

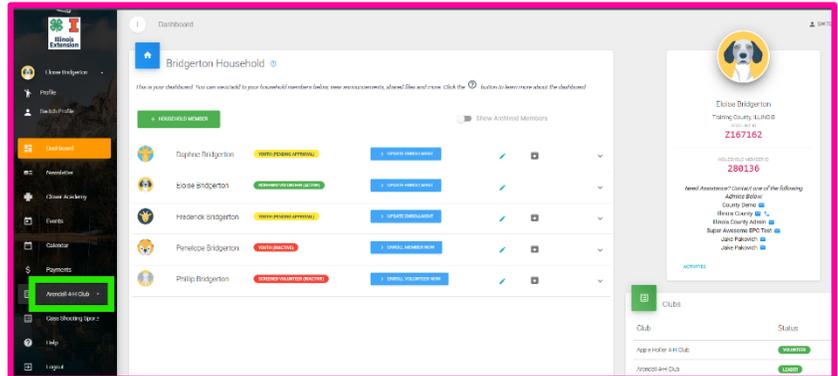


ZSuite Notifications for Leaders

To view any information about your club, log into ZSuite and click on your name. *Not sure if you are in the right place? You should see your name in the box, not Household and your last name, and you won't be prompted to enter your PIN.*

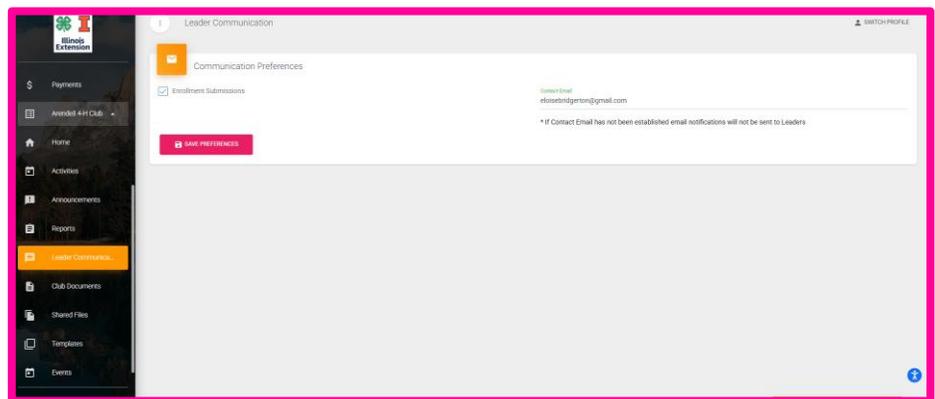
Receive Notifications when Club Members Enroll

- Click on your club's name in the far left menu (on your phone, this menu will appear in the top RIGHT as three bars and can be expanded to show the same options).
- You do NOT have to click on Home and start on the club's home page, but you might want to.



Click on Leader Communications.

- Click on Leader Communications. On this page, you will need to check the box next to Enrollment Submissions, as well as enter the email you'd like to get notified when your club has a new member join. You must also hit the pink "Save Preferences" button.
- After you save, the button will disappear.



Now you will receive an automated email every time you have a youth enroll in your 4-H club!

Updated December 2025