## Creating a ZSuite Account

Step One- Go to <u>https://4h.zsuite.org/</u> It should open a page that looks like this...



Step 2- Click on "Sign Up" and fill out the information it asks for. When it asks for county, be sure to select the county you will primarily be participating in 4-H in. *Note: you may live in Penobscot County, but enroll in Hancock County if that is where your club or other 4-H activities are taking place.* 



Step 3- Once you have signed up, you will be brought to your dashboard page, it should look like this...

	<u> </u>	1 Dashboard	± :	SWITCH PROFILE
•	Leah McCluskey 🔺	McCluskey Household		
<b>n</b>	Household Profile	This is your dashboard. You can view/add to your household members below, view announcements, shared files and more.		
<u> </u>	Switch Profile	To create a new household member press the green "+ Household Member" button. To edit/continue/update the enrollment of a household member click on their name below and a button to "Enroll Now?"Continue"/Update" will appear below their name, as well as other buttons to view their selected projects and registered events.	Leah McCluskey Hancock County, MAINE	
••	Dashboard Record Books	+ HOUSEHOLD MEMBER	Admin Contact Info: Hancook County 🖆 Andrea Mahoney 😂 🐛 Leah McChaskey 😂 🐛	
\$	Clover Academy	Leah McCluskey	Carla Scocchi 🎽 Joyce Fortier 😒	
•	Events		ACCOUNT ID <b>Z164474</b>	
	Calendar		Clubs	
\$	Payments		Club Status	
0	Help			
Ð	Logout	Announcements Shared Sort UPLOAD DATE	To Do	
		+ More No Shared Files	Enter a task	T add 😯
https://4	1h.zsuite.org/household_n	nember/new/edit	ZSuite Live Chat	

Step 4- Click on the green "+ Household Member" button

	2	•	SWITCH PROFILE
•		Cluskey Household	
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*	Switch Profile		
-	Dashboard	CHOOSE PICTURE	
- 23	Record Books	First Name Last Name	
\$	Clover Academy	CHOOLEA ROLE	
•	Events		
Ē	Calendar		
\$	Payments		
0	Help		
Ð	Logout		
		revd6f88 © 2022 ZSuite Stay Am	azing! # the ZSuite Team

Step 5- Add the members you wish to be a part of 4-H, whether that be as a volunteer, parent, or member.

Step 6- As you add each member, fill out the applicable information on the page you are redirected to...

	2	1					L SWITCH PR	OFILE
<ul> <li>♦</li> <li>⊥</li> </ul>	Leah McCluskey • Household Profile Switch Profile		Enrollment in	n 4-H for Leah Mc 2021 - 2022 BACK TO DASHBOARD	Cluskey			
::	Dashboard Record Books		PERSONAL INFO	WAIVERS	CLUBS			
<ul> <li>Image: Constraint of the second second</li></ul>	Clover Academy Events		Account Profile Information Edit in 'Household Members' tab under Primary Pri Name Leah McCluskey	ofile				
1 \$	Calendar Payments		Basic information					
<b>?</b> 	Help		First Name *	Middle Initial				
			Last Name * Birth Date	Preferred Name Email *		ZSuite Live Cha	LIVE CHAT	3

Step 7- Read and complete the behavior and photo release statements. If you have connected with a club leader and they are aware of your interest in participating in their club please add that club from the green drop down menu on the clubs tab.

	2	1 1	TCH PROFILE
<b>∲</b>	Leah McCluskey	Enrollment in 4-H for Leah McCluskey	
<b>.</b>	Switch Profile	BACK TO DASHBOARD	
	Dashboard	PERSONAL INFO WAIVERS CLUBS	
2	Record Books		
\$	Clover Academy	Click the Add Club button to add one or more Clubs	
đ	Events	+ A50 CLU8	
	Calendar		
\$	Payments		
0	Help		
€	Logout	PREVIOUS BACK TO DASHBOARD BACK TO DASHBOARD	
		revd6/88 © 2022 ZSuite Stay Amazing 🔮 the ZSuite Team	6
		ZSuite Live Chat	

Step 8- Repeat steps 4-7 for each member in your family involved in 4-H.