

University of Illinois
Extension
Richland County
305 S. Fair
Olney, IL 62450
Phone: 618-395-2191

Office Hours:
Monday-Friday
8:00 a.m. to 4:30 p.m.
Closed 12 p.m. to 1:00 p.m.

Extension Staff:

Tara Buerster
County Extension Director

Samantha Gaither
4-H Youth
Development Educator

Allison Herman
4-H Program Coordinator

Sheri Pitts
Office Support Assistant

Find us on 
Richland County Illinois 4-H



Richland County 4-H NEWSLETTER



Included in this newsletter are instructions to re-enroll in Z-Suites. These are a step-by-step guide for returning members. If you are a new member, you should have received a new member packet from the office that has the instructions you need to follow.

Popsicle Birdfeeder ✨

NOVEMBER 8, 2023

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ZSUITE RE-ENROLLMENT INSTRUCTIONS

<https://4h.zsuite.org/>

RETURNING
MEMBER(S)

Re-enroll each volunteer and 4-H club member:

1. Login with your family's username and password.
2. Click on the primary profile and enter your 4-character PIN.
3. From the Family Dashboard, click on the name of the youth member you wish to enroll.
4. Click on ENROLL MEMBER NOW.
5. Review/update the requested member information. When you are done with that, click NEXT
6. Here you will read and electronically sign the 4-H participation waiver(s), click NEXT
7. Here is where you will select your club or clubs and desired projects. There may be clubs and projects listed that carried over from your enrollment during the last program year.
8. To add clubs, select your county. This defaults to the county submitted when you created your account. You may need to select another county to find your desired club.
9. Select your Club from the drop-down menu. Select ADD CLUB.
10. To add projects for any of the clubs, select ADD PROJECT for the desired club(s). Select the desired project from the drop-down menu. Select ADD PROJECT and selection will be added to the club. Feel free to add additional clubs or projects. If you make a mistake or wish to remove a project, select the X and confirm you wish to delete the project.
11. When done making your selections, click ADD TO CART.
12. You will be taken to the cart checkout. If you need to add additional family members feel free to do that.
13. Once you have added all additional members or volunteers, click pay for enrollments on the main screen.
14. The cart should say \$0 as our donor is paying your fee, however, you should still click checkout.

Once that is complete, your enrollment will be submitted to our office where we will review it and approve your enrollment. Once you're approved, you're ready to explore all that 4-H has to offer!





November 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------|----------|
| | | | 1 | 2 | 3 6:00 Achievement Night | 4 |
| 5 | 6 | 7 | 8 4:00 Workshop at Olney Public Library | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23  Office Closed | 24 Office Closed | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |



2023-2024 4-H Year

Achievement Night

November 3, 2023 at 6:00PM



Save the date!

2022-2023 Achievement Night will be held on November 3 at 6PM at the Immanuel United Methodist Church, 700 N East Street, Olney Cupcakes, cookies and drinks will be available

Enrollment Deadlines

RE-ENROLLING MEMBERS MUST BE SIGNED UP BY JANUARY 1ST.
New members must be signed up by March 1st.

You can enroll by going to:
4h.zsuite.org

