

Some notes up front:

You will first establish a **Household**, which is helpful if there are more than one person in your family who will be taking the training.

You will then add members to the household, those members are called **Volunteers**.

You will then pay for the course.

Virginia 4-H does not provide a **state code** and will not pay for the course. Unit 4-H offices may purchase a code if they want to. You can go to step 6 and it will ask you to pay by credit card.

Some counties will reimburse you for your credit card expense, other counties or clubs do not reimburse. The total cost is \$21.27.

The person to contact at the company is:

Jake Pakovich

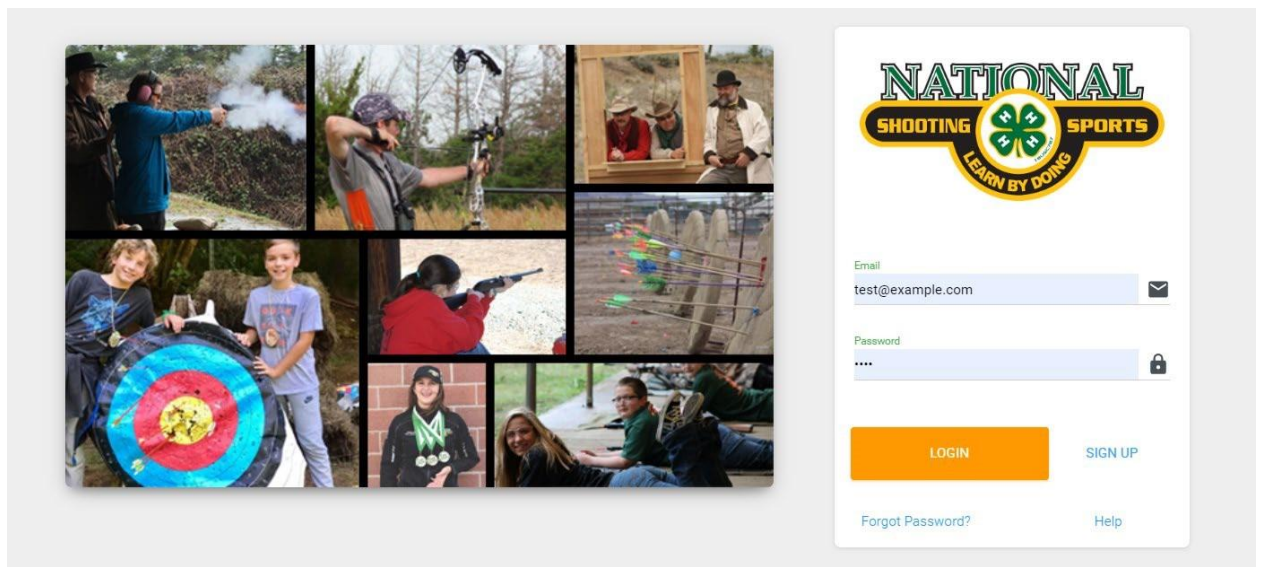
(877) 407-2623 extension 1106

[jake@zingbooks.com](mailto:jake@zingbooks.com)



## Online Training User Guide

1. To access the National Shooting Sports online training, visit [www.4-hshootingsportscollege.com](http://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.

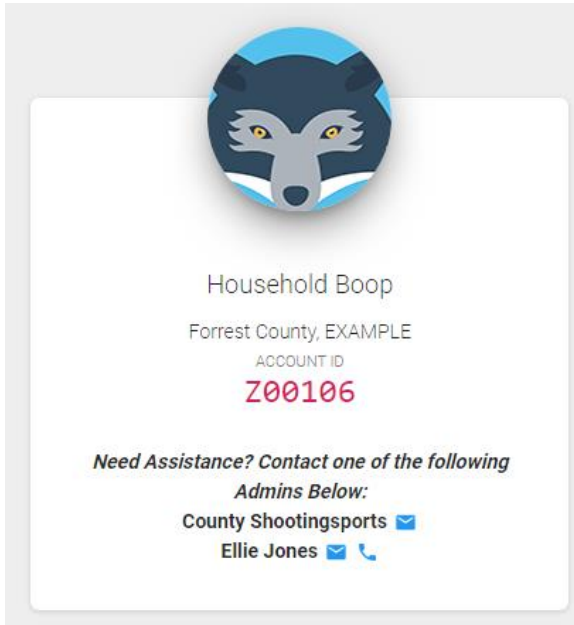
[LOGIN](#)

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 household profile card with a circular avatar of a wolf's face. The text on the card reads: "Household Boop", "Forrest County, EXAMPLE", "ACCOUNT ID", "Z00106" (in red), and "Need Assistance? Contact one of the following Admins Below:". Below this, it lists "County Shootingsports" with a checkmark icon and "Ellie Jones" with email and phone icons.

Household Boop

Forrest County, EXAMPLE

ACCOUNT ID

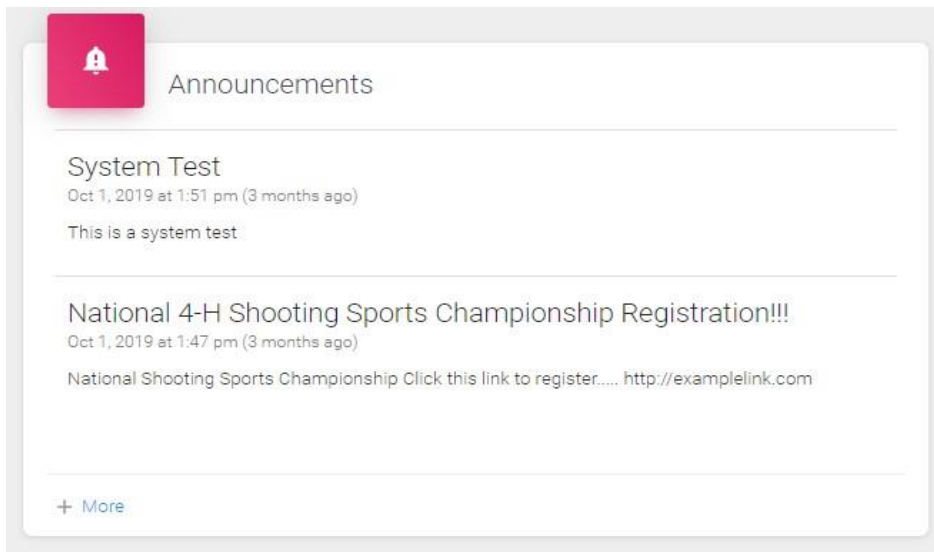
**Z00106**

*Need Assistance? Contact one of the following Admins Below:*


County Shootingsports ✓

Ellie Jones ✉ ☎

### Announcements:



An announcements section with a pink bell icon and the title "Announcements". It contains two announcement items. The first is "System Test" dated "Oct 1, 2019 at 1:51 pm (3 months ago)" with the text "This is a system test". The second is "National 4-H Shooting Sports Championship Registration!!!" dated "Oct 1, 2019 at 1:47 pm (3 months ago)" with the text "National Shooting Sports Championship Click this link to register..... <http://examplelink.com>". At the bottom is a "+ More" link.

 Announcements

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


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**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

☒

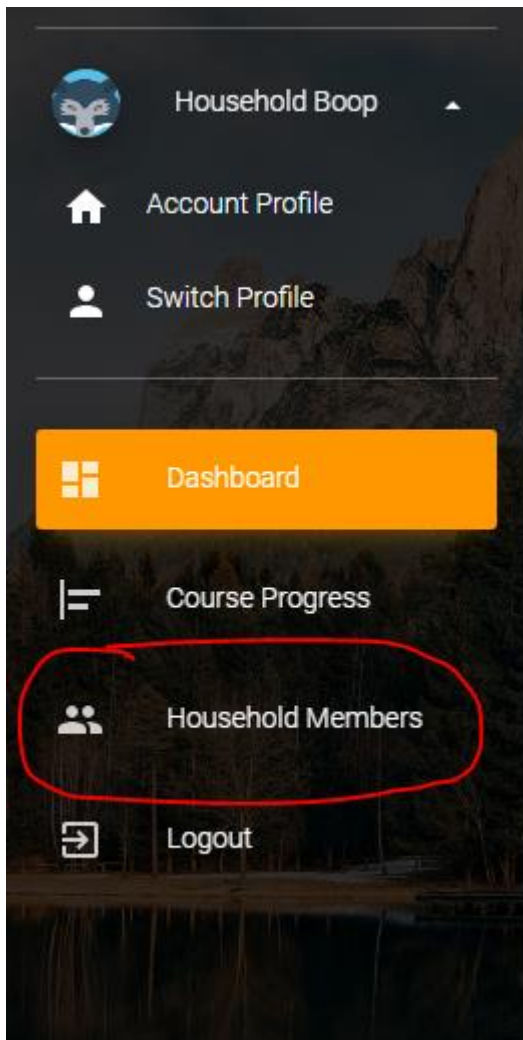
Complete Module 5 prior to Nov. 1st

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:



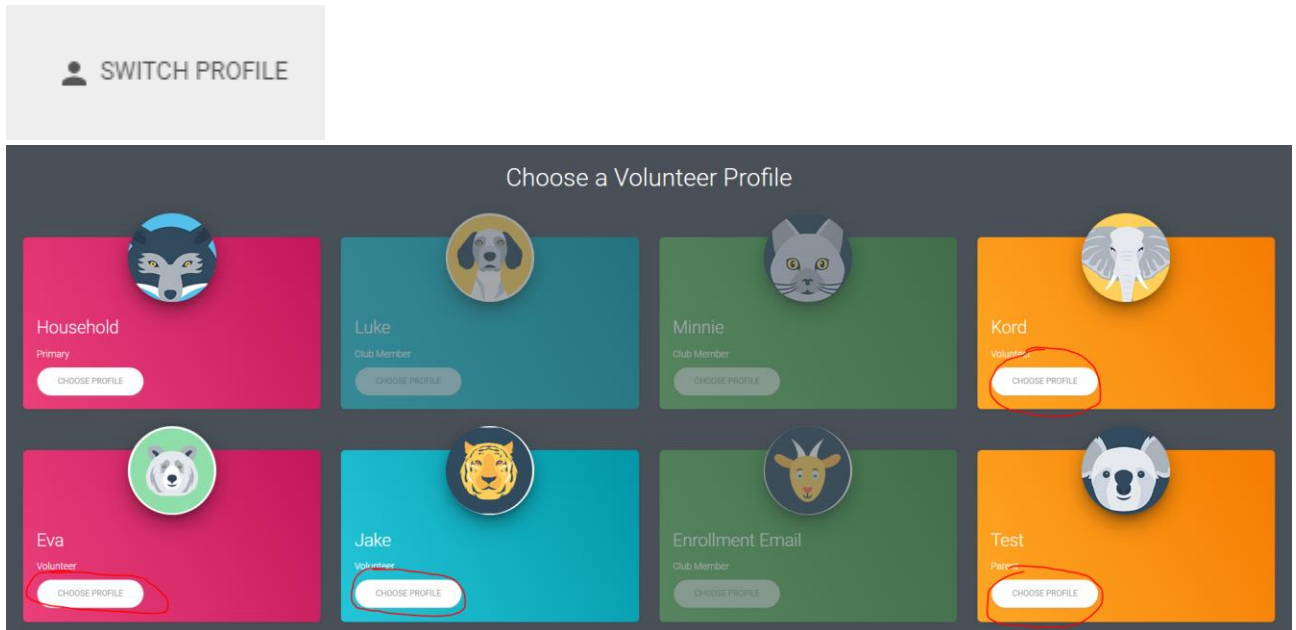
8. On the household members tab click the “+ Household Member” button to create a profile for someone in the household that needs to take the training. Repeat this step for anyone that needs to take the course:

The screenshot displays a web interface for managing a household named "Boop Household". At the top, there is an orange header with a person icon and the text "Boop Household". Below this is a table with columns: Avatar, First Name, Last Name, Role, and Edit. The table lists seven members: Luke (Club Member), Minnie (Club Member), Kord (Volunteer), Eva (Volunteer), Jake (Volunteer), Enrollment Email (Club Member), and Test (Parent). Each row has an edit icon (pencil) and a delete icon (trash can). At the bottom of the table, there is a green button labeled "+ HOUSEHOLD MEMBER" which is circled in red.

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

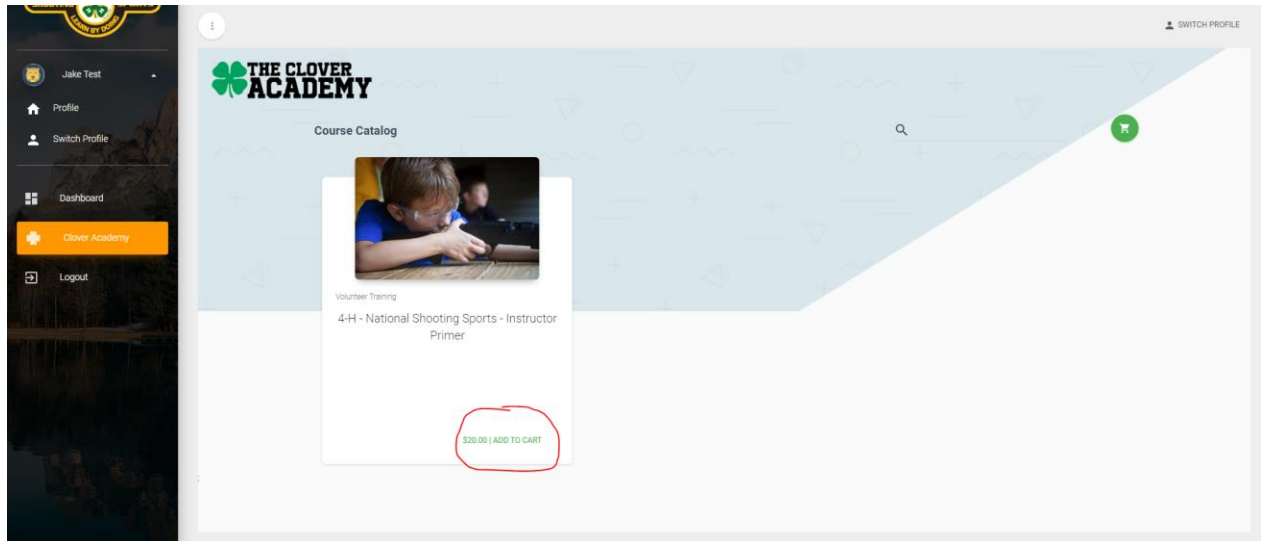
### **Redeem State Code:**

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

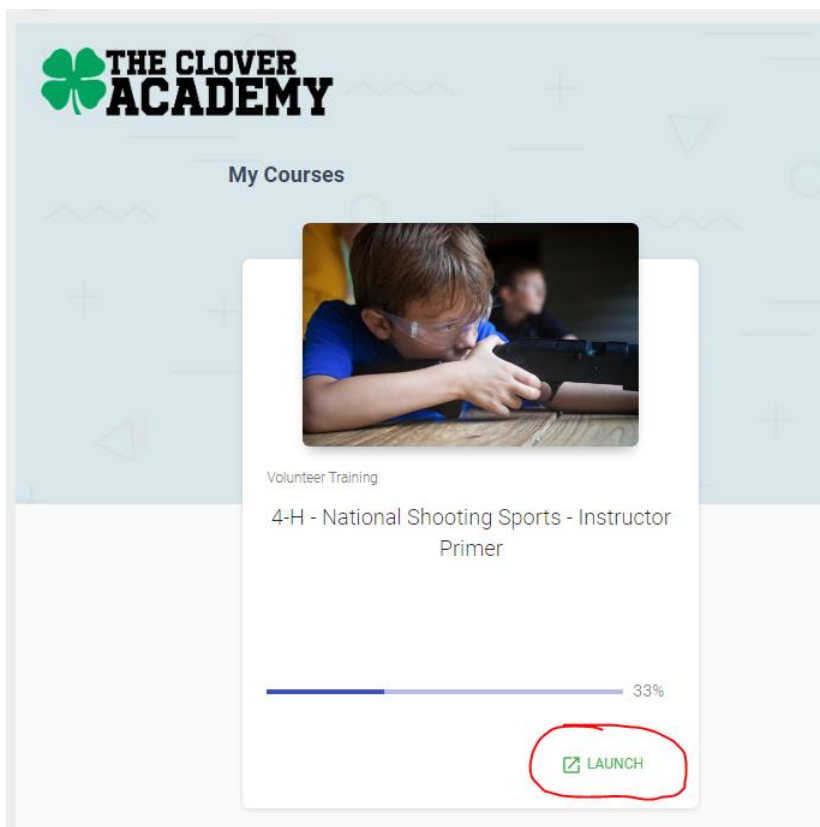
The image shows a form titled "Redeem State Code". It features a blue square icon with a white gift box symbol. Below the title is a text input field with the placeholder text "Enter Code". To the right of the input field is a blue button with the text "REDEEM" in white capital letters.



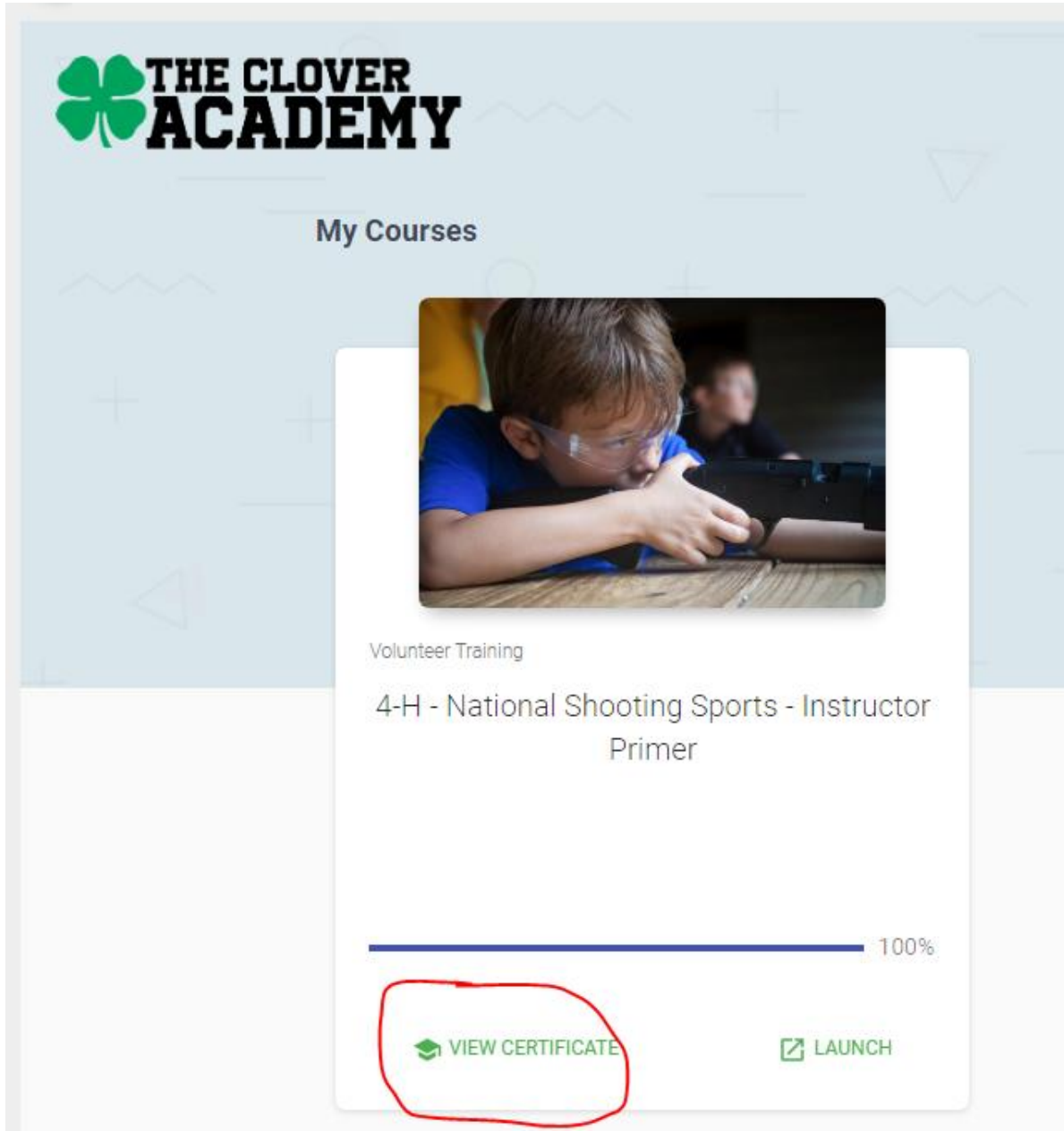
11. If you don't have a course code you will go to the "Clover Academy" tab on the left navigation menu to purchase the course:



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 screenshot displays the 'My Courses' section of The Clover Academy website. At the top left is the logo, which consists of a green four-leaf clover icon followed by the text 'THE CLOVER ACADEMY' in a bold, black, sans-serif font. Below the logo, the heading 'My Courses' is centered. A course card is featured, containing a photograph of a young boy wearing safety glasses and working on a project at a wooden table. Below the photo, the text 'Volunteer Training' is displayed, followed by the course title '4-H - National Shooting Sports - Instructor Primer'. A progress bar below the title is a solid blue line that extends to the right, ending with the text '100%'. At the bottom of the course card, there are two buttons: 'VIEW CERTIFICATE' on the left and 'LAUNCH' on the right. The 'VIEW CERTIFICATE' button is highlighted with a red hand-drawn circle. Both buttons feature a small green icon to their left: a graduation cap for 'VIEW CERTIFICATE' and a square with a diagonal arrow for 'LAUNCH'.


**THE CLOVER ACADEMY**


My Courses

Volunteer Training

4-H - National Shooting Sports - Instructor Primer

100%

 VIEW CERTIFICATE

 LAUNCH