

Summer STEAM classes: steps to enrollment

1. Call the Cassia Extension Office at 208-878-9461 to make sure your youth is added to the class List.
2. Please go to the Cassia County 4-H website: <https://www.uidaho.edu/extension/county/cassia/4-h>
3. Scroll down and click on 4-H enrollment.
4. Scroll down to 4-H enrollment again and then click on **Zsuite** (6th bullet point down)
 - a. If you have enrolled previously:
 - i. Login using your email and password.
 - ii. Click on Household Primary account and enter pin number.
 - iii. Under each member click on the arrow to the far right of profile.
 - iv. Click on enroll for current year and follow the steps to enroll the youth
 - v. If adding a household member: click on big green button that reads "+Household Member" and follow the steps to enroll youth.
 - vi. Under Club make sure "The 4-C's" club is added under youth
 - vii. Add the either the cloverbud project or the Treasures project:
 1. Personal Dev. & Leadership – Exploring the Treasures of 4-H
 2. Personal Dev. & Leadership – Cloverbuds/Science & Technology
 - viii. Once all information has been filled out, waivers signed, and club & project added hit the submit enrollment button. (Youth should show up as pending approval.
 - b. If this is your first year doing 4-H:
 - i. Click on "Sign Up".
 - ii. Create a new household account.
 - iii. Once household account has been created, click on big green button that reads "+Household Member" and follow the steps to enroll youth.
 - iv. Under Club make sure "The 4-C's" club is added under youth
 - v. Add the project
 - vi. Once all information has been filled out, waivers signed, and club & project added hit the submit enrollment button. (Youth should show up as pending approval.
5. Once all youth in family have been, enrolled fees must be paid.
 - a. Pay at Cassia County Extension Office
 - b. To pay online go back to the Cassia County 4-H Website.
 - i. Under enrollment, you will click on the Cassia County PayPort (8th bullet point down).
 - ii. Once there click on either:
 1. 4-C's Treasures of 4-H Club
 2. 4-Cs Summer Cloverbud Club
 - iii. Fill out required information
 - iv. Put appropriate quantity:
 1. Helpful hint: If more than one youth is taking the class, you can list all youth under that item on the same line, just change quantity.
 - v. Once all items have been added, click on the next button and follow the steps to complete checkout.