

# New Member Process for ZSuite



**Welcome to 4-H!** We are excited to welcome you to the 4-H Program in DeKalb County. To enroll, please complete the steps below. Youth and screened adults who will be serving as volunteers must enroll in the 4-H program through ZSuite.

**Parents who are NOT volunteers do NOT need to enroll.**

## 1. CREATE A NEW ZSUITE FAMILY ACCOUNT

The first thing you are going to do is go to [4h.zsuite.org](http://4h.zsuite.org).

1. Click SIGN UP.
2. Select ILLINOIS from the drop-down menu.
3. Select OGLE as your county of residence in the drop-down.
4. Enter your preferred email address and confirm it.
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. Click LET'S GO.

Your family account has now been created.

## 2. ADD MEMBER(S) & PAYMENT

Once your ZSuite Account is created, you are now ready to **add members or screened volunteer adults**.

1. From your family account dashboard click +HOUSEHOLD MEMBER.
2. Enter the member's name, role, and birth date for youth. Click CONTINUE.
3. Enter the member's personal information. Required fields are starred. Click NEXT.
4. Read and electronically sign the 4-H participation waivers and releases. Click NEXT.

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

1. Click +ADD CLUB button.
2. Click DEKALB as your county. This defaults to the county submitted when you created your account.
3. Select your club from the drop-down list. When you select a club, you will see a club description that will tell you more about your selected group. Click ADD CLUB.
4. 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.
5. Click ADD TO CART.

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

1. Once you have added all additional members, click pay for enrollments on the main screen.
2. A \$20 4-H Program fee applies to all enrolled youth.
  - a. If your club pays the full fee, click the blue SUBMIT & PAY LATER/IN-PERSON.
  - b. If the Family Pays the Fee – You can pay by check or credit card
  - c. 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.
  - d. **NOTE: You will not be considered a 4-H member until we receive payment.**
3. Enter your payment information on the cart checkout, if applicable. You can pay online with a credit card or via check payable to "DeKalb County 4-H Foundation". Mail payment to 1350 West Prairie Drive Sycamore, IL 60178.

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 815/758-8194 or email Nicole at [groezing@illinois.edu](mailto:groezing@illinois.edu).



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University of Illinois Extension provides equal opportunities in programs and employment.

If you need a reasonable accommodation to participate in this program, please contact the DeKalb County Extension Office at 815/758-8194. Early requests are strongly encouraged to allow sufficient time for meeting your access needs.