Returning 4-H Family Help Sheet

RETURNING 4-H Families:
Have your family login with the previously used email & password (if they do not know their password have them click on "Forgot Password" link), if they do not remember what email they used, county agents/admin are able to seach for the family in zsuites.

Dashboard

After the family has logged in, they will be directed to their Dashboard. Beside the family name, the status will be "Inactive". From the Dashboard they will need to Click "More Actions" then click "Create Enrollment"

Create Enrollment

☁ EXPORT CSV

Status: **IN PROGRESS** ✏

Enrollment in 4-H for Example Family John Doe
2020 - 2021

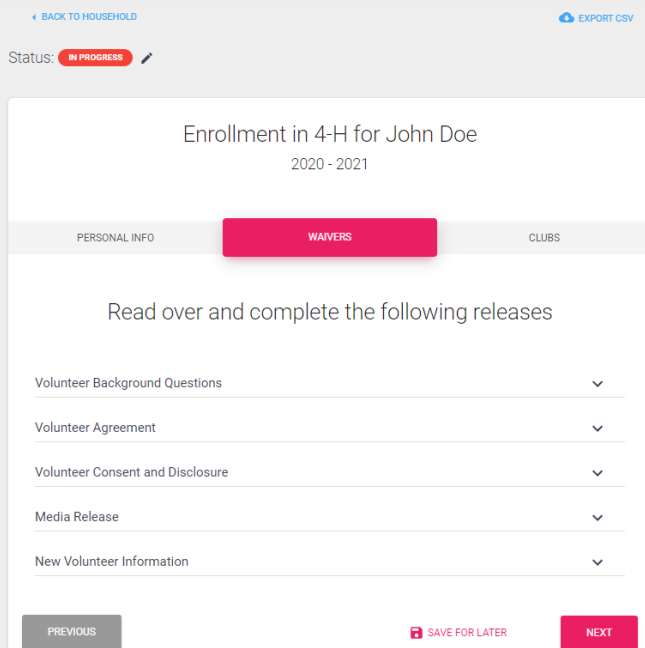| PERSONAL INFO	WAIVERS	CLUBS
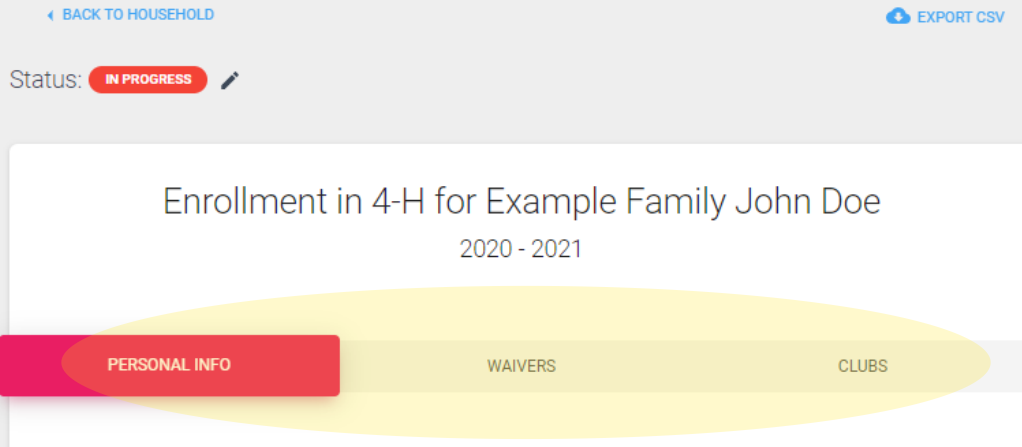
Personal Information:
If the family member needs to update their mailing address, phone number, ect. they may do so on this tab.
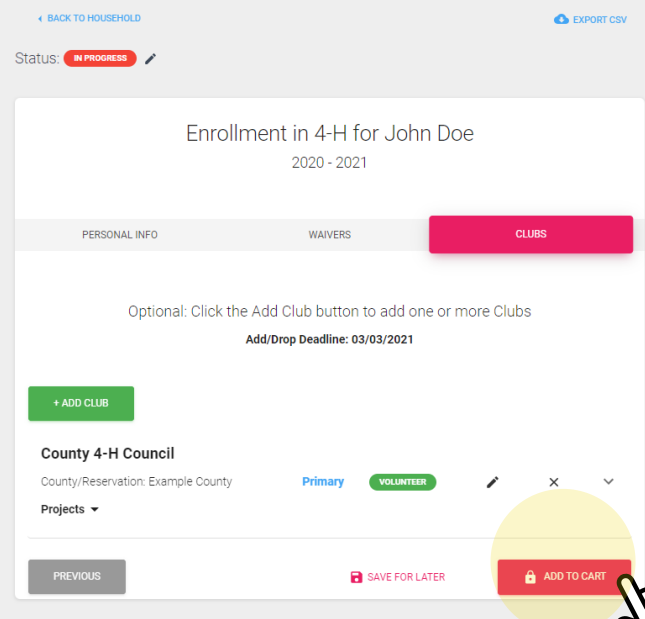
Waivers:
All returning members/volunteers will need to re-sign the waivers.

Clubs:
Volunteer/Members are able to add the clubs they volunteer for or are apart of.

☁ EXPORT CSV

Status: **IN PROGRESS** ✏

Enrollment in 4-H for John Doe
2020 - 2021

PERSONAL INFO	WAIVERS	CLUBS

Read over and complete the following releases

Volunteer Background Questions	⌄
Volunteer Agreement	⌄
Volunteer Consent and Disclosure	⌄
Media Release	⌄
New Volunteer Information	⌄

PREVIOUS   📄 SAVE FOR LATER   NEXT

Important: Make sure to let the families know that they must re-sign the waivers to become active.

☁ EXPORT CSV

Status: **IN PROGRESS** ✏

Enrollment in 4-H for John Doe
2020 - 2021

PERSONAL INFO	WAIVERS	CLUBS

Optional: Click the Add Club button to add one or more Clubs
Add/Drop Deadline: 03/03/2021

+ ADD CLUB

County 4-H Council
County/Reservation: Example County   **Primary**   **VOLUNTEER**   ✏   ✕   ⌄
Projects ⌄

PREVIOUS   📄 SAVE FOR LATER   🔒 ADD TO CART

To finish they will click "Add to Cart" and will return to the Dashboard, from there they will be able to continue to re-enroll other volunteers or youth. If they need to add a new member they will simply click "+Add Member" from the Dashboard, and continue the process.