

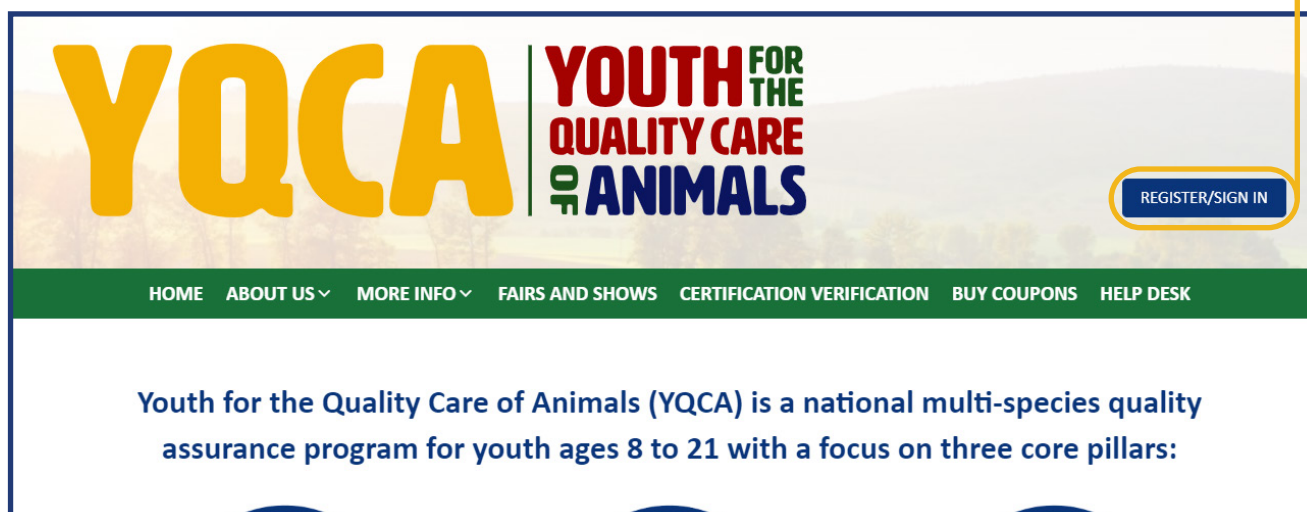


**GETTING YOUR YQCA CERTIFICATION  
HELP DOCUMENT**

# CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

## STEP 1

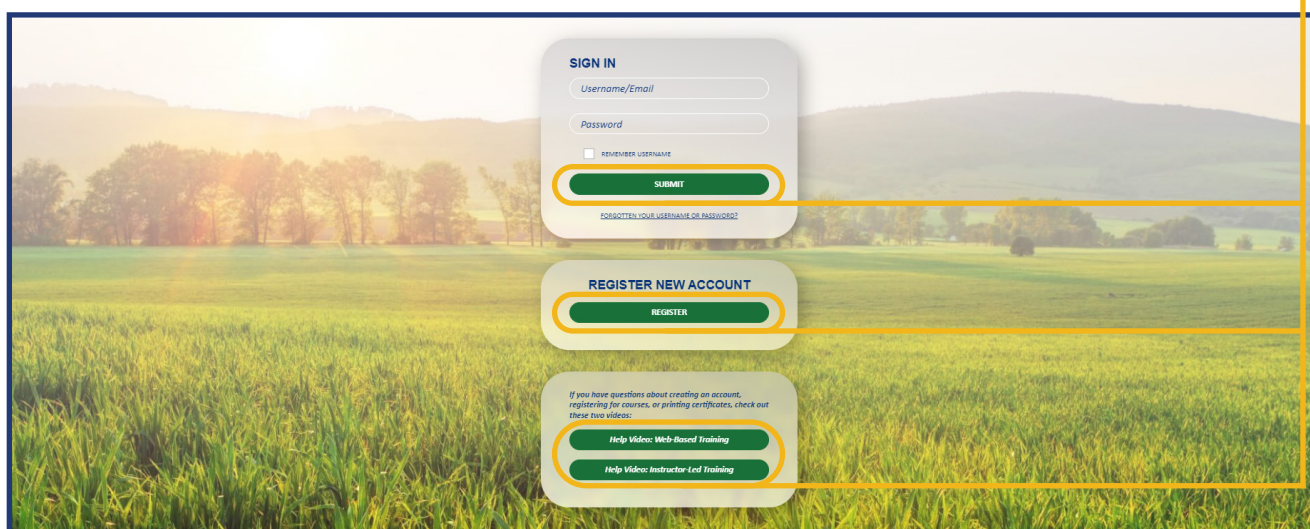
Create and login to a YQCA account. Go to [yqcaprogram.org](http://yqcaprogram.org) and select "Register/Sign In" from the menu.



## 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.

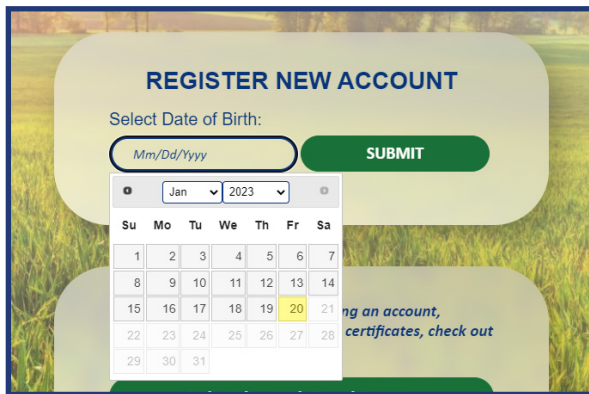


## NOTE:

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 birth date. If you are an age protected under COPPA, a parent must create the account.



### 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.

Registration form for Adult/Parent Registration. The form includes the following fields:

- County of Participation
- Organization Affiliation
- Grade/Level of Education
- Birthdate
- Gender
- Race
- Residence
- Phone (XXX) XXX-XXXX
- Security Question

The form also includes a password field with a requirement: '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 \*, -, or #'. There are also dropdown menus for 'Choose...' and 'Select', and a multi-select dropdown for 'Adult', 'Parent', 'Extension Professional', and 'Agriculture Teacher'. A CAPTCHA 'I'm not a robot' is present at the bottom, along with 'CREATE MY NEW ACCOUNT' and 'CANCEL' buttons.

# 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 !

County of Participation !

Organization Affiliation !   
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 !

Birthdate !

Gender !

Race !

Residence !

Phone (XXX) XXX-XXXX !

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

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

Security Question ?  I'm not a robot

## STEP 5

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 its 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.

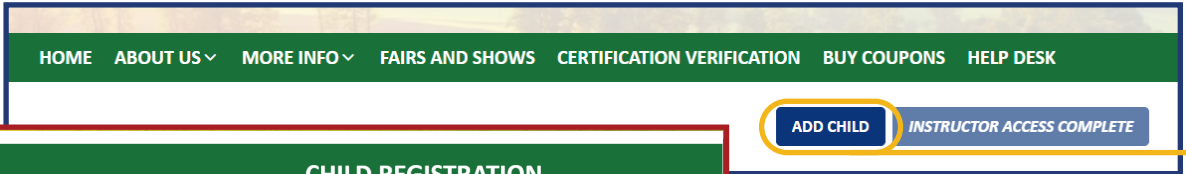
If you want to change anything, you can do so through the account settings.

[RETURN TO HOMEPAGE](#) [PURCHASE A COURSE](#)

# ADD A CHILD

## STEP 1

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



## 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

#### 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.

First Name

Last Name

Relationship to This Child

State

County of Participation

Grade/Level of Education

Birthdate

Gender

Race

Residence

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

Beef  
 Dairy cattle  
 Dairy goats  
 Meat goats

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

Beef  
 Dairy cattle  
 Dairy goats  
 Meat goats

### 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 Park 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.

First Name

Last Name

Age

Gender

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.

First Name

Last Name

Age

Gender

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.

## 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)	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Jose Green	Joseph Green Child 2	Yes	9 year(s) 2 month(s)	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Amber Green	Amber Green	Yes	16 year(s) 2 month(s)	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

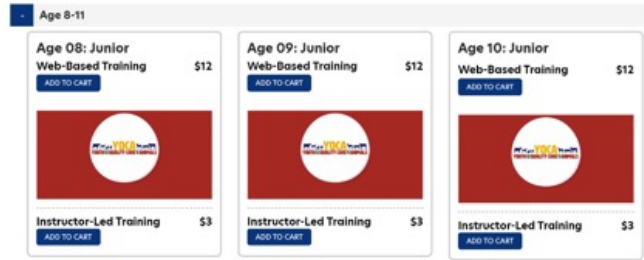
## STEP 4

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

# PURCHASING AN INSTRUCTOR-LED TRAINING

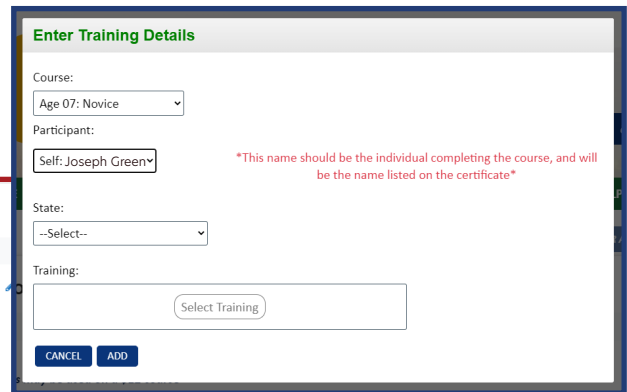
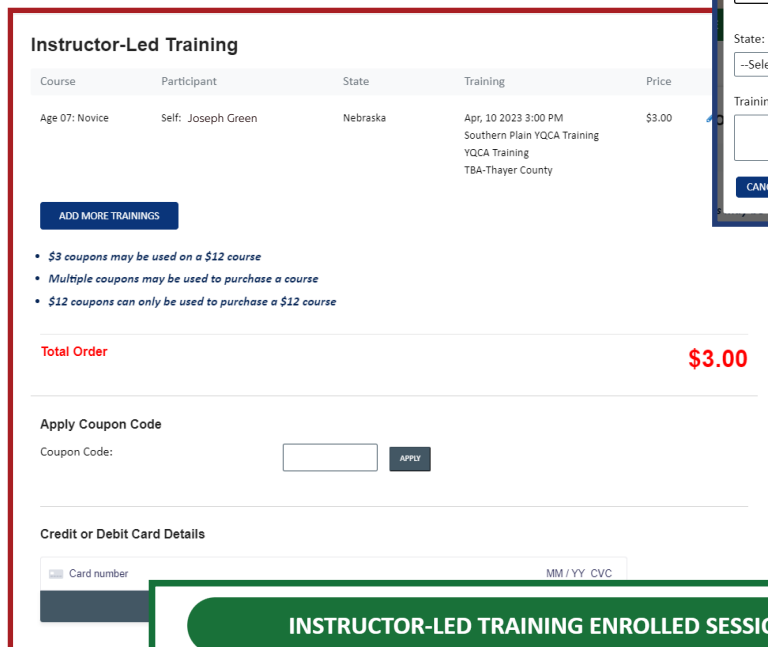
## STEP 1

Go to the Home page and select a course.



## STEP 2

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

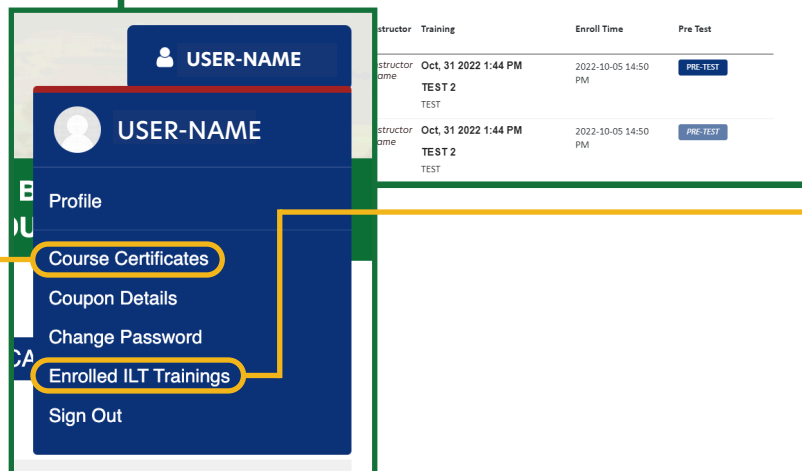


## STEP 3

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

## STEP 4

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



Attend training.

## STEP 5

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

## STEP 6

# CANCEL A REGISTRATION

## STEP 1

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

The screenshot shows a 'Courses' page with a header 'Recommended Courses for Your Child/Children'. It lists three children: Stella Green (Age: 10), Jose Green (Age: 9), and Amber Green (Age: 16). Each child has a 'Recommended course under' button with their respective age. At the bottom, there is a 'Courses Filter' section with 'ALL COURSES' and 'PURCHASED COURSES' buttons. A 'CANCEL COURSE LICENSES' button is highlighted with a yellow circle, and a 'Collapse all' link is visible below it.

Licenses available for cancellation will appear with a gray "Cancel" button to the far right. Web-based training licenses may be canceled as long as the course has not been started. Instructor-led training licenses may be canceled up to 11:59pm EST the day of the training even if the pre-test has been taken.

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 canceled, the instructor-led training date passing, or the instructor canceling 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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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](mailto: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.

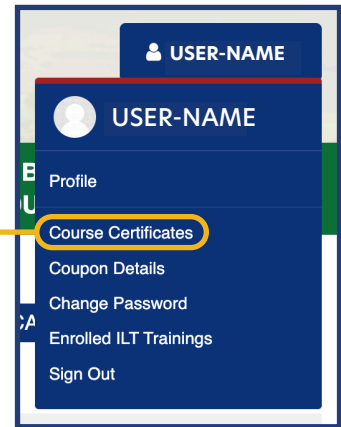
## NOTE:

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.



## 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.