

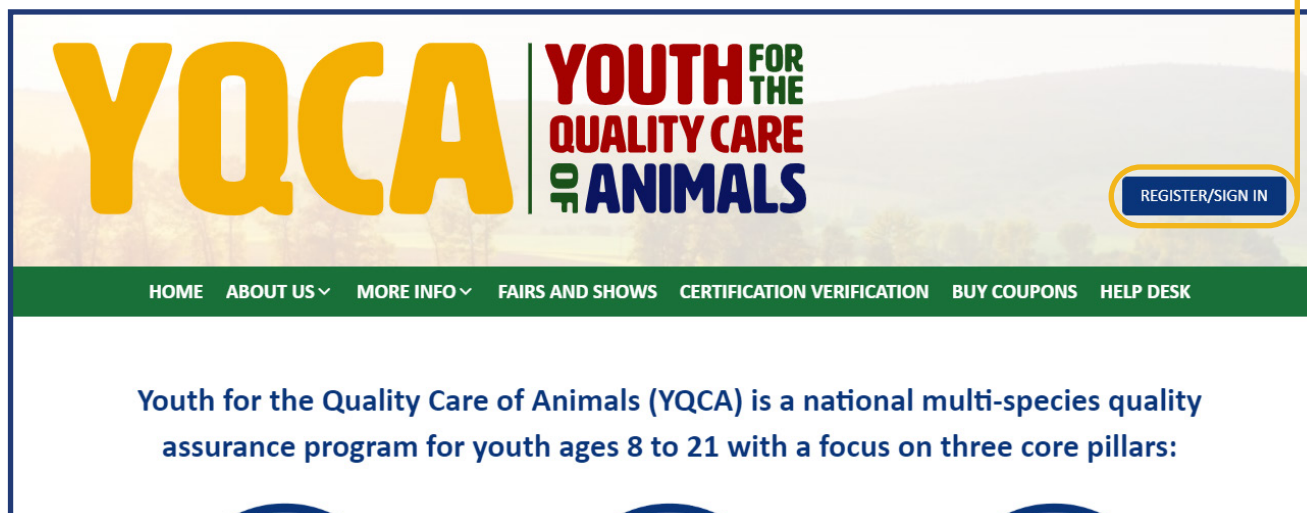


**GETTING YOUR YQCA CERTIFICATION  
HELP DOCUMENT**

# CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

## STEP 1

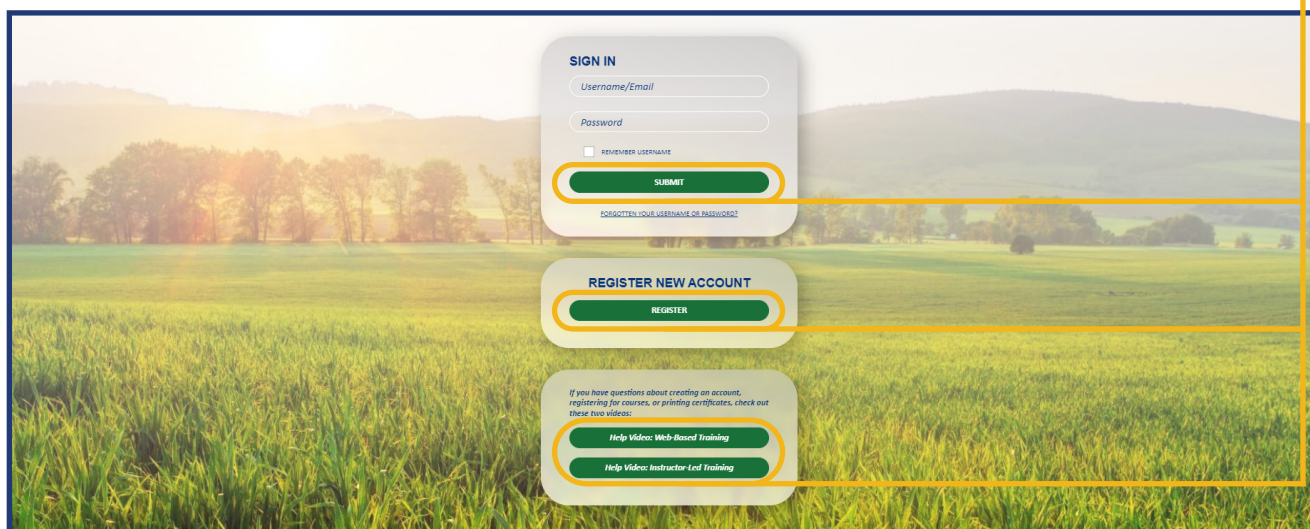
Create and login to a YQCA account. Go to [yqcaprogram.org](http://yqcaprogram.org) and select "Register/Sign In" from the menu.



## 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.

**REGISTER NEW ACCOUNT**

Select Date of Birth:

Mm/Dd/Yyyy

Jan 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

*ing an account, certificates, check out*

**REGISTER NEW ACCOUNT**

Select Date of Birth:

01/03/2017

**You are ineligible to create your own account. Please have your parent/guardian create an account on your behalf.**

### 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.*

**Adult/Parent Registration**

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 #

Choose...

Select

Adult  
Parent  
Extension Professional  
Agriculture Teacher  
Fair Manager

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

Security Question  I'm not a robot

There are required fields in this form marked

# 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

## 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.

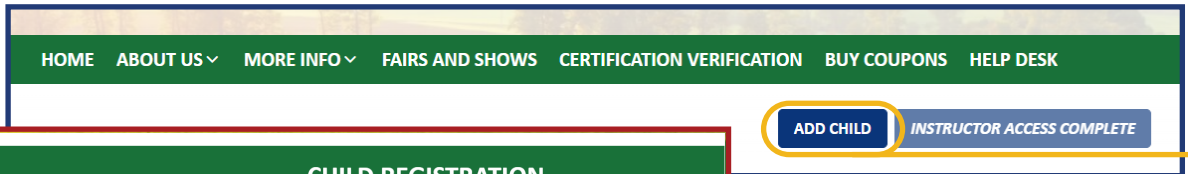
If you want to change anything, you can do so through the account settings.

[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

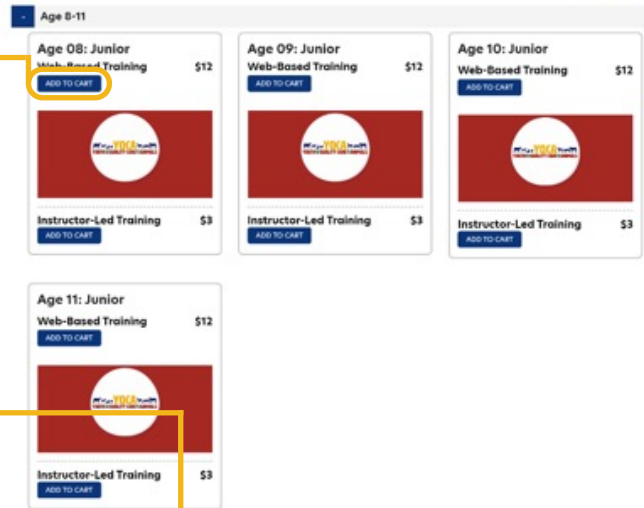
View the child dashboard to edit child profiles, delete a child/children, and add a child/children.

# PURCHASING 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.



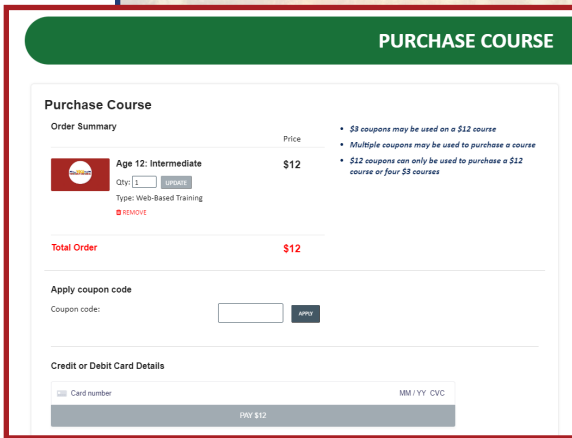
## STEP 2

When ready, select your cart.



## STEP 3

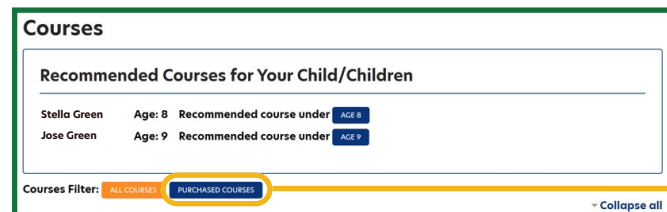
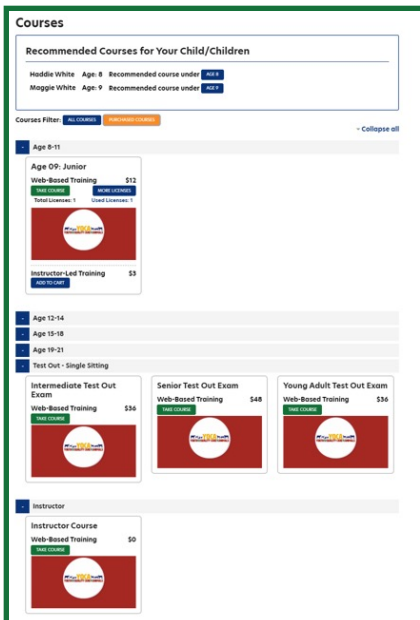
Enter coupon code or credit/debit card details.



## 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 page, there is a 'Courses Filter' section with 'ALL COURSES' and 'PURCHASED COURSES' buttons, and a 'CANCEL COURSE LICENSES' button circled in yellow. A 'Collapse all' link is also visible.

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                  | <b>CANCEL</b> |

| 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                  | <b>CANCEL</b> |

| 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                  | <b>CANCEL</b> |



## 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.

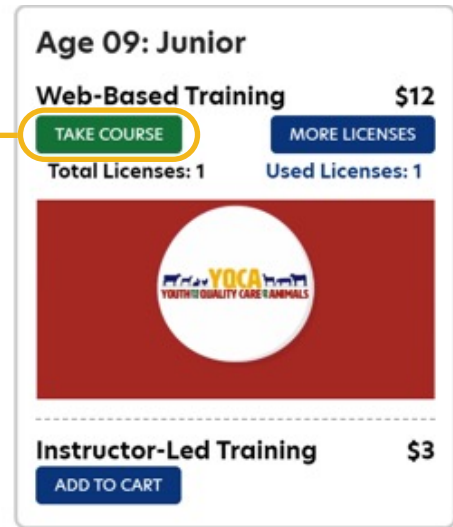
# COMPLETING A WEB-BASED TRAINING

## STEP 1

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

## STEP 2

Select user to take course.



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

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

SAVE

## STEP 3

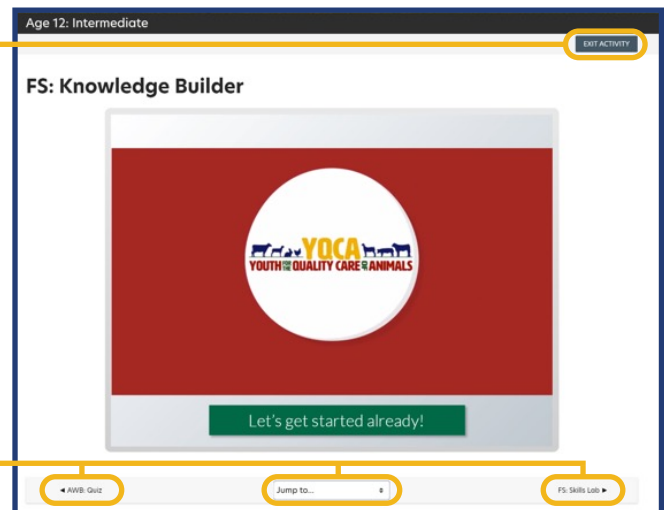
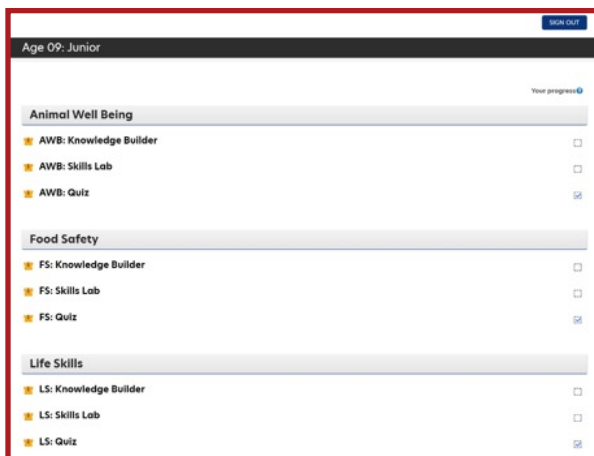
Before launching course, take pre-course survey.

## 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.



## STEP 5

Once all quizzes have been passed, sign out.

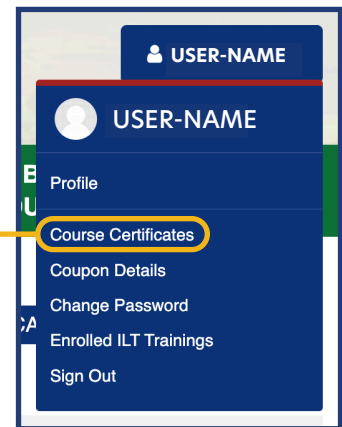
## STEP 6

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.