

To enroll:

1. Visit <https://4h.zsuite.org/> - you can use any browser, but Google Chrome works the best.
2. If you have never used Zsuites before, start by creating a new account. If you have an existing Zsuite account, log in with your username and password.

****Detailed instruction on creating a new account can be found here: <https://zsuite.s3.us-east-2.amazonaws.com/static/Help/ZSuiteHelp/Creatinganewaccount.html>**

****Zsuites works off of "households," which means you will *only create one account for your entire family*****

3. Add household members for each of your youth needing to be enrolled as well as any adults in your household who will be enrolling as volunteers or club leaders (i.e., your spouse)

****Detailed instructions on adding household members can be found here: <https://zsuite.s3.us-east-2.amazonaws.com/static/Help/ZSuiteHelp/CreateClubMemberProfiles.html>**

****Adults that are approved volunteers will need to enroll as *VOLUNTEERS*, unless you are the primary club leader for that particular club. If you would like to become a volunteer, please contact the Extension office for an application. If you are not planning to work with youth as a volunteer, you will register as a *PARENT*.**

4. Enroll each youth and adult volunteer or parent.

****Detailed instructions for enrolling can be found here: <https://zsuite.s3.us-east-2.amazonaws.com/static/Help/ZSuiteHelp/Enrollment.html>**

Make sure to download the medical form, fill it out, and then upload the signed copy to each household member's accounts. *You will not be approved on the county level until those forms are attached to your enrollment and complete with signatures. You can also auto sign if you have the Adobe feature.*

Once you have completed enrollments, you will be approved by the county OR state (for volunteers).

Here is the link to see available projects: <https://aces.nmsu.edu/4h/projects/index.html>

If you do not have access to a computer, ZSuites is very mobile-friendly, so that you can do all of this on your phone. It is recommended not to use the app as it does not update in a timely manner. Instead, follow the instructions to add to your mobile device here: <https://zsuite.s3.us-east-2.amazonaws.com/static/Help/ZSuiteHelp/AddingZSuitetoyourMobileDevice.html>

If you do not have accessible internet or phone access, you are welcome to come into the office to complete a paper enrollment form.

This system has many great features, and it can be your home for all things 4-H. As we navigate through the enrollment portion and everyone gets familiar with the system, we will be letting you know about different features to make everything much more accessible!