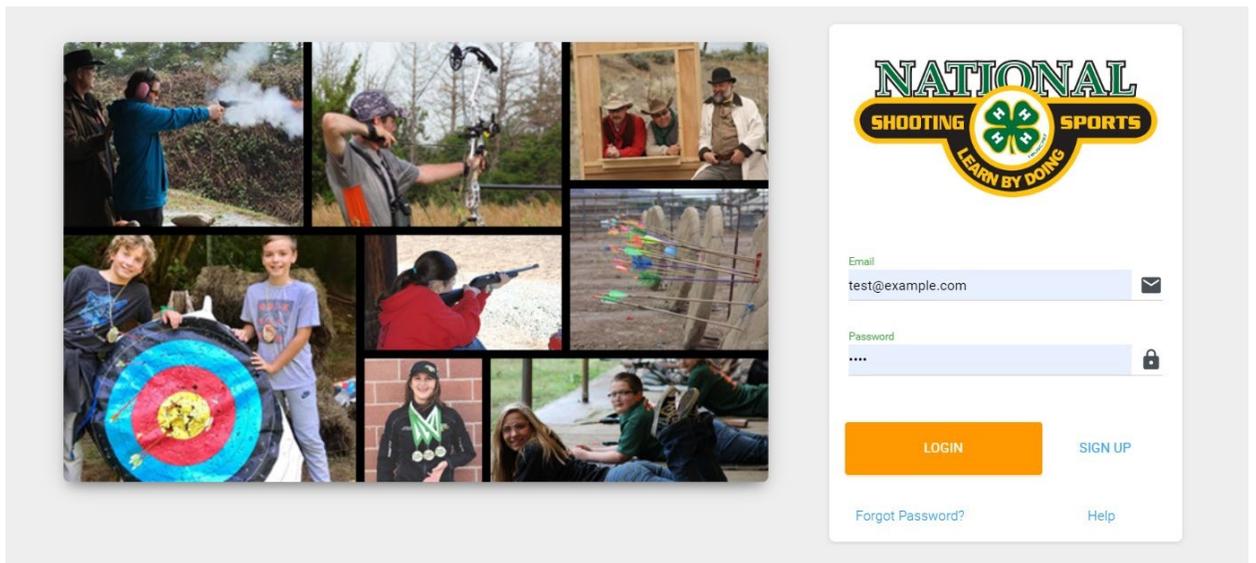




Online Training User Guide

1. To access the National Shooting Sports online training, visit www.4-hshootingsportscollege.com



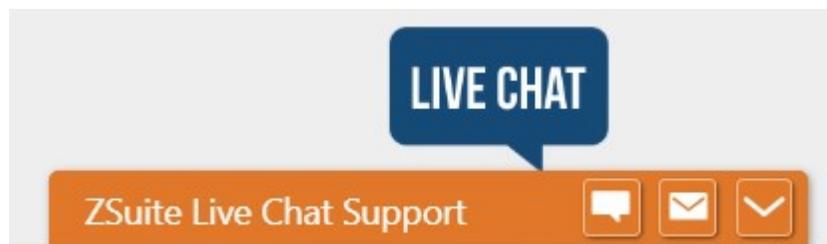
2. If you do not have an account, click the 'SIGN UP' link to create an account. *[Note: if your family already has an account setup on 4h.zsuite.org that is not in your name, or you have multiple people in your household that need to take the course, each person needs to go through the "SIGN UP" process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

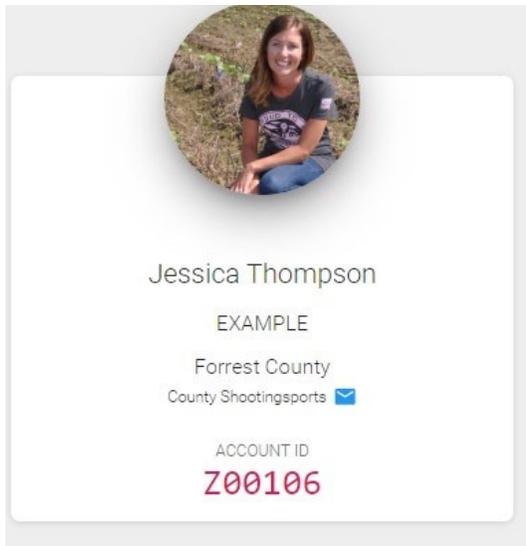


4. Note that the **Help** and **Forgot Password?** links are available if you need assistance. In addition, the ZSuite Chat Support is available for direct chat assistance with our support staff. If outside of our normal business hours, you can still fill out the form and we'll receive an email, which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



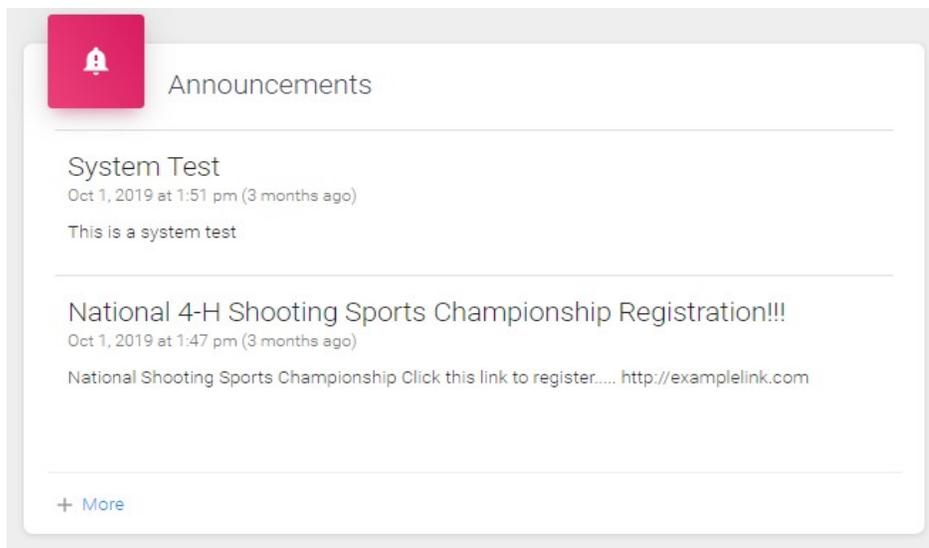
5. Upon logging into the system, or after you create your account initially, you'll land on the Dashboard page. Here you will see a number of dashboard items including:

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 in a dark font. Underneath the name, the word "EXAMPLE" is shown in a smaller, lighter font. The user's affiliation, "Forrest County County Shootingsports", is listed with a blue checkmark icon to the right. At the bottom, the text "ACCOUNT ID" is followed by the number "Z00106" in a large, bold, red font.

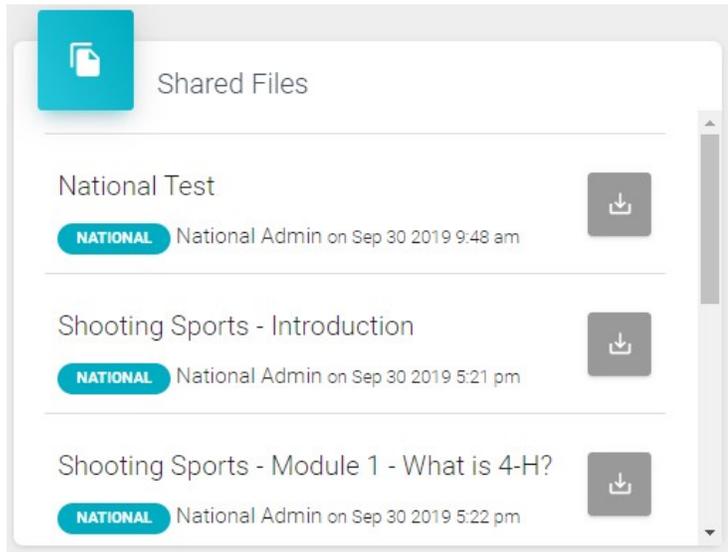
Announcements:



An announcements section with a red square icon containing a white bell symbol. The title "Announcements" is displayed in a dark font. Below the title, there are two announcement items. The first is titled "System Test" and includes the date and time "Oct 1, 2019 at 1:51 pm (3 months ago)" and the text "This is a system test". The second is titled "National 4-H Shooting Sports Championship Registration!!!" and includes the date and time "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, there is a blue plus sign followed by the text "+ More".

Shared Files:

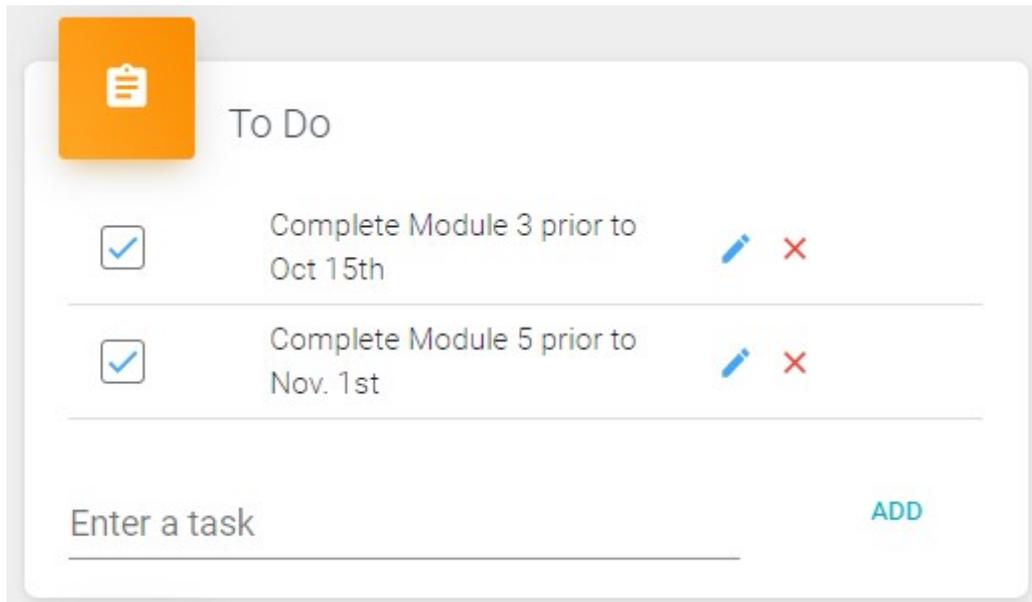
[Note: these are files provided by your state or national shooting sports leaders for you to download, or view. *Do not attempt to access the online e-Learning modules from this section - go to Step 6 below to access the course.*]



The screenshot shows a 'Shared Files' interface with a teal header and a document icon. It lists three files, each with a 'NATIONAL' tag and a download icon:

- 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:



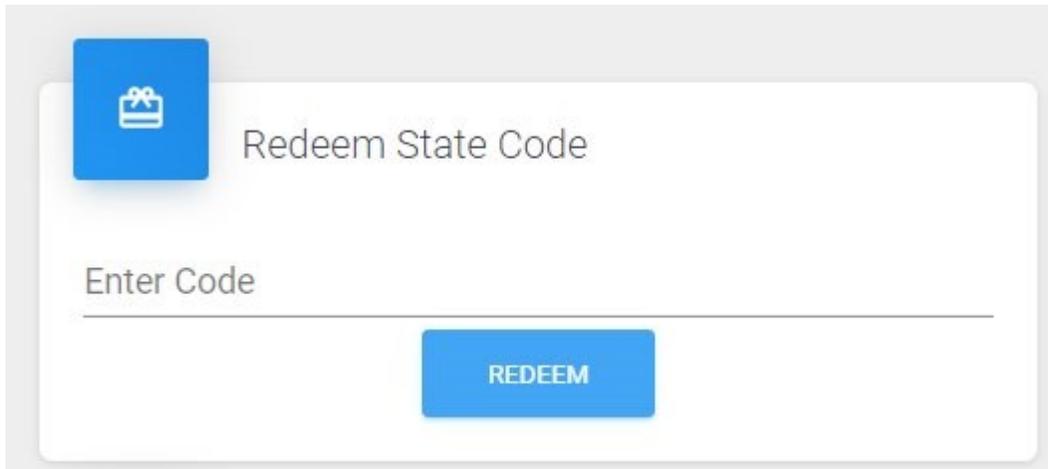
The screenshot shows a 'To Do' interface with an orange header and a checklist icon. It contains two completed tasks, each with a checkmark, a due date, and edit/delete icons:

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

At the bottom, there is an input field labeled 'Enter a task' and an 'ADD' button.

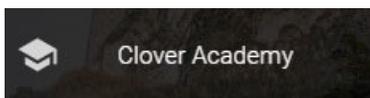
Redeem State Code:

[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.]

A screenshot of a web form titled "Redeem State Code". The form has a blue header with a gift icon and the title. Below the title is a text input field with the placeholder text "Enter Code". A blue button labeled "REDEEM" is positioned below the input field.

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.



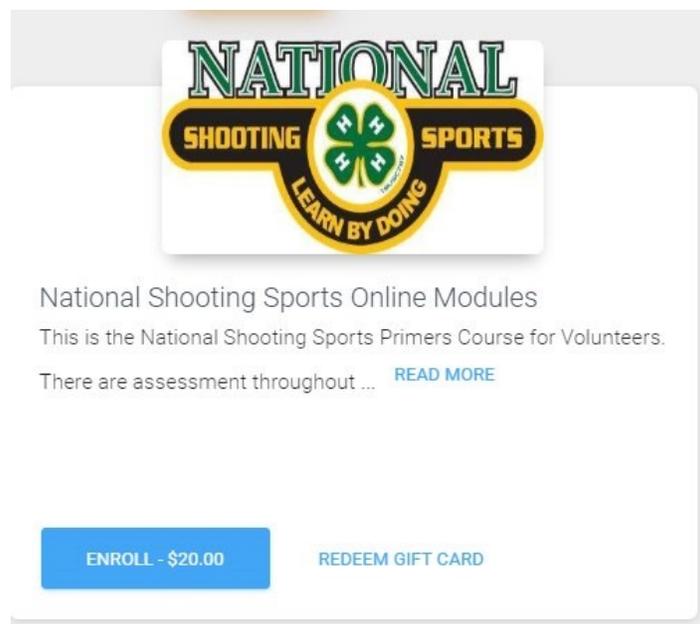
7. Once you enter the Clover Academy Learning Management System, you will see current courses you're enrolled in under the **'My Courses'** tab.



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

If you have not entered a code, click the **'CATALOG'** tab to purchase 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 listing page. At the top is a logo for 'NATIONAL SHOOTING SPORTS' featuring a green four-leaf clover with '4-H' in the center, and the text 'LEARN BY DOING' in a yellow banner below it. Below the logo, the text reads 'National Shooting Sports Online Modules' and 'This is the National Shooting Sports Primers Course for Volunteers.' There is a line of text 'There are assessment throughout ...' followed by a blue link 'READ MORE'. At the bottom, there are two buttons: a blue button labeled 'ENROLL - \$20.00' and a light blue button labeled '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.

National Shooting Sports Online Modules
Enrollment



Course Enrollment Fee:	\$20.00
Transaction Fee:	\$1.27
Total Due:	\$21.27

Payment Details

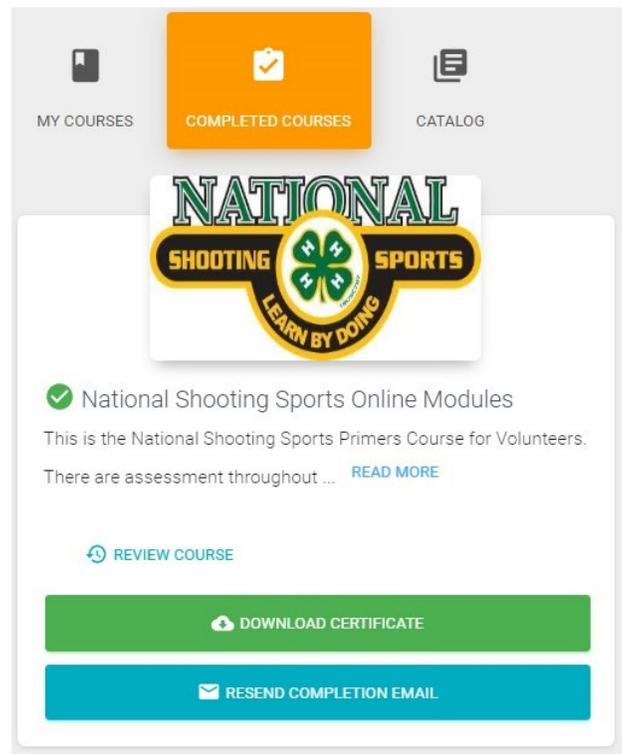
Card number MM / YY CVC

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.

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 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!!!