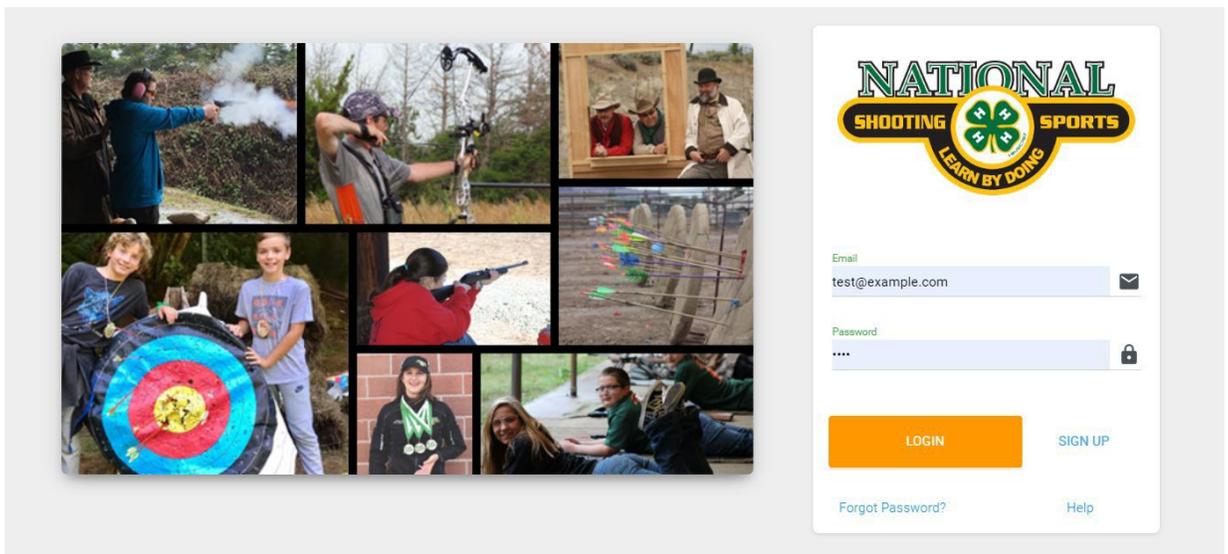




## Online Training Help Guide

1. To access the National Shooting Sports online training, visit <https://4-hshootingsportscollege.com>



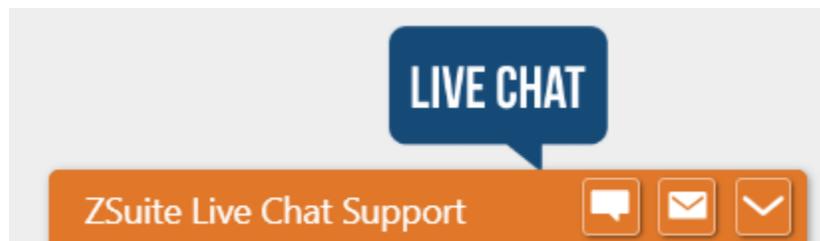
2. If you do not have an account, click the 'SIGN UP' link to create an account

[SIGN UP](#)

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

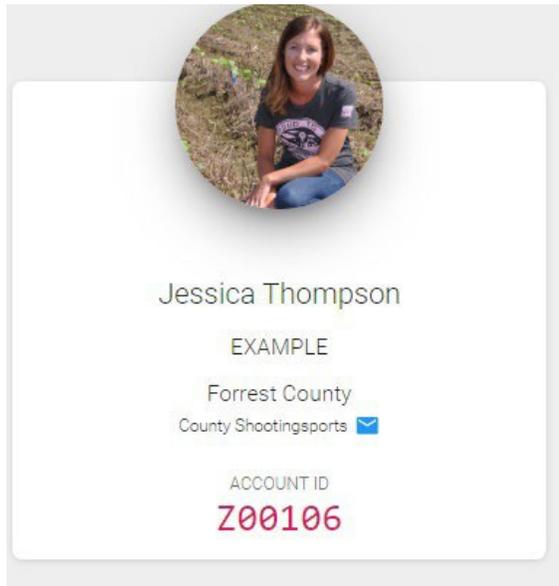


4. Note that the **Help** and **Forgot Password?** links are available if you need assistance. In addition, the ZSuite Chat Support is available for direct chat assistance with our support staff. If outside of our normal business hours, you can still fill out the form and we'll receive an email, which 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 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 picture, the name "Jessica Thompson" is displayed. Underneath the name, the word "EXAMPLE" is shown in a light gray box. The user's affiliation is listed as "Forrest County County Shootingsports" with a blue envelope icon. At the bottom, the account ID "Z00106" is displayed in a large, bold, red font.

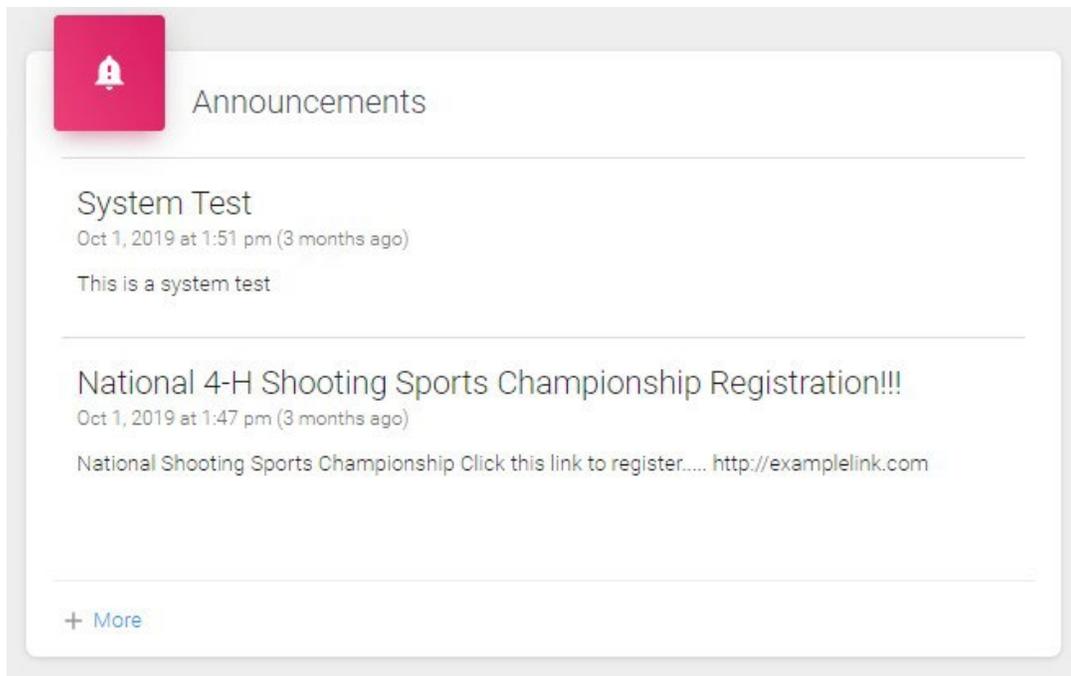
Jessica Thompson

EXAMPLE

Forrest County  
County Shootingsports 

ACCOUNT ID  
**Z00106**

## Announcements:



An announcements section with a red bell icon in a square on the left. The title "Announcements" is to the right of the icon. Below the title, there are two announcement cards. The first card 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 card 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.

 Announcements

---

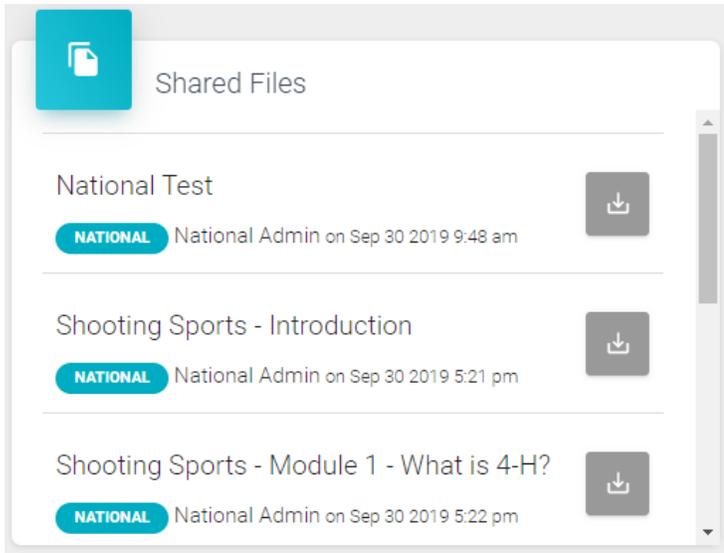
**System Test**  
Oct 1, 2019 at 1:51 pm (3 months ago)  
This is a system test

---

**National 4-H Shooting Sports Championship Registration!!!**  
Oct 1, 2019 at 1:47 pm (3 months ago)  
National Shooting Sports Championship Click this link to register..... <http://examplelink.com>

[+ More](#)

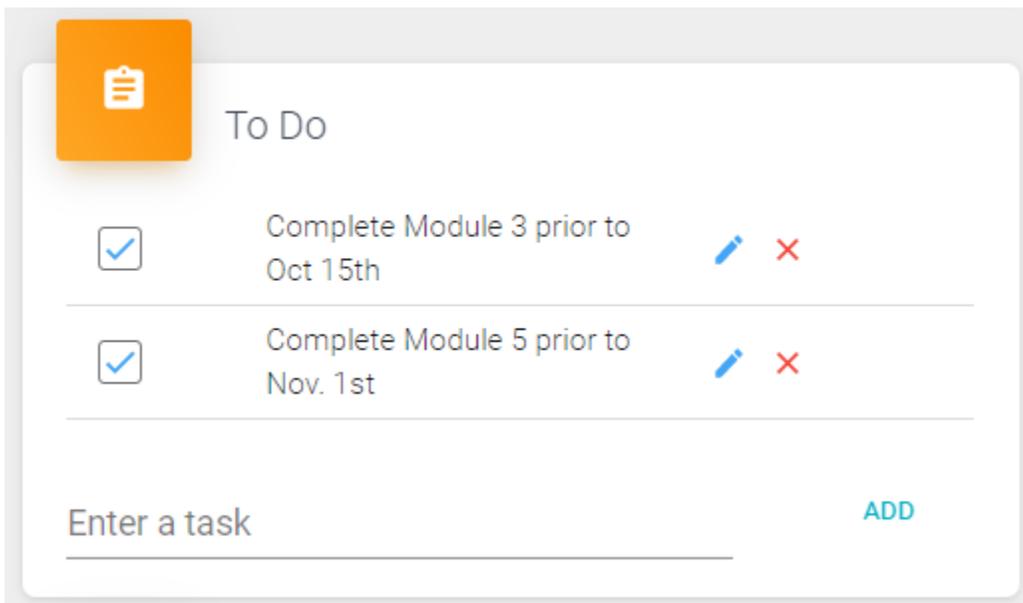
**Shared Files (these are files provided by your state or national shooting sports leaders for you to download, or view):**



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:**

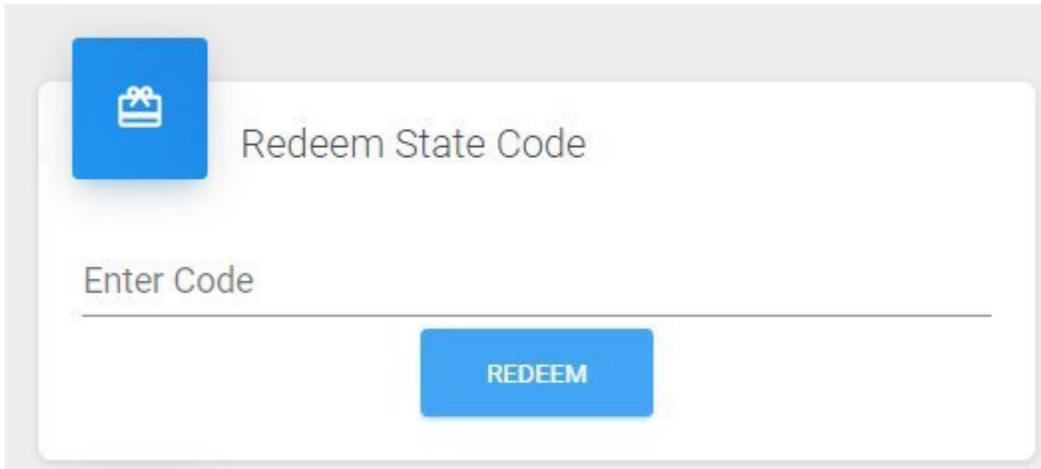


To Do

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

Enter a task ADD

and a place to redeem a state code for your course (if it's been purchased):

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

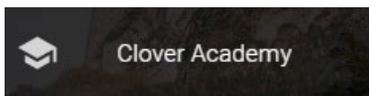
Redeem State Code

Enter Code

REDEEM

**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 menu to enter the Learning Management System to 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, as you're 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 that there is only a single course for Shooting Sports at this time, but Continuing Education and specialty courses may be available 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. At the top is a logo for 'NATIONAL SHOOTING SPORTS' with a green four-leaf clover in the center containing the letters 'H', 'H', 'H', 'H'. Below the logo, the text reads 'National Shooting Sports Online Modules'. Underneath that is the text 'This is the National Shooting Sports Primers Course for Volunteers.' followed by 'There are assessment throughout ...' and a blue link 'READ MORE'. At the bottom, there are two buttons: a blue button with white text 'ENROLL - \$20.00' and a light blue button with dark blue text '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
<b>Total Due:</b>	<b>\$21.27</b>

Payment Details

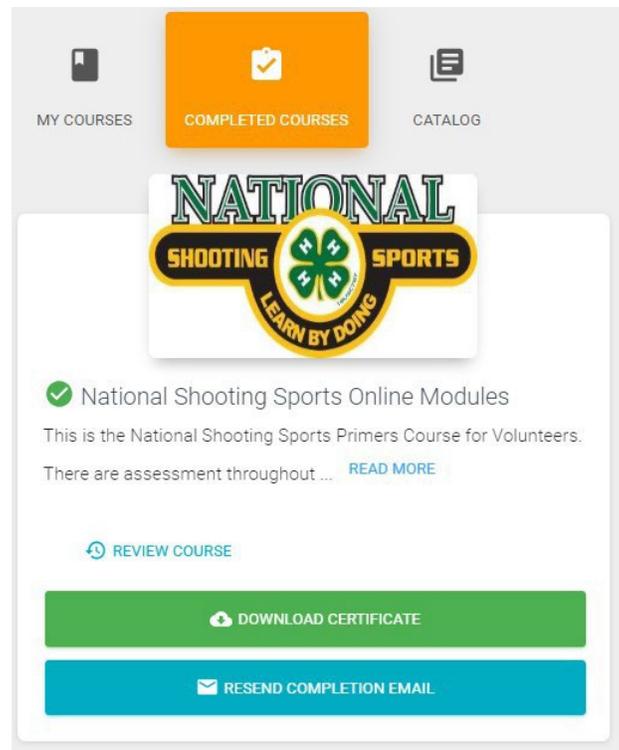
Card number  MM / YY  CVC

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:**

You can click the **'Completed Courses'** tab to view a list of courses you have completed. Again, you will not see the **'Completed Courses'** tab until you finish a course. A completed course looks like this:



11. Note that the **'DOWNLOAD CERTIFICATE'** AND **'RESEND COMPLETION EMAIL'** buttons 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 with us. Please don't hesitate to use our chat/email function in the bottom right of your screen if you need any help.

Best of Luck!!!