



**GETTING YOUR YQCA CERTIFICATION
HELP DOCUMENT**

CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

STEP 1

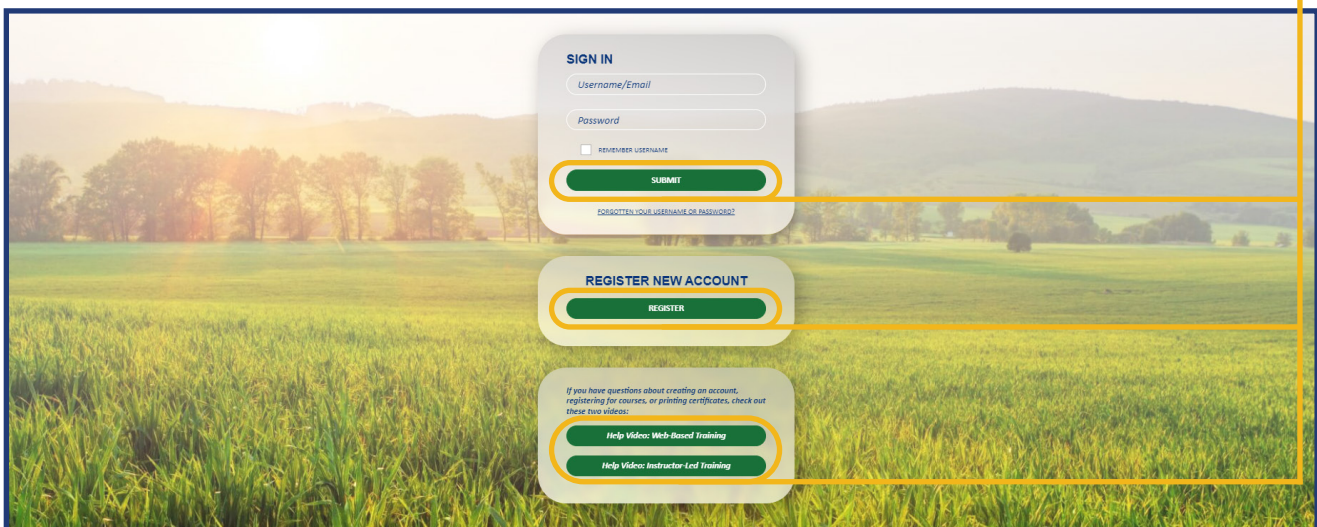
Create and login to a YQCA account. Go to yqcaprogram.org and select "Register/Sign In" from the menu.



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.

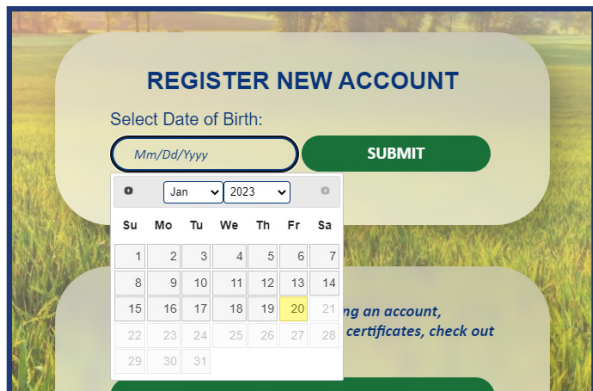


NOTE:

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:

- County of Participation: [Empty text box]
- Organization Affiliation: [Empty text box]
- Grade/Level of Education: [Choose... dropdown]
- Birthdate: [11] [June] [1982] [Calendar icon]
- Gender: [Choose... dropdown]
- Race: [Choose... dropdown]
- Residence: [Choose... dropdown]
- Phone (XXX) XXX-XXXX: [Empty text box]
- Security Question: [I'm not a robot] [CAPTCHA]

Below the Security Question field, there are two buttons: 'CREATE MY NEW ACCOUNT' and 'CANCEL'. At the bottom of the form, there is a note: 'There are required fields in this form marked [red circle with exclamation mark]'.

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.

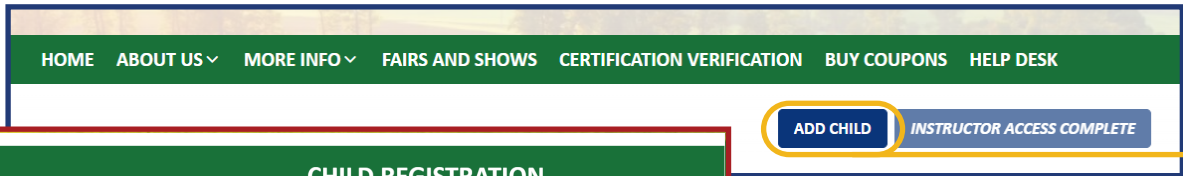
If you want to change anything, you can do so through the account settings.

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)	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

STEP 4

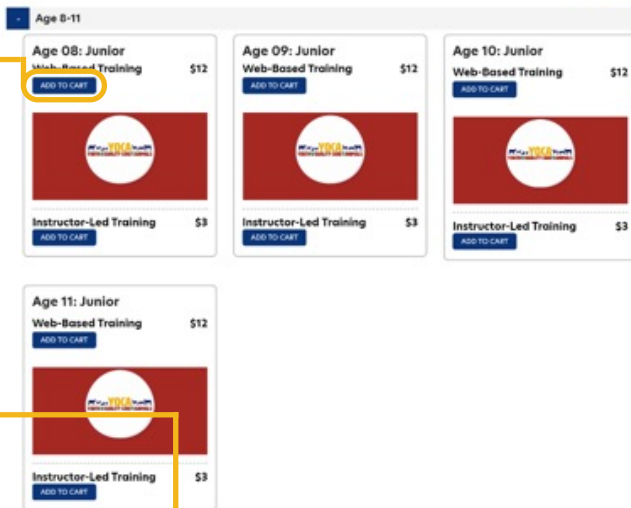
View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

PURCHASING A WEB-BASED TRAINING

STEP 1

Go to the Home page and select a course. Select "Add to Cart."

Multiple courses may be added to cart, and multiple licenses of one training can be purchased.



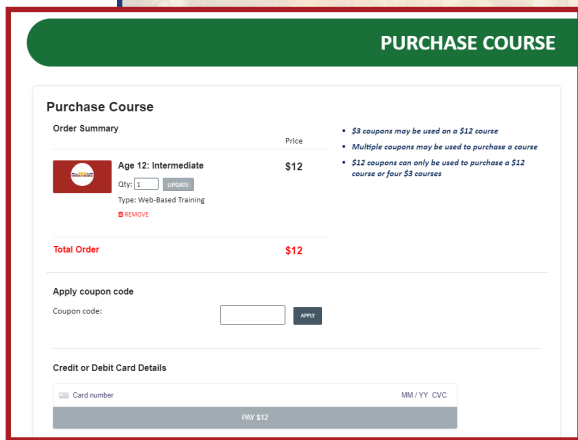
STEP 2

When ready, select your cart.



STEP 3

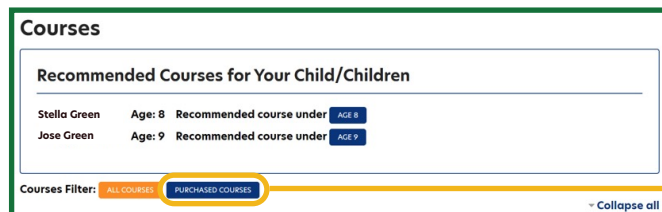
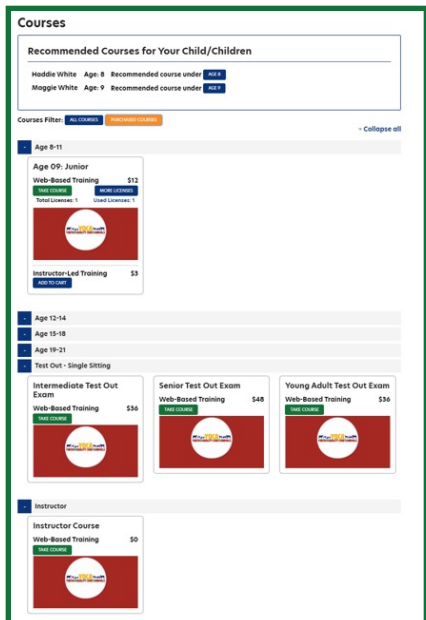
Enter coupon code or credit/debit card details.



STEP 4

To view purchased trainings, select "Purchased Courses."

Here you'll see a listing of the courses that have been purchased, along with the test-out option courses, and instructor course (if owner of the account in an instructor).



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 are 'Courses Filter' buttons for 'ALL COURSES' and 'PURCHASED COURSES'. 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	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.

COMPLETING A WEB-BASED TRAINING

STEP 1

Return to the home page and select "Take Course."

STEP 2

Select user to take course.

The screenshot shows a course card for 'Age 09: Junior'. The top section is 'Web-Based Training' priced at \$12, with a green 'TAKE COURSE' button highlighted by a yellow circle. To its right is a blue 'MORE LICENSES' button. Below this, it shows 'Total Licenses: 1' and 'Used Licenses: 1'. The middle section features a red background with the YQCA logo (Youth Quality Care for Animals). The bottom section is 'Instructor-Led Training' priced at \$3, with a blue 'ADD TO CART' button.

From the dropdown below, please select the participant taking the course.
THIS WILL BE THE NAME LISTED ON THE CERTIFICATE.

Choose... ▾

*Please use the Chrome, Edge or Safari browser for the online training to work properly.

SAVE

STEP 3

Before launching course, take pre-course survey.

NOTE:

Users must pass three quizzes to achieve certification: Animal Well-Being, Food Safety, and Life Skills. Select a Knowledge Builder and Skills Lab to gain knowledge and test skill. User status will show throughout to track progress.

STEP 4

Select "Exit Activity", "Jump To", or the arrows under the module to return to menu page to select another Knowledge Builder, Skills Lab, or Quiz.

The screenshot shows a course menu for 'Age 09: Junior'. It lists three categories: 'Animal Well Being', 'Food Safety', and 'Life Skills'. Each category has three options: 'Knowledge Builder', 'Skills Lab', and 'Quiz'. A 'SIGN OUT' button is in the top right corner. A 'Your progress' indicator is also present.

The screenshot shows a course activity page for 'Age 12: Intermediate'. The title is 'FS: Knowledge Builder'. The main content area has a red background with the YQCA logo and a green button that says 'Let's get started already!'. At the top right is an 'EXIT ACTIVITY' button. At the bottom, there are three navigation options: 'AWB: Quiz', 'Jump to...', and 'FS: Skills Lab', each with a yellow circle around it.

STEP 5

Once all quizzes have been passed, sign out.

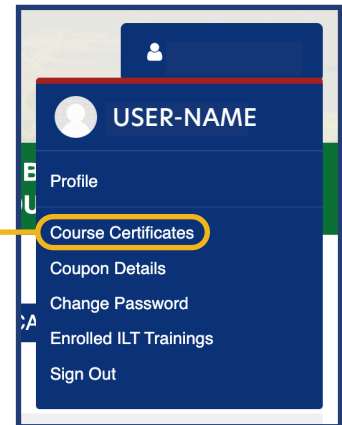
STEP 6

Log back in to take post-course survey and access certificate.

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.