Enrollment for New & Existing LCC 4-H Members

- Montana 4-H enrollment begins October 1st!
- The enrollment process is fully online. If you experience any struggles with ZSuites you should click the ‘Chat’ box at the bottom of the screen and chat with a ZSuites support person. They’re very helpful!
  - While the Extension Office also tries to be helpful, we are NOT ZSuite tech gurus. We will help where we can, but the ZSuites chat is your best option.
  - If you do not have internet access or a computer/device to complete the process online you can come into the office and use our laptop. We can’t do it for you because the parent/guardian of members and the volunteer themselves is completing all of the legal authorizations.
  - Unfortunately there is no paper option, but if you need help we are here!

1. Go to https://4h.zsuite.org/

2. Click on Sign Up (to the right of the login button)

3. Fill in all of the fields to set up your Family/Primary account.
   a. If Re-Enrolling: The adult email should match the Family email we carried over from 4Honline last year. To check what e-mail you used, please contact your club leader or the Extension Office.
   b. The adult e-mail and password is used by everyone in the family to login to ZSuites in the future.
   c. If you want to change the Adult/Family email you can do so once the account is set up the first time.
   d. You set your own PIN and it can be as many numbers/letters as you’d like.

4. Click Let’s Go!

5. Each family member previously enrolled in 4Honline (our old enrollment system) should appear on the main screen in a colored box. If enrolling for the first time, you’ll need to add a new family member.

   a. If Re-Enrolling: In the Enrollments section, you will see a list of all household members and their current enrollment status. (Note the background color of each member. Red signifies inactive profiles, while green signifies a member that is currently enrolled.) Click on each family member to go to their dashboard and begin enrolling them.
b. If you need to leave, prior to finishing your enrollment, click the 'SAVE FOR LATER' link at the bottom right of the form so you will not have to re-enter the data you’ve already completed.

6. **You can pay the $10 per child enrollment fee under the Checkout tab.** Payments online will be assessed an added fee (Stripe, our online payment platform, assesses a fee for each charge). To avoid the fee, you can pay cash or check at the Extension Office, 100 W. Custer Ave, Helena, MT. Please make checks out to LCC 4-H Council.

7. **Once your enrollment is completed, your county administrators will be contacted regarding your enrollment.** Your enrollment will be in a 'Pending Approval' state until approval from your county staff and payment is received.

And now you’re enrolled! Welcome to...

LEWIS & CLARK COUNTY 4-H
MONTANA STATE UNIVERSITY EXTENSION

#LEWISCLARK4H | #MONTANA4H | #4HGROWWHERE

HEAD | HEART | HANDS | HEALTH