

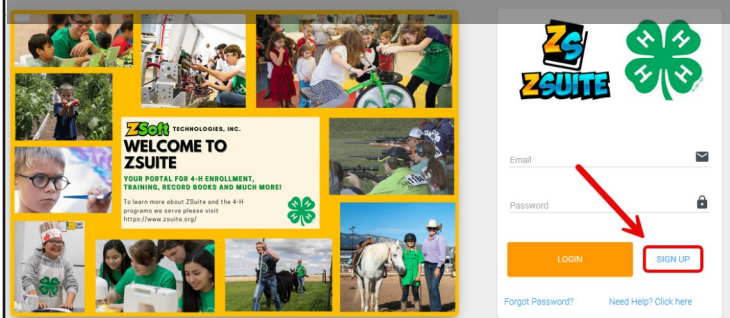


Rutgers Cooperative Extension  
4-H Youth Development

# Enrolling Volunteers in NJ 4-H with Zsuite

These directions will walk you through the steps for enrolling in New Jersey 4-H.

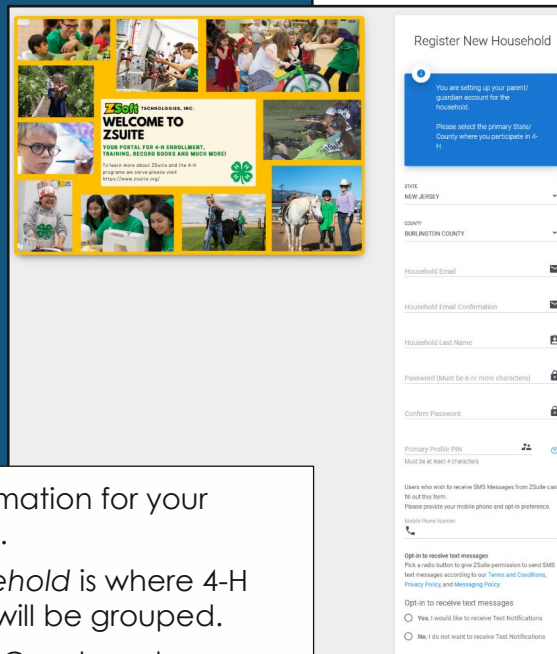
## Setting Up Your Household



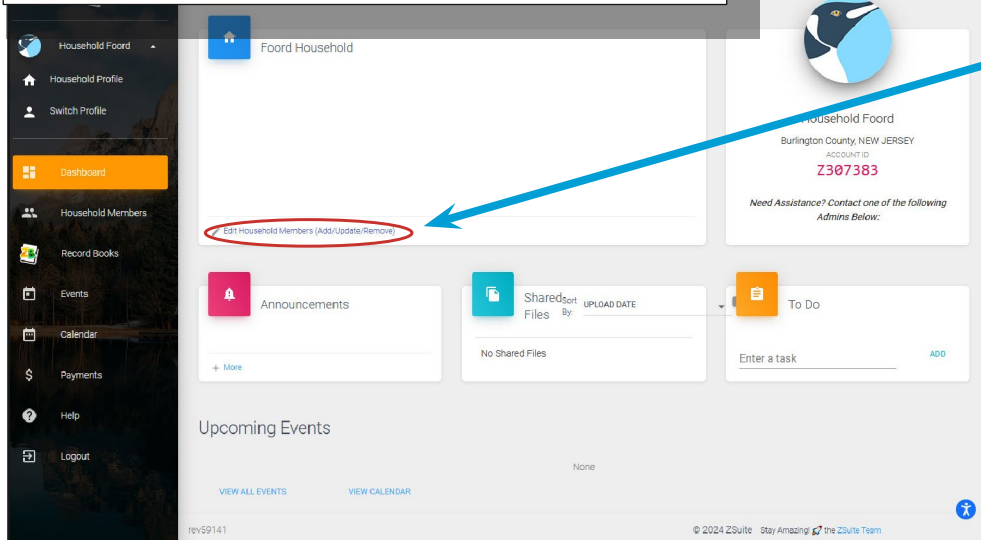
Go to <https://4h.zsuite.org> and select *Sign Up*.

Enter information for your household.

Your household is where 4-H members will be grouped. Click *Let's Go* when done.



## Welcome to the Dashboard



Your browser will open to your Zing Suite dashboard.

Click *Edit Household* to begin a 4-H enrollment.

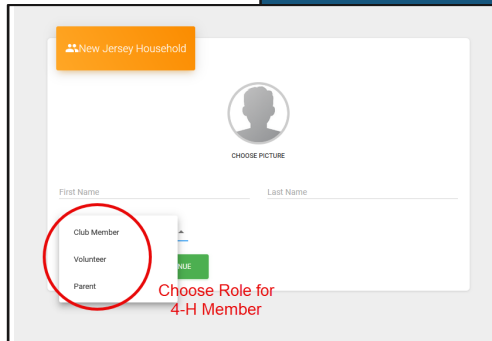
**Announcements**—your county, or the State 4-H Office, will post 4-H announcements about upcoming 4-H events or activities here.

Stay tuned!

**Shared Files**—documents that may be useful to 4-H members in your household.

**To Do**—this section allows you, or the 4-H Office to list 4-H related tasks that need to be completed. This may include reminders to register for events or submit a record book.

## Enrolling as a 4-H Volunteer



New Jersey Household

CHOOSE PICTURE

First Name Last Name

Club Member  
Volunteer  
Parent

Choose Role for 4-H Member

When you add a 4-H member record to your household, you'll choose a role:

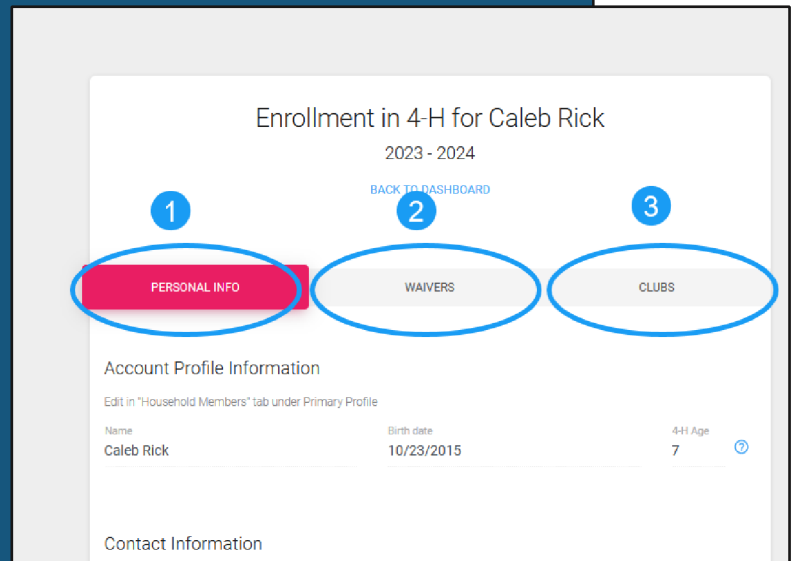
- Club Member,
- Volunteer,
- Parent (not enrolled).

Next, you'll complete three sections:

1. Personal Information
2. Waivers
3. Clubs (and projects)

### Personal Information

- Contact Information for the member
- Demographic Information: geographic, ethnicity, race, and gender
- Emergency Contact Information (1, required and 2, optional)
- Military Service of Family
- Volunteer Questions



Enrollment in 4-H for Caleb Rick

2023 - 2024

[BACK TO DASHBOARD](#)

1 PERSONAL INFO 2 WAIVERS 3 CLUBS

Account Profile Information

Edit in "Household Members" tab under Primary Profile

Name	Birth date	4-H Age
Caleb Rick	10/23/2015	7

Contact Information

## Save and Come Back!

You can save your enrollment at any time and come back later to complete it.

Scroll to the bottom of the screen and select **Save**

## Waivers

Information and agreements required for participation in 4-H

- Volunteer Screening
- References (1, 2, 3)
- Health Form (Allergies)
- 4-H Media Release
- 4-H Code of Conduct
- Adult Release of Liability
- Photo Submission Release

Some waivers reference events yet to come, you will have the opportunity to review these in conjunction with registration for the event.

# Clubs and Projects

PERSONAL INFO    WAIVERS    **CLUBS**

Click the Add Club button to add one or more Clubs  
Click on a club to view projects

**+ ADD CLUB**

**Artful Aardvaarks**  
County: Example County    Primary    **MEMBER**

**Club Description:**  
A fictional 4-H club for the purpose of enrollment demonstrations.

**Projects:**  
Arts & Crafts

**+ ADD PROJECT**

Click on a club to view projects

Choose a Club    **Select the club**

COUNTY  
EXAMPLE COUNTY

**Example Club**  
Rambunctious Rabbits 4-H Club

CANCEL    **ADD**

Projects:

Select the county where the club is based and then select the club.

When done, click **Add**.

In this final section, you'll add the clubs and projects the 4-H member will participate in.

Click on **Add Club**.

**Rambunctious Rabbits 4-H Club**    MARK PRIMARY    **MEMBER**

County: Example County

**Club Description:**  
A fictional rabbit club created to demonstrate enrollment.

**Projects:**    **Select project(s) associated with the club.**

**+ ADD PROJECT**

PREVIOUS    BACK TO DASHBOARD    SAVE FOR LATER    **SUBMIT**

Next, you'll add projects for your club. Add all those the 4-H member will be participating in. (If you have questions on which projects to choose, check with your club leader or your county 4-H Office.)

After you've added all your clubs and projects, click **Submit**.

Dashboard

New Jersey Household

This is your dashboard. You can view/add to your household members below, view announcements, shared files and more. Click the ? button to learn more about the dashboard

**+ HOUSEHOLD MEMBER**    Show Archived Members

Theodore Cleaver    **CLUB MEMBER (PENDING APPROVAL)**    **UPDATE ENROLLMENT**

Back at the Dashboard you can see the status of your enrollment and add family members to your household profile.

If you need to make changes to your submission, click **Update Enrollment**.

County 4-H staff will review your enrollment and contact you with any questions. You'll receive an email when you're enrolled.

**Thank you for joining New Jersey 4-H!**

**Success!**

You have successfully submitted your enrollment.

**OK**

Animals/Rabbits/Cavies\Small Animals

You'll get a screen confirming your entry, click **OK**.