



# MONTANA 4-H ENROLLMENT WITH ZSUITES

## 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!

### Re-Enrolling in 4-H

1. Go to [4h.zsuite.org](http://4h.zsuite.org)
2. Log in with your information from last year
3. Select the "Primary" profile and enter your pin.
4. Click the drop down arrow for the applicable members (Note the background color of each member. Red signifies inactive profiles, while green signifies a member that is currently enrolled.)
5. Enroll for the 4-H year
  - a. Update personal information
  - b. Update Member Media Release, Member Code of Conduct and Member Medical Form and Authorization for Treatment
  - c. Add your club and project(s)
6. Click submit. (if you need to stop before you're done make sure to click save before exiting)

### New Family in 4-H

1. Go to [4h.zsuite.org](http://4h.zsuite.org)
2. Click Sign-up
3. Select New Household
4. Click '+ Household Member'
5. Enroll for the 4-H year
  - a. Update personal information
  - b. Update Member Media Release, Member Code of Conduct and Member Medical Form and Authorization for Treatment
  - c. Add your club and project(s)
6. Click submit. (if you need to stop before you're done make sure to click save before exiting)

## Once Submitted

You can pay the \$20 membership fee under the Checkout tab. Payments online will be assessed an added fee (PayPal, 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.

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 | #4HGROWSHERE



HEAD



HEART



HANDS



HEALTH