**Online Training Help Guide**

1. To access the National Shooting Sports online training, visit
   https://4-hshootingsportscollege.com
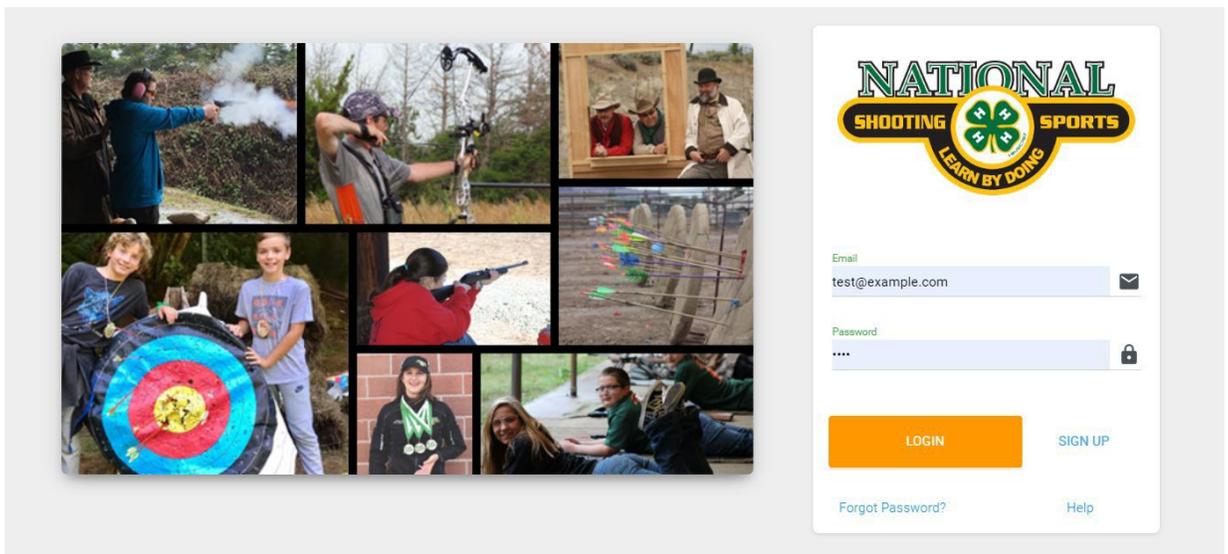
2. If you do not have an account, click the 'SIGN UP' link to create an account

SIGN UP

3. If you do have an account, simply enter your email and password and click the 'LOGIN' button.

LOGIN

4. Note that the **Help** and **Forgot Password?** links are available if you need assistance. In addition, the ZSuite Chat Support is available for direct chat assistance with our support staff. If outside of our normal business hours, you can still fill out the form and we'll receive an email, which will be addressed immediately upon our return to the office.

LIVE CHAT

ZSuite Live Chat Support
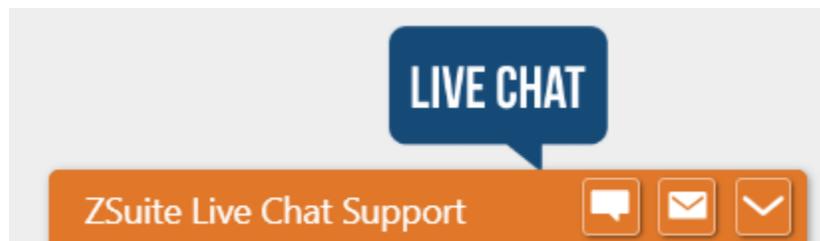
5. Upon logging into the system, or after you create your account initially, you'll land on the Dashboard page. Here you will see dashboard items including:

**Your User Profile:**
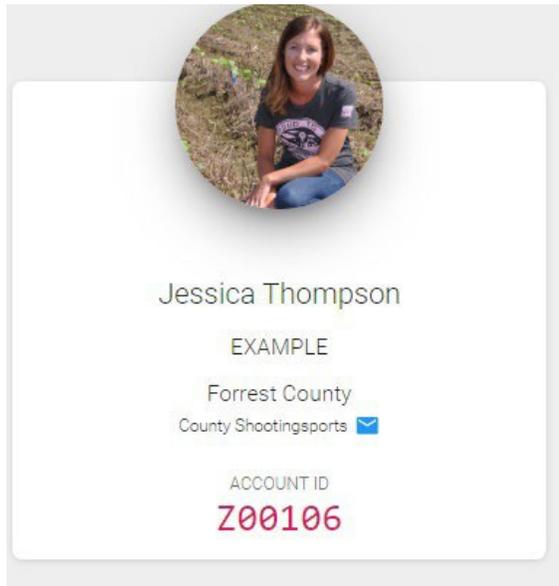
Jessica Thompson

EXAMPLE

Forrest County

County Shootingsports ✉

ACCOUNT ID

Z00106

**Announcements:**
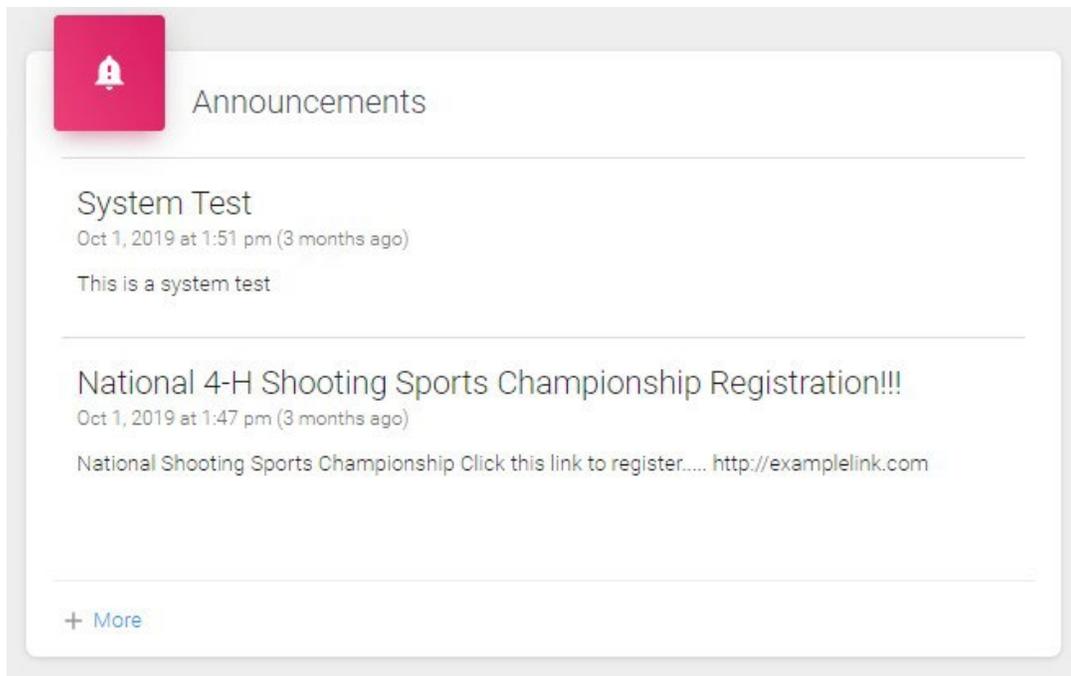
🔔 Announcements
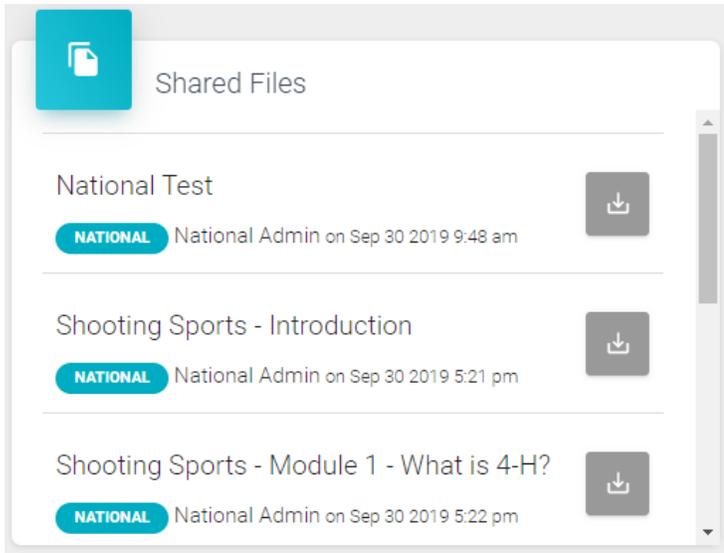
**System Test**
Oct 1, 2019 at 1:51 pm (3 months ago)

This is a system test

**National 4-H Shooting Sports Championship Registration!!!**
Oct 1, 2019 at 1:47 pm (3 months ago)

National Shooting Sports Championship Click this link to register..... http://examplelink.com
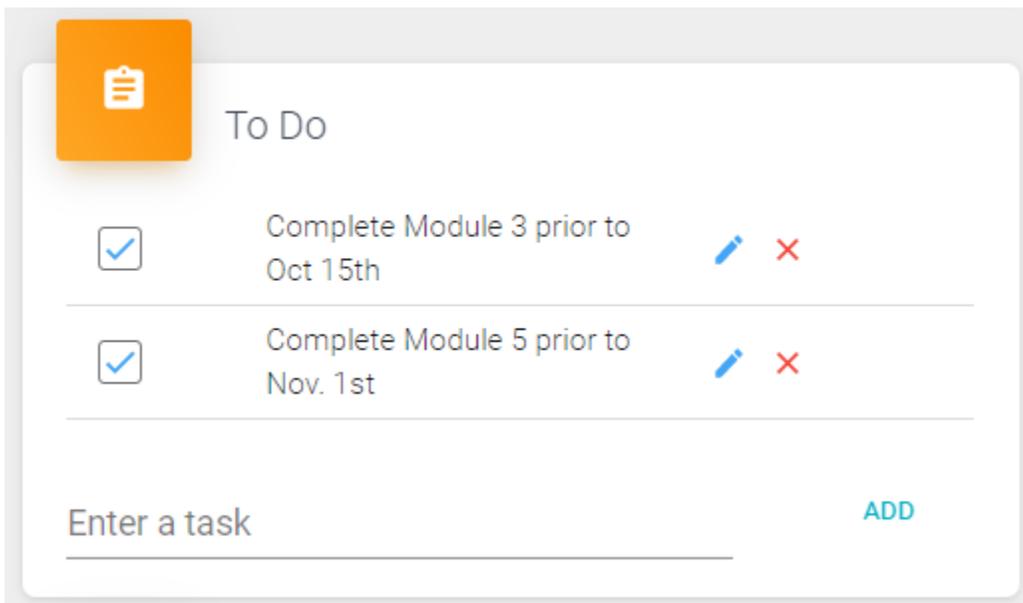
+ More

**Shared Files (these are files provided by your state or national shooting sports leaders for you to download, or view):**



**To-Do List:**

**and a place to redeem a state code for your course (if it's been purchased):**

6. Click the 'Clover Academy' link in the menu to enter the Learning Management System to view courses available to you. If you've entered a coupon code, all applicable courses will be ready to begin.
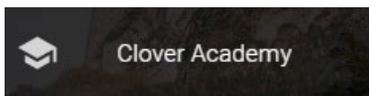
7. Once you enter the Clover Academy Learning Management System, you will see current courses you're enrolled in, as you're under the '**My Courses'** tab.



   If you entered an access code, you should see your course here.

   If you have not entered a code, click the **'CATALOG'** tab to purchase the course. (See Step #8)

8. The **'CATALOG'** tab will show a list of all courses available to you. Note that there is only a single course for Shooting Sports at this time, but Continuing Education and specialty courses may be available in the future. Any new courses will be communicated to you via your State 4-H Shooting Sports Staff.



   National Shooting Sports Online Modules
   This is the National Shooting Sports Primers Course for Volunteers. There are assessment throughout ... READ MORE

   ENROLL - $20.00     REDEEM GIFT CARD

9. If you need to purchase the course (for students not utilizing an access code), simply hit the (**ENROLL - $20.00)** button and you can enter your payment information to purchase the course. Once purchased, the course will appear under the 'My Courses' tab.



A receipt is sent to your account email address as a proof of purchase. Please check your junk/spam folders if you do not see the email in your Inbox.

**10.** **<mark>ONCE YOU HAVE COMPLETED YOUR COURSE:</mark>**
You can click the **'Completed Courses'** tab to view a list of courses you have completed. Again, you will not see the 'Completed Courses' tab until you finish a course. A completed course looks like this:
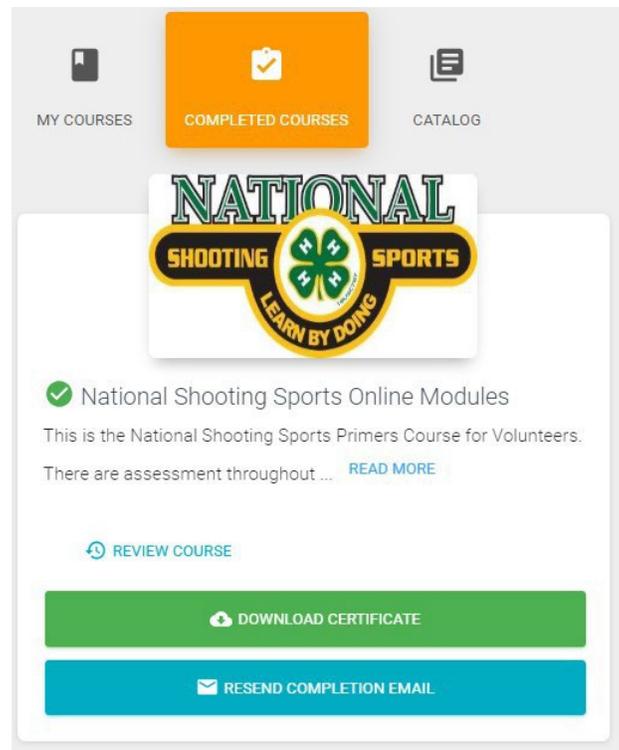


**11.** Note that the **'DOWNLOAD CERTIFICATE'** AND **'RESEND COMPLETION EMAIL'** buttons appear once you have completed the course. This allows you to print any documentation you may need to provide, as proof of completion.

12.     When you have completed a course, if you would like to
        revisit s section, or take the course over, simply click the
        'REVIEW COURSE' link. You can do this at any time after you
        complete the course.

        🕒 REVIEW COURSE

Thank you for taking your 4-H National Shooting Sports with us. Please
don't hesitate to use our chat/email function in the bottom right of
your screen if you need any help.

Best of Luck!!!