

New Member/ Re-Enroll Process for ZSuites



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.*

1. Create a New ZSuite Family Account

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

1. Click **SIGN UP**.
2. Select **ILLINOIS** from the drop-down menu.
3. Select **DEKALB** 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**.

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**.
5. Select **"I am a 4-H Club Member"** Even if this is your first year in 4-H.

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**.
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 Fee – Select the “Pay later/in-person” button.
 - b. If the Family Pays the Fee – You can pay by check/cash 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 login 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.

Need Assistance?

Use the ZSuite support chat or email in the bottom right of the enrollment system screens or call our office at 815-758-8194. You can also email Lydia at lydian@illinois.edu.