For Volunteers: Unit Leaders Confirming Enrollments

Purpose:

ZSuite allows unit leaders to "confirm" members within the enrollment system. This helpsheet will explain the suggested process for county office staff and unit leaders to work together to confirm members before they are approved and made Active in the ZSuite enrollment system.

Unit leaders should only confirm enrollments for individuals that are part of their unit and have paid enrollment fees.

Before beginning make sure:

- Your unit volunteer role is one or more of the following:
  - Primary Community Leader
  - Assistant Community Leader
  - Co-Community Leader
  - Enrollment Coordinator
- Your enrollment has been approved and made Active in ZSuite.

Confirming Volunteer & Youth Member Enrollments

1. Login to your Household account
2. Select your Household member profile by clicking *CHOOSE PROFILE*.
3. Enter your ZSuite PIN.
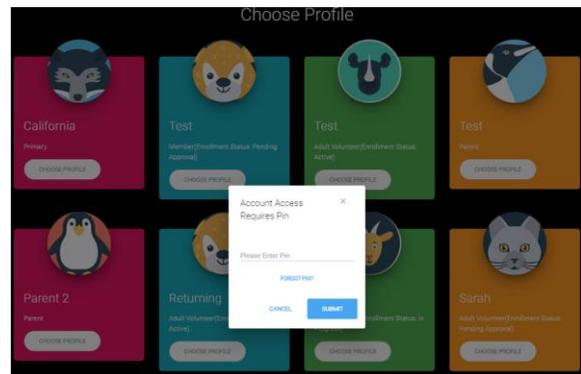
4. In the Navigation Pane, click the sub-menu next to the name of the unit and select *Home*.
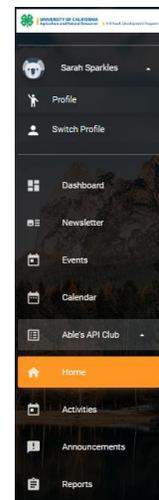
The Volunteers and Members sections will show you individuals enrolled in your unit with Active, Returned, Pending Approval, and Pending Admin Approval enrollments.

Individuals enrolled in your unit as their Primary unit with a Pending Approval enrollment status may be confirmed.

5. Click the green *CONFIRM* button next to the individual you would like to confirm belongs in your unit and has paid enrollment fees.
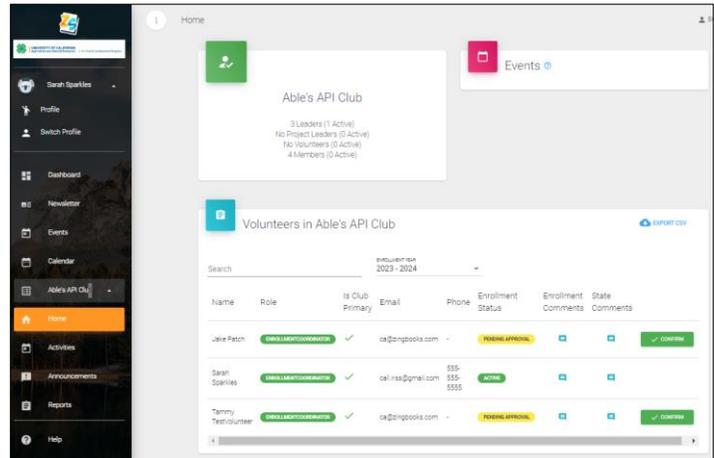

Primary unit enrollment is indicated in the *Is Club Primary* column.

Unit leaders may only confirm individuals that are enrolled in that unit as primary.
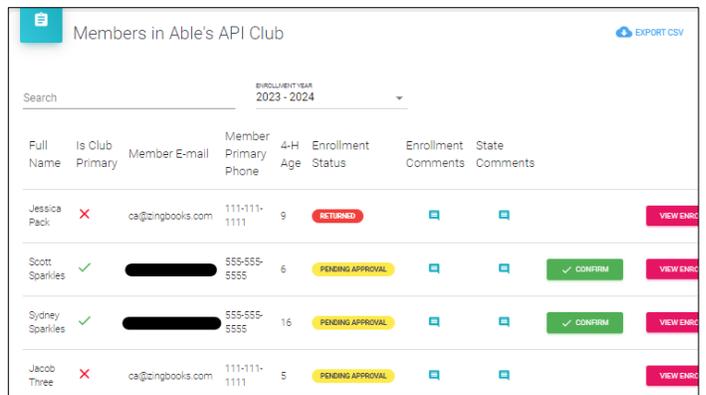
6. The status will change from *Pending Approval* to *Pending Admin Approval*.

Individuals must have an Active enrollment status before they can participate in 4-H activities. See the FAQ section about returning Youth and Adult Volunteer participation.
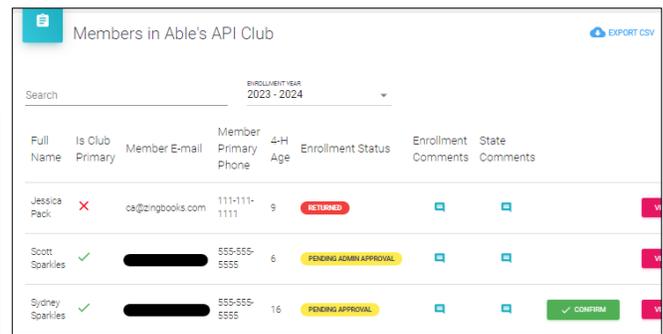
7. The *Pending Admin Approval* status will allow county staff to know the enrollment is confirmed.
If all enrollment requirements are met, County staff can approve and make the enrollment Active.

FAQ

1. **Does the individual or the county staff receive notification when an enrollment is confirmed by a unit leader?**
No. While the enrollment status changes from *Pending Approval* to *Pending Admin Approval*, there is not notification sent to the individual of the enrollment or county staff.

2. **I mistakenly confirmed an individual. How do I un-do the confirmation?**
    Once an enrollment is confirmed by a unit leader it remains confirmed and has a Pending Admin Approval. If you confirmed an individual by mistake, contact your local county 4-H office to let them know the mistake.

3. **I confirmed an enrollment, but it is not yet Active. Why?**
    Confirming an enrollment changes the status to *Pending Admin Approval*. There are enrollment requirements that must be met before an enrollment can be approved and made Active by county staff. For adult volunteers this may include receiving fingerprint clearance and completing required trainings. If you have questions why an enrollment is not yet Active, please contact your local county 4-H office.

4. **Why isn't there a VIEW ENROLLMENT button for volunteers?**
    Volunteer enrollment includes potentially sensitive information collected on the Confidential Self-Disclosure (CSD) waiver. This information is only available to staff and is not shared with other volunteers.

5. **When can youth members participate in 4-H activities?**
    New youth members, or members returning from a year break in participation, must meet all enrolment requirements and be approved and made Active in ZSuite before they can participate in 4-H activities.

    Returning youth, that had an Active enrollment in the previous program year may participate in culminating events tied to their participation in the previous 4-H year for the first 6 months (until December 31st) of the enrollment year.

6. **When can adult volunteers serve 4-H as active volunteers?**
    New volunteers, or volunteers returning from a break in service must meet all initial volunteer appointment requirements and be approved and made Active in ZSuite before they can serve 4-H.

    Returning volunteers, that had an Active enrollment in the previous program year may continue to serve 4-H through December 31st of the following enrollment year. As of January 1st, returning volunteers must have met all returning volunteer appointment requirements and have an Active enrollment status in ZSuite prior to serving 4-H.

7. **Can I work with my county office to confirm members other ways?**
    Yes, your county office may choose another method for Unit Leaders to provide member confirmation. It is important to follow the procedure communicated by your county.

8. **Can Unit Volunteers enter enrollment information?**
    Currently enrollments can be entered by the family OR by County staff.

9. **Why do members and volunteers that are not primarily enrolled in my unit appear on my unit Home screen?**
    The enrollment system shows leaders all enrollments in their unit, regardless of the individual is primarily enrolled in their unit. The *Is Unit Primary* column on the home screen and in the exported file are used to distinguish those with primary unit enrollment.

For questions, please contact your local county 4-H office.

Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.