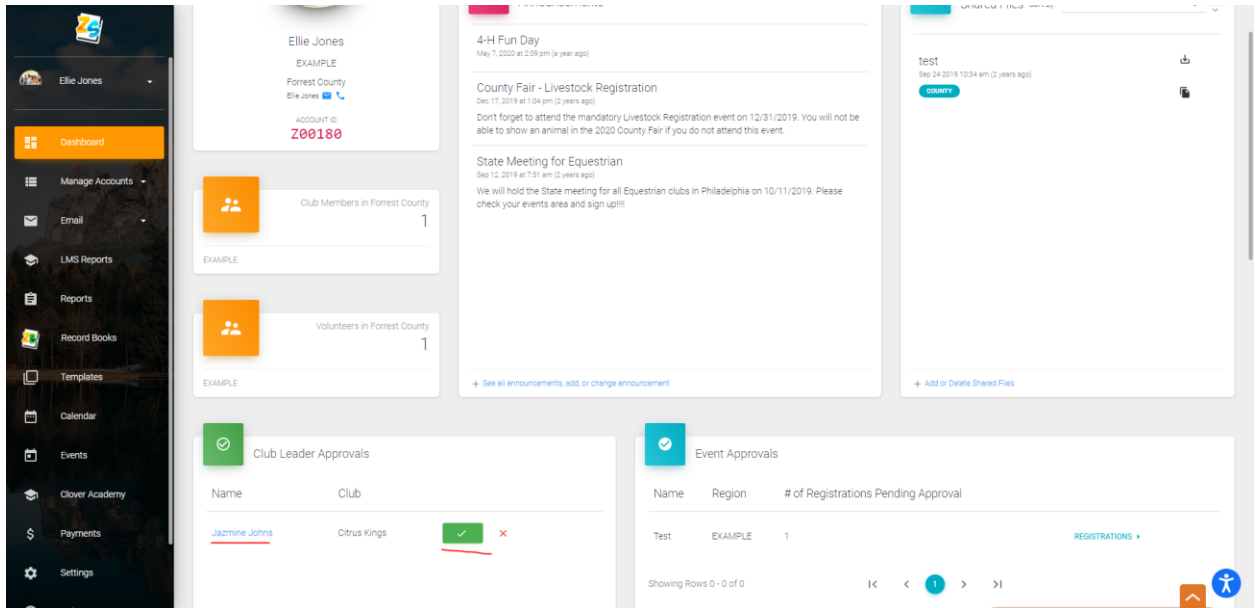


County Admin Frequently Asked Questions

1. How do I approve a leader request?

Leader requests appear on the dashboard of the state/county admin accounts. You will click the green check button to approve the enrollment or the red X to decline the leader request.



The screenshot displays the County Admin dashboard with a sidebar menu on the left containing options like Dashboard, Manage Accounts, Email, LMS Reports, Reports, Record Books, Templates, Calendar, Events, Clover Academy, Payments, and Settings. The main content area includes several widgets:

- 4-H Fun Day**: A widget for a May 7, 2020 event.
- County Fair - Livestock Registration**: A widget for a Dec 17, 2019 event.
- State Meeting for Equestrian**: A widget for a Sep 10, 2019 event.
- Club Members in Forest County**: A widget showing 1 member.
- Volunteers in Forest County**: A widget showing 1 volunteer.
- Club Leader Approvals**: A table with columns for Name, Club, and a status column with a green checkmark and a red X. The table shows one entry: Jazmine Johns, Citrus Kings.
- Event Approvals**: A table with columns for Name, Region, and # of Registrations Pending Approval. The table shows one entry: Test, EXAMPLE, 1.

The checkmark is NOT saying the person is a leader by highlighting the check mark with a green box. If they are in that section of your dashboard that means they are pending approval

2. How do I add a member or volunteer to an event?

- 1) Go to “Manage Accounts > Households” to find the household of the person you want to add to the event

Households [← BACK TO DASHBOARD](#)

Search

Name	Email	# of Active Enrollments	Primary County	Change Password	Account Flags	Edit
JENNIFER CRUSHMAN	jen@ottest.com	0	Forrest County			
STEPHANIE EVANS	stephanie@zingbooks.com	1	Call County			
SAM FRY	sam@zingbooks.com	0	Forrest County			
JOHNS	jake@zingbooks.com	2	Forrest County			
BROOK MORRIS	brook@example.com	0	Forrest County			
BERNADETTE OROURKE	irishwoman@gmail.com	0	Forrest County			
JACOB RAKOVICH	jprakovich@gmail.com	0	Forrest County			

2) Click on the household name in blue to enter the household

Dashboard
 Manage Accounts
 Clubs
 Households
 Enrollments
 Group Enrollments
 Email
 LMS Reports
 Reports
 Record Books
 Templates
 Calendar

Ellie Jones

Johns Household

[BACK TO HOUSEHOLD LIST](#)

CHOOSE AN ENROLLMENT YEAR
 2021 - 2022

Avatar	First Name	Last Name	Role	Status	Last Active Year	Profile Flags	Edit
	Jazmine	Johns	VOLUNTEER	ACTIVE	2021 - 2022	MORE ACTIONS	
	Steven	Johns	CLUB MEMBER	ACTIVE	2021 - 2022	MORE ACTIONS	

+ HOUSEHOLD MEMBER

Additional Household Contacts

First Name	Last Name	Email	Phone	Edit
+ HOUSEHOLD CONTACT				

Household Johns – Payment History

EXPORT AS CSV

Date	Amount	Name	Refund Date	Gateway ID
------	--------	------	-------------	------------

3) Click on “More Actions > Register For Event” for the member/volunteer you want to register

The screenshot shows the 'Johns Household' page in the ZS ZSUITE interface. The left sidebar contains navigation links: Dashboard, Manage Accounts, Clubs, Households, Enrollments, Group Enrollments, Email, LMS Reports, Reports, Record Books, Templates, and Calendar. The main content area displays a table of household members. The 'More Actions' dropdown menu is open for the member 'Steven Johns', and the 'Register for Event' option is highlighted with a red circle.

Avatar	First Name	Last Name	Role	Status	Last Active Year	Profile Flags	Edit
	Jasmine	Johns	VOLUNTEER	ACTIVE	2021 - 2022	MORE ACTIONS	Edit
	Steven	Johns	CLUB MEMBER	ACTIVE	2021 - 2022	MORE ACTIONS	Edit

The 'More Actions' dropdown menu includes the following options:

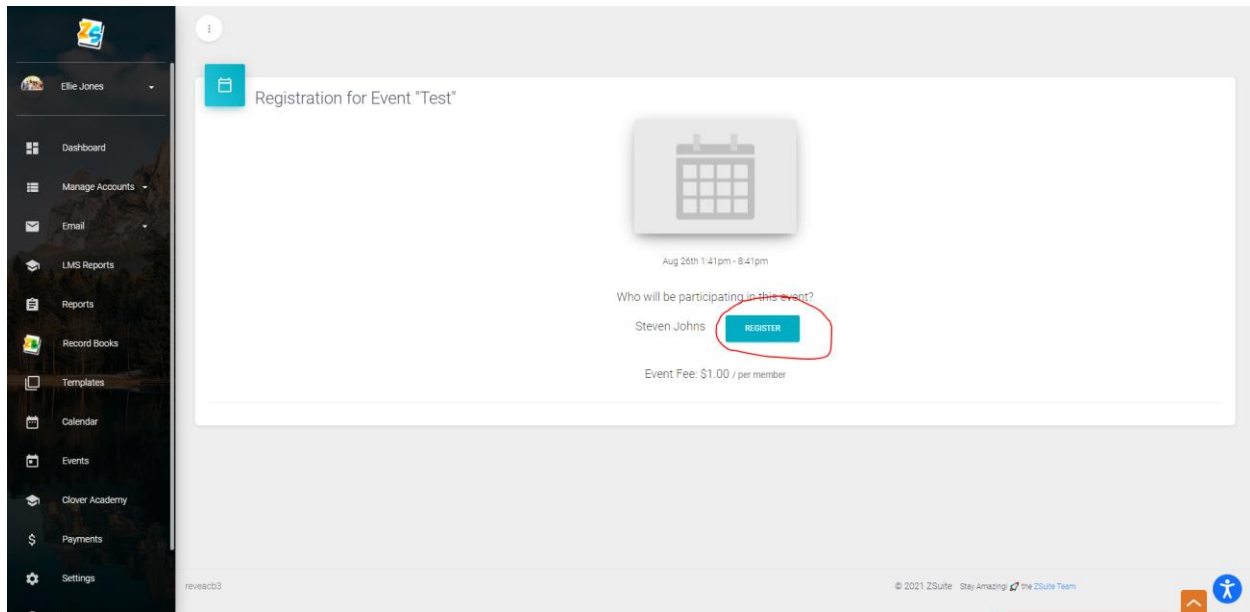
- Member Documents
- View Record Books
- View Enrollment
- View Enrollment Projects
- Register for Event** (highlighted)
- View Event Registrations
- Merge Member

4) An event list will appear. Click “Register Now” for the event you want to register the member for

The screenshot shows the 'Steven Johns Events' page in the ZS ZSUITE interface. The left sidebar contains navigation links: Dashboard, Manage Accounts, Email, LMS Reports, Reports, Record Books, Templates, Calendar, Events, Clover Academy, Payments, and Settings. The main content area displays a table of events. The 'Register Now' button for the 'Test' event is highlighted with a red circle.

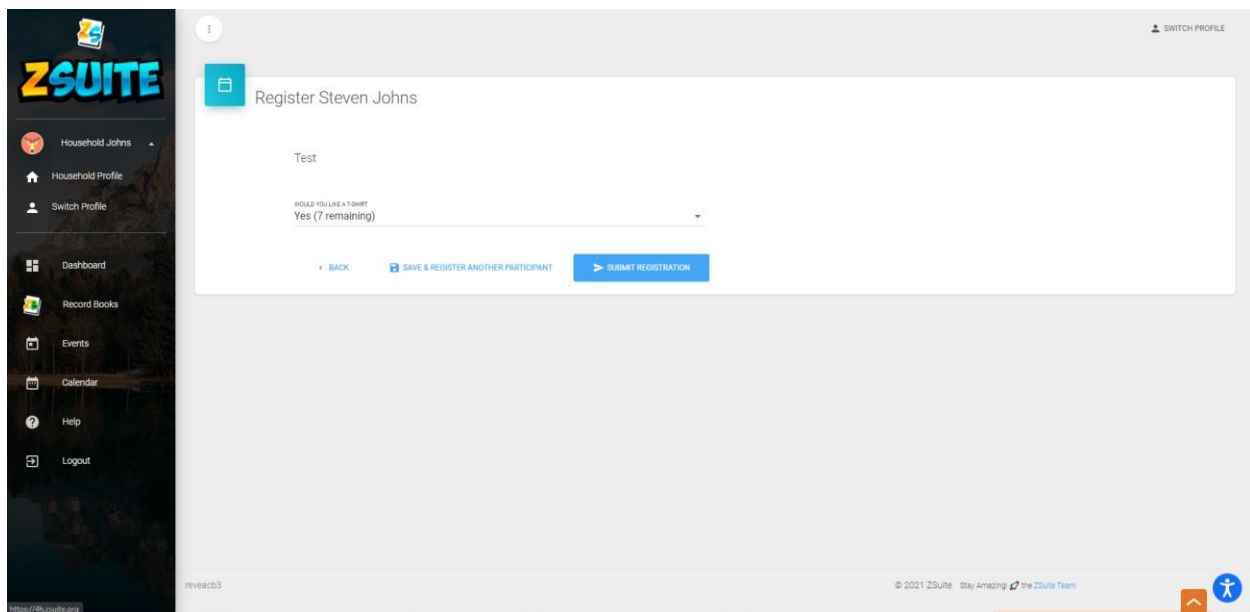
Event	Date	Register
Forrest County Ridge Riders Camp	Aug 1st 10:29am - Aug 27th 11:29am	REGISTER NOW
Test	Aug 26th 1:41pm - 8:41pm	REGISTER NOW (highlighted)
Zoom Training	Oct 11th 10:00am - 11:00am	REGISTER NOW
Demo Event	Mar 18th (All Day)	REGISTER NOW

- 5) Click on the blue “Register” button to pull up the registration form and fill out the registration form for the member



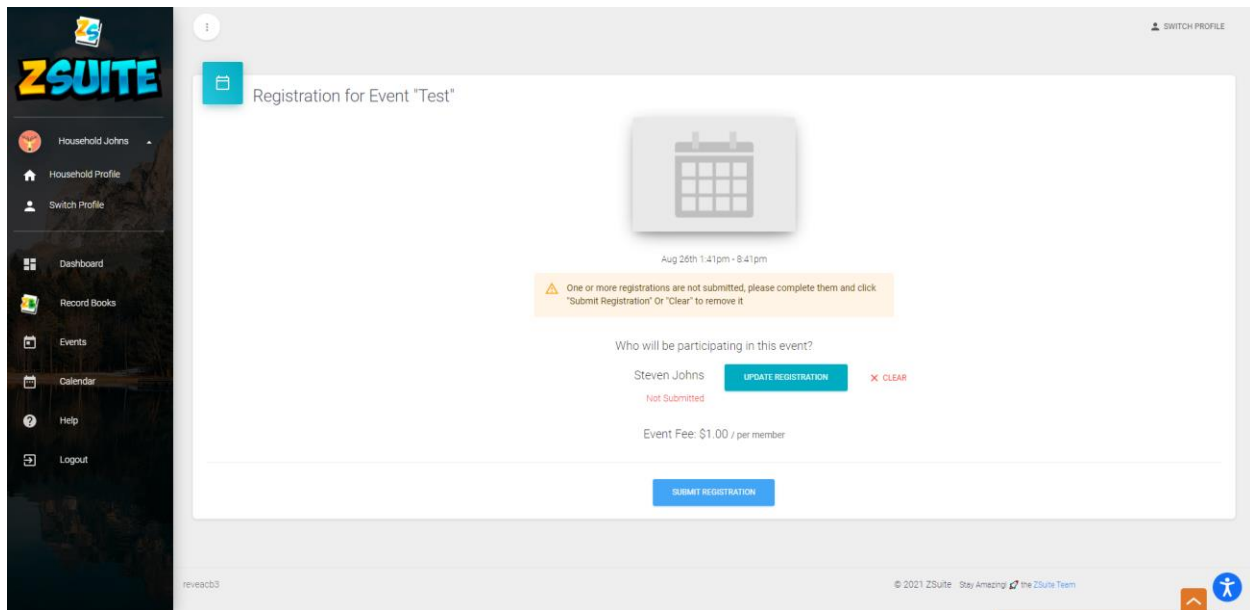
The screenshot shows the ZSuite web application. On the left is a dark sidebar with a menu including: Dashboard, Manage Accounts, Email, LMS Reports, Reports, Record Books, Templates, Calendar, Events, Clover Academy, Payments, and Settings. The main content area is titled "Registration for Event 'Test'". It features a calendar icon and the date "Aug 26th 1:41pm - 8:41pm". Below this, it asks "Who will be participating in this event?" and lists "Steven Johns". A blue "REGISTER" button is highlighted with a red circle. At the bottom, it states "Event Fee: \$1.00 / per member". The footer includes the text "© 2021 ZSuite Stay Amazing the ZSuite Team" and a user profile icon.

- 6) 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



The screenshot shows the ZSuite web application with the registration form for "Steven Johns". The sidebar menu is the same as in the previous screenshot. The main content area is titled "Register Steven Johns". It shows the name "Test" and a dropdown menu for "WOULD YOU LIKE A T-SHIRT?" with the option "Yes (7 remaining)". At the bottom of the form, there are three buttons: "BACK", "SAVE & REGISTER ANOTHER PARTICIPANT", and "SUBMIT REGISTRATION". The footer includes the text "© 2021 ZSuite Stay Amazing the ZSuite Team" and a user profile icon.

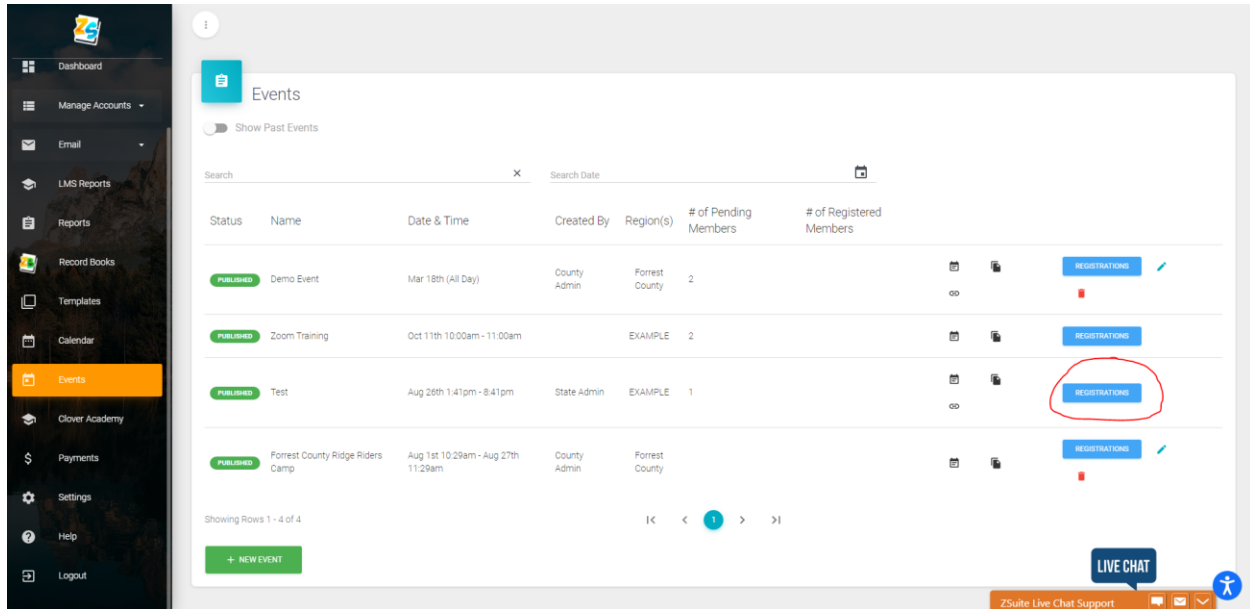
- 7) If you press “Save and Register Another Participant” you will be taken back to the previous page. It will break down the event fee (if there is one) and will show you that their registration is not submitted and the “Submit Registration” button will appear for you to press to submit their registration.



The screenshot shows the ZSuite web application interface. On the left is a dark sidebar with the ZSuite logo and a menu including: Household Johns, Household Profile, Switch Profile, Dashboard, Record Books, Events, Calendar, Help, and Logout. The main content area is titled "Registration for Event 'Test'" and features a calendar icon. Below the calendar, it shows the date and time: "Aug 26th 1:41pm - 8:41pm". A yellow warning box states: "One or more registrations are not submitted, please complete them and click 'Submit Registration' Or 'Clear' to remove it". Under the heading "Who will be participating in this event?", there is a list of participants. The first participant is "Steven Johns" with a status of "Not Submitted" and a blue "UPDATE REGISTRATION" button next to a red "X CLEAR" link. Below this, it says "Event Fee: \$1.00 / per member". At the bottom of the main content area is a blue "SUBMIT REGISTRATION" button. The footer of the page includes the username "reveacb3", the copyright notice "© 2021 ZSuite Stay Amazing the ZSuite Team", and a user profile icon.

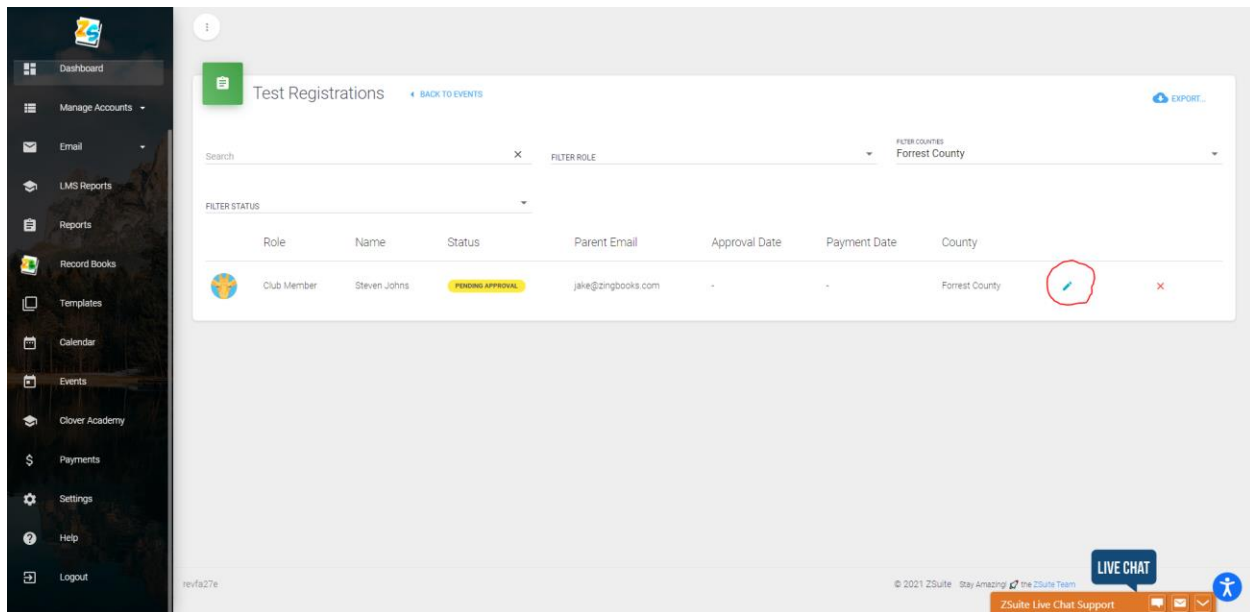
3. How do I approve an event registration?

- 1) Go to the “Events” tab
- 2) Click on the “Registrations” button to the right of the event that you want to approve a member in:



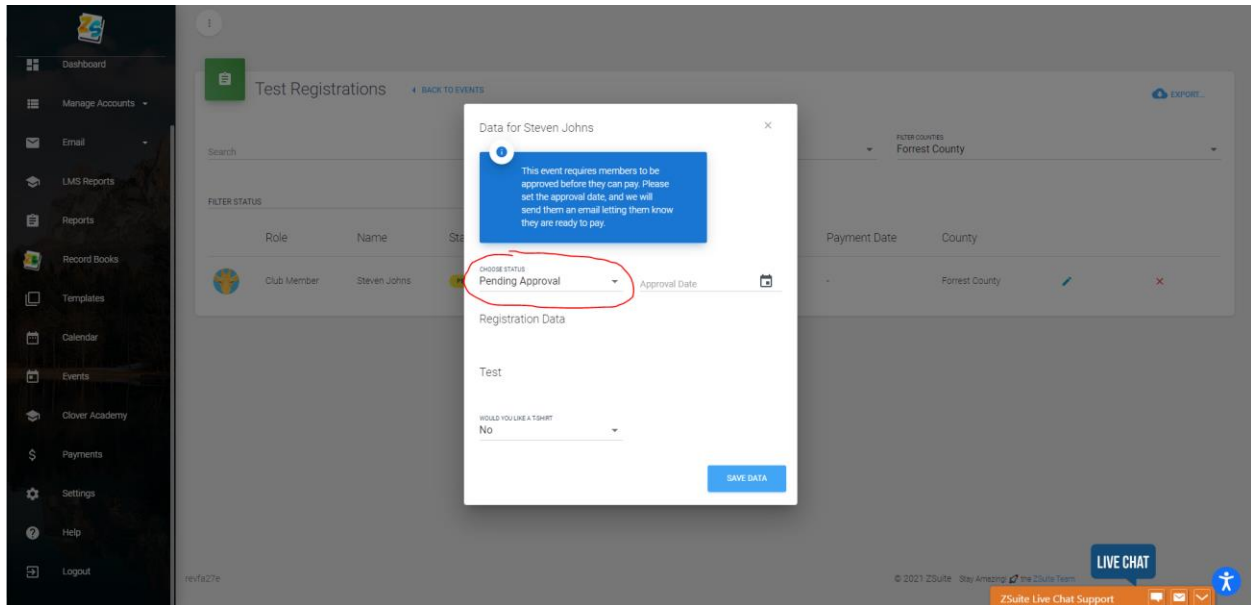
The screenshot shows the ZSuite Events page. The left sidebar contains a navigation menu with options: Dashboard, Manage Accounts, Email, LMS Reports, Reports, Record Books, Templates, Calendar, Events (highlighted), Clover Academy, Payments, Settings, Help, and Logout. The main content area is titled 'Events' and includes a 'Show Past Events' toggle. Below this is a search bar and a table of events. The table has columns: Status, Name, Date & Time, Created By, Region(s), # of Pending Members, and # of Registered Members. The events listed are: Demo Event (Mar 18th (All Day)), Zoom Training (Oct 11th 10:00am - 11:00am), Test (Aug 26th 1:41pm - 8:41pm), and Forrest County Ridge Riders Camp (Aug 1st 10:29am - Aug 27th 11:29am). The 'Registrations' button for the 'Test' event is circled in red. At the bottom right, there is a 'LIVE CHAT' button and a 'ZSuite Live Chat Support' link.

- 3) Click on the blue edit pencil to the right of the members name



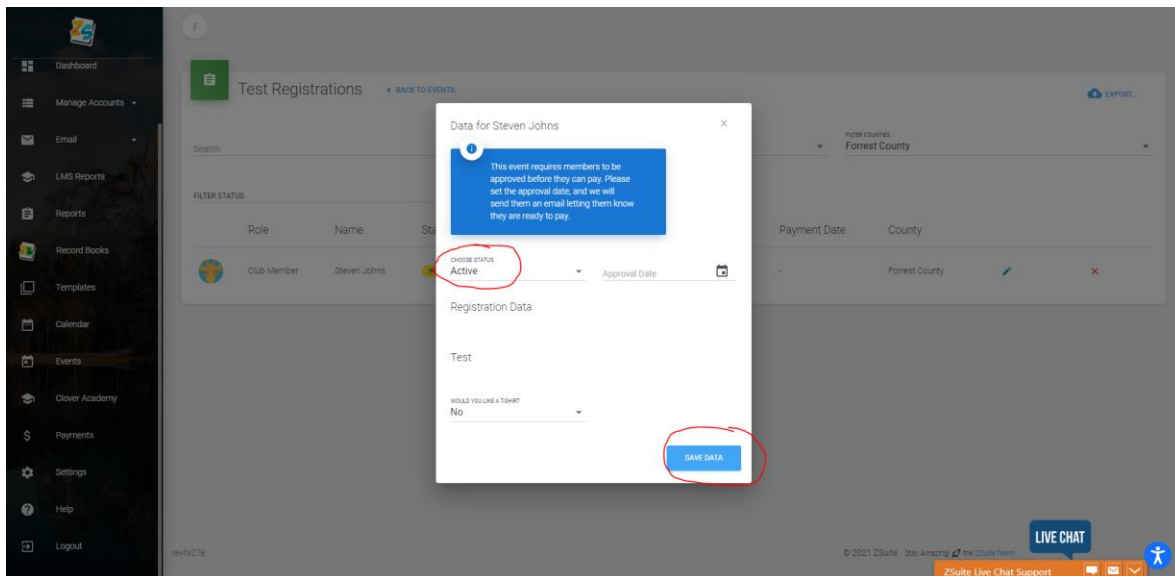
The screenshot shows the ZSuite Test Registrations page. The left sidebar contains a navigation menu with options: Dashboard, Manage Accounts, Email, LMS Reports, Reports, Record Books, Templates, Calendar, Events (highlighted), Clover Academy, Payments, Settings, Help, and Logout. The main content area is titled 'Test Registrations' and includes a 'BACK TO EVENTS' link and an 'EXPORT...' button. Below this is a search bar and a table of registrations. The table has columns: Role, Name, Status, Parent Email, Approval Date, Payment Date, and County. The registration listed is for a 'Club Member' named 'Steven Johns' with a status of 'PENDING APPROVAL'. The 'Edit' button (pencil icon) for this registration is circled in red. At the bottom right, there is a 'LIVE CHAT' button and a 'ZSuite Live Chat Support' link.

4) Change the “Choose Status” dropdown list from whatever it is currently set at to “Active”




The screenshot shows the 'Test Registrations' page in the ZSuite application. A modal window titled 'Data for Steven Johns' is open. The modal contains a blue notification box at the top stating: 'This event requires members to be approved before they can pay. Please set the approval date, and we will send them an email letting them know they are ready to pay.' Below this, there is a 'Choose Status' dropdown menu currently set to 'Pending Approval', which is circled in red. To the right of the dropdown is an 'Approval Date' field with a calendar icon. Below these fields is a 'Registration Data' section with a 'Test' input field and a 'WOULD YOU LIKE A T-SHIRT?' dropdown set to 'No'. At the bottom right of the modal is a blue 'SAVE DATA' button. The background shows a table of registrations with columns for Role, Name, Status, Payment Date, and County. The status column for Steven Johns is highlighted in yellow.

5) Click the “Save data” button and the members event registration has been approved:



This screenshot shows the same 'Test Registrations' page, but the modal for Steven Johns now shows the 'Choose Status' dropdown set to 'Active', which is circled in red. The 'SAVE DATA' button at the bottom right of the modal is also circled in red. The background table and other UI elements remain the same as in the previous screenshot.



Dashboard

Manage Accounts

Email

LMS Reports

Reports

Record Books

Templates

Calendar

Events

Clover Academy

Payments

Settings

Help

Logout

Test Registrations

BACK TO EVENTS

EXPORT...

Search

×

FILTER ROLE

FILTER COUNTRIES

Forrest County

FILTER STATUS

▼

Role	Name	Status	Parent Email	Approval Date	Payment Date	County		
Club Member	Steven Johns	Active	jake@zingbooks.com	-	-	Forrest County		

revfa27e

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Stay Amusing

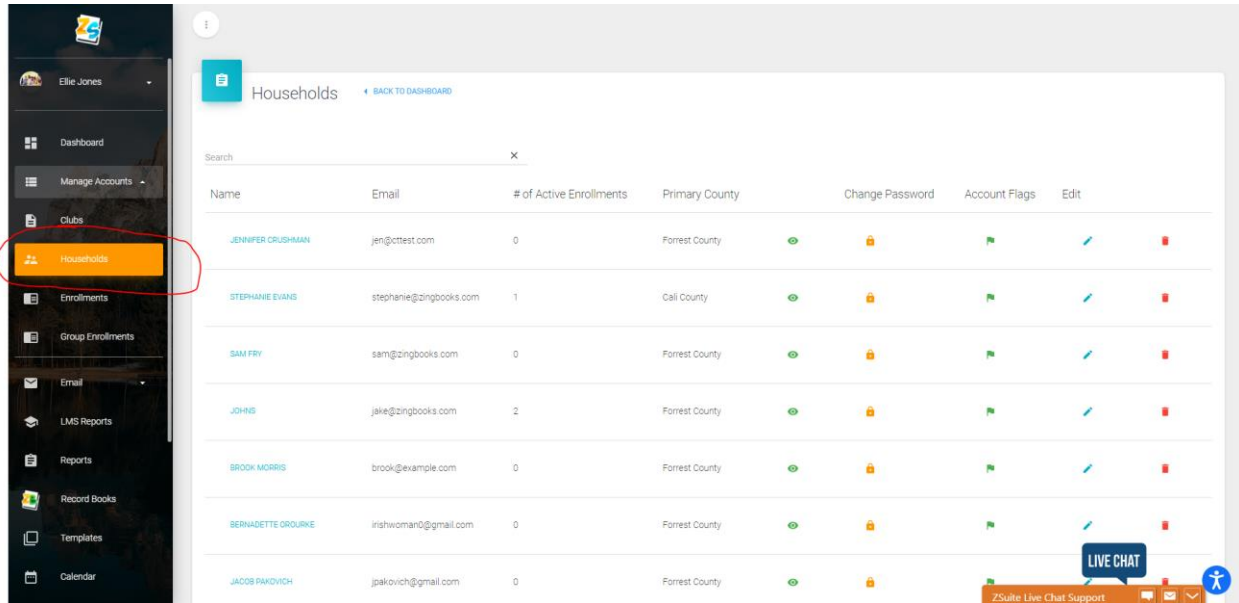
the ZSuite Team

LIVE CHAT

ZSuite Live Chat Support

4. How do I make someone a project leader?

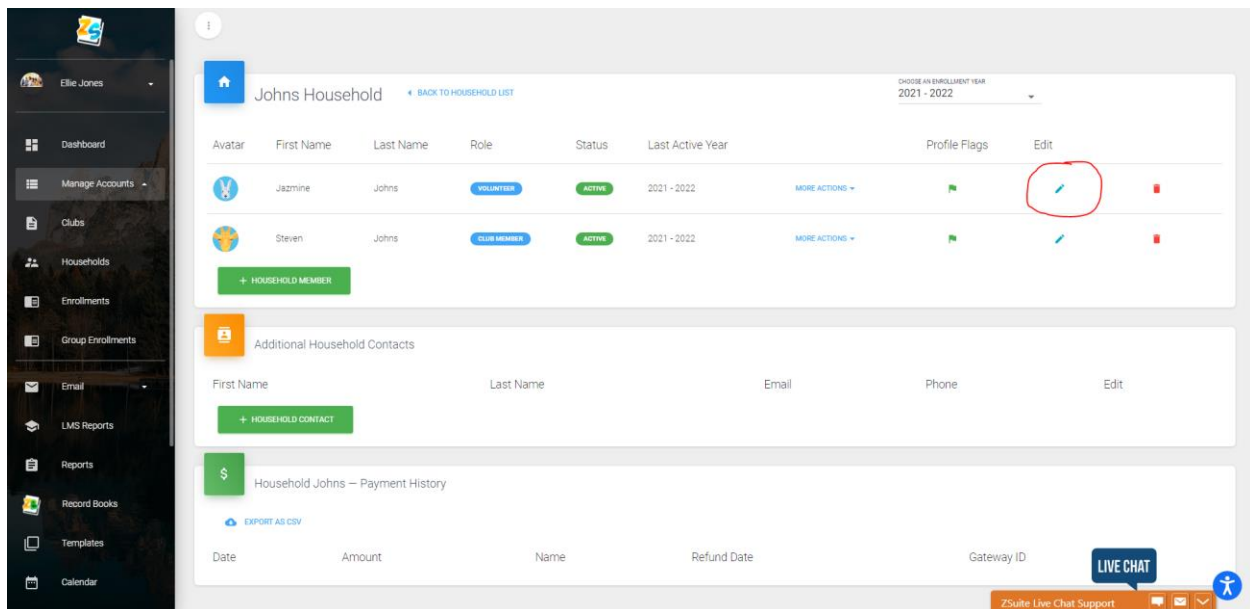
1) Go to "Manage Accounts > Households"



Name	Email	# of Active Enrollments	Primary County	Change Password	Account Flags	Edit
JENNIFER CRUSHMAN	jenn@cttest.com	0	Forrest County			
STEPHANIE EVANS	stephanie@zingbooks.com	1	Call County			
SAM FRY	sam@zingbooks.com	0	Forrest County			
JOHN	jake@zingbooks.com	2	Forrest County			
BROOK MORRIS	brook@example.com	0	Forrest County			
BERNADETTE GROUTINE	irishwoman0@gmail.com	0	Forrest County			
JACOB PAKOVICH	jpakovich@gmail.com	0	Forrest County			

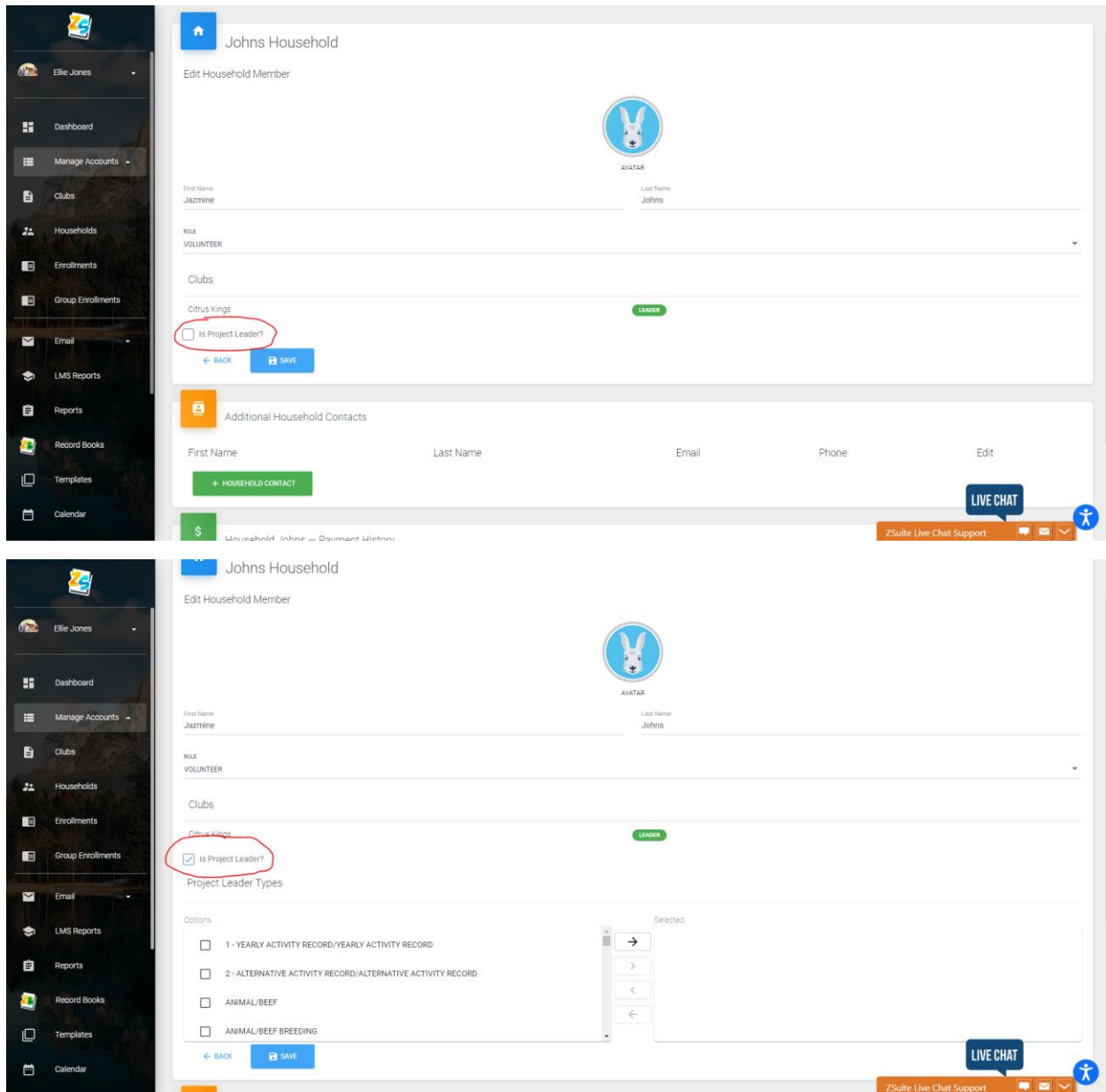
2) Enter the household of the person you want to make a Project Leader (Click on the household name in blue)

3) Once in the household, click on the blue edit pencil to the right of the person you want to make a Project Leader



Avatar	First Name	Last Name	Role	Status	Last Active Year	Profile Flags	Edit
	Jasmine	Johns	VOLUNTEER	ACTIVE	2021 - 2022		
	Steven	Johns	CLUB MEMBER	ACTIVE	2021 - 2022		

- 4) On the page that loads up, check the “Is Project Leader” checkbox and then it will show two boxes.



The screenshots show the 'Edit Household Member' form for Jazmine Johns. The form includes fields for First Name, Last Name, Role, and Clubs. The 'Is Project Leader?' checkbox is highlighted in red in both screenshots. In the bottom screenshot, the checkbox is checked, and the 'Project Leader Types' section is visible, showing a list of options and a 'Selected' box.

Johns Household
Edit Household Member

First Name: Jazmine
Last Name: Johns

ROLE: VOLUNTEER

Clubs: Citrus Kings (LEADER)

☐ Is Project Leader?

[← BACK](#) [SAVE](#)

Additional Household Contacts

First Name	Last Name	Email	Phone	Edit
+ HOUSEHOLD CONTACT				

Project Leader Types

Options:

- ☐ 1 - YEARLY ACTIVITY RECORD/YEARLY ACTIVITY RECORD
- ☐ 2 - ALTERNATIVE ACTIVITY RECORD/ALTERNATIVE ACTIVITY RECORD
- ☐ ANIMAL/BEEF
- ☐ ANIMAL/BEEF BREEDING

Selected:

[← BACK](#) [SAVE](#)

[LIVE CHAT](#) [ZSuite Live Chat Support](#)

- 5) The box on the left is the list of projects that can be selected.
- Click on the check box for project(s) the person needs to be the leader of and then
 - Click the arrow button to move it over to the box on the right.
 - Make sure to click the “Save” button to save the changes made.

5. The system won't allow me to register a member for an event. Why?

There are certain situations where members do not meet one of the requirements set for the event. Normally it's the grade/age requirement.

Make sure to go into the members enrollment and check the grade they entered in (if your event has a grade requirement) as well as check their birthday to make sure their age matches what age they need to be by set in the event.