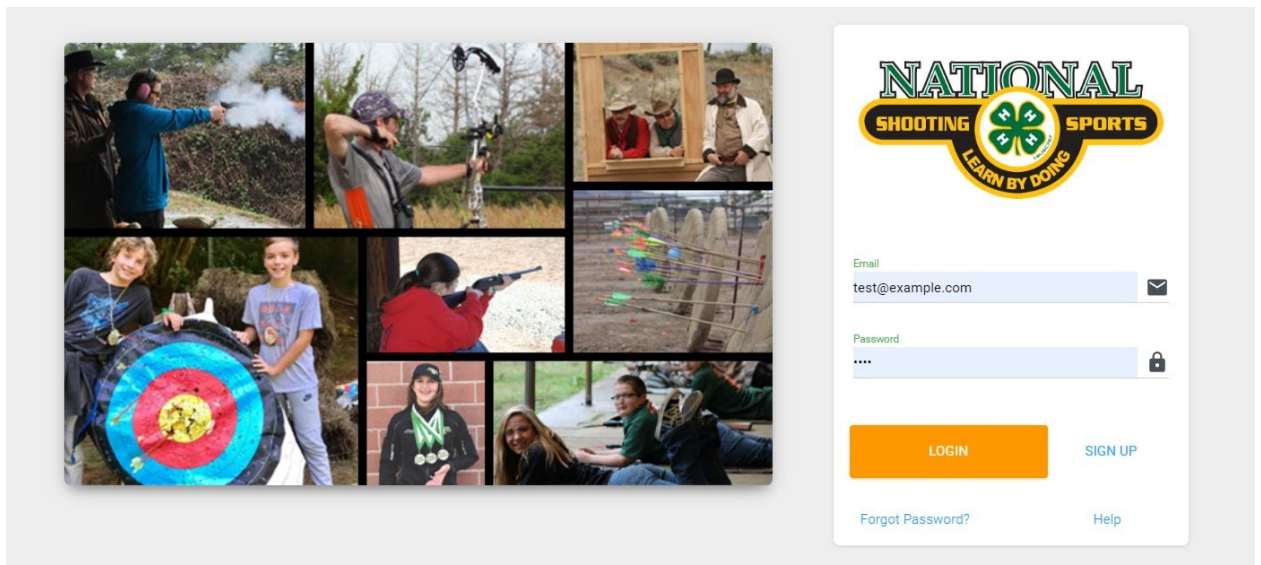# Online Training User Guide

1. To access the National Shooting Sports online training, visit
   www.4-hshootingsportscollege.com

2.   If you do not have an account, click the 'SIGN UP' link to create an account. [_Note_: _if your family already has an account setup on 4h.zsuite.org that is not in your name, or you have multiple people in your household that need to take the course, each person needs to go through the "SIGN UP" process to create their own account._]

SIGN UP

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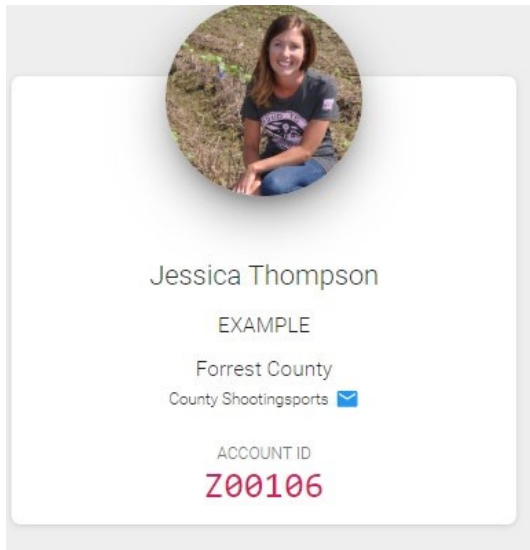
LOGIN

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.
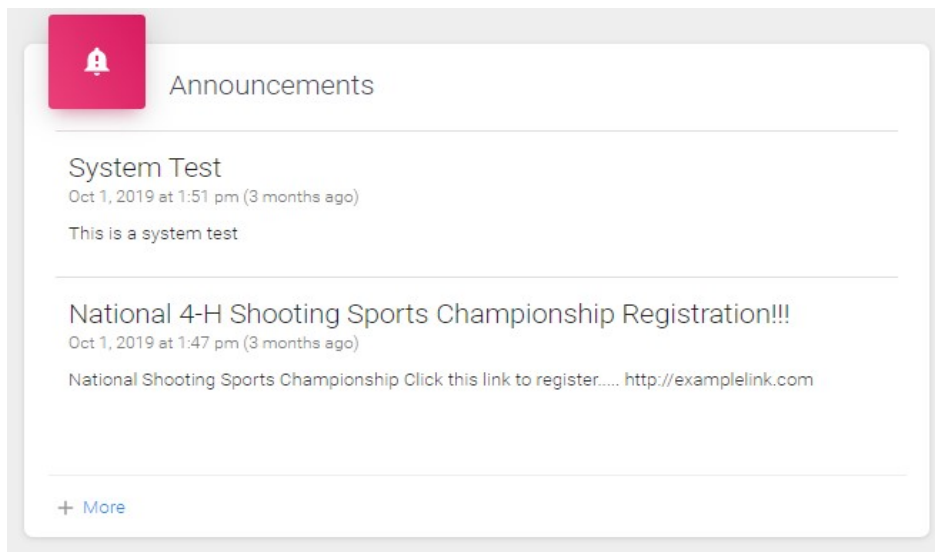
LIVE CHAT

ZSuite Live Chat Support
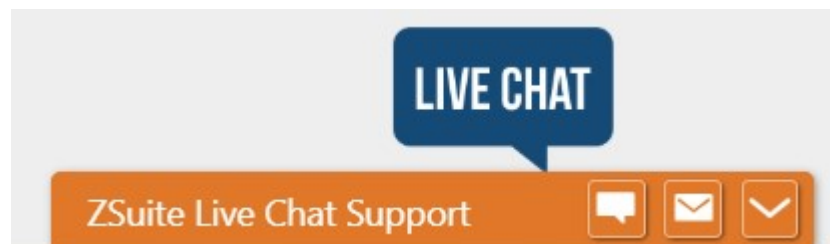
5. Upon logging into the system, or after you create your account initially, you'll land on the Dashboard page. Here you will see a number of dashboard items including:

Your User Profile:

Jessica Thompson

EXAMPLE

Forrest County

County Shootingsports ✉

ACCOUNT ID

Z00106

Announcements:

🔔 Announcements

System Test
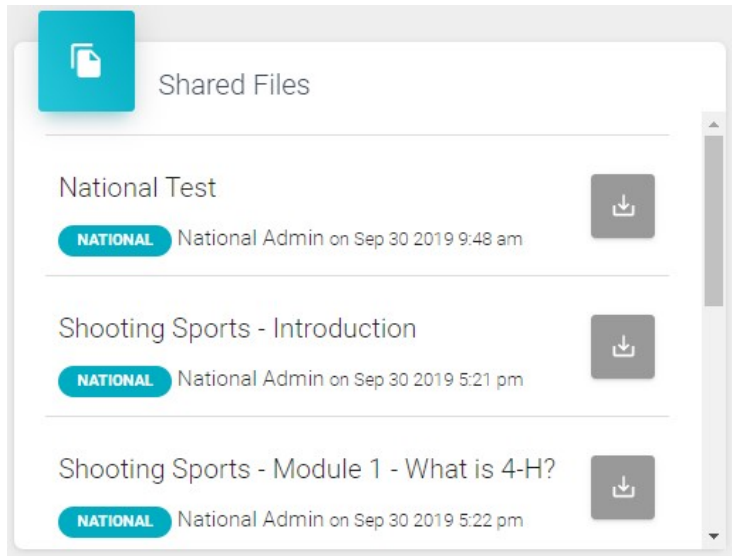
Oct 1, 2019 at 1:51 pm (3 months ago)

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
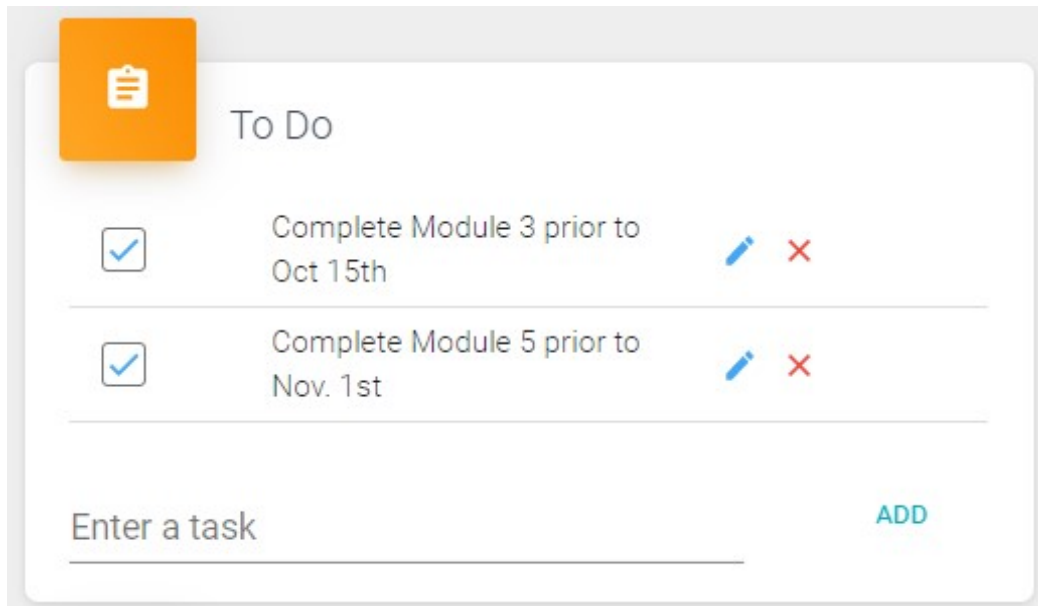
+ More

Shared Files:

[*Note: these are files provided by your state or national shooting sports leaders for you to download, or view.* *Do not attempt to access the online e-Learning modules from this section - go to Step 6 below to access the course.*]

To-Do List:
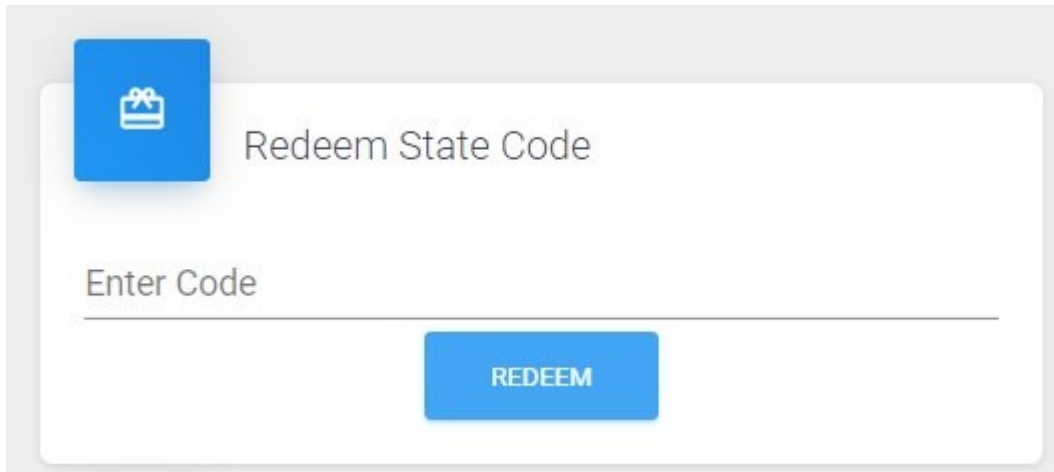
Redeem State Code:

If your state pre-purchased and provided you a coupon code for the online training modules, enter that code here. If a code is not pre-purchased, continue to Step 6. *[Note: if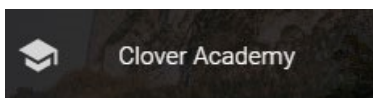 you have a code and don't see the option to enter it here, there is another option to enter that code during Step 9 below.]*
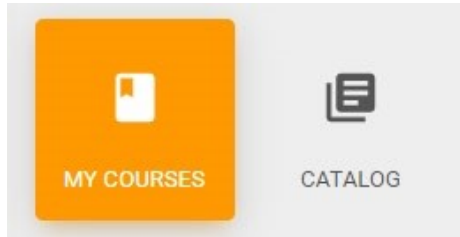
6. Click the 'Clover Academy' link in the left-hand menu to enter the Learning Management System and view courses available to you. If you've entered a coupon code, all applicable courses will be ready to begin.
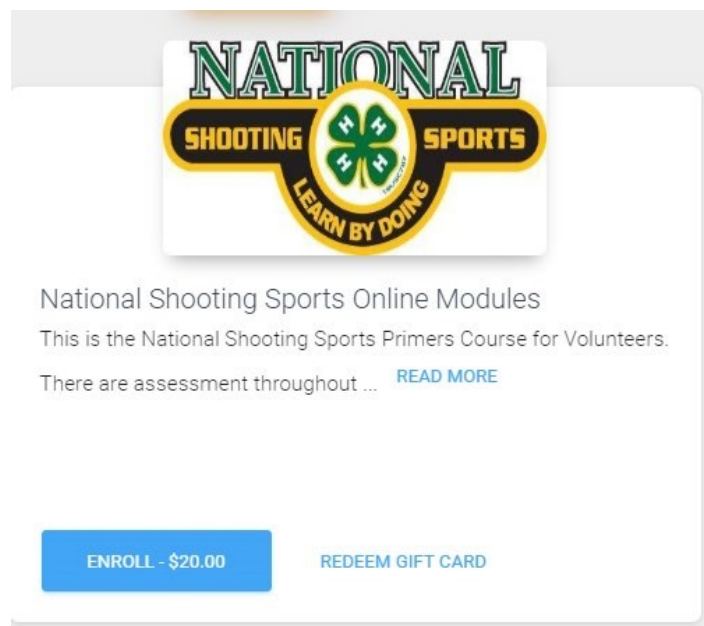
7. Once you enter the Clover Academy Learning Management System, you will see current courses you're enrolled in under the '**My Courses'** tab.

If you entered an access code, you should see your course here.

If you have not entered a code, click the **'CATALOG'** tab to access the course. (See Step #8)

8. The **'CATALOG'** tab will show a list of all courses available to you. [*Note: there is currently only a single course for Shooting Sports, but Continuing Education and specialty courses may be added in the future. Any new courses will be communicated to you via your State 4-H Shooting Sports Staff.]*

National Shooting Sports Online Modules
This is the National Shooting Sports Primers Course for Volunteers. There are assessment throughout ... READ MORE

ENROLL - $20.00   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. [*Note: If you have a State coupon code which you didn't enter during Step 5, select the* **REDEEM GIFT CARD** *option instead, and enter that code here.*]


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:**
Click the **'Completed Courses'** tab to view a list of courses you have completed – you will not see the 'Completed Courses' tab until you finish a course.

A completed course tab looks like this:
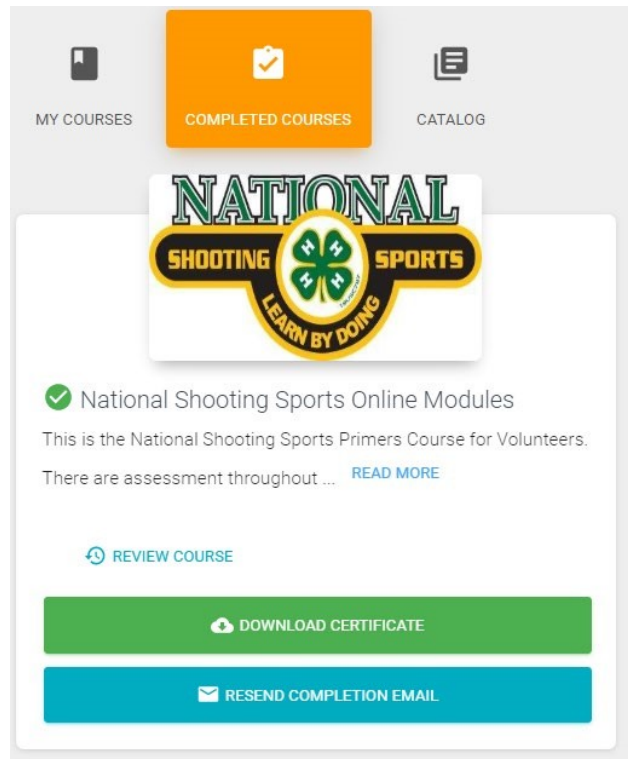
11.   Note that the **'DOWNLOAD CERTIFICATE'** AND **'RESEND COMPLETION EMAIL'** buttons only appear once you have completed the course. This allows you to print any documentation you may need to provide, as proof of completion.

 [_Note: for county extension personnel completing the course, the download certificate option may not appear. Send a message via the Chat to request ZSuite email your completion certificate._]

12.   When you have completed a course, if you would like to revisit a section, or take the course over, simply click the 'REVIEW COURSE' link. You can do this at any time after you complete the course.

Thank you for taking your 4-H National Shooting Sports online training with us. Please don't hesitate to use our chat/email function in the bottom right of your screen if you need any help at any time.

Best of Luck!!!