GETTING YOUR YQCA CERTIFICATION
HELP DOCUMENT

STEP 1

Create and login to a YQCA account. Go to yqcaprogram.org and select "Register/Sign In" from the menu.
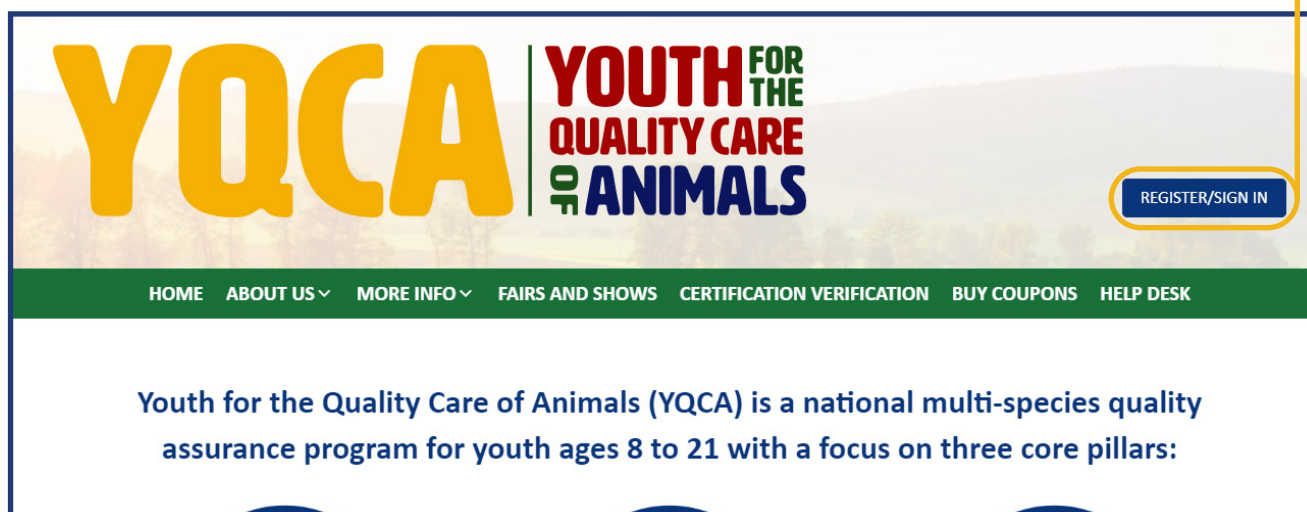
STEP 2

If registering a new account, select "Register." If logging in to a pre-existing account, enter your username and password and select "Submit" to login.

If you have questions about creating an account, registering for courses, or printing certificates, checkout these two videos or download the help documents on the More Info/Youth & Parents page.
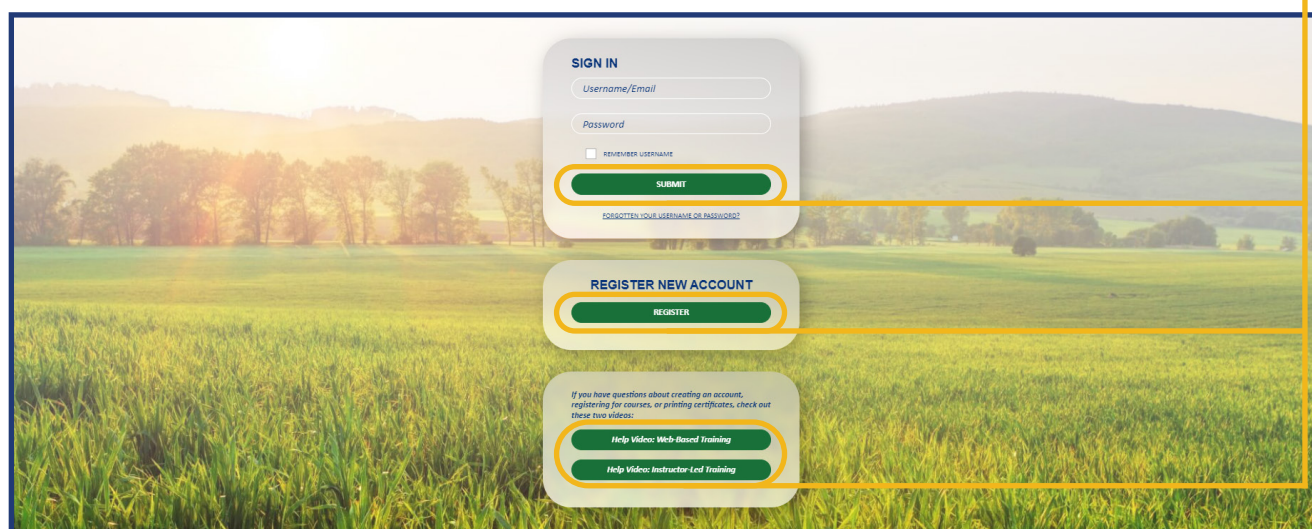
NOTE:

If you are logging into an existing account and do not need to add a child to your account, skip steps 3-6 and the "Add A Child" section of this help doc for instructions on how to select and purchase your desired course.

STEP 3

When registering a new account, enter your birthdate. If you are an age protected under COPPA, a parent must create the account.

REGISTER NEW ACCOUNT

Select Date of Birth:

Mm/Dd/Yyyy — SUBMIT

| Jan ⌄ | 2023 ⌄ |

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

ng an account, certificates, check out

REGISTER NEW ACCOUNT

Select Date of Birth:

01/03/2017 — SUBMIT

You are ineligible to create your own account. Please have your parent/guardian create an account on your behalf.

STEP 4

Adult/Parent Registration

Complete registration information for the owner of the account.

The image on this page is for adult/parent registration. The image on the next page is for youth ages 13-18.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Choose... ⇕

County of Participation — Select ⇕

Organization Affiliation —
Adult
Parent
Extension Professional
Agriculture Teacher
Fair Manager

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Grade/Level of Education — Choose... ⇕

Birthdate — 11 ⇕ June ⇕ 1982 ⇕

Gender — Choose... ⇕

Race — Choose... ⇕

Residence — Choose... ⇕

Phone (XXX) XXX-XXXX —

Security Question — ☐ I'm not a robot reCAPTCHA Privacy - Terms

CREATE MY NEW ACCOUNT   CANCEL

There are required fields in this form marked ❶.

Registration

Username	❗	[ ]

Password	❗	[ ]

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Email Address	❗	[ ]

Email (Again)	❗	[ ]

First Name	❗	[ ]

Last Name	❗	[ ]

State	❗	Choose... ⬍

County of Participation	❗	Select ⬍

Organization Affiliation ❗

Youth
   4-H Member
   FFA Member
   Grange Member
   Other Organization Membership

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Grade/Level of Education	❗	Choose... ⬍

Birthdate	❗	6 ⬍	January ⬍	2009 ⬍	📅

Gender	❗	Choose... ⬍

Race	❗	Choose... ⬍

Residence	❗	Choose... ⬍

Phone (XXX) XXX-XXXX	❗	[ ]

Please indicate which livestock project(s) you/your child is/are enrolled in. Select all that apply.

Beef
Dairy cattle
Dairy goats
Meat Goats
Poultry

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Security Question ❓

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

CREATE MY NEW ACCOUNT   **CANCEL**

Retrieve email to validate registration and complete parental consent.

A new 'YQCA' account has been requested using your email address.

To confirm your new account, go to this web address:
https://yqcaprogram.org/login/confirm.php?data=fHo0KCdcJ8EmehN

By giving consent you are agreeing to YQCA's collection, use, and disclosure of information as set forth below* and in our Privacy Policy.

In most mail programs, this

| HOME | ABOUT US ⌄ | MORE INFO ⌄ | FAIRS AND SHOWS | CERTIFICATION VERIFICATION | BUY COUPONS | HELP DESK |

Validate Registration

Please visit the email address provided during account set-up to validate your account as well as provide parental consent for sharing your child/children's details with third parties (state 4-H/FFA contacts, national species organization representatives, and fair and show managers). Until you validate your account using the YQCA email notification email, your account will not be activated.

If you have provided a mobile number during the account set-up, you will receive alerts concerning your parental consent whenever your account is accessed or whenever a course is launched or completed.

For your information, once a course is launched—and through it's completion—access to the main navigation will remain inactive so as to prevent your child who is taking the course from gaining access to your account settings. After the course completion, to gain access to the account, you will have to login again.

We recommend:

- You do not share the account credentials with your children or others who should not be having access to your account and the settings.
- You always provide a mobile number during the account set-up or from your account settings at all times so that you are alerted on your mobile device whenever your account is accessed.
- You add YQCA email address and mobile number to your safe list so that they are not marked as spam, which may result in you missing important notifications & alerts.

You can revoke the parental consent at any time by updating the same through your account settings.

CONTINUE

Validate your account registration.

| HOME | ABOUT US ⌄ | MORE INFO ⌄ | FAIRS AND SHOWS | CERTIFICATION VERIFICATION | BUY COUPONS | HELP DESK |

Registration Confirmation

You have just validated your account set-up by clicking on the 'Validate My Account' link from the account validation email.
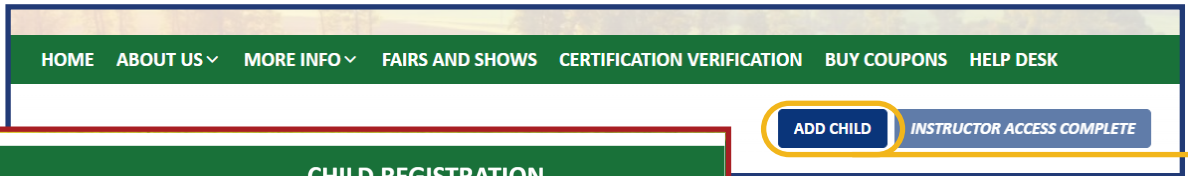
If you want to change anything, you can do so through the account settings.

RETURN TO HOMEPAGE   PURCHASE A COURSE

ADD A CHILD

STEP 1

Once an account has been created, children can be added.
Select "Add Child."

CHILD REGISTRATION

Child Registration

We have auto-populated some of your child's information based on your inputs in the earlier screen. Please update them here for your child as needed.

Field	
First Name	Stella
Last Name	Green
Relationship to This Child	
State	Nebraska
County of Participation	Select
Grade/Level of Education	
Birthdate	mm/dd/yyyy
Gender	
Race	White
Residence	Rural

Please indicate which livestock project(s) you (the youth) are enrolled in. Select all that apply.

Beef
Dairy cattle
Dairy goats
Meat goats

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

Please indicate which livestock species your family raises? Select all that apply.

Beef
Dairy cattle
Dairy goats
Meat goats

Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.

RESET   SUBMIT   SUBMIT AND ADD ANOTHER CHILD   CANCEL

STEP 2

Complete the registration for your child. Select "Submit" to move on or "Submit and Add Another Child" to add additional children.

CHILD REGISTRATION

Data Sharing Consent

You have added Stella, Jose   to your account. Once Stella, Jose   has earned their YQCA certification, with consent, YQCA can verify their certification information with state contacts, species representatives (i.e., National Pork Board, National Cattlemen's Beef Association), and fair and show managers. Information that will be shared for Stella, Jose   is Joseph Child 1, Child 2,   certification number, certification expiration, state, county, age, and type of training completed.

If you would like YQCA to share this information with those parties so your child's certification can be validated, you will need to give your parental consent. You can revoke the parental consent at any time by updating the same through your Child Dashboard or Data Sharing Consent settings.

Field	
First Name	Stella
Last Name	Green
Age	9 years 10 months
Gender	Female

○ Yes, I want to share this child's information with third parties.
○ No, I do not want to share this child's information with third parties.

Field	
First Name	Jose
Last Name	Green
Age	8 years 4 months
Gender	Female

○ Yes, I want to share this child's information with third parties.
○ No, I do not want to share this child's information with third parties.

RESET   SUBMIT

STEP 3

Complete "Data Sharing Consent." If parents do not provide data sharing consent, YQCA will not be able to verify their certification with the listed third parties.

CHILD DASHBOARD

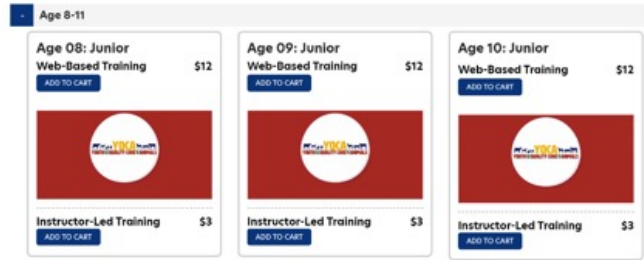| Name As Seen On Certificate	Name As Seen In Shared Reports	Consent?	Age	Actions	
Stella Green	Joseph Green Child 1	Yes	10 year(s) 8 month(s)	EDIT	DELETE
Jose Green	Joseph Green Child 2	Yes	9 year(s) 2 month(s)	EDIT	DELETE
Amber Green	Amber Green	Yes	16 year(s) 2 month(s)	EDIT	DELETE

EDIT CHILDREN DATA SHARING CONSENT   ADD CHILD

STEP 4

View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

PURCHASING AN INSTRUCTOR-LED TRAINING

STEP 1
Go to the Home page and select a course.

Age 8-11

Age 08: Junior	Age 09: Junior	Age 10: Junior
Web-Based Training $12	Web-Based Training $12	Web-Based Training $12
ADD TO CART	ADD TO CART	ADD TO CART
Instructor-Led Training $3	Instructor-Led Training $3	Instructor-Led Training $3
ADD TO CART	ADD TO CART	ADD TO CART

STEP 2
Select user to take course. Select the participant, state, and training.

Enter Training Details

Course:
Age 07: Novice

Participant:
Self: Joseph Green

This name should be the individual completing the course, and will be the name listed on the certificate

State:
--Select--

Training:
Select Training

CANCEL   ADD

Instructor-Led Training

Course	Participant	State	Training	Price
Age 07: Novice	Self: Joseph Green	Nebraska	Apr, 10 2023 3:00 PM Southern Plain YQCA Training YQCA Training TBA-Thayer County	$3.00

ADD MORE TRAININGS

- $3 coupons may be used on a $12 course
- Multiple coupons may be used to purchase a course
- $12 coupons can only be used to purchase a $12 course

Total Order   **$3.00**

Apply Coupon Code

Coupon Code: [   ]   APPLY

Credit or Debit Card Details

| Card number | | MM / YY CVC |

STEP 3
Enter coupon code or credit/debit card details to purchase selected course(s)".

STEP 4

INSTRUCTOR-LED TRAINING ENROLLED SESSIONS

	Instructor	Training	Enroll Time	Pre Test
	nstructor ame	Oct, 31 2022 1:44 PM TEST 2 TEST	2022-10-05 14:50 PM	PRE-TEST
	nstructor ame	Oct, 31 2022 1:44 PM TEST 2 TEST	2022-10-05 14:50 PM	PRE-TEST

Prior to the training, return to the "Enrolled Trainings" page to complete the course pre-test.

👤 USER-NAME

🧑 USER-NAME

Profile

Course Certificates

Coupon Details

Change Password

Enrolled ILT Trainings

Sign Out

STEP 5
Attend training.

STEP 6
Following training, log back in to take post-course survey and access certificate on "Course Certifications" page.

CANCEL A REGISTRATION

STEP 1

Go to the Home page and select "Cancel Course Licenses."

Courses

Recommended Courses for Your Child/Children

Stella Green	Age: 10	Recommended course under	AGE 10
Jose Green	Age: 9	Recommended course under	AGE 9
Amber Green	Age: 16	Recommended course under	AGE 16

ADD CHILD   INSTRUCTOR ACCESS COMPLETE

Courses Filter: ALL COURSES   PURCHASED COURSES   CANCEL COURSE LICENSES

▾ Collapse all

Licenses available for cancellation will appear with a gray "Cancel" button to the far right. Web-based training licenses may be cancelled as long as the course has not been started. Instructor-led training licenses may be cancelled until one day before the training date.

If the "Cancel" button is grayed out, the license is not available for cancellation. This may be due to the license already being used, the licenses already being cancelled, the instructor-led training date passing, or the instructor cancelling the training.

ORDER	DATE	CHARGED	COUPON	TOTAL VALUE
#71924	2022-09-28	$12.00	$0.00	$12.00

COURSE	NO. OF LICENSES	USED LICENSES	CANCELLED LICENSES	
Age 15: Senior	1	1	0	CANCEL

ORDER	DATE	CHARGED	COUPON	TOTAL VALUE
#71961	2022-09-29	$12.00	$0.00	$12.00

COURSE	NO. OF LICENSES	USED LICENSES	CANCELLED LICENSES	
Age 11: Junior	1	0	0	CANCEL

ORDER	DATE	CHARGED	COUPON	TOTAL VALUE
#83699	2023-01-20	$0.00	$12.00	$12.00

COURSE	NO. OF LICENSES	USED LICENSES	CANCELLED LICENSES	
Age 11: Junior	1	0	0	CANCEL

STEP 2 Select the "Cancel", choose the number of licenses to cancel, and select "Confirm."

Confirm ✕

The following training course with selected quantity of licenses will be cancelled and applicable coupons/amount will be refunded in 3-5 business days.

Course	No. of licenses to cancel	Refund amount	Refund coupon	Total value
Age 11: Junior	1 ⌄	$12.00	$0.00	$12.00

*Used licenses are not eligible for refund

CLOSE **CONFIRM**

STEP 3

Once confirmed, a "Success" message will appear.

SUCCESS! ✕

✓

The refund has processed successfully. It may take 3-5 days for the transaction to show in your account.

If you have any further queries please contact our help desk help@yqcaprogram.org

CLOSE

If a coupon was used to purchase the course(s), the coupon will be reactivated within five business days.

If a credit card was used to purchase the course(s), the transaction will appear within five business days.

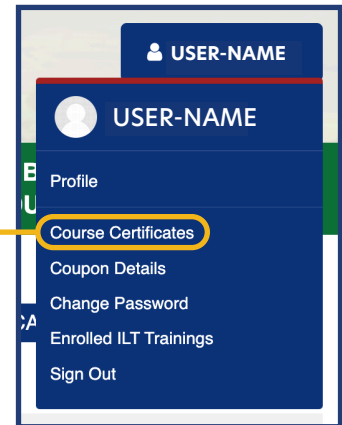An email confirmation will be sent to confirm the cancellation and refund.

NOTE: If a YQCA instructor cancels a training, the user registered for the training will receive an email about the cancellation and refund.

PRINTING CERTIFICATION

STEP 1
Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.

👤 USER-NAME

👤 USER-NAME

Profile
Course Certificates
Coupon Details
Change Password
Enrolled ILT Trainings
Sign Out

STEP 2
Select the blue button to download certificate.

Web-Based Training Certificates

Completed Courses	Download Certificate
Stella G. Completed Courses	−
Age 19: Young Adult	⬇

Instructor-Led Training Certificates

Completed Courses	Download Certificate
No Courses Completed yet.	

STEP 3
On a PC computer, the downloaded PDF will be available in the upper right-hand corner of the screen and in the "Downloads" folder.

On a Mac computer, the downloaded PDF will be available in your browser downloads at the bottom of the window and in the "Downloads" folder.

On a smart phone, the downloaded PDF will be in "My Files" and "Downloads".

On an iPhone, you will have the option to save your downloaded PDF to your photos, files, or other applications you have on your phone.

STEP 4
Rename and/or move the file to a location that is easily accessible for future use.

To print PDF, select printer icon and send to local printer.