Alaska 4-H Enrollment in ZSuite

NEW FAMILY PROFILE

After October 1st of each year, go to https://4h.zsuite.org to enroll

1. Fill in the required fields
2. Click **SIGN UP**
3. Create a PIN
4. Select Alaska and your home District
5. Click **LET'S GO**

### Adding 4-H Members

You are now on the **Dashboard** tab

1. To add a household member, select **HOUSEHOLD MEMBERS** from the left side dashboard
2. On the next screen, select **+HOUSEHOLD MEMBER**
3. Decide whether you are first enrolling an adult volunteer or a club member
4. Fill in the required fields for your enrollee information, sign waivers, and **+ CLUB** and **+PROJECT**
5. Finish by clicking **SUBMIT**

You will return to the **HOUSEHOLD MEMBERS** screen. The member you added should appear on the list along with yourself. Repeat this process for the other members of your household that want to enroll in 4-H.

**ONCE SUBMITTED, YOUR ENROLLMENT WILL CHANGE FROM INACTIVE TO PENDING PAYMENT. ONCE YOUR ANNUAL DUES ARE PAID (CREDIT CARD, CHECK, OR CASH), YOUR ENROLLMENT CHANGES TO PENDING APPROVAL. ONCE PAYMENT IS RECEIVED, THE EXTENSION OFFICE WILL MOVE YOUR ENROLLMENT TO ACTIVE.**

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