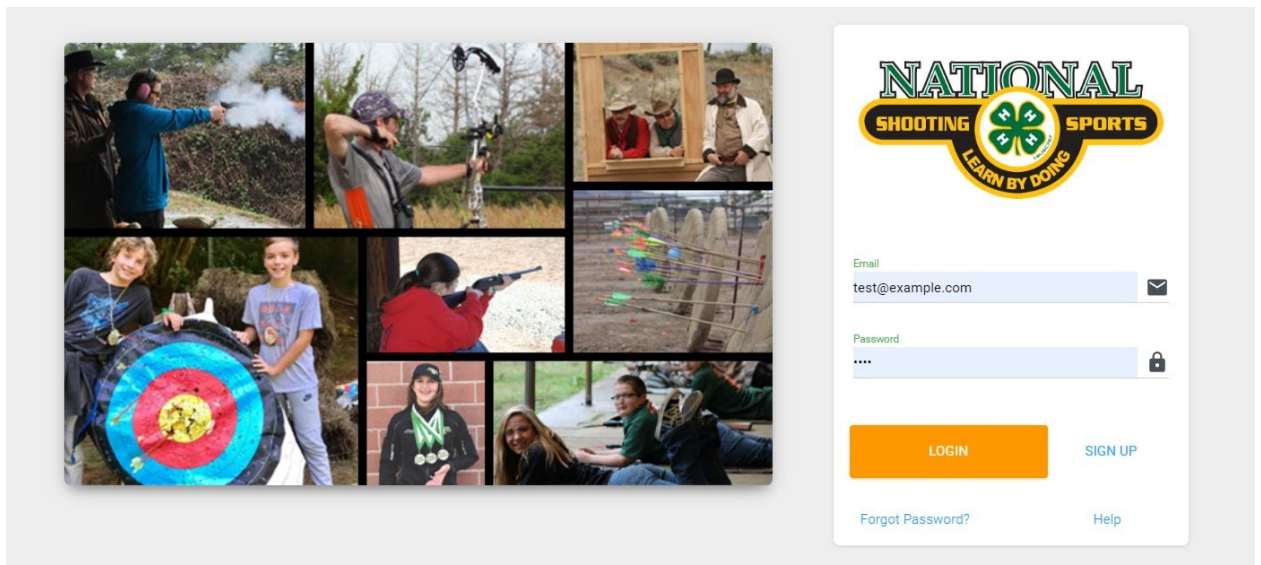




## Online Training User Guide

1. To access the National Shooting Sports online training, visit [www.4-hshootingsportscollege.com](http://www.4-hshootingsportscollege.com)



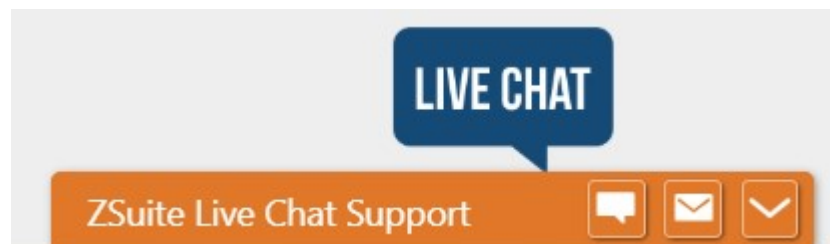
2. If you do not have an account, click the 'SIGN UP' link to create an account. *[Note: if your family already has an account setup on 4h.zsuite.org that is not in your name, or you have multiple people in your household that need to take the course, each person needs to go through the "SIGN UP" process to create their own account.]*

[SIGN UP](#)

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

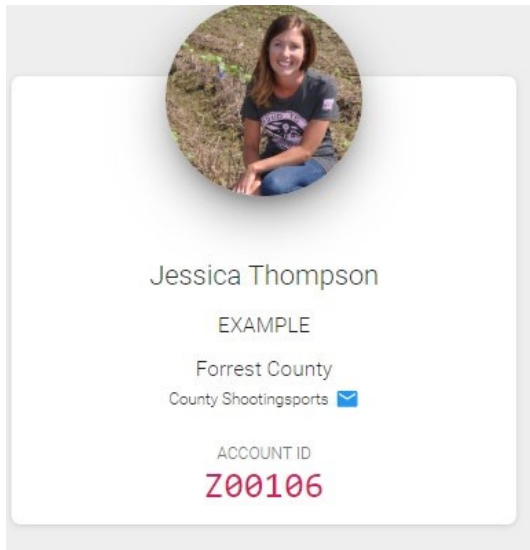


4. Note that the **Help** and **Forgot Password?** links are available if you need assistance. In addition, the ZSuite Chat Support is available for direct chat assistance with our support staff. If outside of our normal business hours, you can still fill out the form and we'll receive an email, which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



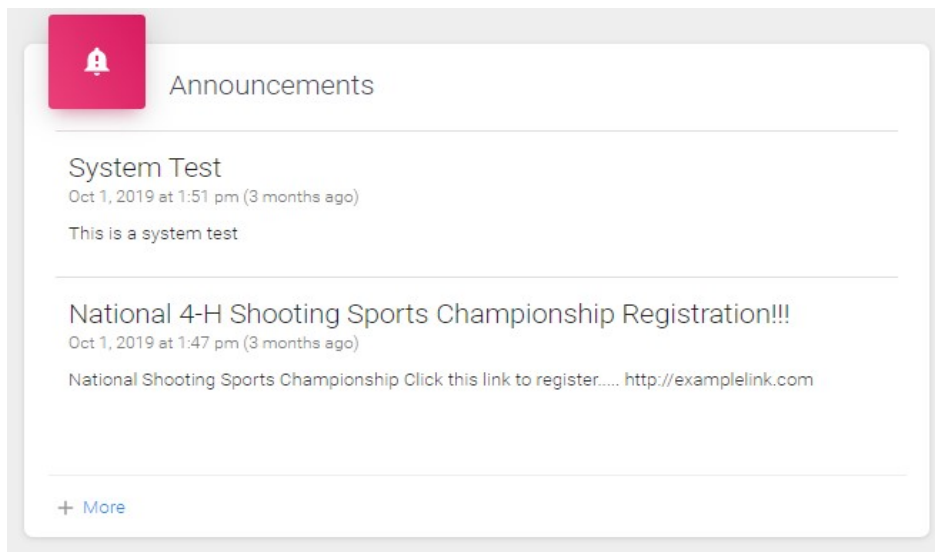
5. Upon logging into the system, or after you create your account initially, you'll land on the Dashboard page. Here you will see a number of dashboard items including:

### Your User Profile:



A user profile card for Jessica Thompson. It features a circular profile picture of a woman with long brown hair, wearing a dark t-shirt and blue jeans, sitting outdoors. Below the photo, the name "Jessica Thompson" is displayed. Underneath the name, the word "EXAMPLE" is shown in a smaller font. The user's affiliation is listed as "Forrest County County Shootingsports" with a blue checkmark icon. At the bottom, the account ID "Z00106" is displayed in a large, bold, red font.

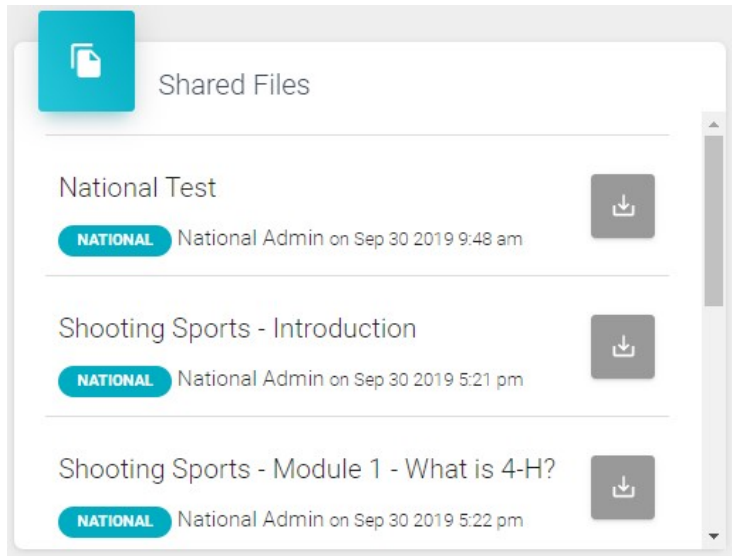
### Announcements:



An announcements section with a red bell icon in a square at the top left. The title "Announcements" is centered below the icon. The section contains two announcements, each separated by a horizontal line. The first announcement is titled "System Test" and includes the date "Oct 1, 2019 at 1:51 pm (3 months ago)" and the text "This is a system test". The second announcement is titled "National 4-H Shooting Sports Championship Registration!!!" and includes the date "Oct 1, 2019 at 1:47 pm (3 months ago)" and the text "National Shooting Sports Championship Click this link to register..... <http://examplelink.com>". At the bottom left of the section, there is a "+ More" link.

## Shared Files:

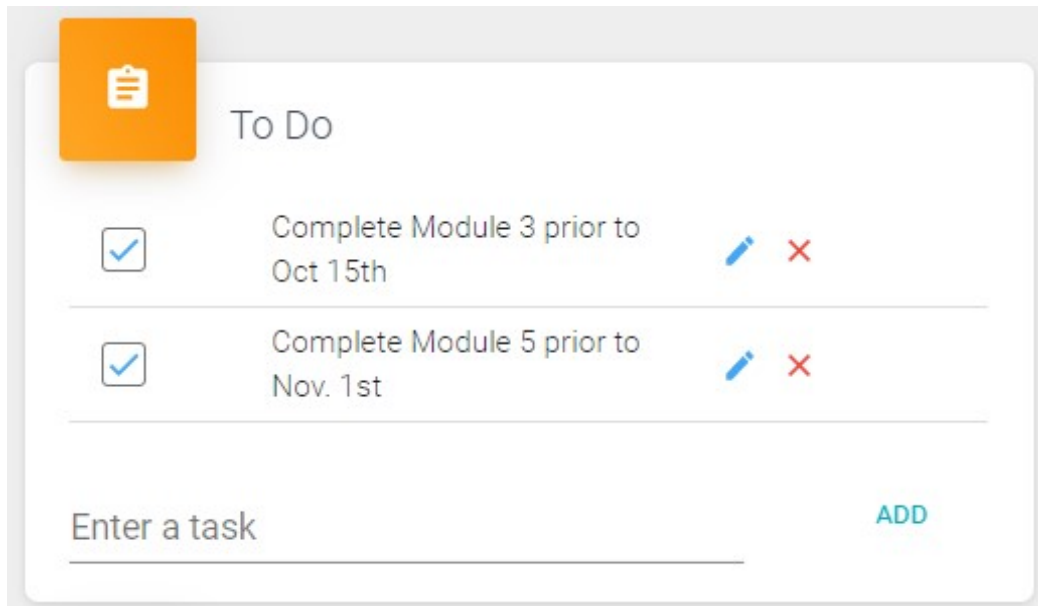
[Note: these are files provided by your state or national shooting sports leaders for you to download, or view. *Do not attempt to access the online e-Learning modules from this section - go to Step 6 below to access the course.*]



Shared Files

- National Test**  
NATIONAL National Admin on Sep 30 2019 9:48 am
- Shooting Sports - Introduction**  
NATIONAL National Admin on Sep 30 2019 5:21 pm
- Shooting Sports - Module 1 - What is 4-H?**  
NATIONAL National Admin on Sep 30 2019 5:22 pm

## To-Do List:



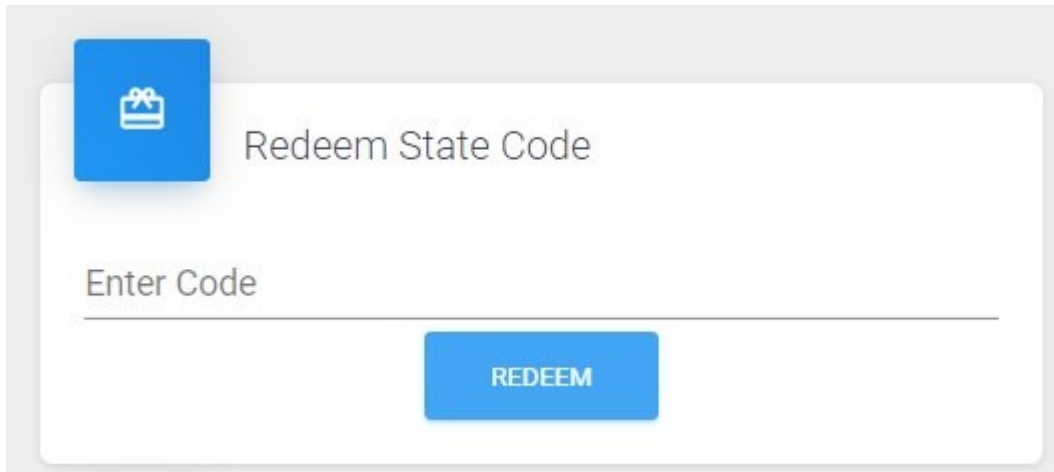
To Do

- Complete Module 3 prior to Oct 15th ✎ ✕
- Complete Module 5 prior to Nov. 1st ✎ ✕

Enter a task ADD

### Redeem State Code:

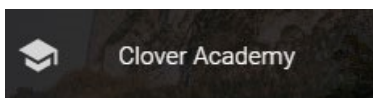
If your state pre-purchased and provided you a coupon code for the online training modules, enter that code here. If a code is not pre-purchased, continue to Step 6. *[Note: if you have a code and don't see the option to enter it here, there is another option to enter that code during Step 9 below.]*



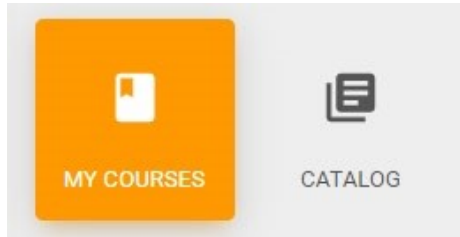
The image shows a user interface for redeeming a state code. It consists of a white rounded rectangle on a light gray background. In the top left corner of the white area is a blue square icon containing a white gift box with a ribbon. To the right of the icon, the text 'Redeem State Code' is displayed in a gray font. Below this, there is a text input field with the placeholder text 'Enter Code' in gray. A horizontal line is positioned below the input field. At the bottom center of the white area is a blue rectangular button with the word 'REDEEM' in white capital letters.

*Please contact your state shooting sports staff if you have any questions regarding a code for your course.*

6. Click the 'Clover Academy' link in the left-hand menu to enter the Learning Management System and view courses available to you. If you've entered a coupon code, all applicable courses will be ready to begin.



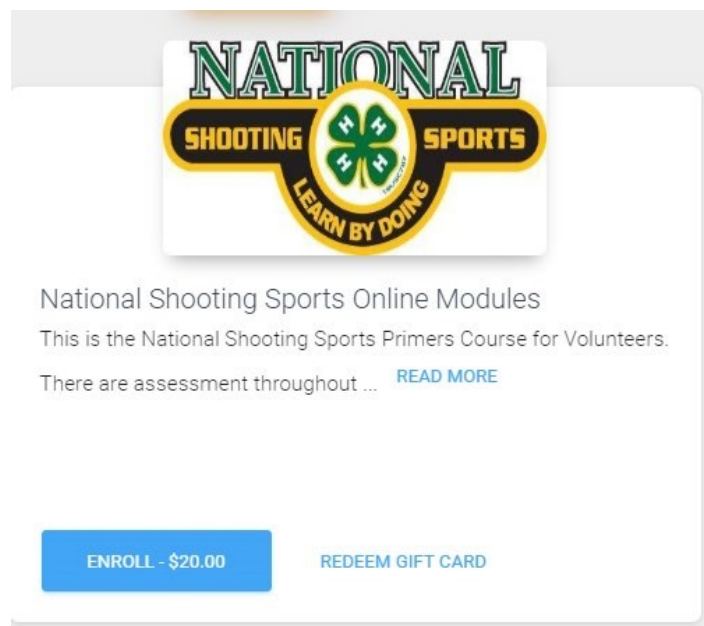
7. Once you enter the Clover Academy Learning Management System, you will see current courses you're enrolled in under the **'My Courses'** tab.



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

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


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

A screenshot of a course page. At the top is a logo for 'NATIONAL SHOOTING SPORTS' with a green and yellow four-leaf clover in the center containing the letters 'H H H H'. Below the logo, the text reads 'National Shooting Sports Online Modules' and 'This is the National Shooting Sports Primers Course for Volunteers.' Below that, it says 'There are assessment throughout ...' followed by a blue link 'READ MORE'. At the bottom, there are two blue buttons: 'ENROLL - \$20.00' and '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. *[Note: If you have a State coupon code which you didn't enter during Step 5, select the **REDEEM GIFT CARD** option instead, and enter that code here.]*

National Shooting Sports Online Modules ×

Enrollment



Course Enrollment Fee:	\$20.00
Transaction Fee:	\$1.27
<b>Total Due:</b>	<b>\$21.27</b>

Payment Details

Card number MM / YY CVC

Cardholder Name

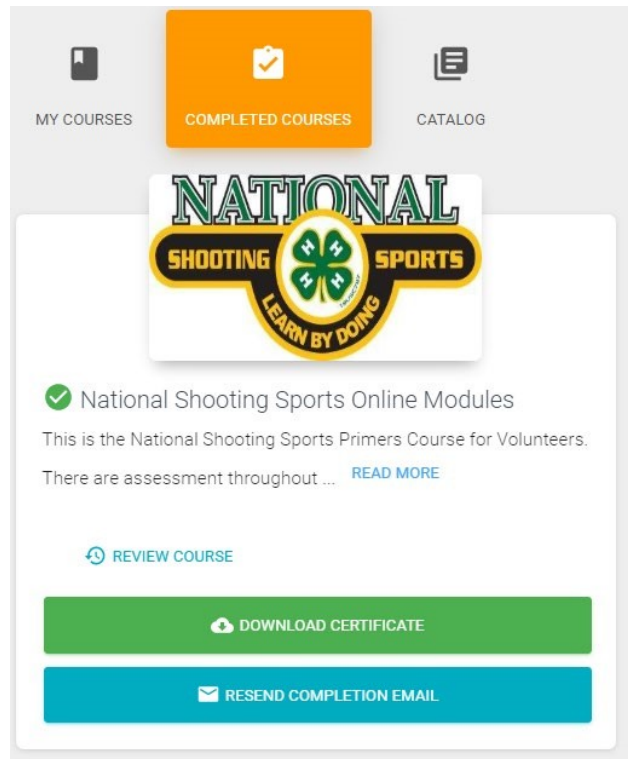
A receipt is sent to your account email address as a proof of purchase. Please check your junk/spam folders if you do not see the email in your Inbox.

10.

**ONCE YOU HAVE COMPLETED YOUR COURSE:**

Click the **‘Completed Courses’** tab to view a list of courses you have completed – you will not see the **‘Completed Courses’** tab until you finish a course.

A completed course tab looks like this:



11.

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

*[Note: for county extension personnel completing the course, the download certificate option may not appear. Send a message via the Chat to request ZSuite email your completion certificate.]*



12. When you have completed a course, if you would like to revisit a 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 online training with us. Please don't hesitate to use our chat/email function in the bottom right of your screen if you need any help at any time.

Best of Luck!!!