



**GETTING YOUR YQCA CERTIFICATION  
HELP DOCUMENT**

# CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

## STEP 1

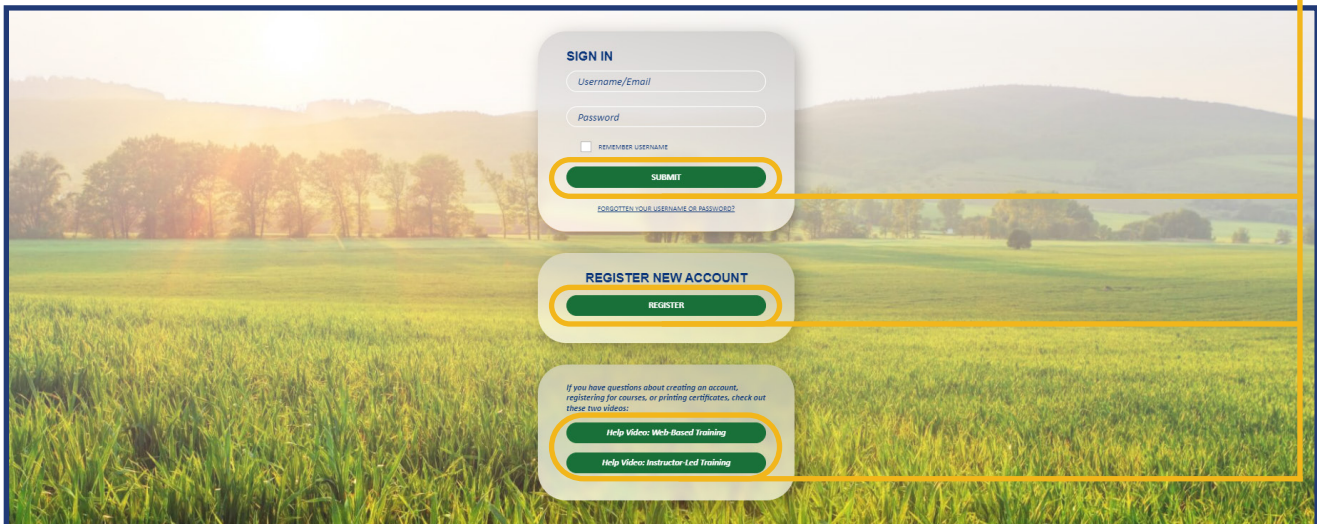
Create and login to a YQCA account. Go to [yqcaprogram.org](http://yqcaprogram.org) and select "Register/Sign In" from the menu.



## 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.

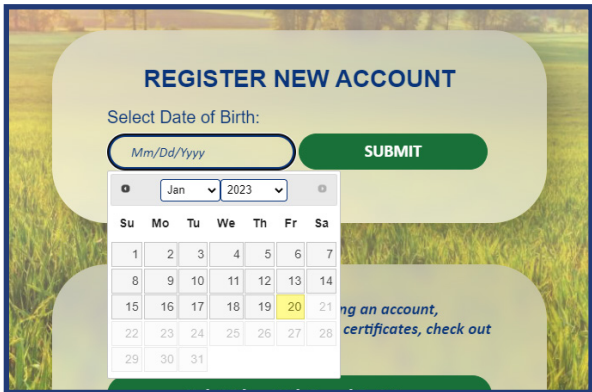


## NOTE:

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.

There are required fields in this form marked

County of Participation

Organization Affiliation

Grade/Level of Education

Birthdate

Gender

Race

Residence

Phone (XXX) XXX-XXXX

Security Question

I'm not a robot

**CREATE MY NEW ACCOUNT** **CANCEL**

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 #

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

# 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.

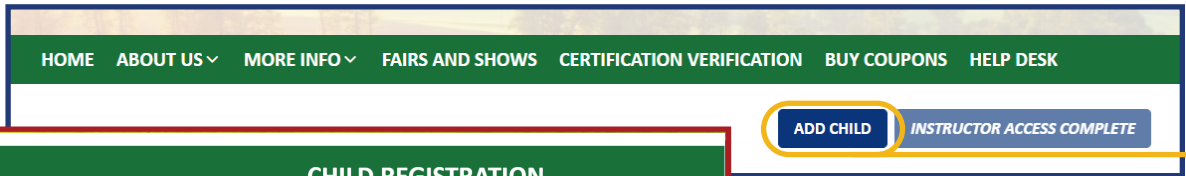
If you want to change anything, you can do so through the account settings.

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.

A screenshot of the 'CHILD REGISTRATION' form. The form has a green header with the text 'CHILD REGISTRATION'. Below the header is a sub-header 'Child Registration'. A message box says: '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.' The form contains several fields: First Name (empty), Last Name (Green), Relationship to This Child (empty), State (Nebraska), County of Participation (Select), Grade/Level of Education (empty), Birthdate (mm/dd/yyyy), Gender (empty), Race (White), Residence (Rural). There are two sections for selecting livestock projects: 'Please indicate which livestock project(s) you (the youth) are enrolled in. Select all that apply.' and 'Please indicate which livestock species your family raises? Select all that apply.' Both sections have a dropdown menu with options: Beef, Dairy cattle, Dairy goats, and Meat goats. At the bottom are buttons: RESET, SUBMIT, SUBMIT AND ADD ANOTHER CHILD, and CANCEL.

A screenshot of the 'Data Sharing Consent' form. The form has a green header with the text 'CHILD REGISTRATION'. Below the header is a sub-header 'Data Sharing Consent'. A message box says: '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.' Below this is another message box: '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.' The form contains two sections for child information. The first section has fields: First Name (Stella), Last Name (empty), Age (9 years 10 months), Gender (Female). Below these are two radio buttons: 'Yes, I want to share this child's information with third parties.' and 'No, I do not want to share this child's information with third parties.' The second section has fields: First Name (Jose), Last Name (Green), Age (8 years 4 months), Gender (Female). Below these are the same two radio buttons. At the bottom are buttons: RESET and 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.

A screenshot of the 'CHILD DASHBOARD' table. The table has a green header with the text 'CHILD DASHBOARD'. The table has five columns: Name As Seen On Certificate, Name As Seen in Shared Reports, Consent?, Age, and Actions. There are three rows of data. At the bottom of the table are buttons: EDIT CHILDREN DATA SHARING CONSENT and ADD CHILD.

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)	<a href="#">EDIT</a> <a href="#">DELETE</a>
Jose Green	Joseph Green Child 2	Yes	9 year(s) 2 month(s)	<a href="#">EDIT</a> <a href="#">DELETE</a>
Amber Green	Amber Green	Yes	16 year(s) 2 month(s)	<a href="#">EDIT</a> <a href="#">DELETE</a>

## STEP 4

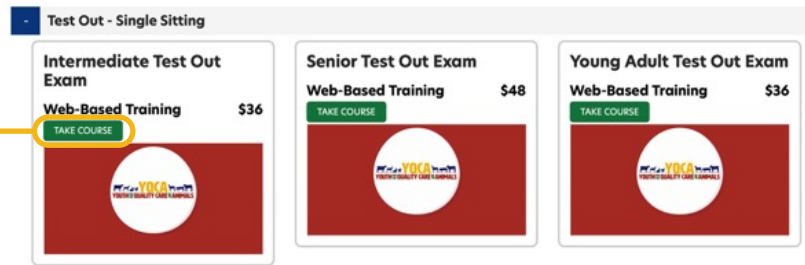
View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

# PURCHASE A TEST-OUT CERTIFICATION

The test-out option is available for youth ages 12, 15, and 19.

## STEP 1

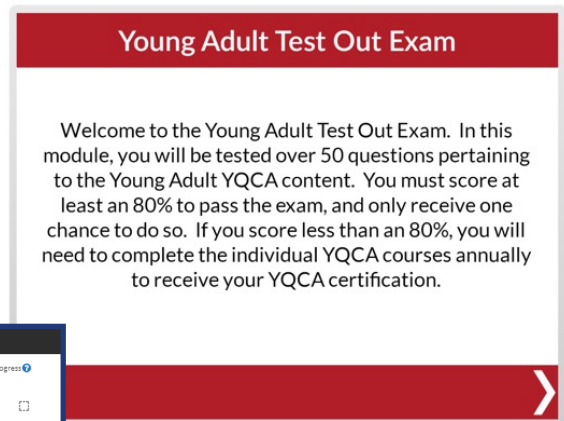
Choose a course from the bottom of the home page. Select "Take Course."



## STEP 2

Select user to take course.

Then, select course to begin online module exam. Attempt course.

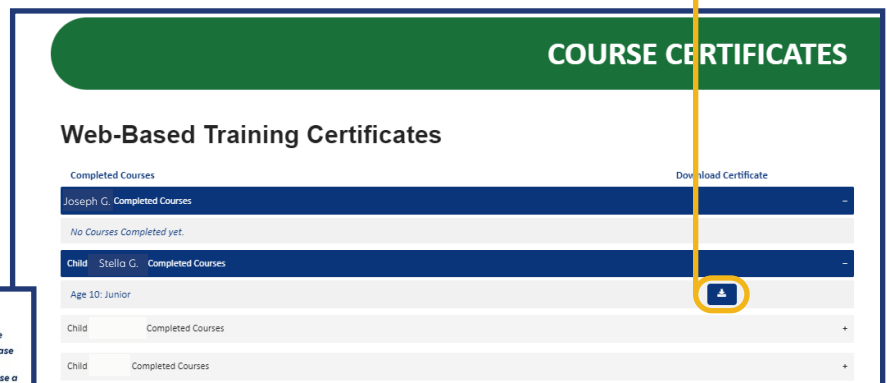


## STEP 3

If youth **fails**, they may not attempt again during this age period. No payment is needed. User should follow steps to purchase a web-based training and complete the individual YQCA courses annually.

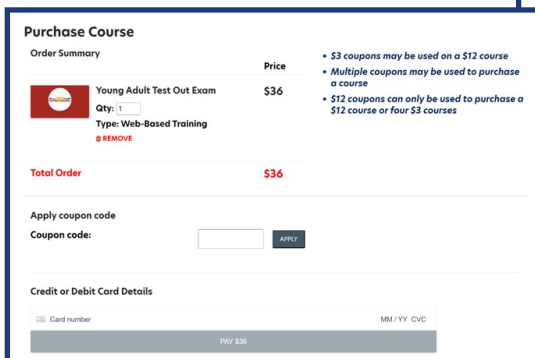
If youth **passes**, go to "Course Certificates" page and select the blue button to download the certificate.

After paying for the test-out certification, return to "course Certificates" page to download your certificate.



## STEP 4

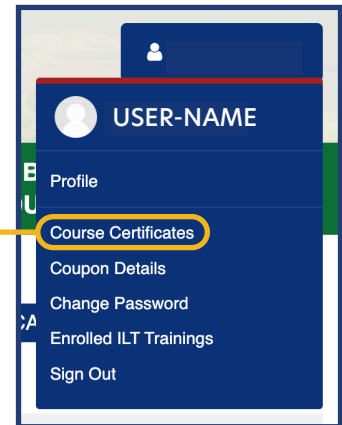
Purchase course using a coupon code or credit/debit card.



## 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.