

# NIOBRARA COUNTY 4-H



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The Extension Office will be closed November 25-26



**Meeting Dates**  
 Fair Board—January @ 6 PM  
 Mustard Seed Dinner—November 10

Dear 4-H Families, Leaders and Volunteers,  
 As we find ourselves in November, it is time to give thanks. I want to start by saying Thank You to all of you. Thank you for the countless hours you have given to the Nobrara County 4-H program, both as a youth member and a leader. Take some time to thank someone that has helped you along in your career. Whether it be a parent, grandparent, leader, teacher or friend. This is also the time of year to think of doing something kind for someone else. Help a neighbor rake their leaves, clear their sidewalk or deliver an unexpected plate of cookies. Find an opportunity to pay the kindness forward.

Fall also means that it is time to complete your 4-H enrollment. New and returning families both need to enroll for the 2022 year. If you have trouble accessing your account, please let us know so that we can help. You all need to be registered members before participating in 4-H activities.

I hope that you are able to get out and enjoy the last bits of fall color and weather, a change is coming! Hope you all have a healthy and happy Thanksgiving!

~Kellie



## Mark your calendars!

Niobrara County Fair  
July 29-August 6, 2022  
Join us Under the Big Top!



Wyoming State Fair  
August 16-20, 2022

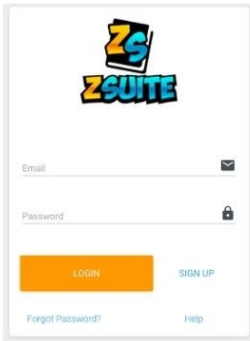
Ultrasound Data is included on the next page. This is great information to learn from. Take a few minutes to review it. If you have any questions, please let me know. Awards were presented at Achievement Day. Educational Opportunities will be starting in January. If you would like more information on carcass quality, let me know!











# ZSuite 4-H Enrollment

## New Family Profile



If you've never signed in to ZSuite before, follow these steps:

1. Go to <https://4h.zsuite.org/>
2. As a Family creating a new Profile, select **SIGN UP**
  - a. Fill in all of the fields, select **LET'S GO!**

## Adding 4-H Members

You are now on the **Dashboard** tab

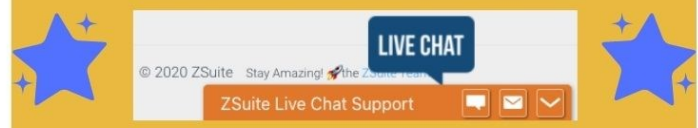
1. Select **+ Household Member**
2. Fill out 4-H Member's info, select **Continue**
3. Fill out PERSONAL INFO, select **Next**
4. Fill out all six drop down WAIVERS, then select **Next**
5. Dropdown to your CLUB, select **Add Club**  
select **Add Project**
6. Select **Add to Cart** and then you can either **+Add Enrollment** or **Submit**. Must be submitted to be complete.

The collage shows the following steps:

- 1:** Dashboard view with the '+ HOUSEHOLD MEMBER' button highlighted.
- 2:** Member info form with '4-H Member First Name' and '4-H Member Last Name' fields.
- 3:** 'PERSONAL INFO' tab selected in the enrollment process.
- 4:** 'WAIVERS' section with dropdown menus for Code of Conduct, Statement of Assumed Risk, Health Form, Health Waiver, Transportation Waiver, and Image Release.
- 5:** 'CLUB' selection screen with a 'Choose one or more Clubs then press "Add Club"' instruction.
- 6:** Project selection screen showing options like 'Barnyard Bunch (Big Piney Sheep, Swine, & Goat Club)' and 'Big Piney Vet Science'.

A green callout box with a speech bubble says: **Animal Project Information is NOT required at this time.**

If you need assistance, don't hesitate to select the ZSuite LIVE CHAT!



**Once submitted, your Enrollment will change from Pending Approval to Active when the Extension Office receives payment!**



# ZSuite 4-H Enrollment

## Existing Family Profile



Enrollment must be done **ANNUALLY** to stay *active* in 4-H!

Go to <https://4h.zsuite.org/>

1. Use the same email & password you used to sign up, select **LOGIN**
2. Choose the **PRIMARY ACCOUNT** to enroll 4-H Members
3. You will see a list of the household members & their current enrollment status.
  - a. **Red = INACTIVE 4-H Member**
  - b. **Green = ACTIVE 4-H Member**
4. Select the 4-H Member's Name you wish to update, select **ENROLL MEMBER NOW**
5. **IF YOU DO NOT SEE A NAME LISTED**, You will need to ADD A HOUSEHOLD MEMBER

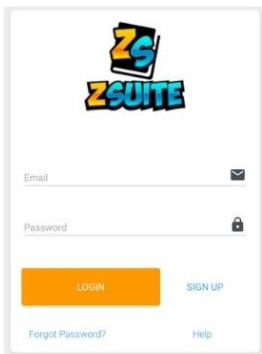


6. Fill out 4-H Member's info, select **Continue**  
 Fill out PERSONAL INFO, select **Next**  
 Fill out all six drop down WAIVERS, then select **Next**  
 Dropdown to your CLUB, select **Add Club**
  - a. Select **Add Project**
7. Select **Add to Cart** and then you can either **+Add Enrollment** or **Submit**. Must be submitted to be complete.



**Once submitted, your Enrollment will change from Pending Approval to Active when the Extension Office receives payment!**





# ZSuite 4-H Enrollment

## New Leader Profile



Enrollment must be done **ANNUALLY** to be an **Active** 4-H Leader!

1. Go to <https://4h.zsuite.org/>
2. To create a new Profile, select **SIGN UP**
  - a. Fill in all of the fields, select **LET'S GO!**

If you've signed in before,

**★ LOGIN ★**

Select **PRIMARY ACCOUNT**

## Volunteer Enrollment

You are now on the **Dashboard** tab

- 1 Select the Volunteer's Name
- 2 More content will drop down, select **Enroll Volunteer Now**
- 3 Select **Complete Volunteer Enrollment**
- 4 Fill out all the of the **Personal Info**
  - a. When filling out *Volunteer Roles/Opportunities*, select all that may apply.
- 5 Complete all Waivers
- 6 Dropdown to your CLUB, select **Add Club**
  - a. Select **Add Project** if needed
- 7 Select **Add to Cart**

**Once submitted, your Enrollment will change from Pending Approval to Active when you have completed:**

- **Background Screening**
  - Look for the State 4-H Office email
- **New Volunteer Orientation**
  - Visit <https://extension.catalog.instructure.com/> to create a login, then go to <https://uwyo3.instructure.com/login/canvas> to complete the course.
- **MVR (Motor Vehicle Records)**
  - Visit [https://www.wyoming4h.org/4hsublette/?page\\_id=2097](https://www.wyoming4h.org/4hsublette/?page_id=2097) to complete
    - "Supervisor/Sponsor" - Johnathan Despain - [jdespain@uwyo.edu](mailto:jdespain@uwyo.edu)
    - "Additional Email Addresses to Notify" - [karen.allison@uwyo.edu](mailto:karen.allison@uwyo.edu)



**FREE!**

# MUSTARD SEED DINNER

**ST. GEORGE'S  
EPISCOPAL CHURCH**

**HOSTED BY NIOBRARA  
COUNTY 4-H COUNCIL**

**November 10th - 5-7 PM**

**PROCEEDS  
BENEFIT  
NIOBRARA  
COUNTY 4-H  
EDUCATIONAL  
PROGRAMS**



**SPONSORED  
AND FUNDED  
BY ST.  
GEORGE'S  
EPISCOPAL  
CHURCH**

**PASTA BAR - ALFREDO AND SPAGHETTI  
SALAD  
BREAD  
DESSERT**

**FREE!**

Please make plans to join us on November 10 for the Mustard Seed Dinner. Each family is asked to bring a dozen homemade cookies/brownies for dessert. We will be setting up at 3:30 p.m., please come and help. We will also need some help cleaning up at 7:00 p.m. It doesn't take long when we have help!

# HOW WE COMMUNICATE



**OFFICE:** 307-334-3534

**FAX:** 307-334-2188



PO Box 210  
Lusk, WY 82225

**Check us out on Facebook:**

Niobrara County 4-H & Extension

[www.facebook.com/groups/NiobraraCounty4HExtension/](http://www.facebook.com/groups/NiobraraCounty4HExtension/)

The *Niobrara County 4-H website* is:  
<http://wyoextension.org/niobraracounty/>

Visit this website for 4-H information, including the current newsletter, handbook, calendar, etc.! Visit it often!!!!

**E-mail!**

**Denise:**

[desmith@uwyo.edu](mailto:desmith@uwyo.edu)

**Kellie:**

[kelliec@uwyo.edu](mailto:kelliec@uwyo.edu)

**Erin:**

[niobcnty@uwyo.edu](mailto:niobcnty@uwyo.edu)

The *Niobrara County Extension website* is:

<http://niobraracounty.org/>

Then select 'County Extension' on the right-hand side

Our hours are:

**Monday - Friday**

**8:30 AM - 4:30 PM**

***Closed from 12 - 1 PM***