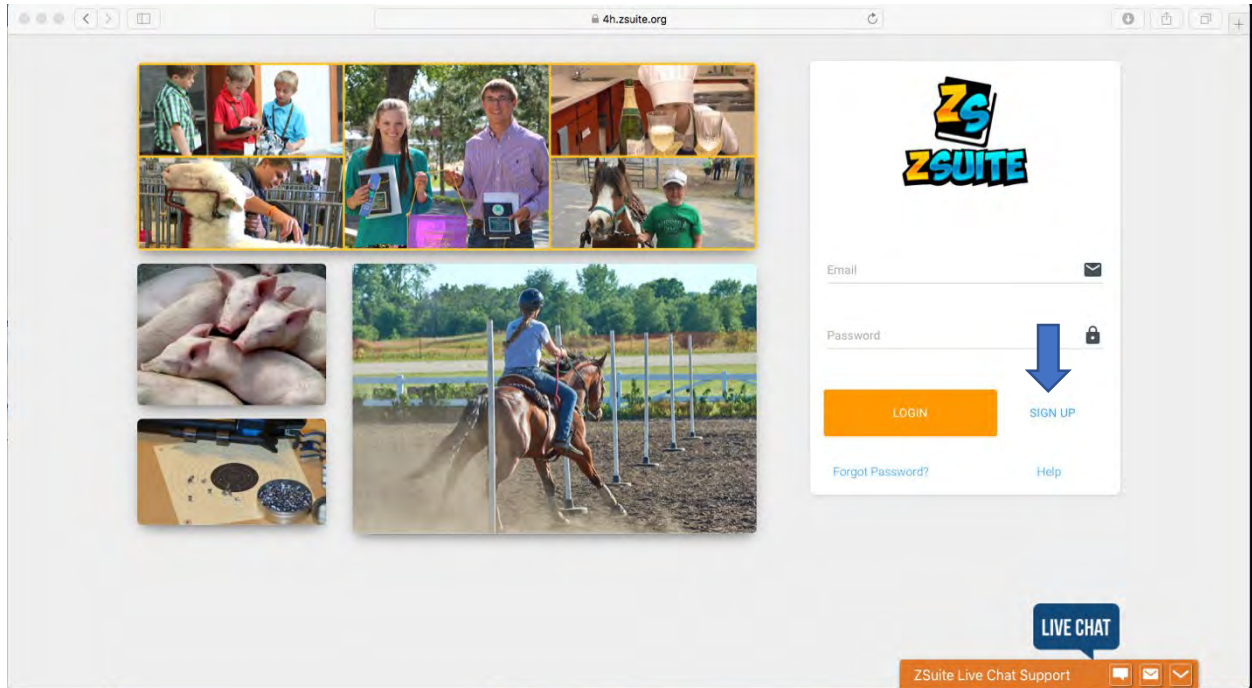


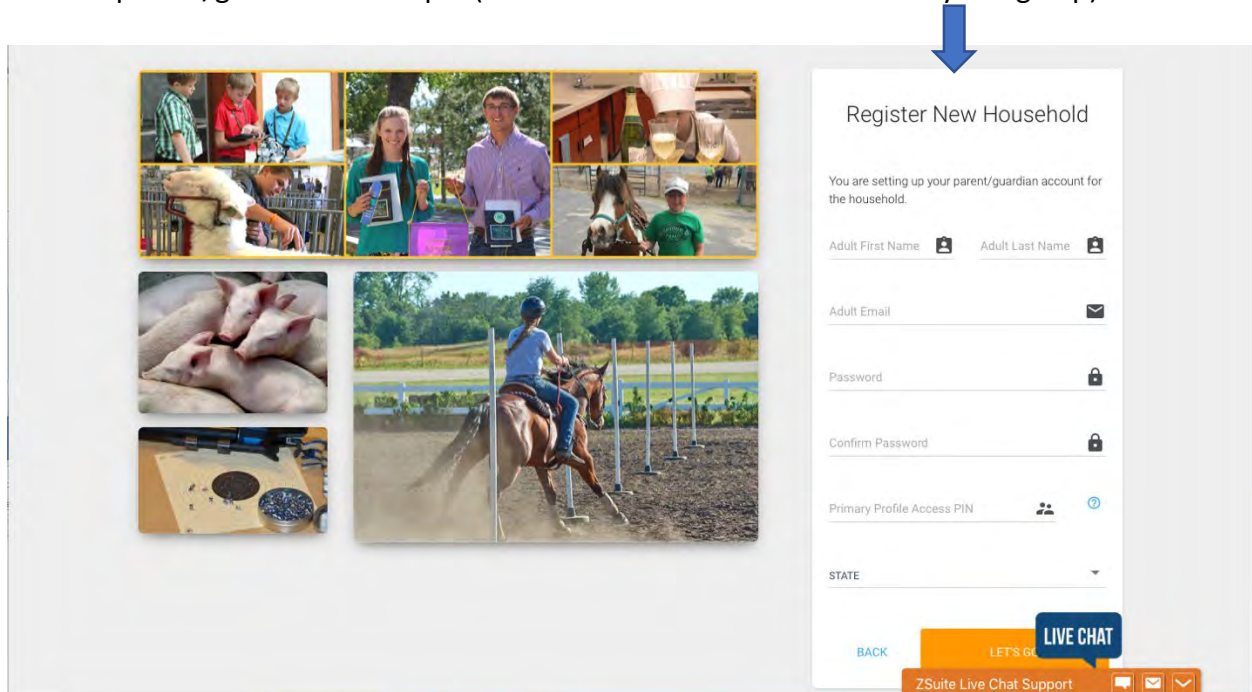
ZSuite Instructions for 4-H Volunteers

Follow the steps below to sign a volunteer up in ZSuite and access the volunteer training:

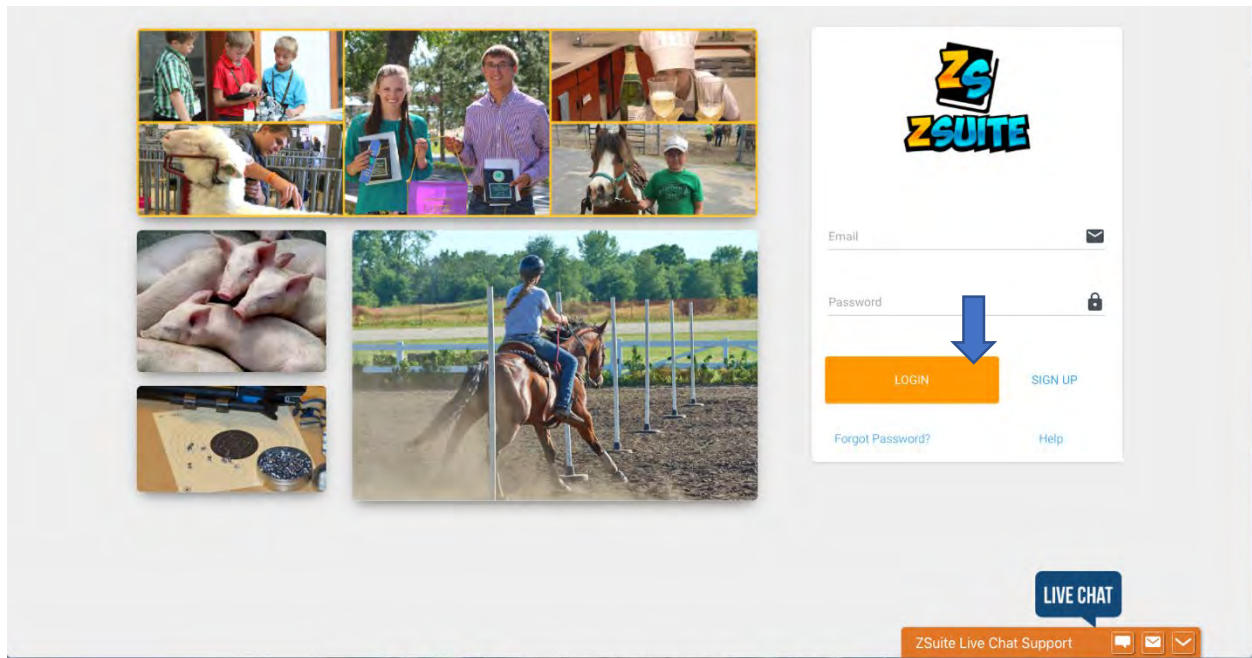
1. Go to ZSuite.org (Use Safari or Chrome)
2. Go to the [Sign Up](#) in the bottom right corner of the screen. If you have any questions, use the Live Chat in the bottom right corner.



3. Complete directions to Register New Household, select a four number pin. Each household has one parent/guardian with a pin.(You will also receive an email after you sign up).

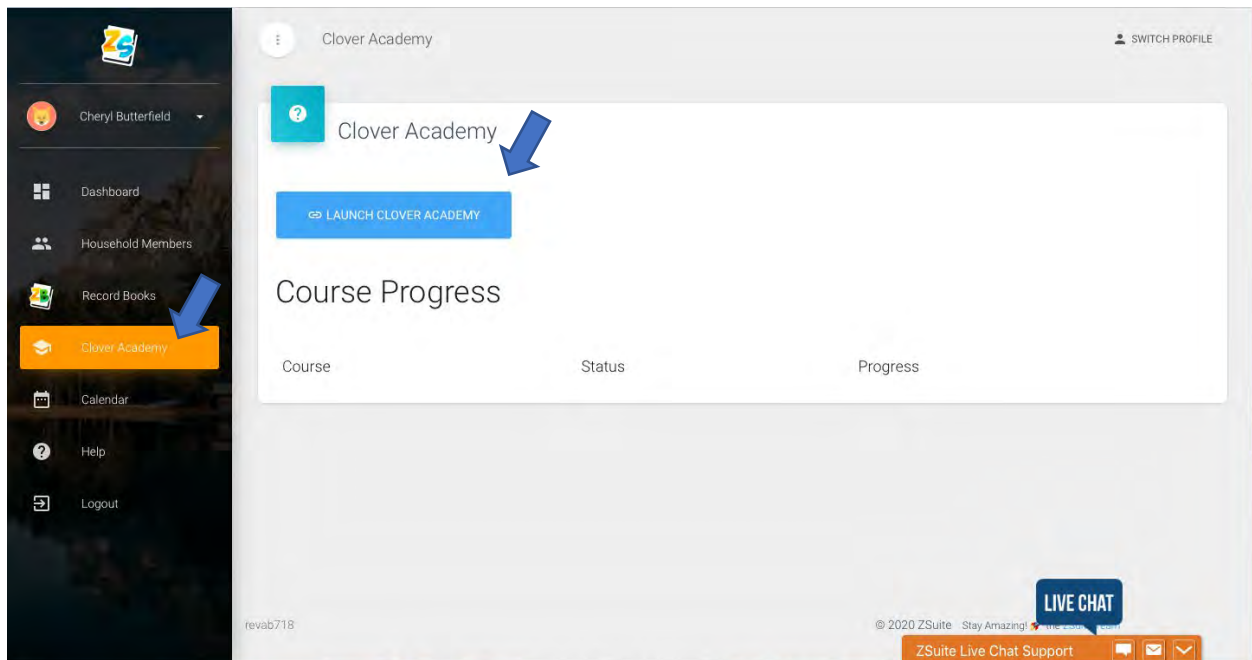


4. Log in with your email and password

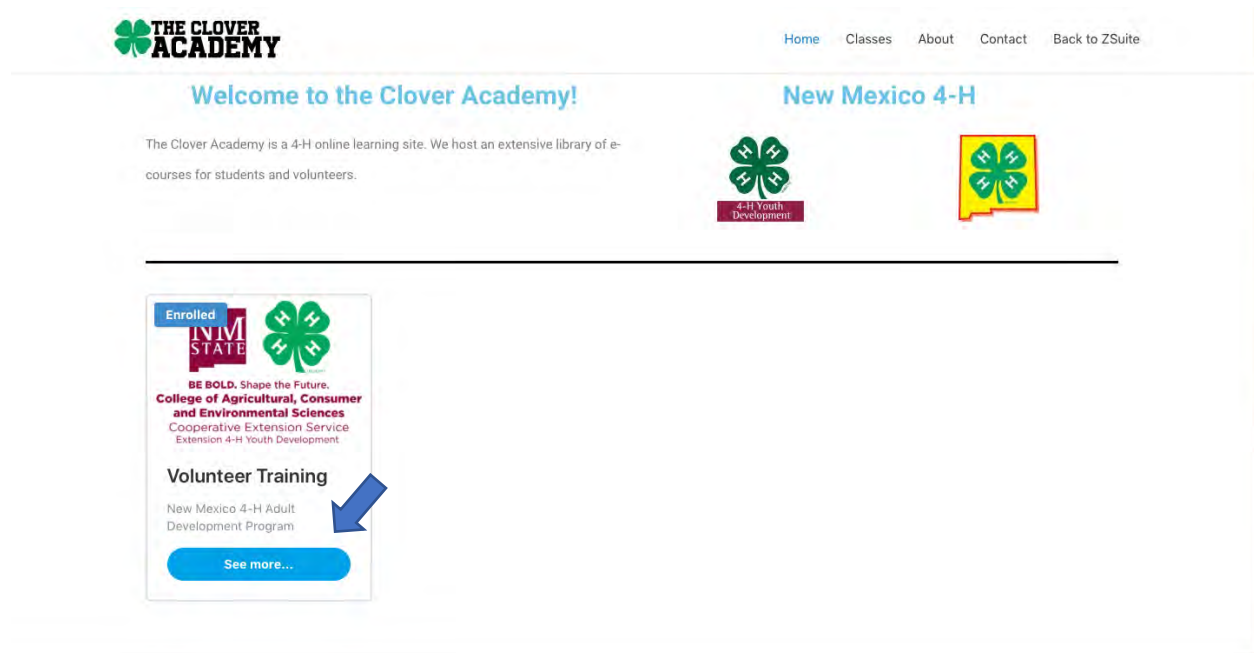


5. Select Clover Academy on left menu bar.

6. Launch Clover Academy

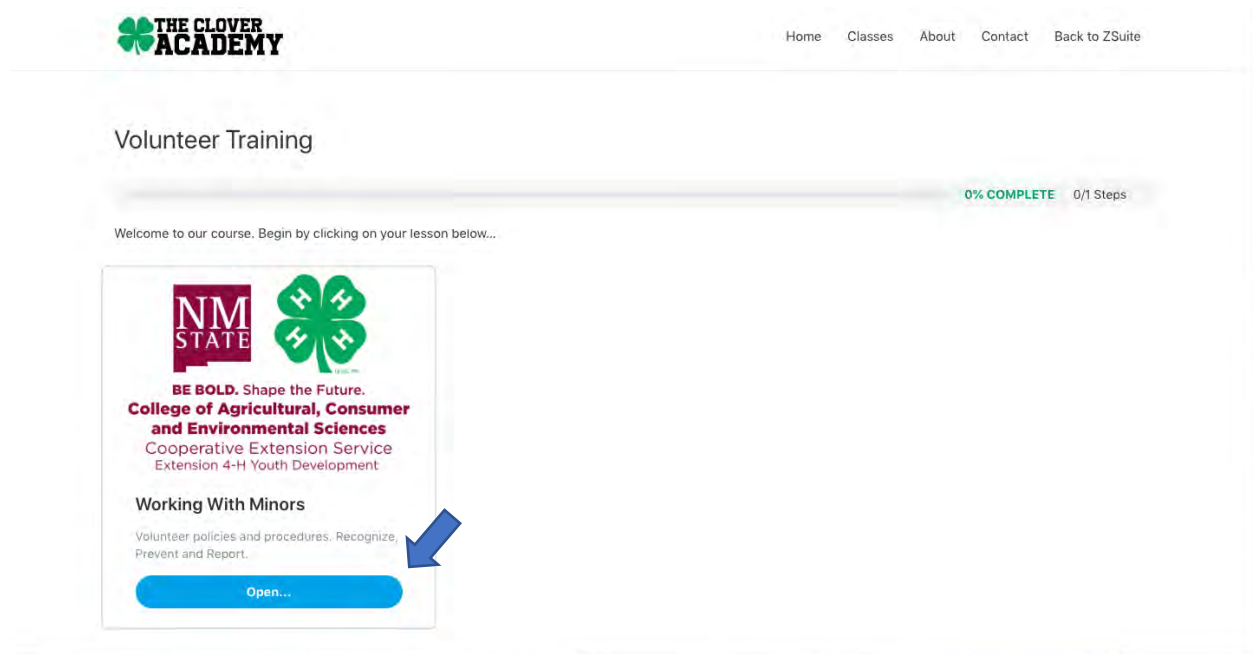


7. Go to Volunteer Training and click on [See more...](#)



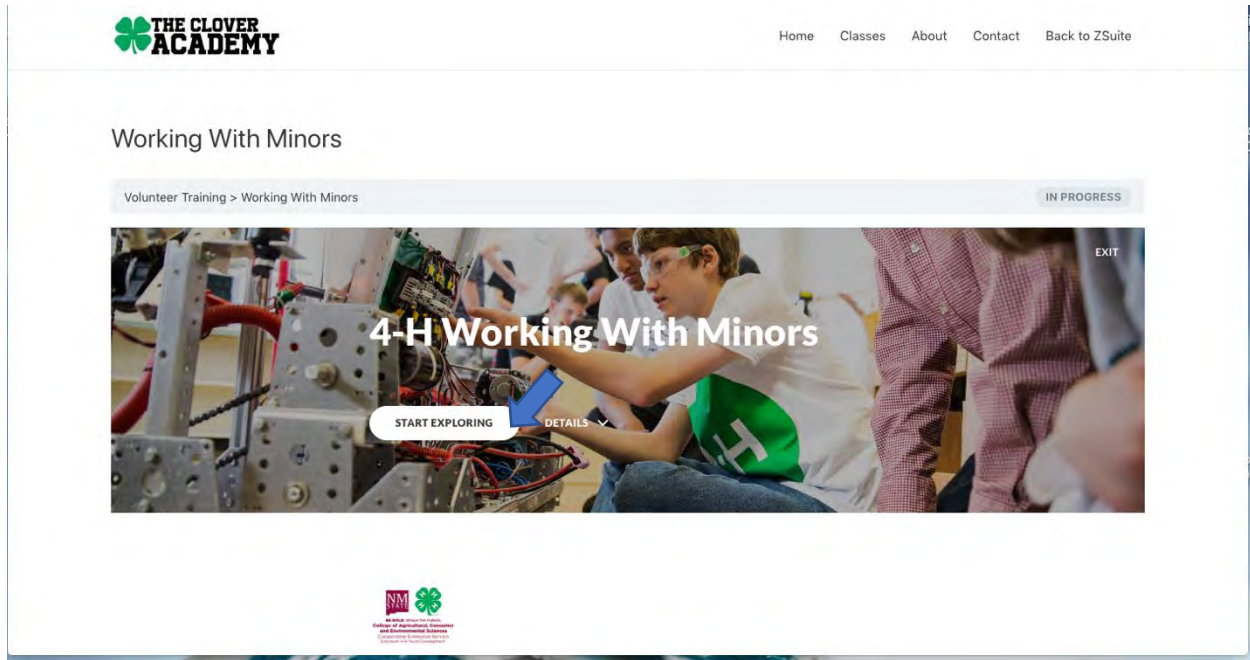
The screenshot shows the homepage of The Clover Academy. At the top left is the logo for THE CLOVER ACADEMY. To the right is a navigation menu with links for Home, Classes, About, Contact, and Back to ZSuite. Below the navigation, there are two main sections: "Welcome to the Clover Academy!" and "New Mexico 4-H". Under "Welcome to the Clover Academy!", there is a paragraph stating: "The Clover Academy is a 4-H online learning site. We host an extensive library of e-courses for students and volunteers." To the right of this text are two logos: a green four-leaf clover with "4-H" on each leaf and "4-H Youth Development" below it, and a yellow square logo with a green four-leaf clover and "4-H" on each leaf. Below these sections is a horizontal line. Underneath the line is a card for "Enrolled" with the NM STATE logo and a green four-leaf clover. The card text reads: "BE BOLD. Shape the Future. College of Agricultural, Consumer and Environmental Sciences Cooperative Extension Service Extension 4-H Youth Development". Below this is the heading "Volunteer Training" and the text "New Mexico 4-H Adult Development Program". At the bottom of the card is a blue button labeled "See more...". A blue arrow points to this button.

8. Go to Working with Minors and click on [Open](#)



The screenshot shows the "Volunteer Training" course page. At the top left is the logo for THE CLOVER ACADEMY. To the right is a navigation menu with links for Home, Classes, About, Contact, and Back to ZSuite. Below the navigation, the page title "Volunteer Training" is displayed. To the right of the title is a progress indicator showing "0% COMPLETE" and "0/1 Steps". Below this is a paragraph: "Welcome to our course. Begin by clicking on your lesson below...". Underneath this paragraph is a card for "Working With Minors" with the NM STATE logo and a green four-leaf clover. The card text reads: "BE BOLD. Shape the Future. College of Agricultural, Consumer and Environmental Sciences Cooperative Extension Service Extension 4-H Youth Development". Below this is the heading "Working With Minors" and the text "Volunteer policies and procedures. Recognize, Prevent and Report.". At the bottom of the card is a blue button labeled "Open...". A blue arrow points to this button.

9. 4-H Working With Minors – click on Start Exploring



10. Follow module directions to click on each image, at the bottom of the screen, click on the next lesson to move through the training. Answer the questions within the module to complete the training.

4-H Working With Minors
12% COMPLETE

▼ WELCOME TO VOLUNTEER TRAINING

- Overview and Objectives ✓

▼ POLICY & PROCEDURES

- NMSU Policy ✓
- General Safety
- Emergencies
- Transportation
- Supervision Requirements
- Working One-on-One With Youth
- Accommodation and Non-Discrimination Policy
- Knowledge Check

▼ RECOGNIZE, PREVENT, & REPORT

New Mexico 4-H is a program within New Mexico State University. There are policies for all youth programs that are required by ARP 16.79. Read the statements below to understand all of the required policies.

- All youth programs, including 4-H, sponsored by NMSU need to be registered and approved.
- There must be informed consent for all participants.
- Restrictions on structure, supervision, contact, and transportation must be followed.
- All 4-H program staff and volunteers go through a criminal background check.
- There is required training for all 4-H staff and volunteers.
- If there is an incident, requirements (e.g., notification, documentation, etc.) must be followed.

Lesson 3 - General Safety

11. On the left menu bar, a red check mark will appear when you have completed that section. If you do not score an 80% on the quiz, you need to retake it. The retake button is at the end of the quiz. There will be a quiz half way through, you are not finished until you have taken two quizzes.



Emergencies

- ▼ WELCOME TO VOLUNTEER TRAINING
- Overview and Objectives ✓
- ▼ POLICY & PROCEDURES
- NMSU Policy ✓
- General Safety ✓
- Emergencies ✓**
- Transportation
- Supervision Requirements
- Working One-on-One With Youth
- Accommodation and Non-Discrimination Policy



No matter how much you plan, there is always the possibility of a medical emergency for 4-H members or volunteers. It is important to be prepared and have a plan to handle any situation. Read through the list and think about how you will create and implement an emergency medical plan at your next event.

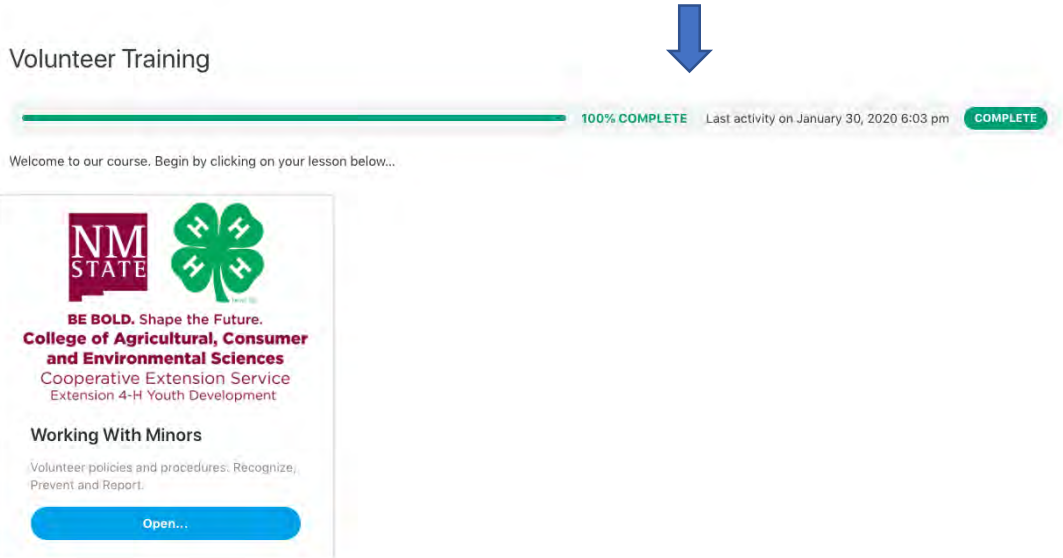
- Know existing medical issues of participants prior to event.
- Allergic reactions that affect breathing – **call 911 immediately.**
- Bleeding – apply direct pressure and **call 911.**
- Head injury – notify the person-in-charge (PIC) and follow concussion protocols.
- Get First Aid and CPR training – always make certain someone at the event is certified in First Aid/CPR.
- When in doubt – **CALL 911.**

12. When you have completed the training, click back to course at bottom of the page.



[Back to Course](#)


13. You should see 100% complete and the date you completed the course. Take a screen shot and send a copy to your county extension office to verify you have completed the course.



Volunteer Training

100% COMPLETE Last activity on January 30, 2020 6:03 pm COMPLETE

Welcome to our course. Begin by clicking on your lesson below...

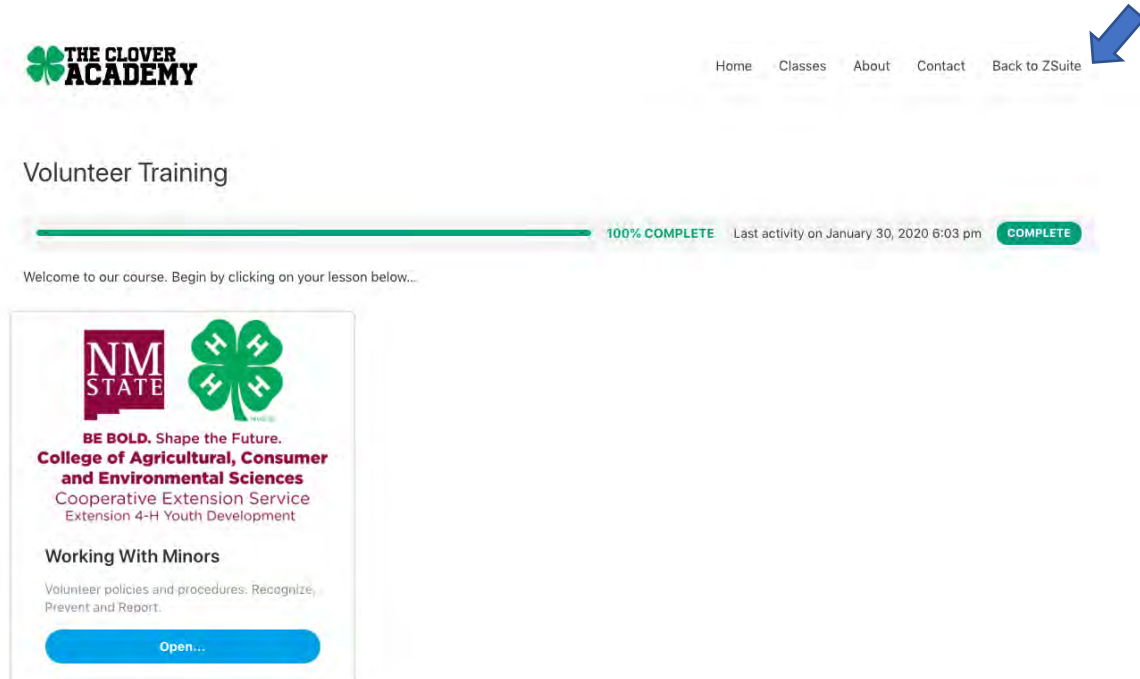



BE BOLD. Shape the Future.
College of Agricultural, Consumer and Environmental Sciences
Cooperative Extension Service
Extension 4-H Youth Development

Working With Minors
Volunteer policies and procedures: Recognize, Prevent and Report.

Open...

13. To exit Clover Academy, click in the top right hand corner tab “Go back to ZSuite”.




 Home Classes About Contact **Back to ZSuite**

Volunteer Training

100% COMPLETE Last activity on January 30, 2020 6:03 pm COMPLETE

Welcome to our course. Begin by clicking on your lesson below...



BE BOLD. Shape the Future.
College of Agricultural, Consumer and Environmental Sciences
Cooperative Extension Service
Extension 4-H Youth Development

Working With Minors
Volunteer policies and procedures: Recognize, Prevent and Report.

Open...

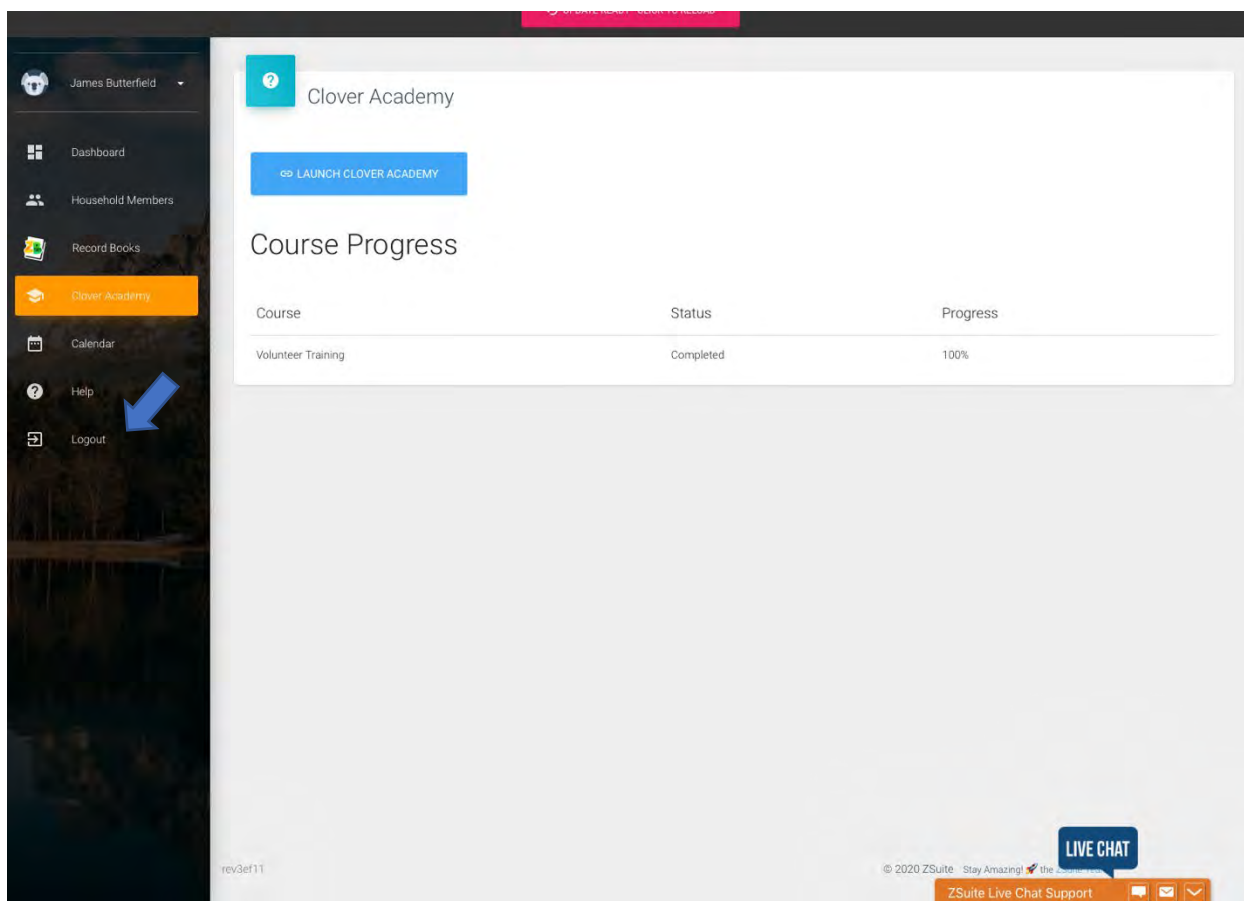
14. Click on to <https://4h.zsuite.org/lms> to return to zuites.

Redirect Notice

The previous page is sending you to <https://4h.zsuite.org/lms>.

If you do not want to visit that page, you can [return to the previous page](#).

15. Log out



The screenshot displays the Clover Academy user interface. On the left is a dark sidebar with a navigation menu. The 'Logout' option at the bottom of the menu is highlighted with a blue arrow. The main content area shows the 'Clover Academy' header, a 'LAUNCH CLOVER ACADEMY' button, and a 'Course Progress' table. The table lists a 'Volunteer Training' course with a status of 'Completed' and 100% progress. At the bottom right, there is a 'LIVE CHAT' button and a footer with copyright information for 2020 ZSuite.

Course	Status	Progress
Volunteer Training	Completed	100%