



For Families: Enrolling Youth Online

Purpose:

Families are encouraged to use the online process to enroll youth members into 4-H. This helpsheet will walk through the enrollment process.

Logging into ZSuite

The first step to enrolling a youth member is to log into ZSuite, the online enrollment system. Please use Chrome or Firefox browsers when using ZSuite. The Safari web browser is not supported for the enrollment process.

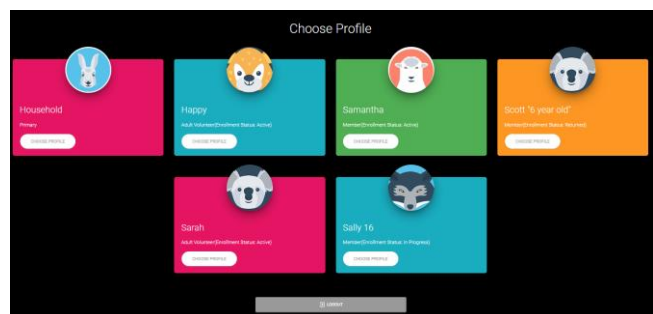
1. Go to <https://4h.zsuite.org/>
2. If your family has been active in 4-H in the last 7 years, you will have a household account in ZSuite.
3. Enter your email address and password.
4. If you do not remember your email address, please contact your [local 4-H county office](#) and they can provide you with the email address.
5. If you forgot your password, or have never logged into ZSuite before, click FORGOT PASSWORD and follow the prompts. You can also view the [Family Video: ZSuite Household Account Password Reset](#) for more information.

The image shows the ZSuite login interface. At the top, there are logos for 'ZS ZSUITE' and the 4-H clover. Below the logos are two input fields: 'Email' with the placeholder 'tammytestfamily@gmail.com' and a password field with masked characters. There are two buttons: an orange 'LOGIN' button and a blue 'SIGN UP' button. At the bottom, there are two links: 'Forgot Password?' and 'Need Help? Click here'.

Enrolling a Youth Member

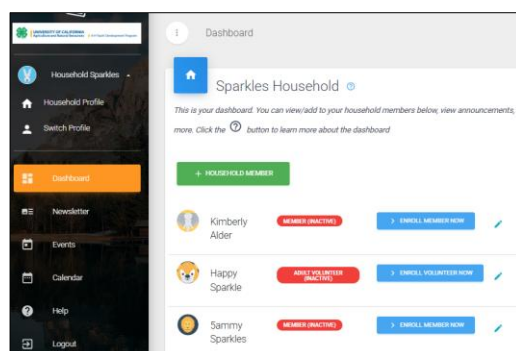
The second step to enrolling a youth member is to create a household member profile or to enroll an existing household member.

1. Select your Household Primary profile by clicking **CHOOSE PROFILE**.
2. Enter your ZSuite PIN.



3. From the Dashboard, locate the youth member you wish to enroll and click **ENROLL MEMBER NOW**. – This will change the enrollment status from **Inactive** to **In Progress**.

If this is a new member, click **+HOUSEHOLD MEMBER** to create a new profile and start an enrollment.



4. Account Profile Information will already be filled out for you based upon entries in your Household Account and Profile. Please see the [Families: Updating Household Account & Profile Information Helpsheet](#) if you need to change this information.
5. Complete the fields in the **PERSONAL INFO** section & click **NEXT**.

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PERSONAL INFO UNITS WAIVERS

Account Profile Information
Edit in "Household Members" tab under Primary Profile

Household Name Sparkles	Household Email cathycountymanager@gmail.com	Household Phone 5555555555
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Mailing Address
1234 MAIN AVE, SACRAMENTO, CA 95838

Name Kimberly Alder	Birth Year 2010	4-H Age 15
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NEXT

6. Click **+ADD UNIT** to add a Unit and Unit Role to the enrollment.
7. Click **+ADD PROJECT** to add a project to the unit enrollment.

Youth members must have at least one project for every unit enrollment.

8. Once all Units & Projects are added, click **NEXT**.

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PERSONAL INFO **UNITS** WAIVERS

Click the Add Unit button to add one or more Units
See UC 4-H Project Areas for more information about projects.

Select All projects you are interested in but are not enrolling in for the current 4-H year

+ ADD UNIT

NEXT

9. From the **WAIVER** section complete the following waivers:
 - a. Consent Surveys & Evaluations (if member has a 4-H age of 9 or older)
 - b. Youth Waiver of Liability, Assumption or Risk, and Indemnity Agreement
 - c. Member Enrollment Acknowledgment
10. The other waivers do not have signature fields but should be reviewed.

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PERSONAL INFO **UNITS** **WAIVERS**

Read over and complete the following releases

11. Click the **HEALTH HISTORY & TREATMENT AUTHORIZATION** button.

A new browser tab will open to display the Youth Member Health History & Treatment Authorization Form.

If this does not occur, please make sure you are using either Chrome or Firefox as your web browser.

12. Complete all fields of this form and click **SUBMIT FORM**.
13. The system will process the submission; provide confirmation you have submitted the form and take you to a page that you can print or save the submitted form.

HEALTH HISTORY & TREATMENT AUTHORIZATION

Member Information	
Legal First Name *	Kimberly
Legal Last Name *	Hope
Date of Birth *	12/10/2010

Emergency Contact Information	
First Name *	Sarah
Last Name *	Sparkles

Submit Form

Form submitted successfully! X

14. Return to the ZSuite browser tab, and click **SUBMIT**. – *This will change the enrollment status from **In Progress** to **Pending**.*

The enrollment cannot be reviewed and made Active until you go back to ZSuite and submit the enrollment so that I has a Pending status.

15. If you have not completed the Heathy History waiver, you will receive an error message.
16. If you have completed all sections of the youth enrollment, you will receive a confirmation the enrollment has been sucessfully submitted.

ZSuite X Youth Member Health History X

SUBMIT

Error!

An error occurred: Please Complete the Health History & Treatment Authorization On the Waivers Tab

OK

Success!

You have successfully submitted your enrollment.

OK

For questions, please contact your [local 4-H county office](#).

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