



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 search for the family in zsuites.

EMAIL

PASSWORD

LOGIN SIGN UP

Forgot Password? login Help

Dashboard

John Doe Household

CHOOSE AN ENROLLMENT YEAR
2020 - 2021

Avatar	First Name	Last Name	Role	Status	Last Active Year	Profile Flags	Edit
	Example Family	John Doe	PRIMARY	INACTIVE			

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"

John Doe Household

CHOOSE AN ENROLLMENT YEAR
2020 - 2021

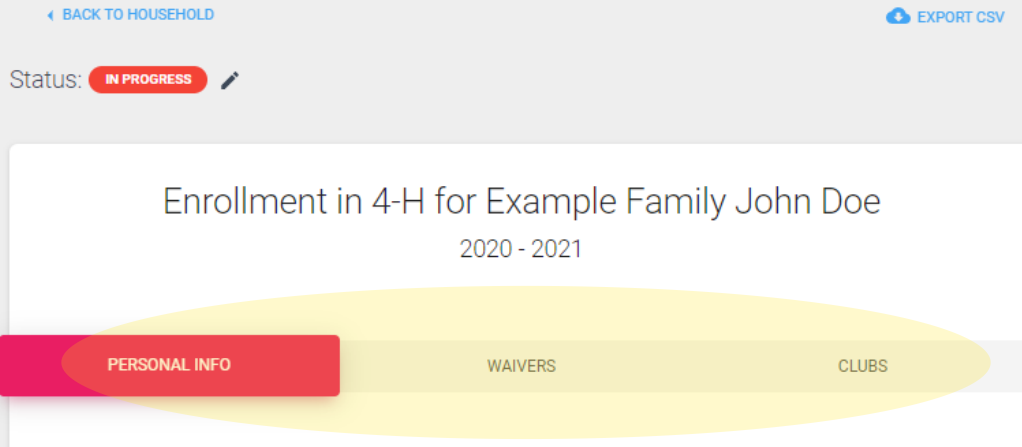
Avatar	First Name	Last Name	Role	Status	Last Active Year	Profile Flags	Edit
	Example Family	John Doe	PRIMARY	INACTIVE			

+ HOUSEHOLD MEMBER

MORE ACTIONS

- Member Documents
- Create Enrollment

Create Enrollment



Personal Information:

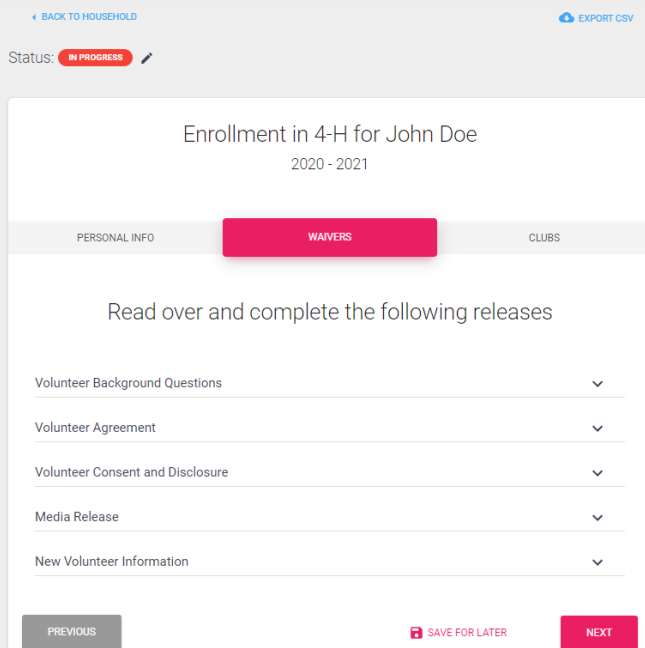
If the family member needs to update their mailing address, phone number, ect. they may do so on this tab.

Waivers:

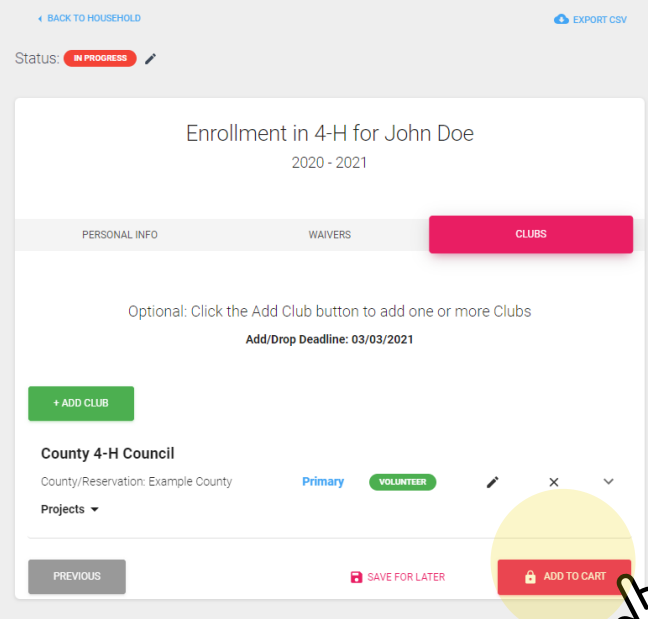
All returning members/volunteers will need to re-sign the waivers.

Clubs:

Volunteer/Members are able to add the clubs they volunteer for or are part of.



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



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.