



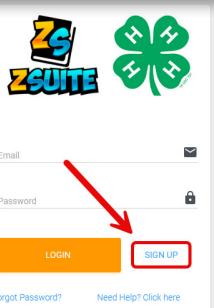
Enrolling in NJ 4-H with Zsuite

These directions will walk you through the steps for enrolling in New Jersey 4-H.

SETTING UP YOUR HOUSEHOLD



Go to <https://4h.zsuite.org> and select Sign Up.



Enter information for your household.

Your household is where 4-H members will be grouped. Click Let's Go when done.

Register New Household

You are setting up your parent/guardian account for the household.

Please select the primary State/County where you participate in 4-H.

State: NEW JERSEY
County: BURLINGTON COUNTY

Household Email: _____

Household Email Confirmation: _____

Household Last Name: _____

Password (Must be 6 or more characters): _____

Confirm Password: _____

Primary Profile PIN: _____
Must be at least 4 characters

User who wants to receive SMS Messages from Zsuite can find this in their Profile: _____
Please provide your mobile phone and opt-in preference

Mobile Phone Number: _____

Opt-in to receive text messages
Pick a radio button to give Zsuite permission to send SMS text messages according to our Terms and Conditions, Privacy Policy, and Messaging Policy

Opt-in to receive text messages
○ Yes, I would like to receive Text Notifications
○ No, I do not want to receive Text Notifications

WELCOME TO THE DASHBOARD

Household Ford

Ford Household

Switch Profile

Dashboard

Household Members

Record Books

Events

Calendar

Payments

Help

Logout

Upcoming Events

VIEW ALL EVENTS

VIEW CALENDAR

rev59141

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Edit Household Members (Add/Update/Remove) (circled with a red arrow pointing to it)

Announcements

Shared Files

To Do

Need Assistance? Contact one of the following Admins Below:

Household Ford
Burlington County, NEW JERSEY
ACCOUNT ID
Z307383

Your browser will open to your Zing Suite dashboard.

Click Edit Household to begin a 4-H enrollment.

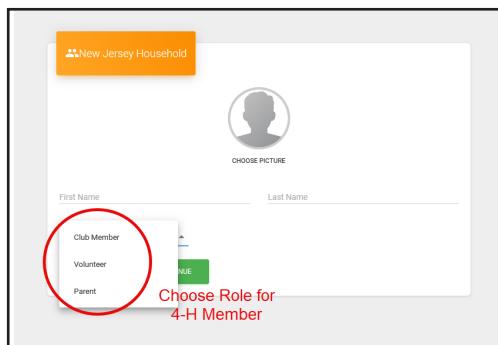
Announcements—your county, or the State 4-H Office, will post 4-H announcements about upcoming 4-H events or activities here.

Stay tuned!

Shared Files—documents that may be useful to 4-H members in your household.

To Do—this section allows you, or the 4-H Office to list 4-H related tasks that need to be completed. This may include reminders to register for events or submit a record book.

Enrolling as a 4-H Volunteer



New Jersey Household

CHOOSE PICTURE

First Name _____ Last Name _____

Club Member
Volunteer
Parent

Choose Role for 4-H Member

When you add a 4-H member record to your household, you'll choose a role:

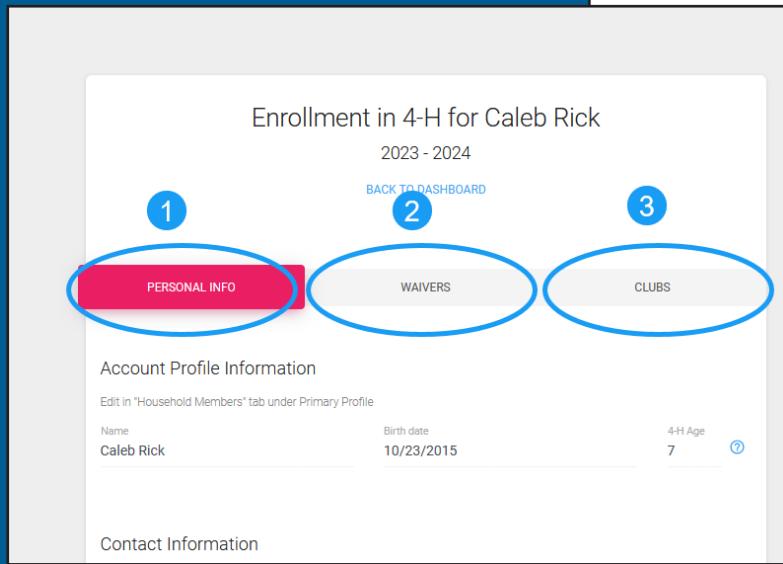
- Club Member,
- Volunteer,
- Parent (not enrolled).

Next, you'll complete three sections:

1. Personal Information
2. Waivers
3. Clubs (and projects)

PERSONAL INFORMATION

- Contact Information for the member
- Demographic Information: geographic, ethnicity, race, and gender
- Emergency Contact Information (1, required and 2, optional)
- Military Service of Family
- Volunteer Questions



Enrollment in 4-H for Caleb Rick
2023 - 2024

BACK TO DASHBOARD

1 PERSONAL INFO 2 WAIVERS 3 CLUBS

Account Profile Information
Edit in "Household Members" tab under Primary Profile

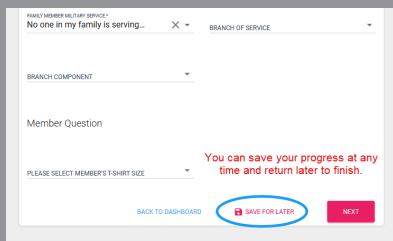
Name: Caleb Rick Birth date: 10/23/2015 4-H Age: 7

Contact Information

Save and Come Back!

You can save your enrollment at any time and come back later to complete it.

Scroll to the bottom of the screen and select **Save**



Member Question

You can save your progress at any time and return later to finish.

BACK TO DASHBOARD **SAVE FOR LATER** NEXT

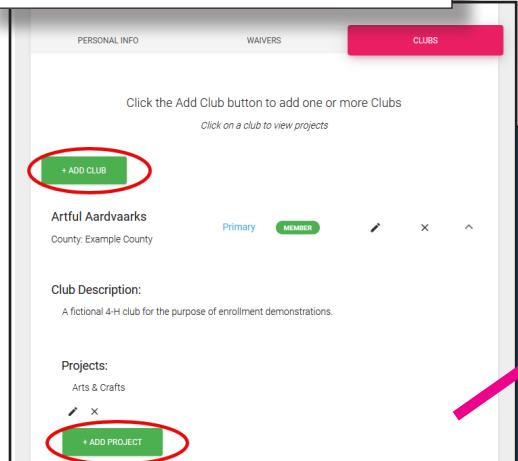
WAIVERS

Information and agreements required for participation in 4-H

- Volunteer Screening
 - References (1, 2, 3)
- Health Form (Allergies)
- 4-H Media Release
- 4-H Code of Conduct
- Adult Release of Liability
- Photo Submission Release

Some waivers reference events yet to come, you will have the opportunity to review these in conjunction with registration for the event.

CLUBS AND PROJECTS



Click the Add Club button to add one or more Clubs
Click on a club to view projects

+ ADD CLUB

Artful Aardvarks
County: Example County
Primary MEMBER

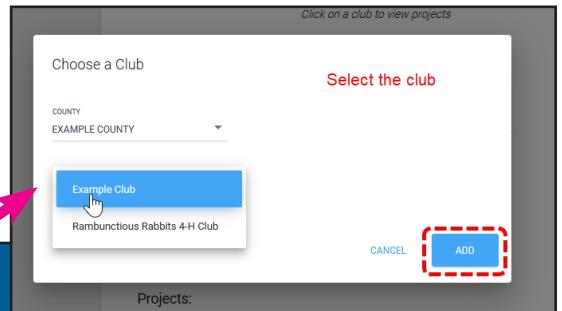
Club Description:
A fictional 4-H club for the purpose of enrollment demonstrations.

Projects:
Arts & Crafts

+ ADD PROJECT

In this final section, you'll add the clubs and projects the 4-H member will participate in.

Click on Add Club.



Choose a Club
Select the club

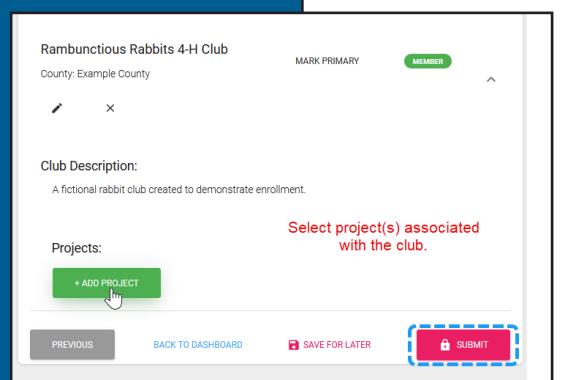
COUNTY
EXAMPLE COUNTY

Example Club
Rambunctious Rabbits 4-H Club

CANCEL ADD

Select the county where the club is based and then select the club.

When done, click Add.



Rambunctious Rabbits 4-H Club
County: Example County
MARK PRIMARY MEMBER

Club Description:
A fictional rabbit club created to demonstrate enrollment.

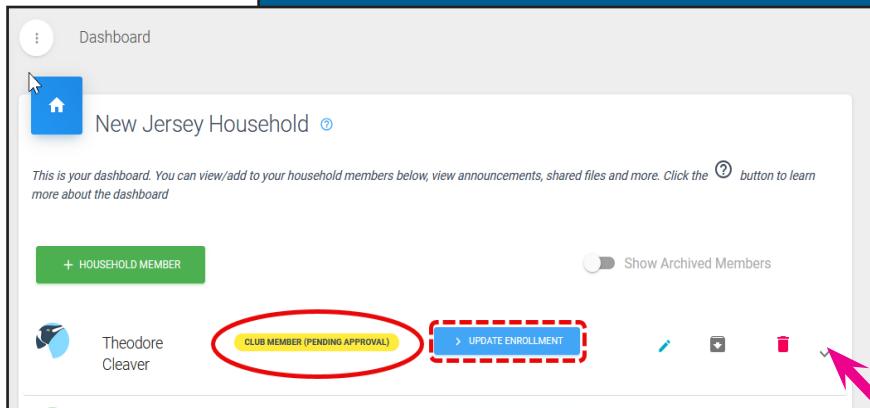
Projects:

+ ADD PROJECT

PREVIOUS BACK TO DASHBOARD SAVE FOR LATER SUBMIT

Next, you'll add projects for your club. Add all those the 4-H member will be participating in. (If you have questions on which projects to choose, check with your club leader or your county 4-H Office.)

After you've added all your clubs and projects, click Submit.



Dashboard

New Jersey Household

This is your dashboard. You can view/add to your household members below, view announcements, shared files and more. Click the  button to learn more about the dashboard.

+ HOUSEHOLD MEMBER

CLUB MEMBER (PENDING APPROVAL)

THEODORE CLEAVER

UPDATE ENROLLMENT

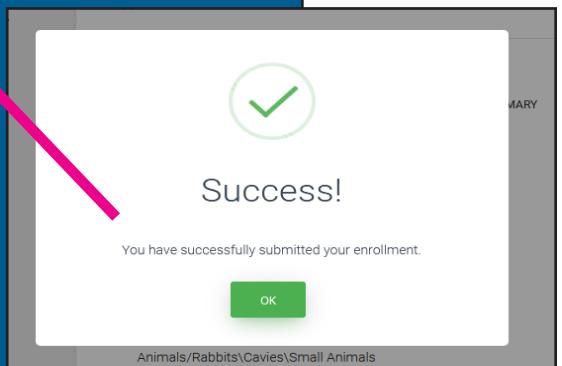
Show Archived Members

Back at the Dashboard you can see the status of your enrollment and add family members to your household profile.

If you need to make changes to your submission, click Update Enrollment.

County 4-H staff will review your enrollment and contact you with any questions. You'll receive an email when you're enrolled.

Thank you for joining New Jersey 4-H!



Success!

You have successfully submitted your enrollment.

OK

You'll get a screen confirming your entry, click OK.

