



**FAIR/SHOW MANAGERS YQCA CERTIFICATION VERIFICATION
HELP DOCUMENT**

Individuals who hold a position as a manager of a major state or national fair or livestock show may request a YQCA verification report. Follow the process below to receive this report.

- Email programmanager@yqcaprogram.org to request a report. In the email include the following:
 - a. Name
 - b. Fair/Show representation
 - c. Role within fair/show
 - d. .csv file downloaded from yqcaprogram.org/More Info/Fair and Show Managers.
 - List should include first name, last name, birthdate, state, certification number
- Upon receiving the email, the YQCA Program Manager will verify your role with the fair/show.
- Once verified, you'll be sent a Data Sharing Agreement to sign.
- Return signed Data Sharing Agreement to programmanager@yqcaprogram.org.
- YQCA will then generate the fair/show verification report based on the information provided in the .csv file.

Reporting requests should be provided to YQCA at least two weeks prior to the date the report is needed.

This report can only be used by the fair/show for the purpose of verifying YQCA certifications and may not be shared with other parties.