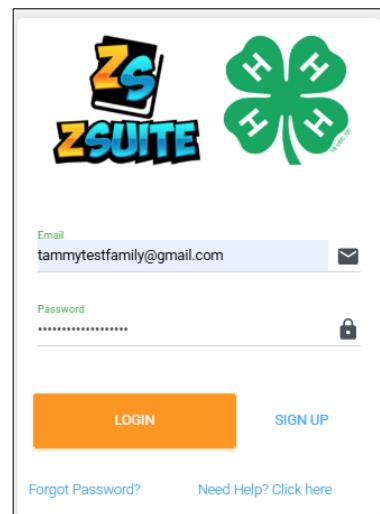# Volunteers: Enrolling Online

Purpose:

Volunteers are encouraged to use the online process to complete their application to be a 4-H adult volunteer. This helpsheet will walk through the enrollment process.

Logging into ZSuite

The first step to completing your 4-H adult volunteer application 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.



Adult Volunteer Enrollment

The second step to completing your 4-H adult volunteer application is to create a household member profile or to complete the online enrollment for an existing household member.

1. Select your Household Primary profile by clicking *CHOOSE PROFILE*.
2. Enter your ZSuite PIN.
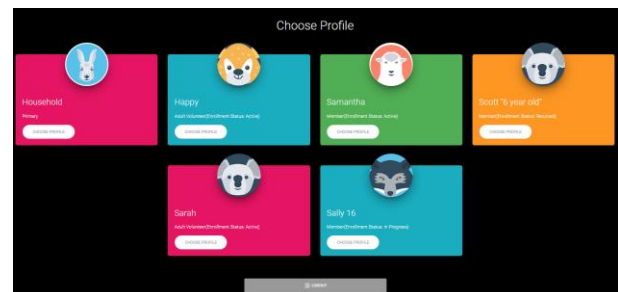
3. From the Dashboard, locate the adult you wish to enroll and click *ENROLL VOLUNTEER NOW*. – *This will change the enrollment status from* **Inactive** *to* **In Progress**.

> If this is a new member, click *+HOUSEHOLD MEMBER* to create a new profile and start an enrollment.
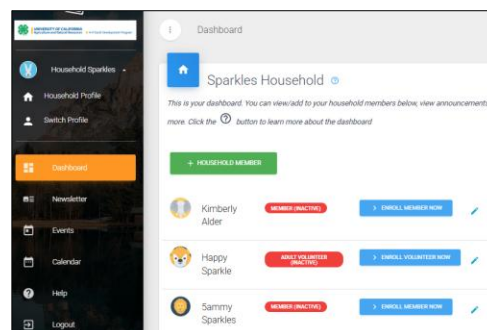
4. Account Profile Information will already be filled out for you based upon entries in your Household Account and Profile. Please see the [Families: Updating Household Account & Profile Information Helpsheet](#) if you need to change this information.
5. Complete the fields in the *PERSONAL INFO* section & click *NEXT*.

6. Click *+ADD UNIT* to add a Unit and Unit Role to the enrollment.
7. If you will be involved with a project, click *+ADD PROJECT* to add a project to the unit enrollment.
8. Once all Units & any Projects are added, click NEXT*.*

9. From the *WAIVER* section complete the following waivers:
   a. Waiver of Liability, Assumption or Risk, and Indemnity Agreement
   b. Adult Volunteer Enrollment Acknowledgment
10. The other waivers do not have signature fields but should be reviewed.

11. Click the *CONFIDENTIAL SELF-DISCLOSURE* button.

> A new browser tab will open to display the Confidential Self-Disclosure Form.
>
> If this does not occur, please make sure you are using either Chrome of 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.

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 Confidential Self-Disclosure, you will receive an error message.
16. If you have completed all sections of the adult volunteer enrollment, you will receive a confirmation the enrollment has been sucessfully submitted.

For questions, please contact your local 4-H county office.