



**GETTING YOUR YQCA CERTIFICATION
HELP DOCUMENT**

CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

STEP 1

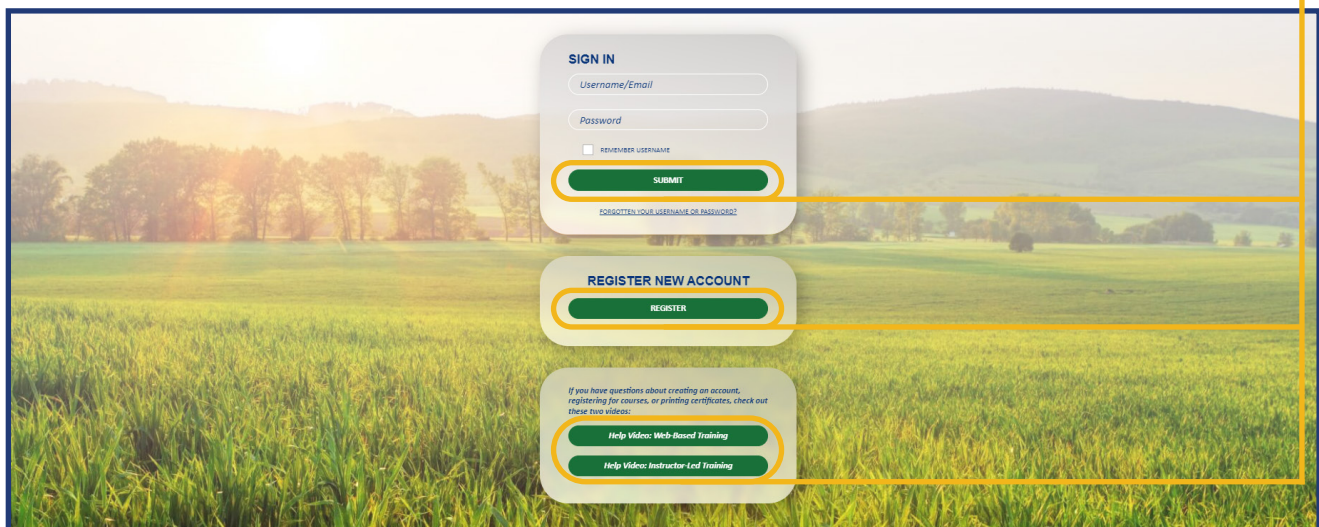
Create and login to a YQCA account. Go to yqcaprogram.org and select "Register/Sign In" from the menu.



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.

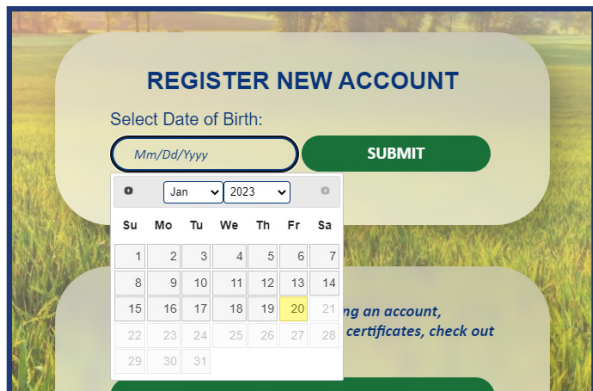


NOTE:

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.

The screenshot shows the 'Adult/Parent Registration' form. It contains the following fields and elements:

- Two empty text input fields, each with a red error icon to its left.
- A text input field with a red error icon to its left. Below it is a note: '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 #'.
- Five empty text input fields, each with a red error icon to its left.
- A dropdown menu with 'Choose...' and a red error icon to its left.
- A dropdown menu with 'Select' and a red error icon to its left.
- A dropdown menu with options: 'Adult', 'Parent', 'Extension Professional', 'Agriculture Teacher', and 'Fair Manager'. It has a red error icon to its left. Below it is a note: 'Hold down the Ctrl (windows) or Command (Mac) button to select multiple options.'
- A dropdown menu with 'Choose...' and a red error icon to its left.
- A birthdate field with three dropdowns for day (11), month (June), and year (1982), and a calendar icon. It has a red error icon to its left.
- A dropdown menu with 'Choose...' and a red error icon to its left.
- A dropdown menu with 'Choose...' and a red error icon to its left.
- A dropdown menu with 'Choose...' and a red error icon to its left.
- A text input field for 'Phone (XXX) XXX-XXXX' with a red error icon to its left.
- A 'Security Question' field with a blue question mark icon to its left. It contains a checkbox for 'I'm not a robot' and a CAPTCHA image with the text 'rsCAPTCHA Privacy - Terms'.
- At the bottom, there are two buttons: 'CREATE MY NEW ACCOUNT' and 'CANCEL'.
- At the very bottom, a note reads: 'There are required fields in this form marked [red error icon]'.

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 !

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

[CREATE MY NEW ACCOUNT](#)

[CANCEL](#)

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 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.

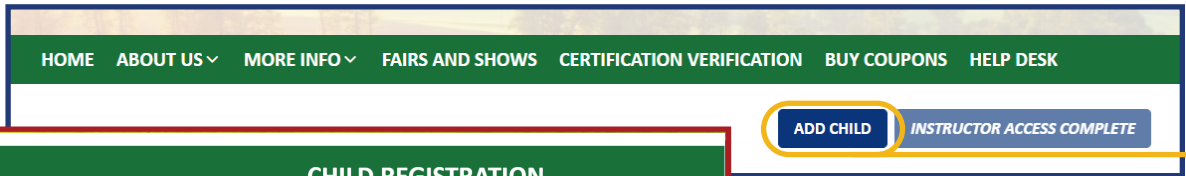
If you want to change anything, you can do so through the account settings.

RETURN TO HOMEPAGE
PURCHASE A COURSE

ADD A CHILD

STEP 1

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



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

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

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"/> |

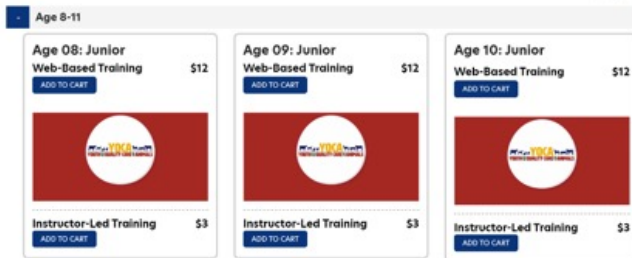
STEP 4

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.

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

Enter Training Details

Course:

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

State:

Training:

CANCEL **ADD**

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.

INSTRUCTOR-LED TRAINING ENROLLED SESSIONS

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

USER-NAME

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

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 containing 'ADD CHILD' and 'INSTRUCTOR ACCESS COMPLETE' buttons. Below the header is a section titled 'Recommended Courses for Your Child/Children' with a list of three children: Stella Green (Age: 10), Jose Green (Age: 9), and Amber Green (Age: 16). Each child has a 'Recommended course under' label and a corresponding 'AGE' button. At the bottom of the list, 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 #71924 | DATE 2022-09-28 | CHARGED \$12.00 | COUPON \$0.00 | TOTAL VALUE \$12.00 |
| COURSE | NO. OF LICENSES | USED LICENSES | CANCELLED LICENSES | |
| Age 15: Senior | 1 | 1 | 0 | CANCEL |
| ORDER #71961 | DATE 2022-09-29 | CHARGED \$12.00 | COUPON \$0.00 | TOTAL VALUE \$12.00 |
| COURSE | NO. OF LICENSES | USED LICENSES | CANCELLED LICENSES | |
| Age 11: Junior | 1 | 0 | 0 | CANCEL |
| ORDER #83699 | DATE 2023-01-20 | CHARGED \$0.00 | COUPON \$12.00 | TOTAL VALUE \$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.

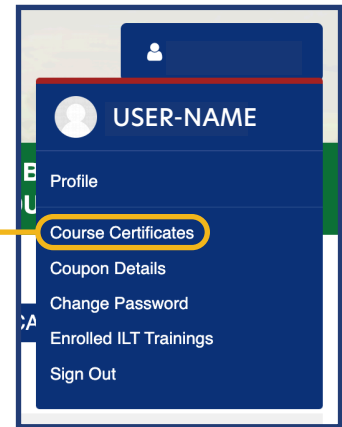
NOTE:

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.



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.