

Re-Enrollment Process for ZSuite



Welcome back to 4-H! To re-enroll, please complete the steps below. Youth and screened adults who will be serving as volunteers must re-enroll in the 4-H program through ZSuite.

Parents who are NOT volunteers do NOT need to enroll.

1. LOGGING INTO YOUR ZSUITE ACCOUNT

The first thing you are going to do is go to 4h.zsuite.org.

1. Enter the email address and password you previously set up for your family account.
2. This will take you to the CHOOSE A PROFILE screen.
3. Choose the PRIMARY button – this will be your family account.
4. Enter your pin in the pop-up window and click SUBMIT.
5. This will take you to the household page.

2. RE-ENROLLING MEMBERS/VOLUNTEERS

1. Find the person's name you'd like to re-enroll and click on the blue ENROLL NOW button next to the name.
2. Review the member's or volunteer's personal information. Update any information.
 - a. DO NOT change years in 4-H. This has been taken from previous year's records. If you think the years are incorrect, please call the office.
 - b. Pay particular attention to the school as this is something that might change.
 - c. The grade should automatically update.
3. Click the pink NEXT button at the bottom of the screen. This takes you to the WAIVERS screen.
4. Read and electronically sign and date the 4-H participation waivers and releases. Click the pink NEXT button at the bottom of the screen.

You will get a **club screen** where you will select your club and desired projects.

1. Choose "I AM signing up for a club."
2. Check your list of clubs for accuracy.
 - a. Delete clubs by hitting the X button next to the listed club.
 - b. Add clubs by clicking +ADD CLUB button.

Projects do not roll over from previous years.

1. Open club details by clicking on the club name or down arrow.
2. Select +ADD PROJECT for the club selected. Select the desired project from the drop-down menu. Click ADD PROJECT. Repeat this step until you have added all projects.
3. Click ADD TO CART.

You will be taken to the cart checkout payment screen. From that screen you can **add additional family members** or **complete your enrollment and pay**.

1. Click green +ADD NEW ENROLLMENT to add another member OR
2. Pay for enrollment.
 - a. To pay by credit card click blue PAY WITH CREDIT CARD button.
 - b. To pay by check, click SUBMIT & PAY LATER/IN PERSON
3. A \$20 4-H Program fee applies to all enrolled youth.
 - a. If your club pays part of the fee, you will only be charged your part of the fee.
 - b. If your club pays the full fee, click the blue SUBMIT & PAY LATER/IN-PERSON.
 - c. If the family pays the fee – You can pay by check or credit card
 - d. Families with 4 or more children enrolled in 4-H will pay a \$60 maximum fee. Please contact the office prior to payment for directions.
 - e. **NOTE: You will not be considered a 4-H member until we receive payment.**
4. Enter your payment information on the cart checkout, if applicable. You can pay online with a credit card or via check payable to "University of Illinois Extension". Mail payment to 421 W. Pines Rd., Suite 10; Oregon, IL 61061

Once complete, your enrollments will be submitted to the county Extension office for review. Your enrollment status will be changed to "approved" upon review and receipt of payment if applicable.

Once you are approved, you are ready to explore all that 4-H has to offer!

NEED ASSISTANCE?

Questions? Call our office at 815-732-2191 or email Amy at amykm@illinois.edu.