



**Rutgers Cooperative Extension
4-H Youth Development**

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.

WELCOME TO THE DASHBOARD

Your browser will open to your Zing Suite dashboard.

Click *Edit Household* to begin a 4-H enrollment.

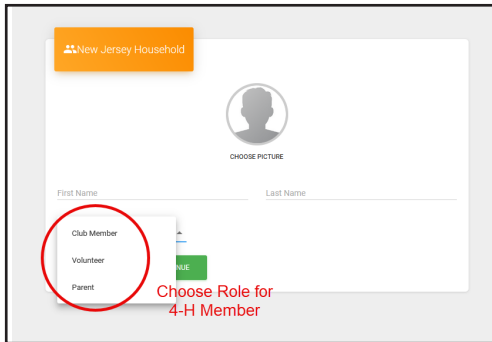
Announcements—your county, or the State 4-H Office, will post 4-H announcements about upcoming 4-H events or activities here.

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



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

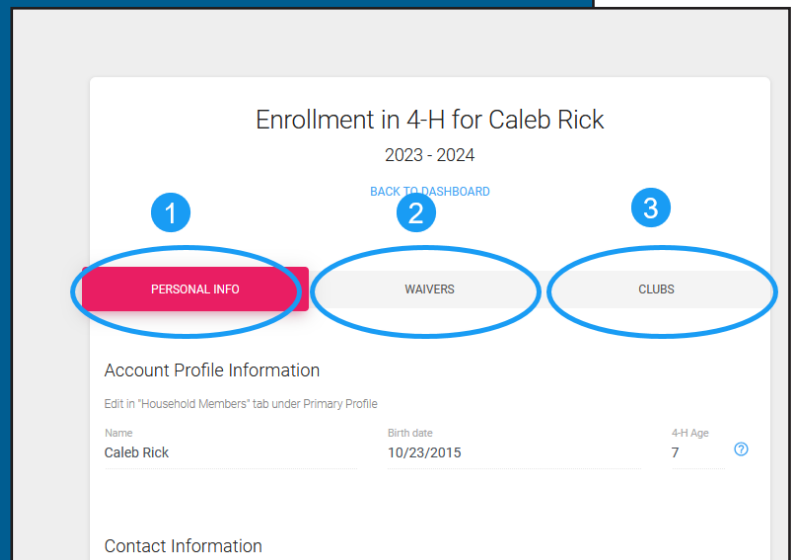
- Club Member,
- Volunteer,
- Parent (not enrolled).

Next, you'll complete three sections:

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

PERSONAL INFORMATION

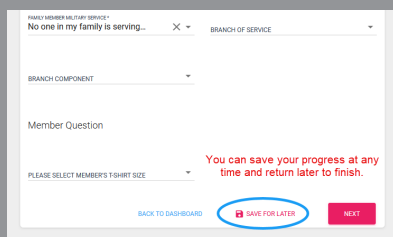
- Contact Information for the member
- Demographic Information: geographic, ethnicity, race, and gender
- Emergency Contact Information (1, required and 2, optional)
- Military Service of Family
- Volunteer Questions



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**



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

PERSONAL INFO WAIVERS **CLUBS**

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

+ ADD CLUB

Artful Aardvaarks
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*.

Click on a club to view projects

Choose a Club **Select the club**

COUNTY
EXAMPLE COUNTY

Example Club
Rambunctious Rabbits 4-H Club

CANCEL **ADD**

Projects:

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 Show Archived Members

Theodore Cleaver **CLUB MEMBER (PENDING APPROVAL)** **UPDATE ENROLLMENT**

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

Animals/Rabbits/Cavies/Small Animals

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