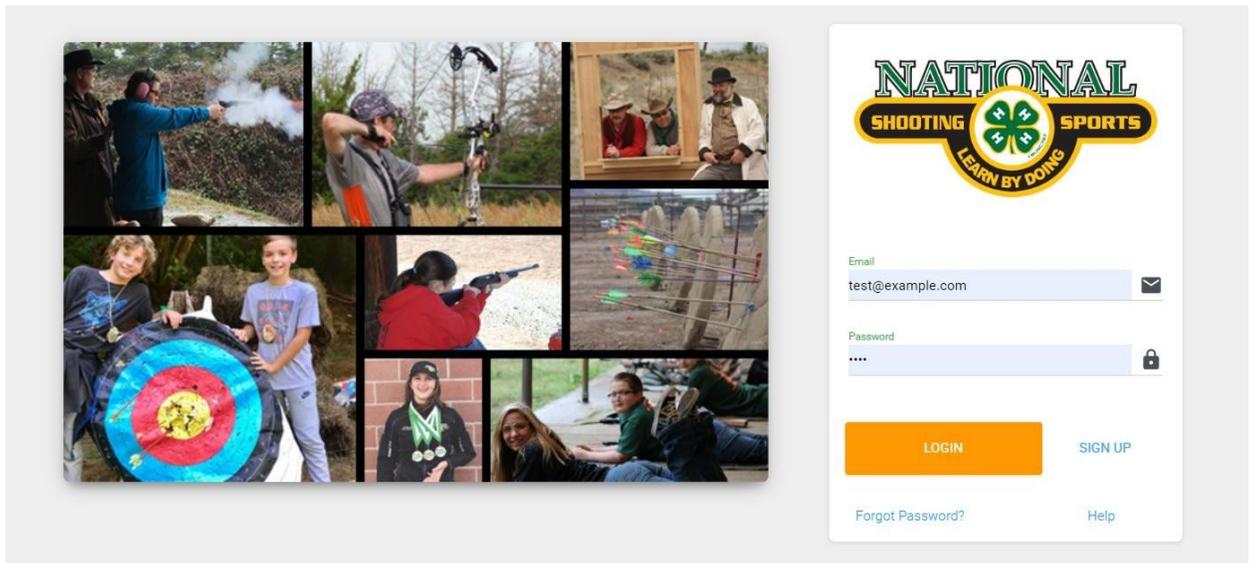




Online Training User Guide

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



2. If you do not have a household, click the 'SIGN UP' link to create a household. *[Note: If you have an account on 4h.zsuite.org you are able to use that account to log into and take the course for anyone that needs to on this site]*

SIGN UP

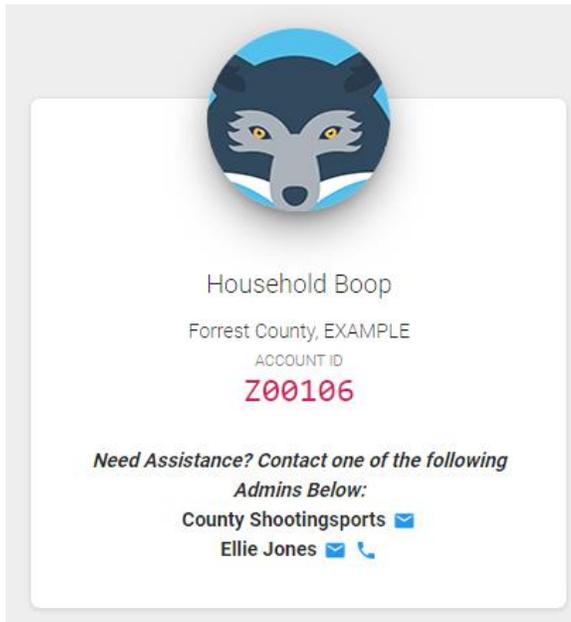
3. If you do have a household set up already, simply enter your email and password, and click the 'LOGIN' button.

LOGIN

4. Note that the **Help** and **Forgot Password?** links are available if you need assistance
5. After you create your household initially, you'll land on the Dashboard page. Once you set up any profiles in the household the next time you will be prompted to choose who to log into.

6. On the dashboard you will see a number of dashboard items including:

Your Household Profile:

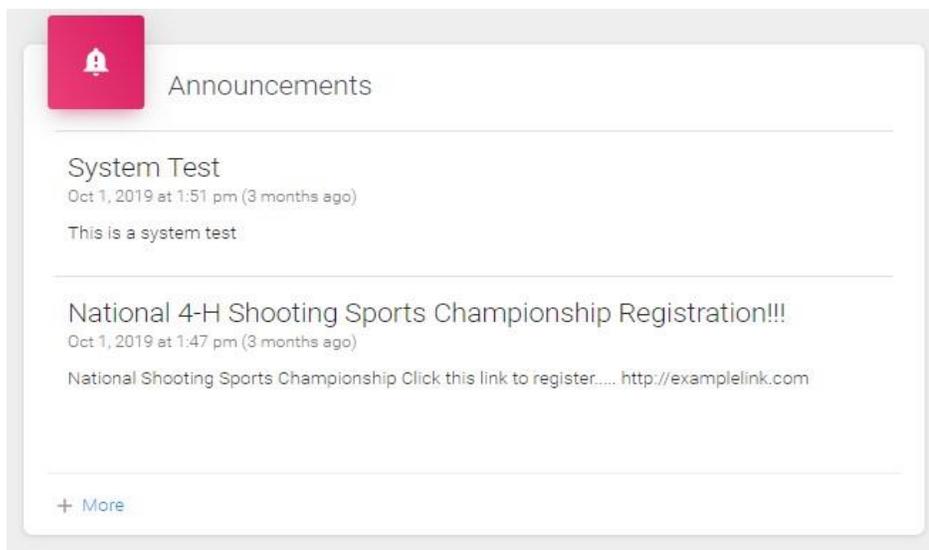


A circular profile picture of a wolf's face with blue and grey fur and yellow eyes.

Household Boop
Forrest County, EXAMPLE
ACCOUNT ID
Z00106

Need Assistance? Contact one of the following Admins Below:
County Shootingsports 
Ellie Jones  

Announcements:



 Announcements

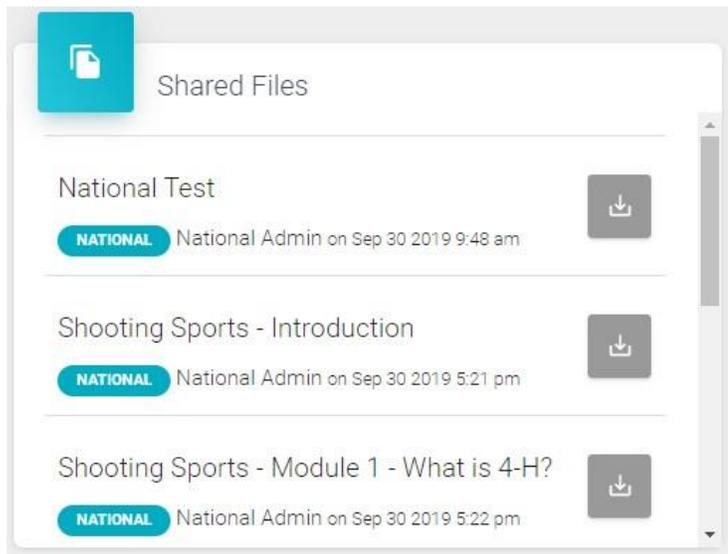
System Test
Oct 1, 2019 at 1:51 pm (3 months ago)
This is a system test

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:

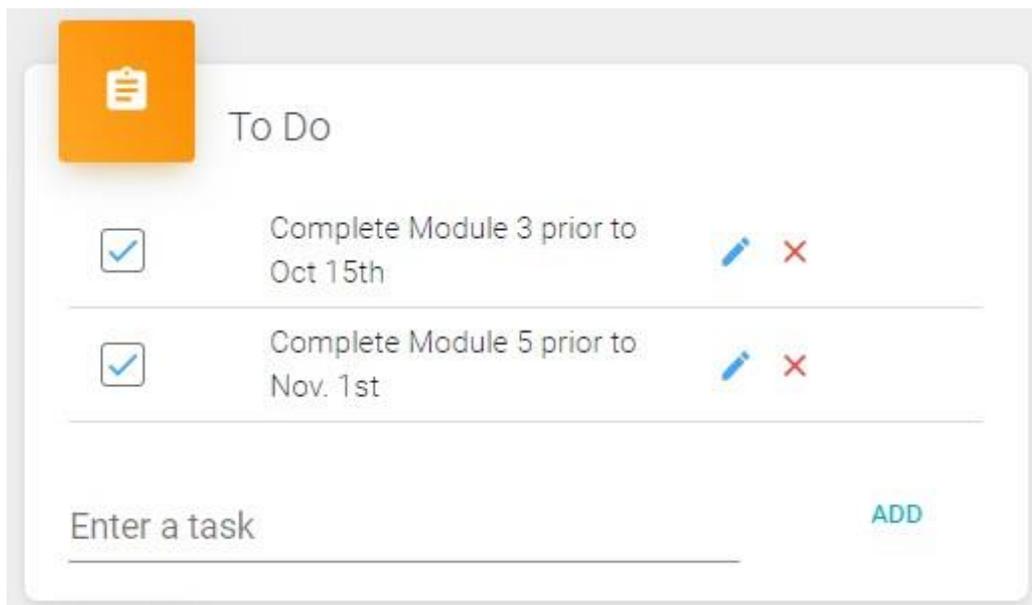
[Note: these are files provided by your state or national shooting sports leaders for you to download, or view. *Do not attempt to access the online e-Learning modules from this section - go to Step 6 below to access the course.*]



Shared Files

- National Test**
NATIONAL National Admin on Sep 30 2019 9:48 am
- Shooting Sports - Introduction**
NATIONAL National Admin on Sep 30 2019 5:21 pm
- Shooting Sports - Module 1 - What is 4-H?**
NATIONAL National Admin on Sep 30 2019 5:22 pm

To-Do List:

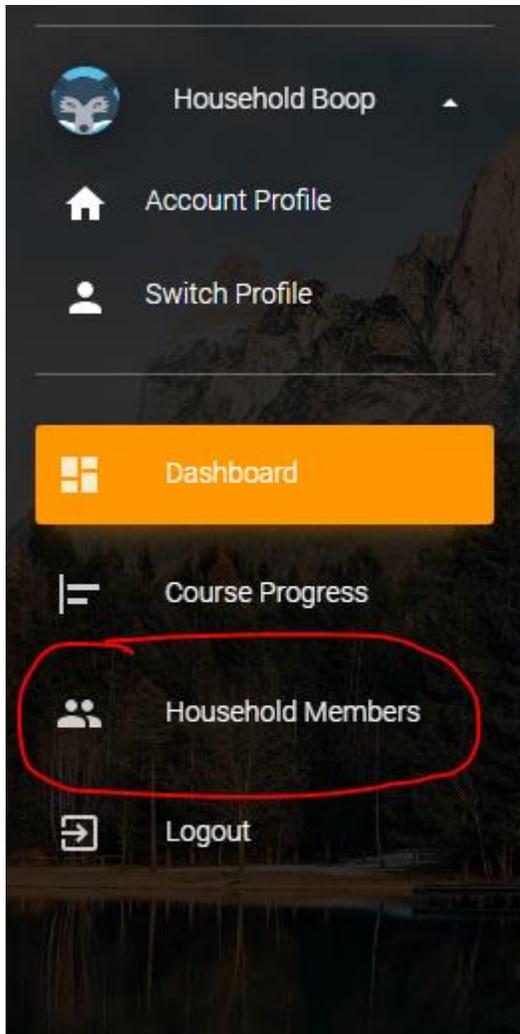


To Do

- Complete Module 3 prior to Oct 15th ✎ ✕
- Complete Module 5 prior to Nov. 1st ✎ ✕

Enter a task ADD

7. Once you are logged in, you need to set up profiles in your household that will take the course (if you don't already have any). To do this go to the "Household Members" tab:



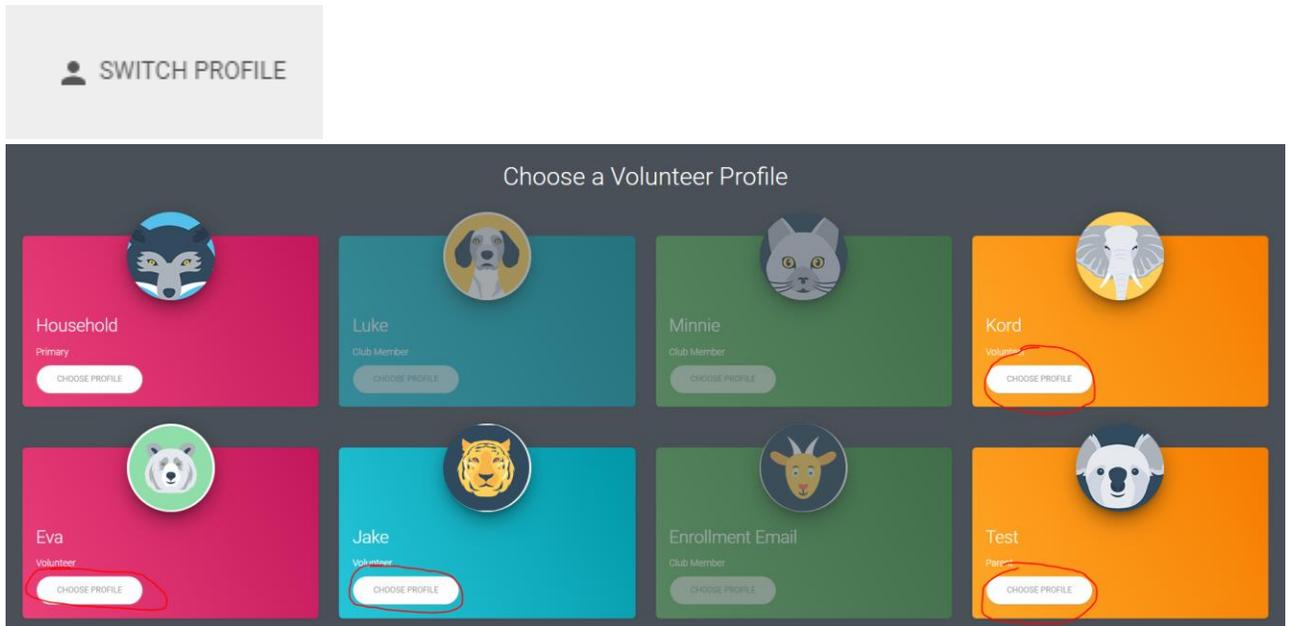
8. On the household members tab click the “+ Household Member” button to create a profile for someone in the household that needs to take the training. Repeat this step for anyone that needs to take the course:

The screenshot shows a user interface for a household named "Boop Household". It features a table with columns for Avatar, First Name, Last Name, Role, and Edit. Below the table is a green button labeled "+ HOUSEHOLD MEMBER" which is circled in red. The table contains seven entries with various roles like CLUB MEMBER, VOLUNTEER, and PARENT.

Avatar	First Name	Last Name	Role	Edit
	Luke	Boop	CLUB MEMBER	
	Minnie	Boop	CLUB MEMBER	
	Kord	Boop	VOLUNTEER	
	Eva	Boop	VOLUNTEER	
	Jake	Test	VOLUNTEER	
	Enrollment Email	Test	CLUB MEMBER	
	Test	Parent	PARENT	

+ HOUSEHOLD MEMBER

9. Once the profiles for the volunteer(s) are created, click the “Switch Profile” button on the top of the page to switch to the any of the volunteer profiles that have been created:



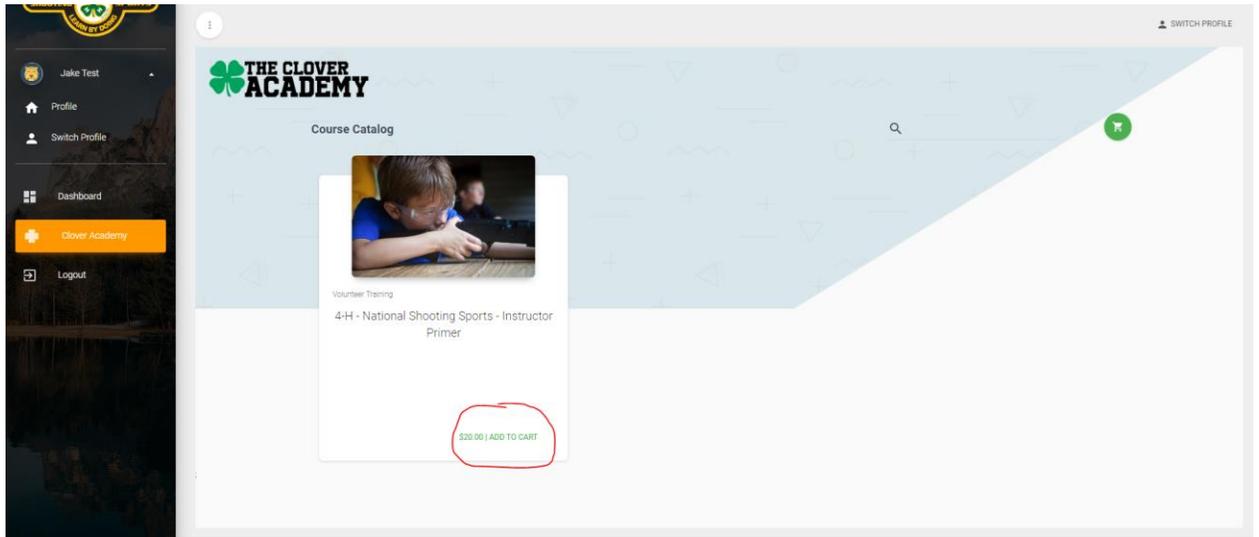
10. Once you are logged into any of the volunteer profiles you should see all of the same things on the dashboard that were on the primary account dashboard as well as one new “Redeem State Code” item

Redeem State Code:

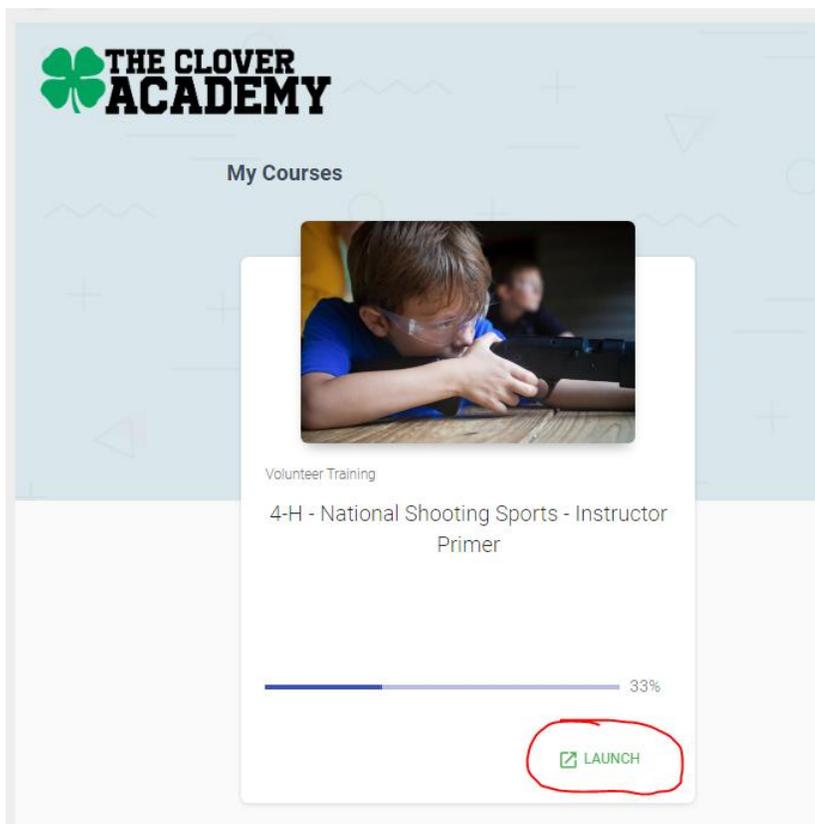
[If your state pre-purchased and provided you a coupon code for the online training modules, enter that code here]

The image shows a form titled "Redeem State Code". It features a blue icon of a coupon in the top left corner. Below the title is a text input field with the placeholder text "Enter Code". At the bottom of the form is a blue button with the text "REDEEM".

11. If you don't have a course code you will go to the "Clover Academy" tab on the left navigation menu to purchase the course:



12. Once the code is redeemed/course is purchased you will be able to "launch" the course:



13. Once you complete the course you will be able to view your certificate on the “Clover Academy” page:

THE CLOVER ACADEMY

My Courses



Volunteer Training

4-H - National Shooting Sports - Instructor Primer

100%

[VIEW CERTIFICATE](#) [LAUNCH](#)