

Household/Family

Frequently Asked Questions

1. How do I add a new member to the household?

The way to add household members depends on if your state has enrollments turned on or not.

If the state has enrollments turned on:

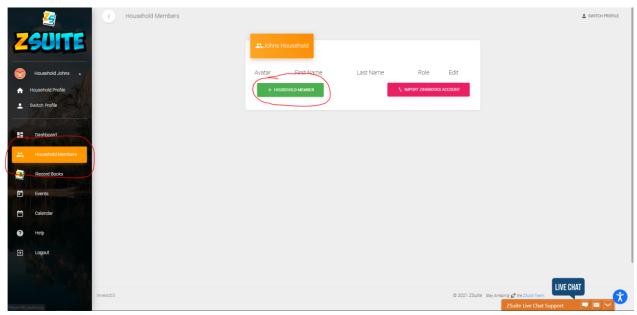
- 1) Go to the dashboard of your primary account
- 2) Click on the green "+ Household Member"

<u> </u>	1 Dashboard			SWITCH PROFILE
ZSUITE	Johns Household		- we	
Household Johns	Click or Tap a row to view additional details			
- and the		Show Archived Mem	Household Jon	ns
Household Profile Switch Profile	Add a Household Member by clicking on "+ HOUSEHOLD MEM	BER" button	EXAMPLE Forrest County Elejones 😂 📞	
E Dashboard			ACCOUNT 0 Z113631	
Record Books			Clubs	
Events			Club Status	
Calendar		_		
Help	Announcements	Shared Files SortBy: UPLOAD DATE	- 📮 🗎 To Do	
➔ Logout	County Fair - Livestock Registration	test de la test	Enter a task	ADD
M. Kee	Don't forget to attend the mandatory Livestock Registration event on 12/31/2019. You will not be able to show an animal in the 2020 County Fair if you do not attend this event.	test de 24 2019 1834 am (2) years ago)		
	State Meeting for Equestrian Be 1: 2019 at 131 me () year ap) We will hold the State meeting for all Eguestrian clubs in Philadelphia on 10/11/2019. Please check your events area and sign up!!!	State New Club Form &		

If the state does NOT have enrollments turned on:

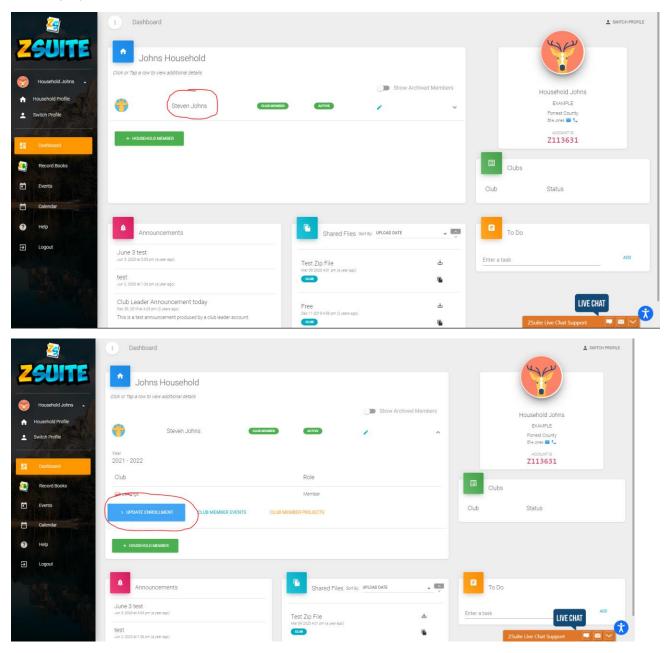
- 1) Log into your primary account
- 2) Click on the "Household Members" tab on the left navigation menu
- 3) Click on the green "+ Household Member" button on that page



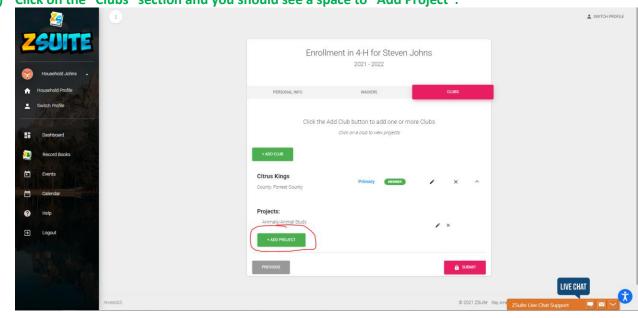




- 2. How do I add a new club or project to my "active" enrollment?
- 1) Go to the dashboard of your primary account
- 2) Click on the "Update Enrollment" button under the name of the kid you want to add the project to. If the button is not under their name, click on their name on the dashboard:







3) Click on the "Clubs" section and you should see a space to "Add Project":

4) Click the "Submit" button and it will update the enrollment with the newly added projects



3. How do I pay for my enrollment(s)?

If your state has not activated online payments, please contact your local county Extension Office.

If your state has online payments turned on:

- 1) Log into your primary account
- 2) If there is a member with the status of "Pending Payment", a button that says "Pay for Enrollments" will appear to the right of the "+ Household Member" button. Press that to go to the payment page

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ZSUITE	Johns Household Citck or Tap a row to view additional details			
Household Johns Household Profile Switch Profile Benhoard	Steven Johns Core unxeen	Jiii Show Archiv	ad Members	Household Johns EXAMPLE Forest County Biname III L Accounts Z113631
Record Books Events Celendar	LIPDATE ENROLLMENT CLUB MEMBER EVENTS CLU HOUSENCI, D.MEMBER OPAYTSK ENROLLMENTS	J9 MEMBER PROJECTS	Clubs	Status
 Help Logout 	Announcements	Shared Files Sort By UPLOAD DATE	To Do	e
	June 3 test on a million and project opposite test Jun 1, 1000 et 100 project oppi	Test Zip File Mar do 2020 4/01 pm (a year ago)	ط Enter a task	A00
	Club Leader Announcement today De: 10 2019 er 425 pm (2 years apc) This is a test announcement produced by a club leader account.	Free Dec 11 2019 4 59 pm (2 years app)	a 8	LIVE CHAT ZSuite Live Chat Support

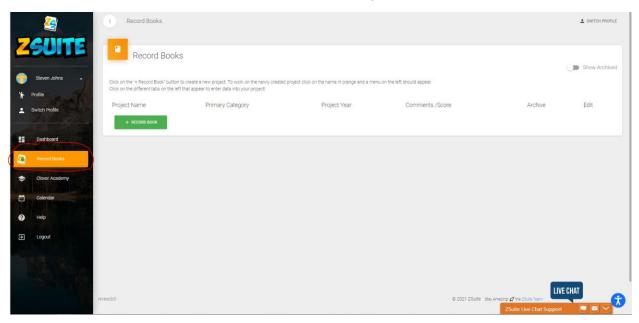
3) The page will break down the cost of each individual enrollment and will have a button to pay which depending on your LGU's payment method will either have you pay on our site or take you to an external site to pay:

2	•			SWITCH PROFILE
ZSUITE	Cart Checkout			
🤭 Household Johns 🔺 📶		Name	Amount	
A Household Profile		Base Enrollment Fee for Steven Johns	\$10.00	
Switch Profile		Scholarship for Steven Johns	\$-14.00	
A Contraction		Testing for Steven Johns	\$5.00	
Dashboard		Transaction Fee:	\$0.00	
Record Books		Total Due:	\$1.00	
Events		+ ADD ENROLLMENT SUBMIT &	8 PAY LATER/IN-PERSON	
Calendar Calendar				
Help			PAY WITH TOUCHNET	
➔ Logout				
			LIVE	CHAT
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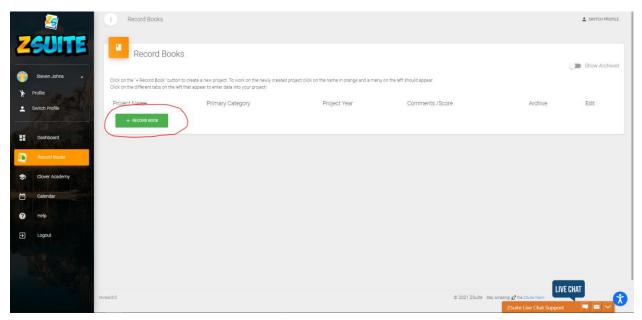
4) After the enrollment has been paid for, the enrollment status will be set to "Pending Approval"



- 4. How do I create a record book?
 - 1) Log into any club member account type in your household
 - 2) Click on the "Record Books" tab on the left navigation menu



3) Click on the green "+ Record Book" button to create a new book





4) Fill out the information asked for:

2	I Record Books				SWITCH PROFILE
ZSUITE	Record Books				
Steven Johns	Create Record Book		CLUB		
 Profile Switch Profile 	Stevens Animal Study Book	BUB CATEGORY ANIMAL STUDY	CITRUS KINGS	RECORD BOOK THRE	• •
Deshboard	ANIMALS •	ANIMAL STUDY	PROJECT END YEAR	ANIMAL STUDY PROJECT	<u> </u>
Record Books	Start Date	ā	End Date		
Clover Academy Clover Academy Calendar	← BACK				
🕐 Help					
E Logout					
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NOTE: The primary category, sub category and record book type may be different from state to state

5) Click the "Save" button and you will notice the book listed with the project name you gave it:

2	I Record Books						SWITCH PROFILE
ZSUITE	Record Books						Show Archived
Steven Johns	Click on the '+ Record Book' button to create a new p Click on the different tabs on the left that appear to en		n the name in orange and a men	u on the left should appear.			
Switch Profile	Project Name	Primary Category	Project Year	Comments /Score	Archive	Edit	
Dashboard	STEVENS ANIMAL STUDY BOOK	ANIMALS/ANIMAL STUDY	2021 - 2022			1	1.1
Precord Books							
Clover Academy							
Calendar							
Y Help							
ə Logout							
M. Sal							LIVE CHAT
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5. How do I enter data into my record book?

- 1) Log into the club member account that has the book created
- 2) Go to the "Record Boks" tab
- 3) Click on the project name in orange:

2	I Record Books						SWITCH PROFILE
Steven Johns	Record Books	a new project. To work on the newly created project click on	he name in orange and a men	u on the left should appear.			Show Archived
Profile Switch Profile	Click on the different tabs on the left that appe Project Name		Project Year	Comments /Score	Archive	Edit	
Deshboard	STEVENS ANIMAL STUDY BOOK	ANIMALS/ANIMAL STUDY	2021 - 2022		8	1	÷
Record Books	+ RECORD BOOK						
Clover Academy							
Help							
윤 Logout							
							LIVE CHAT
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4) A list of new tabs will appear under the "Record Books" tab:

2	1						L SWITCH PROFILE
ZSUITE	Record Books						Show Archived
Steven Johns 🔹	Click on the "+ Record Book" button to create a ne Click on the different tabs on the left that appear	w project. To work on the newly created project click o to enter data into your project!	in the name in orange and a men	u on the left should appear.			Show Archived
Profile Switch Profile	Project Name	Primary Category	Project Year	Comments /Score	Archive	Edit	
	STEVENS ANIMAL STUDY HOOK	ANIMALS/ANIMAL STUDY	2021 - 2022			1	
Record Books	+ RECORD BOOK						
A Home (Stevens Ani							
Member Info							
Goals							
X Project Activities							
C Time Spent							
\$ Financial Statement	reveacb3				© 2021 ZSuite Stay Amaz		LIVE CHAT
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5) Click on the tab to load up that section of the book. These tabs will act as the "Pages" of the book where you can enter data into them

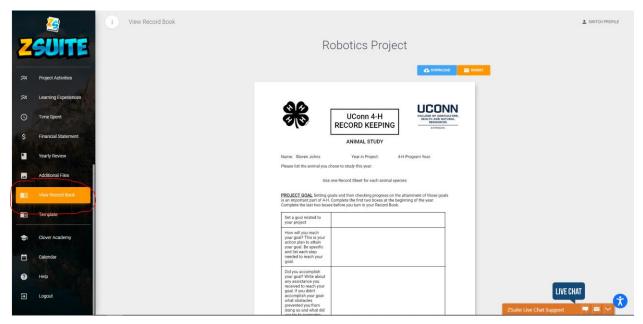
<u> </u>	I Goals	SWITCH PROFILE
ZSUITI	Project Goal Project Goal Setting goals and then checking progress on the attainment of those goals is an important part of 444 Complete the first two boxes at the beginning of the year. Complete the last two boxes before you turn in your Record Book	
Steven Johns	The data you type balan will be auto saved	
Switch Profile	Set a goal related to your project.	
Dashboard	How will you reach your goal? This is your action plan to attain your goal. Be specific and list each step needed to reach your goal.	
Record Books -		
A Home (Stevens Ani_	Du you accomplish your goal? Write about any assistance you received to reach your goal. Write about any assistance you received to reach your goal. If you didn't accomplish your goal - what obstacles prevented you from doing so overcome those obstacles?	o and what did you try to
Member Info		
🖉 Goals	For next year How will you change your goal?	
Project Activities		
A Learning Experiences		
Time Spent		
\$ Financial Statement	reveacb3 © 2021 ZBuite Say Amang of the Salah Temm	CHAT 🔀

The tabs that appear are differnet depenidng on your states record book.

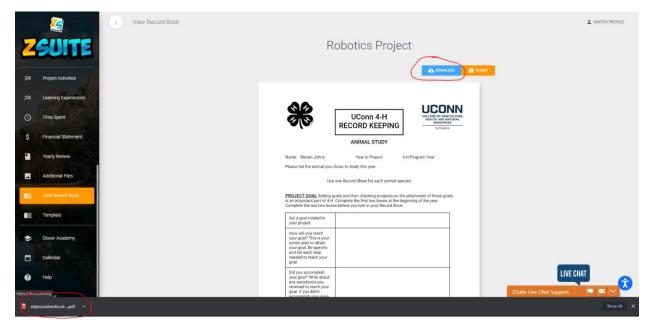
6) Some tabs will have a save button after you enter data, some have autosaving and some you enter into a table and save after every entry. These all depend on the data that is being asked and how it needs to be recorded.



- 6. How do I print my record book?
- 1) Once you are finished with your book, scroll down to the "View Record Book" tab. It might also say something else like Print/Submit Book, View Report, etc..... It's generally the last or second to last tab.



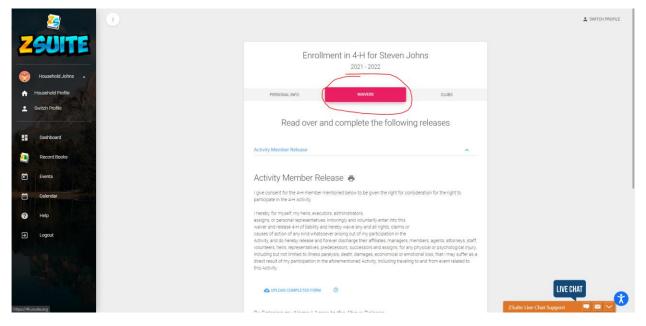
2) Click on the "Download" button to download a .pdf of the book an then use any program that you have to open the .pdf to print it off:





7. How do I upload a file to the waiver section of the enrollment?

- 1) Log into the primary account
- 2) Enter into the enrollment of the member you need to upload a document for
- 3) Once in the enrollment, go to the "Waiver" section

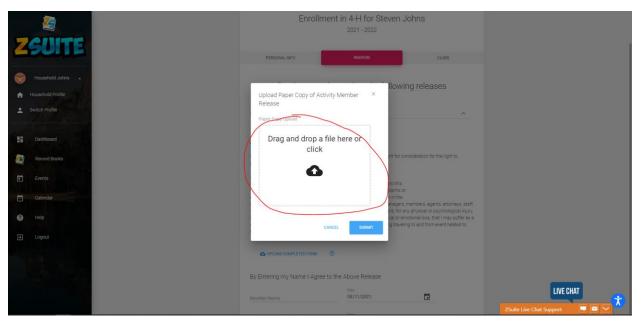


- 4) Once on that page, find the wavier you need to upload and you might see a "Upload Completed Form" button. This button does not always appear on waivers. It's dependent on the state to set up if the waivers can have uploads or not
- 5) Click on the "Upload Completed form" button

	Enroll	ment in 4-H for Steven Joh 2021 - 2022	าทร	
	PERSONAL INFO	WAIVERS	CLUBS	
Household Johns •	Read over a	and complete the following	releases	
Switch Profile	Activity Member Release		~	
E Dashboard	Activity Member Re	elease 🖶		
Record Books	I give consent for the 4-H member participate in the 4-H Activity.	mentioned below to be given the right for consid	leration for the right to	
E Events		utors, administrators, is, knowingly and voluntarily enter into this nd hereby waive any and all rights, claims or		
Calendar Helo	Activity, and do hereby release and volunteers, heirs, representatives, p	oever arising out of my participation in the forever discharge their affiliates, managers, mer redecessors, successors and assigns, for any pl paralysis, death, damages, economical or emotic	hysical or psychological injury,	
E Logat		the aforementioned Activity, including traveling to		
	By Entering my Name I Agr		a	LIVE CHAT
https://4h.zsuite.org	PERSONAL AND ALL AND	Dees	-	ZSuite Live Chat Support



6) Click on the lined box to open up a file explorer window to look for your file, or if you have the file explorer already opened you can drag and drop the file over



7) Once the file is uploaded, click on the "Submit" button:

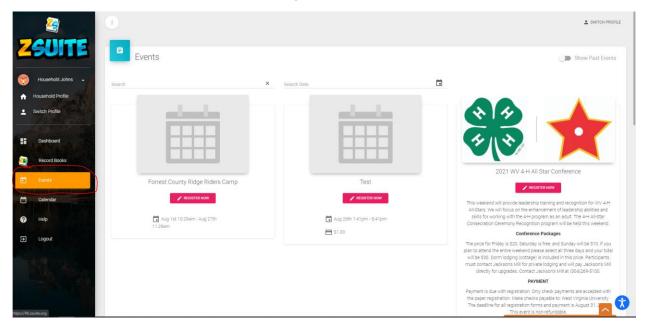
	Enrollment in 4-H for Steven Johns 2021 - 2022	
ZSUITE	FERSONAL INFO WAAVENC CLUBS	
Household Johns Household Profile Switch Profile	Upload Paper Copy of Activity Member × Ilowing releases Release Paper Copy Upload ^	
E Dashboard	Drag and drop a file here or click rt for consideration for the right to	
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Đ Logout	CANCEL WINNET	
	By Entering my Name I Agree to the Above Release	LIVE CHAT

Make sure if you are updating an enrollment that you scroll down and click the "Submit Changes" button to submit the newly uploaded form.



8. Where do I register for events? (Many households are logged into the club member profile instead of the primary profile when they ask this question)

- 1) Log into the primary account
- 2) Go to the "Events" tab on the left navigation menu



3) Click on the "Register Now" button under an events name and it will load up all the people eligible to register for that event

	2		SWITCH PROFILE
Z	SUITE	Registration for Event "Test"	
 нк ∴ sv 	Household Johns Household Profile witch Profile		
=	Dashboard	Aug 26th 1:41pm - 8:41pm	
-	Record Books	Who will be participating in this event?	
	Events	Steven Johns Reporter	
	Calendar	Event Fee: \$1.00 / per member	
0	Help		
Ð	Logout		
		reveac63 © 2021 ZSuite Say Amazing 💋 the ZBuite Team	



4) Click the blue "Register" button to the right of the name of the person(s) you want to register for the event, and it will pull up the register form for the event (if there is one).

2		SWITCH PROFILE
ZSUITE	Register Steven Johns	
Household Johns	Test	
Switch Profile	NOLE VOLUE A TRIMIT Yes (7 remaining)	
Dashboard		
Record Books		
Events		
Calendar		
Help		
➔ Logout		
U.S.		
https://4h.zsuite.org	© 2021 ZSuite Stay Amazing 🖉 the ZSuite Team	

- 5) One the registration form is filled out you can either click "Submit Registration" or "save and Register Another Participant". Which you choose to do is personal preference
- 6) If you press "Save and Register Another Participant" you will be taken back to the previous page and it will break down the event fee (if there is one) and will show you that their registration is not submitted and the "Submit Registration" button will appear for you to press to submit their registration.

2	0	SWITCH PROFILE
ZSUITE	E Registration for Event "Test"	
Household Johns Household Profile Switch Profile		
Dashboard	Aug 26th 1.41pm - 8.41pm One or more registrations are not submitted, please complete them and click	
Record Books	Submit Registration" Or "Clear" to remove it	
Events	Who will be participating in this event?	
Calendar	Steven Johns uppateregistration × CLEAR	
? Help	Not Submitted Event Fee: \$1.00 / per member	
➔ Logout		
	SIMMT REDISTRATION	
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