



UC 4-H Family Self-Enrollment Process - Youth

Youth Family Steps

- Review the [ZSuite Enrollment Tip-Sheet](#) to get the link to login to the enrollment system and additional details about completing enrollment.
- Enter all enrollment information required and submit in the enrollment system.
- Submit fee payment to Unit Leader/Organization Unit Volunteer.
- The youth members enrollment status show as PENDING APPROVAL.

Unit Leader/Unit Enrollment Coordinator Steps

- County staff and Unit leaders will work together to confirm members prior to Approving the enrollment. See the [For Volunteers: Unit Leaders Confirming Members](#) and [For Staff: Unit Leaders Confirming Members](#) helpsheets. Please note only staff will be able to view the staff helpsheet.

ONLY confirm youth members if payment & all completed forms are received. NO EXCEPTIONS.
- At this point, the unit status is confirmed but the enrollment status is still PENDING APPROVAL.
- The Unit Leader submits payments for County and State enrollment fees for the youth member to the county 4-H office.

County 4-H Office Steps

Currently enrollments can be approved by County staff only.

The vendor of our current enrollment system is aware we would like features that would allow Volunteer Enrollment Coordinators to confirm members before they are made active in the system.

- Upon confirmation from the Unit Leader, County 4-H will login to the enrollment system and Approve the enrollment.
- Youth Enrollment status will change from PENDING APPROVAL to ACTIVE and the youth may begin to participate in 4-H activities.
- County staff Invoices Unit Leader for enrollments (Frequency is determined by county office)

More information:

For information on self-enrolling in the enrollment system, please see resources on the [Enrollment Resources page](#) or contact your [local county 4-H office](#).

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