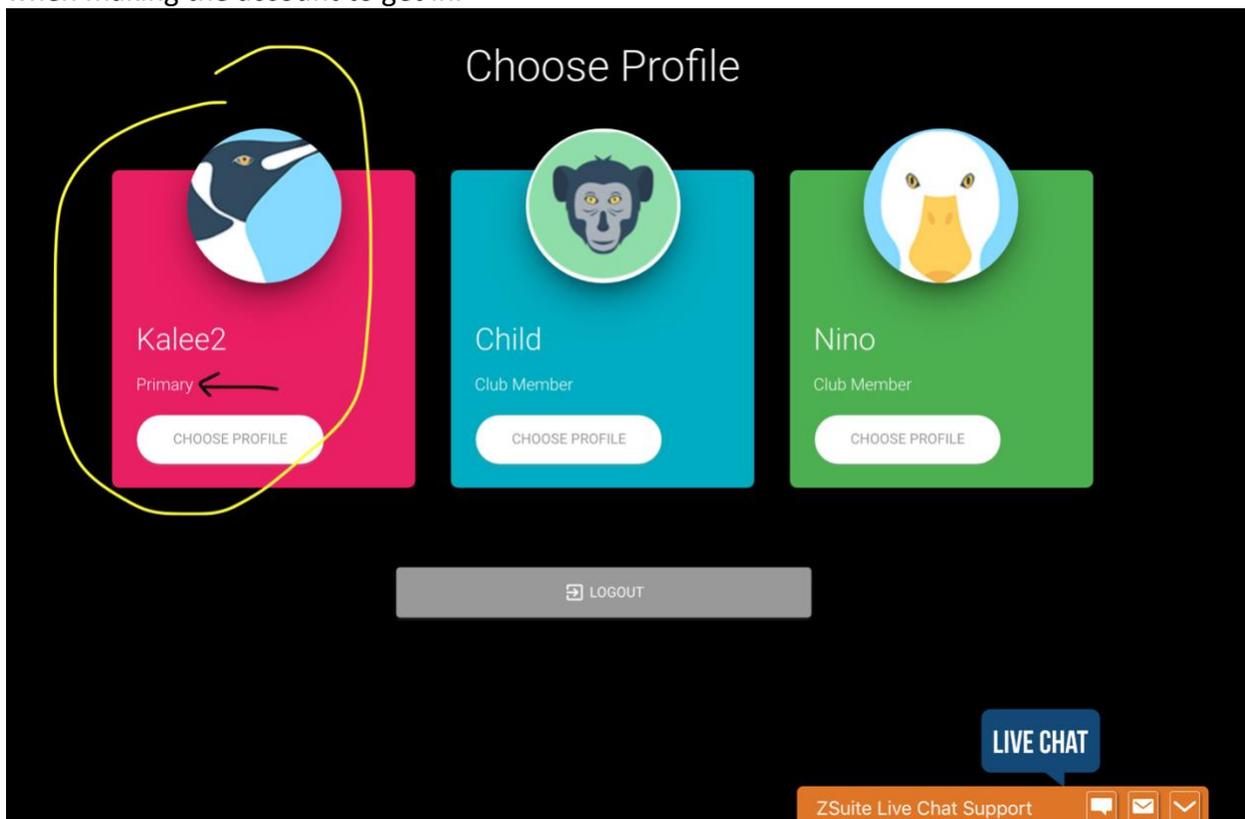


Please follow along with this YouTube video to help you with your account creation and enrollment: <https://www.youtube.com/watch?v=Ydf6tuXaOgU&t=50s>

If you have already logged in and you just need to enroll follow the steps before which are also shown later on in the video(it is separate from making an account, this year it will feel very repetitive because it is filling out the same questions you filled out when making an account. In following years this will be your only step.)

When you login and get the black screen with the household tiles you will Click you primary household tile (which may be named ___ Household or be named the primary account users name, what every you updated it to when creating the account) and use your pin you created when making the account to get in.



Once in, use the left menu bar and click dashboard, this will bring you to the screen listing all your household members. This screen is where you can add additional household members as well as enroll all members and volunteers yearly.

Dashboard

SWITCH PROFILE

HunterLeader Household

Click or Tap a row to view additional details

Click on the name of the person once in this list to enroll them

Show Archived Members

	Kalee2 HunterLeader	PRIMARY(PARENT/GUAR)	ACTIVE		
	Child Hunter	CLUB MEMBER	ACTIVE		
	Nino Hunter	CLUB MEMBER	PENDINGPAYMENT		

[+ HOUSEHOLD MEMBER](#) [PAY FOR ENROLLMENTS](#)

To add more youth or volunteers click here

LIVE CHAT

ZSuite Live Chat Support

Once you have all your member and volunteer accounts created and showing up in this list you will still need to enroll them. This is where it starts to feel repetitive this year but in future years your household list will remain the same and you only need to start at this step to enroll yearly. Click the name of the person you wish to enroll first, this will open a dropdown menu that will either say “Enroll” which means they have not been enrolled yet for this year, “continue enrollment” which means enrollment was started but never submitted for this year, or “update enrollment” which means you have submitted enrollment but if you need to make any changes such as adding or dropping projects or clubs you can click here, make those changes and resubmit. **WARNING:** Any changes or enrollments you do will not be reflected on the county end unless you hit that final submit button everytime!



Kalee2 HunterLeader

- Household Profile
- Switch Profile
- Dashboard
- Newsletter
- Record Books
- Clover Academy
- Events
- Calendar

Dashboard SWITCH PROFILE

HunterLeader Household

Click or Tap a row to view additional details

Show Archived Members

 Kalee2 HunterLeader PRIMARY(PARENT/GUAR) ACTIVE

Year: 2020 - 2021

Club: Sample 4-H Club | Role: Leader

Will say "Enroll", "Continue Enrollment" or "Update Enrollment" depending on where you are in this years enrollment for that person

[> UPDATE ENROLLMENT](#)

 Child Hunter CLUB MEMBER ACTIVE

[LIVE CHAT](#)

ZSuite Live Chat Support   



Kalee2 HunterLeader

- Household Profile
- Switch Profile
- Dashboard
- Newsletter
- Record Books
- Clover Academy
- Events
- Calendar

SWITCH PROFILE

Enrollment in 4-H for Kalee2 HunterLeader

2020 - 2021

PERSONAL INFO
WAIVERS
CLUBS

Account Profile Information

Edit in "Household Members" tab under Primary Profile

Name
Kalee2 HunterLeader

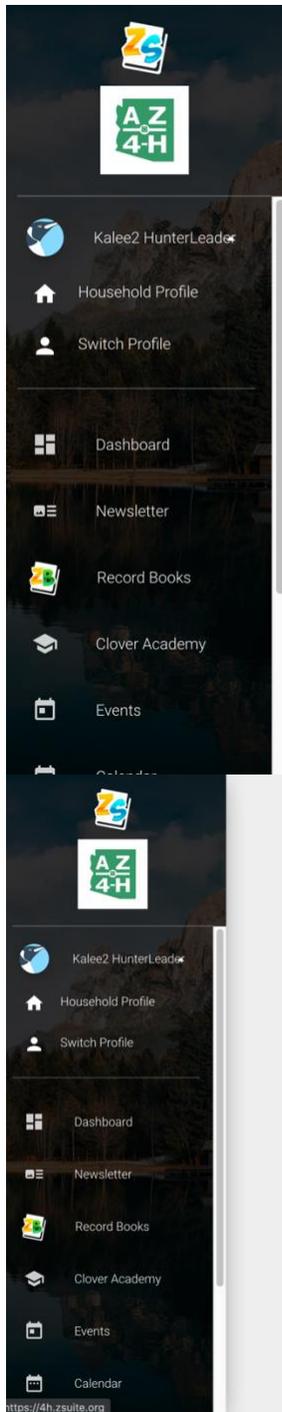
Basic information

Email *
kalee.hunter@yahoo.com

Primary Phone Number * [LIVE CHAT](#)

GENDER * RACE

ZSuite Live Chat Support   



Enrollment in 4-H for Kalee2 HunterLeader
2020 - 2021

These trainings and waivers will be required yearly to continue as a volunteer!

PERSONAL INFO **WAIVERS** CLUBS

Read over and complete the following releases

If you are enrolling as a volunteer you will have some additional waivers and trainings on this page. In Pima County we require you to select yes and complete: Code of Conduct, Multimedia Release, Medical Information, Youth Safety training, and Harassment training

You can select NO for Defensive Driving, and Chaperone Training. We do not require or certify for those in our county

Code of Conduct

Indicate below that you have reviewed the Arizona 4-H Youth Development Adult Code of Conduct and agree to abide by these expectations and will support those in charge as they perform their responsibilities to see that appropriate behavior is maintained.

The full Code of Conduct is available online at <https://extension.arizona.edu/state-4-h-forms>, click on volunteers, or it is also available through your County Extension Office.

Cash handling is optional, If you are handling club dues, listed on a club account, or think you will be handling cash during the year please take this training.

UPLOAD COMPLETED FORM ? training.

LIVE CHAT

ZSuite Live Chat Support

Enrollment in 4-H for Kalee2 HunterLeader
2020 - 2021

Make sure you select the ENROLL button at the bottom of this page to submit all changes!

PERSONAL INFO WAIVERS **CLUBS**

Choose one or more Clubs then press "Add Club"

COUNTY
PIMA COUNTY **ADD CLUB**

CLUB

Drop down the clubs menu and select a club before hitting add club, it will now show up as a tile below, you can add multiple club tiles if you are enrolling in several clubs

Sample 4-H Club X

County: Pima County
Primary

Projects:
Adventure/Challenge/Adventure/Challenge

ADD PROJECT **To update your projects in a current enrollment click here**

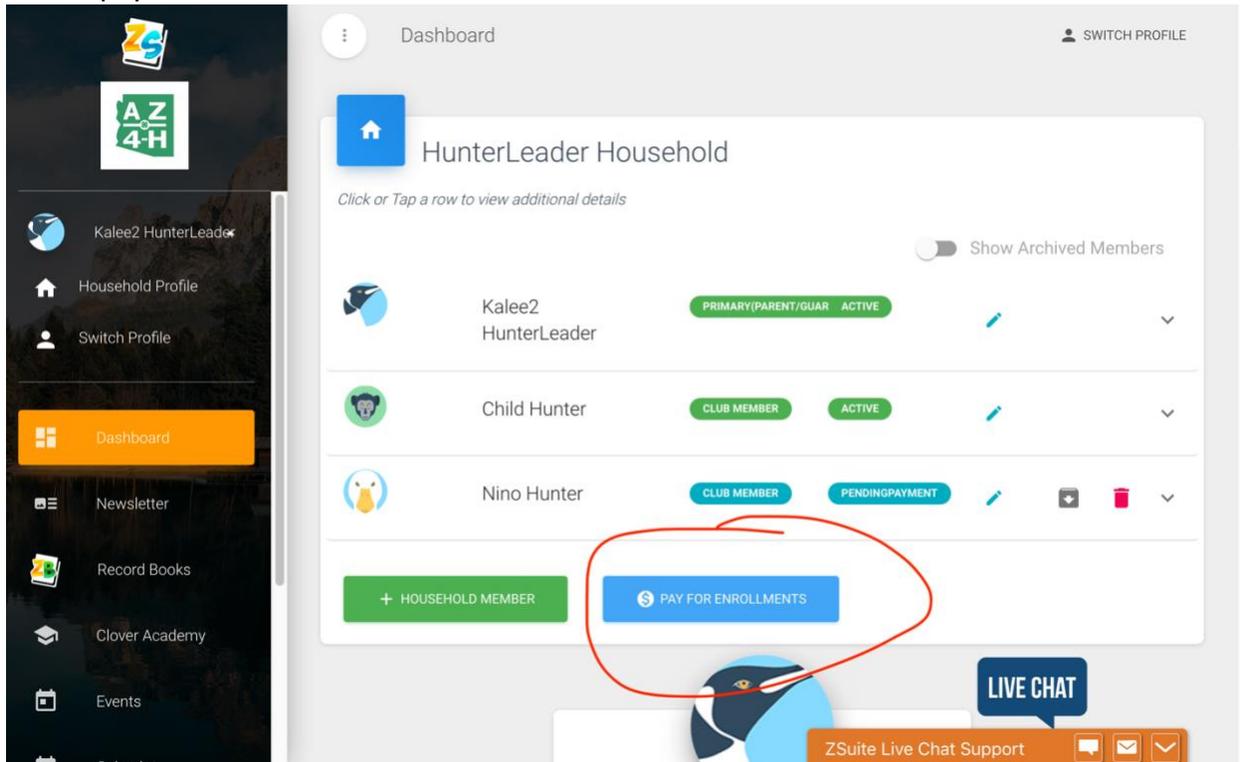
LIVE CHAT

ZSuite Live Chat Support

Once you have selected the final Enroll button, skip any payment requests till the very last person is fully enrolled. You will go back to your dashboard and repeat the enrollment steps with each household member.

Once you have completed them all you can select "Pay for Enrollments". If your club is paying for your enrollment or they ask you to pay cash or check instead please do not do this step, ask your club what they prefer. If you are paying online you can always come back to this step at

any time, it is on your dashboard tab at the bottom of the page. When you pay online you should pay for all enrollments at once and there will be a small credit card use fee.



You are now all enrolled! Your will show as either pending approval or pending payment! If you are a volunteer you should have no payment and just be pending approval, please let your club leader know if you are volunteer and finished enrolling so they can let the office know to approve you ASAP.

All youth enrollments will remain pending until the enrollment deadline in December when the county will approve all enrollments at once with confirmation of your participation from your club.

If you have any questions during this process please use the Live Chat on the bottom of your window. These programmers can help you. If they are unable to, and it is a very county specific question you can email kchunter@arizona.edu for help, I will do my best to answer your question.