



The deadline for **Returning Families** is **JANUARY 3<sup>rd</sup>**

The deadline for **New Families** is **MARCH 6<sup>th</sup>**

The deadline to **Add/Change Projects (New and Returning Families)** is **MARCH 6<sup>th</sup>**



#### **Enrollment Instructions for New and Returning Families:**

1. Visit <https://4h.zsuite.org/>. If you have never used ZSuites start by creating a new account. If you have an existing Zsuite account, log in with your username and password.
2. Click on **+ HOUSEHOLD MEMBER** to enter each youth and adult that will be participating.

Adults should be entered as PARENT unless they are an approved VOLUNTEER.

*\*Only the Organizational leader and Co-leader(s) will enroll as LEADER.*

3. Complete all fields on each tab: **PERSONAL INFO, WAIVERS, and CLUBS**

*\*Waivers – make sure to download the liability form to complete it, print & sign, then upload the completed form in the tab.*

*\*Clubs – be sure to select only one club AND as many projects as you like.*

4. Click **SUBMIT**

*\*Your enrollment will not be approved unless all fields are complete and the liability form is uploaded.*

*\*\*You may bring your completed liability form to the Extension office or give to your leader and we will upload it for you.*