Enrolled 4-H Member Event Registration Guide

1. Go to 4h.zsuite.org
2. Login to your family account
   (If you do not have an account please follow the enrolling on Zsuite guide first and come back to this guide once complete)

3. Enter primary account holder profile (the tile with a pin number)
4. On that profiles left hand menu select “events”

5. Scroll to find the Military Teen Adventure Camp Session you are looking to enroll in
6. Select Register now

7. You should see the child’s name you want to register with a register button next to them, if you do not make sure you have followed the enrolling guide completely and contact your county office staff to approve your enrollment so that the youth member is fully active.

8. Select register, on the next page fill out all questions and blanks

9. Once you complete one child you will be taken back to the main screen where it will show you the just completed child’s name and not submitted under it.
10. If you have other youth to register follow the steps for those by clicking register next to their name under the completed child’s name and repeat steps 6-9.

11. Once all youth who are attending have the not submitted message under their name you need to click the final submit button and you will receive a message of success when complete.
12. Youth will be marked as pending and once they are approved by the event admin you will receive an email to complete payment.

13. After you receive this email you will login to your primary account again (tile with the pin), go to the event page again (left hand menu “events”>scroll to the event>Select “continue registration”)

14. Select Checkout at the bottom of the page

15. Fill out the payment information and select “submit payment”

16. You are all registered and you will receive an email from the event admin that will include a camp packet with some waivers we will need back from you and other important information about camp such as a packing list and drop off/pick up information

Thank you!