<u>Illinois</u> Extension

University of Illinois Extension Wabash County 738 N Market Mt. Carmel, IL 62863 Phone: 618-262-5725

Office Hours: Tuesday-Thursday 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

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Find us on **f** 4-H Wabash County, Illinois



Wabash County 4–H

NEWSLETTER





CLUB MEETINGS THIS MONTH:

10/18

Twisters 6:00pm 10/18

Sprouts 6:00pm 10/23

Town & Country 6:30pm





at our office on October 30 + 31 from 5-8pm



We will be available to assist with enrollment during this time!

College of Agricultural, Consumer and Environmental Sciences
University of Illinois · U.S. Department of Agriculture · Local Extension Councils Cooperating
University of Illinois Extension provides equal opportunities in programs and employment.
If you need reasonable accommodation to participate, please contact your local office. Early requests are strongly encouraged to allow sufficient time for meeting your access needs.





October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	1st Day to Enroll in 4-H	5	6	7
:444444444	:	:444444444	National 4-H Week	>>>>>	>>>>>	>>>>>
8	9	10	11	12	13	14
15	16	17	18 6:00 pm Twisters 4-H Club Meeting 6:00 pm Sprouts 4-H Club Meeting	19	20	21
22	6:30 pm Town & Country 4-H Club Meeting	24	25	26	27	28 Shooting Sports Leader Training (a) Fairfield Gun Club
29	5 - 8 pm Trick or Treat a Extension Office	5 - 8 pm Trick or Treat a Extension Office				2



200,000 OF THEM BEING IN ILLINOIS

2023-2024 4-II Year

National 4-H Week October 1 - 7

DID YOU KNOW?

There are over 200 projects to choose from in 4-H!

AND

4-H is America's largest youth development organization empowering nearly 6 million youth.



A Livestock Skillathon Contest and Workshop will be held at the UIUC Stock Pavilion on Saturday, November 4th from 8:30am - 1:00pm. Entry fee is \$5 and includes lunch. Registration on ZSuite closes on October 31. See the State 4-H newsletter or call our office for more information.



The new 4-H year is upon us! Included in this newsletter are step-by-step instructions on how to re-enroll in the 4-H enrollment system, zsuite. Please follow these instructions. Once you get a confirmation email you will know that your child(ren) is ready for the new year! Again this year, the local donor will be paying for your \$20 program fee so there will not be a fee for you to enroll. When you get to the

payment page it should total \$0 and you will "checkout" and your enrollment will be sent to our office for approval. If you have any further questions, please let us know. We look forward to starting this new 4-H year with you! We have some fun things in store for the year and can't wait to see you all!

If you would like to take a look at all the different projects 4-H has to offer before you sign up you can see a complete project guide by going to: https://4h.extension.illinois.edu/ways-participate/projects or by scanning the Find Your Spark QR Code below:

In addition to the step-by-step instructions included in this newsletter, the state office has also put a YouTube video together outlining each step that you can access by going to:

https://www.youtube.com/watch?v=z5LsCT69Qh4&t=2s or by scanning the video QR Code below:











https://4h.zsuite.org/



Step 1: Create a Household/ Family Account

- 1. Click on SIGN UP
- 2. Select ILLINOIS from the state drop-down menu
- 3. Select your county of residence in the next drop-down.
- 4. Enter your preferred email address and confirm it. News & updates are communicated primarily by email.
- 5. Enter the last name of the primary household member who will be responsible for the 4-H youth information entered into the system.
- 6. Create and confirm a password that is easily remembered. The password needs to be at least 6 characters in length.
- 7. Create a 4-character PIN. This PIN allows the primary adult household member to electronically sign documents for enrollment.
- 8. Select LET'S GO.

Your family account has now been created! Continue to Step 2.

ZSUITE (4-H ENROLLMENT SYSTEM)

The website to enroll and change projects. This will also be a place you can register for State or county events.

4h.zsuite.org

PASSWORD: _____





Step 2: Enroll each volunteer and 4-H club member:

- 1. From your family account dashboard click on the +HOUSEHOLD MEMBER button.
- 2. Enter the member or volunteer's name, role, and birth date for the youth. Click CONTINUE.
- 3. Then you will enter the requested member or volunteer personal information. Required fields are starred. When you are done with that, click NEXT.
- 4. Next, you will read and electronically sign the 4-H participation waivers and releases. When you are done, click NEXT.
- 5. Then you will get a club screen where you will select if you're there to enroll in a club or not. Select "I AM signing up for a club", then you'll get options to select your club(s) and desired project(s).
- 6. Start by hitting the +ADD CLUB button.
- 7. On the window that pops up, first 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.
- 8. Then select your club from the drop-down list. When you select a club, you'll see a club description that will tell you more about your selected group. If you are happy with your selection, finalize it by hitting the ADD CLUB button.
- 9. Select +ADD PROJECT for the club selected. Select the desired project from the drop-down menu. Select ADD PROJECT and your 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 next to the project name and confirm you wish to delete the project.
- 10. When done, click ADD TO CART.
- 11. You will be taken to the cart checkout. If you want to add additional family members click ADD ENROLLMENT.
- 12. Once you have added all participating family members (youth & volunteers), click pay for enrollments on the main screen.
- 13. The cart should say \$0 as our donor is paying your fee, however, you still need to click checkout for your enrollment to be submitted.

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!





https://4h.zsuite.org/



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

- 1. Login with your family's email address 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 re-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 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 clubs. Select the desired project from the drop-down menu. Select ADD PROJECT and the 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 click ADD ENROLLMENT.
- 13. Once you have added all family members (youth & volunteers), click pay for enrollments on the main screen.
- 14. The cart should say \$0 as our donor is paying your fee, however, you still need to click checkout for your enrollment to be submitted.

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