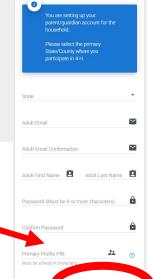# How to: Enroll your family in 4-H for the first time

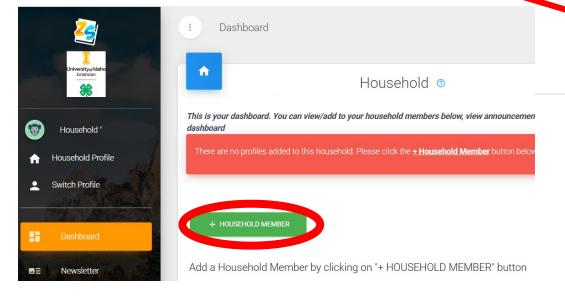**STEP 1:** visit https://4h.zsuite.org. Click the blue "SIGN UP" button.

STEP 2: enter the information requested. (choose Idaho for state and Ada for county). Click the orange "Let's Go" button. This will auto-populate a request for additional household contact information again on this page. If there are errors in creating your account, they will be highlighted in a pink box above the "Let's Go" button.
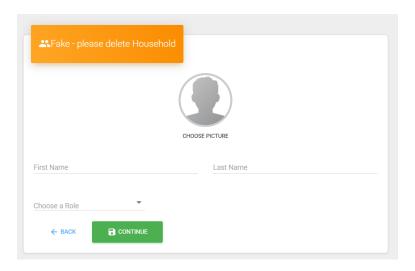

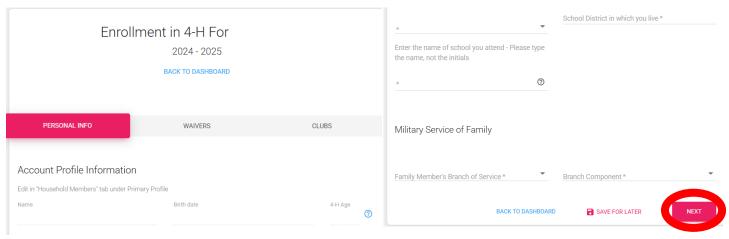**STEP 3:** Click the green +Household Member

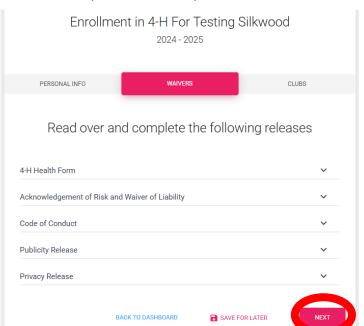Add a Household Member by clicking on "+ HOUSEHOLD MEMBER" button

STEP 4: Enter information requested. If you are enrolling a child, please choose "youth" in the **Role** box. *Please do not need to create an adult profile unless you are an approved 4-H volunteer*. If you are interested in becoming a certified adult 4-H volunteer, please do not create your adult role profile until our office approves your application. To access this application, please email your request to adacounty4h@uidaho.edu.

STEP 5: Enter the requested information in this screen (please read the directions in each box closely). Click the pink "NEXT" button.

STEP 6: Complete all of the requested information for the five (5) waivers. After completing all required information, please click the pink "NEXT" button
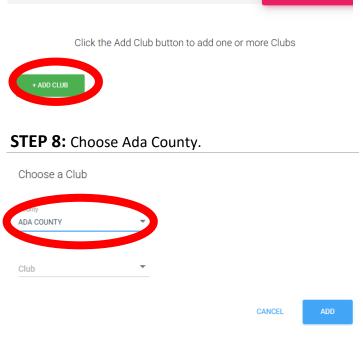
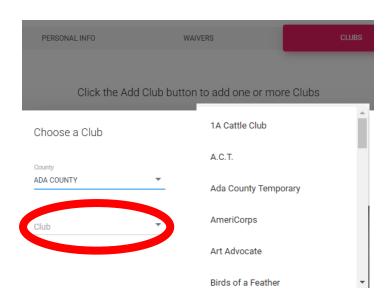**STEP 7:** Click the green +ADD CLUB button.
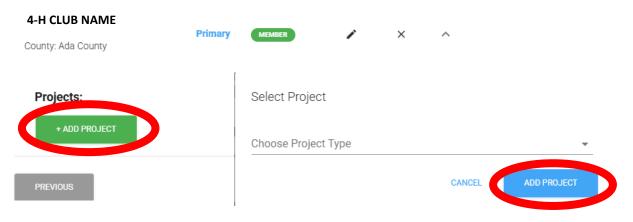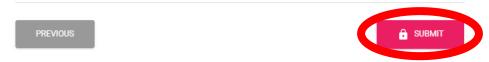
STEP 8: Choose Ada County.

STEP 9: Choose a club. ***PLEASE NOTE:*** before selecting a 4-H club to join, it is important to visit with the club organizational volunteer to understand their club expectations, when they meet and what projects they offer. We want you to have an amazing experience in Ada County 4-H, to do that we will help you find a club that will work for your families needs, schedule and culture. If you have not yet visited with a club volunteer, please contact us at adacounty4h@uidaho.edu or 208-287-5900 for a referral to an available club.

PERSONAL INFO   WAIVERS   CLUBS

Click the Add Club button to add one or more Clubs

Choose a Club

County
ADA COUNTY

Club

1A Cattle Club

A.C.T.

Ada County Temporary

AmeriCorps

Art Advocate

Birds of a Feather

STEP 10: Click the green +ADD PROJECT button. To select your first project. Then click the blue ADD PROJECT button. You can add additional projects by following these steps..

4-H CLUB NAME

County: Ada County

Primary   MEMBER

Projects:

+ ADD PROJECT

Select Project

Choose Project Type

PREVIOUS

CANCEL   ADD PROJECT

STEP 11: Once you have added all of your clubs and projects, click the pink SUBMIT button.

PREVIOUS

🔒 SUBMIT

STEP 12: Pay your 4-H enrollment fees.

Online: UI Marketplace https://bit.ly/ada4hfee

University of Idaho Marketplace
Welcome to University of Idaho Marketplace

In-Person: Mon - Fri | 8 am - 5 pm 5880 Glenwood St. | Boise, Idaho 83714

USPS Mail:

UI Extension, Ada County
5880 Glenwood Street
Boise, Idaho 83714

Welcome to Ada County 4-H! If you have any questions at any time, please reach out to your 4-H volunteers or our office. We are so excited you are here, have an amazing year!

University of Idaho Extension

Ada County 4-H | 208-287-5900 | adacounty4h@uidaho.edu