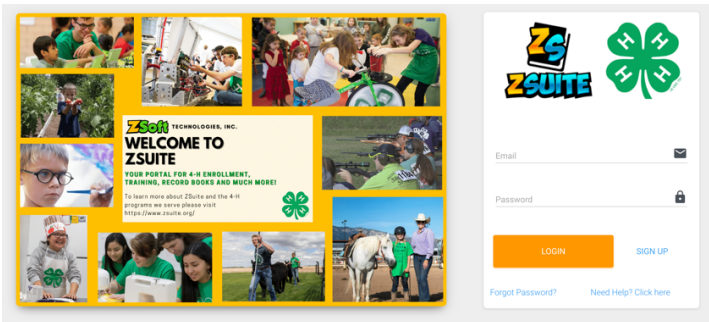


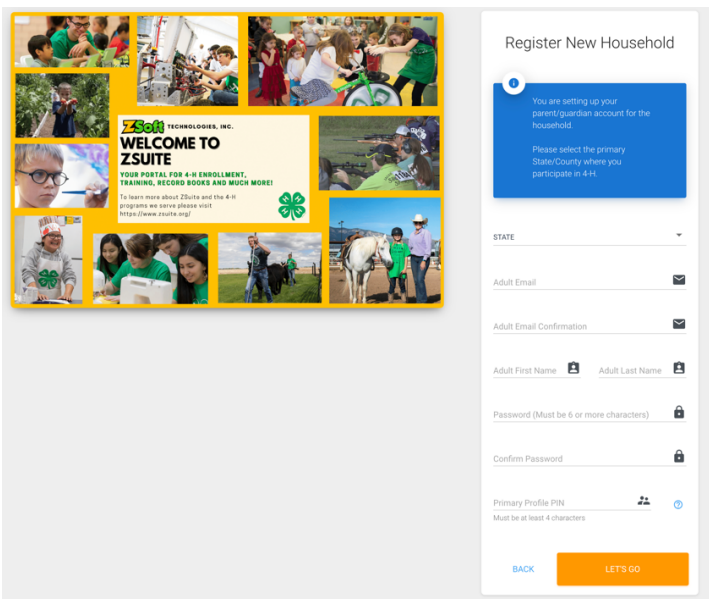
## 4-H Volunteer e-Learning Course Instructions

If you already have a ZSuite account, please login and skip to Step 3.

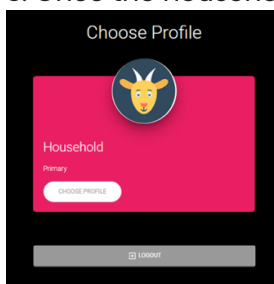
1. Visit <https://4h.zsuite.org/> and select 'Sign Up' button.



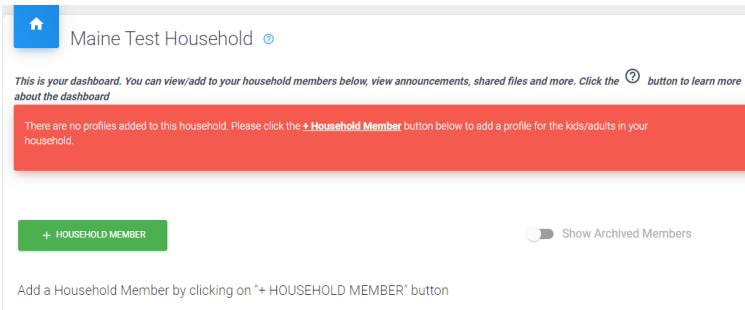
2. Register Household - Enter in required household information then click orange 'Let's Go' button.



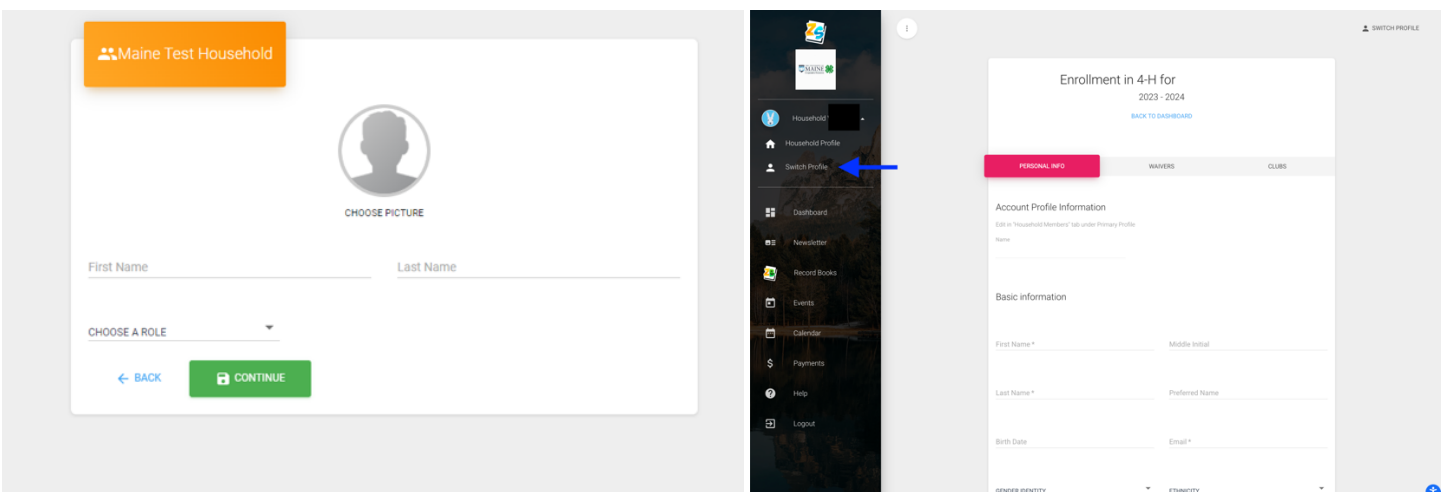
3. Once the household is established, you click the 'Choose profile' button.



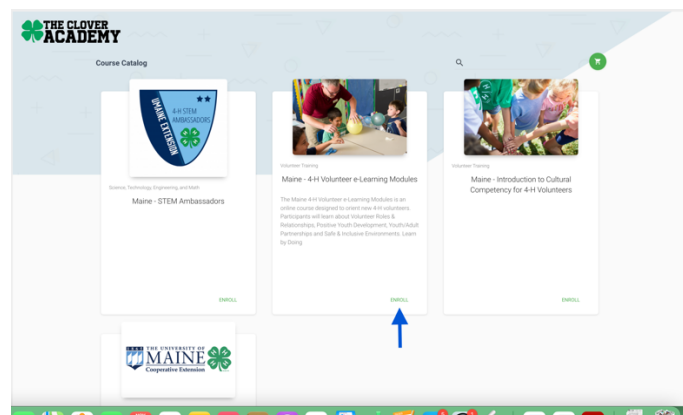
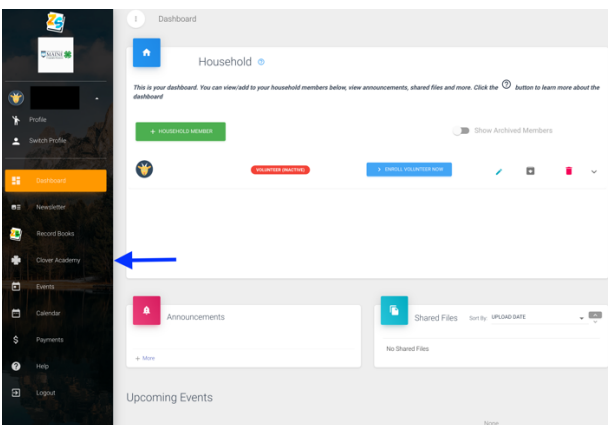
4. Add a Household member – to create your profile click the green '+Household Member' button.



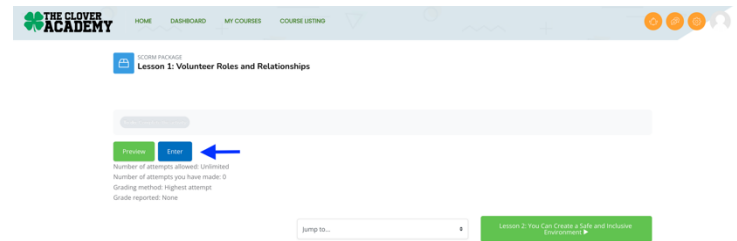
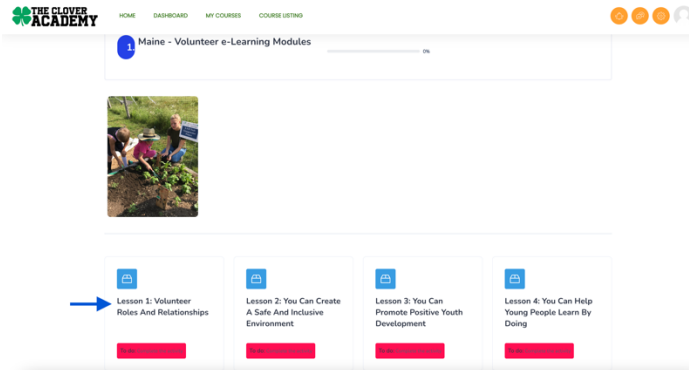
5. Enter in your First Name, Last Name and select volunteer from the dropdown menu. **If ZSuite asks you to continue with an enrollment, please do not create an enrollment at this time.** You will be asked to do that at a later time once you've completed all the volunteer onboarding requirements. Please choose 'Switch Profile' on the sidebar and then select your volunteer profile.



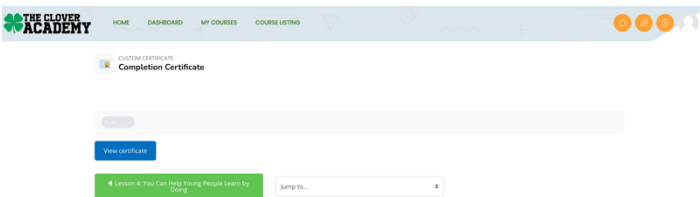
6. To access the Clover Academy training library, click 'Clover Academy' listed on the menu on the left-hand side, then select the green 'Enroll' button on the Maine-4-H Volunteer e-Learning Modules. You will need to select 'Yes' to confirm your enrollment. To begin, select the green 'Launch' button.



7. To begin, select the text **'Lesson 1: Volunteer Roles and Relationships'**. Next, choose the blue **'Enter'** button. If you cannot see the entire video screen, select the < button at the top, left of the video to enlarge.



8. Once you've completed all four modules, your certificate will become available. Click the blue **'View certificate'** button.



9. Please download and email a copy of the certificate to your county office: [Contact Information for All UMaine Extension County Offices \[extension.umaine.edu/county-offices/all\]](#)

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