be made

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Create a Household Member

2

- Select "+Household Member"
- Enter their first and last name
- Choose "Club Member"

Fill out the Waivers

4

- Member Medical Form and Authorization for Treatment Tips
 - The birthdate is required even though there isn't an asterisk
 - Fill out this form completely as it is used for many events
 - Youth are not allowed to take meds that are not listed on this form at overnight events
 - The allergy section is used to ensure safety at camp/cooking classes/snacks etc.



Navigate to the Clubs Tab

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- Click "+Add Club"
- Choose a club from the drop down menu
 - Choose "Still-Deciding" if you don't have a club yet
 - Don't choose a club until talking with the club's Organizational Leader
- Click "+Add Project"
- Choose a project to add
 - Cloverbuds may only take the Cloverbud project
- Select the "Do you need a project book" drop down menu
 - You do need a project book, select the project book(s) from the menu
 - The Cascade 4-H Foundation purchases project books for you
- Fill out the Animal Project Assumption of Risk if it is an Animal Project. This will pop up automatically.
- Click "Add Project"
- Add all other projects
- When done adding all projects, click "Add to Cart"

Enrollment Fees

- If paying by cash or check
 - \$10.00 per member
- If paying by card
 - \$11.12 per member

Finalizing Enrollment

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- To add more family members, click "+Add Enrollment"
- 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"



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EXTENSION

