

# Enrollment FAQ's 2022-2023

## General Enrollment

### What do I need to enroll?

- NEW MEMBERS: 1. Assumption of Risk Liability Form 2. \$20 program fee
- RETURNING MEMBERS: 1. \$20 program fee
  - o Some clubs pay member fees, check with your club
  - o Most returning members should have an Assumption of Risk form on file, but if not then one will need to be acquired before enrollment can be approved. The forms are "one-and-done" meaning that once we have one on file, you will be set for your time in 4-H

### Is the County Agreement Form required?

- The County Agreement Form is no longer required to be signed and submitted to the Extension office. Clubs can require it at the club level if agreed to. To be eligible to exhibit at the summer 4-H show, members still must do the following:
  - o Attend a minimum of 3 meetings or activities
  - o Complete a talk or demonstration
  - o By May 1, be enrolled in the project area that the member intends to exhibit during the summer 4-H show

### How do I enroll?

- Just visit the website, <https://4h.zsuite.org/> and create an account.

### I am having trouble with my password/I forgot my password...What do I do?

- At the bottom of the log in screen, there is a "forgot my password" option. Select that for both of the above dilemmas. During the website upgrade, the password requirements were changed so this may make your original no longer valid. Still having problems? Email Kenzie at [mkraft@illinois.edu](mailto:mkraft@illinois.edu) for additional help.

## Payment

### My 4-H Club pays the programs fees. What do I do when ZSuite asks for payment?

- Mark pay by cash or check. Do not enter credit/debit information.

### I am trying to input my credit card information but I am having problems...what should I do?

- If you prefer to pay by card, close out of your browser and come back a little later and try again. Sometimes the site can get overwhelmed and these glitches occur. If you are having the same problem, it is best to take a screen shot or photo of the error/problem to send to Kenzie so IT can better troubleshoot the issue.

## Projects and Project Books

### I selected my projects for the year and now I've decided I want to add another one. How do I add a project area after I've submitted enrollment?

- Members may add project areas upon initial enrollment. Currently, the system will not allow for members to add projects later. HOWEVER...the Extension office can make the changes on our end until May 1. If a member wants to add or drop a project, you just need to let us know via phone or email. 4-H staff will happily make the change for you. We can make changes after 4-H enrollment is completed.

#### I cannot locate a county level project on the website, are county projects still available?

- If you are having problems locating a project area, reach out to Extension staff to help you locate it. There are project guides located on the McLean County Extension Website. If the project happens to be a County Level project, then it will fall under a few projects starting with "County" on ZSuite. The guide on the website can help narrow this down or staff can help as well.

#### How do I get project books?

- The process for ordering publications is different this year. Please read the following carefully. The warehouse where we previously ordered from has closed. Going forward, families will be responsible for purchasing their own project books. The books can be purchased through the Illinois Shop 4-H site, linked below. If a member is undecided about a project or wants to explore it before purchasing a project book, we encourage them to check out SPARK sheets available on the State 4-H website or printed at the Extension Office. The site is also linked below.
- Not all books are required for projects. The 4-H Show Book will have what projects are required.
  - Illinois Shop 4-H: <https://shop4-h.org/collections/illinois-virtual-pop-up-shop>
  - SPARK Sheets: <https://go.illinois.edu/4hsparksheets>

## Volunteers

#### I am a screened volunteer for a 4-H club. Do I need to enroll?

- Yes! All volunteers and club leaders must enroll in ZSuite. New volunteers must complete the volunteer screening process and re-screenings take place every 5 years. If you are interested in volunteering, contact the Extension office and we'll help you get the process started.

#### I am a 4-H Leader, how do I view the members that have enrolled in my club?

- On the new website, you are able to view members that have submitted their enrollment, their enrollment status, and contact information. You first need to have your enrollment approved. Once approved, you can view the roster and directions are located on the McLean County website.

For other enrollment questions you may have, you can contact Kenzie Kraft [mkraft@illinois.edu](mailto:mkraft@illinois.edu)



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If you need a reasonable accommodation to participate in this program, please contact the McLean County Extension Office at 309-663-8306. Early requests are strongly encouraged to allow sufficient time for meeting your access needs.