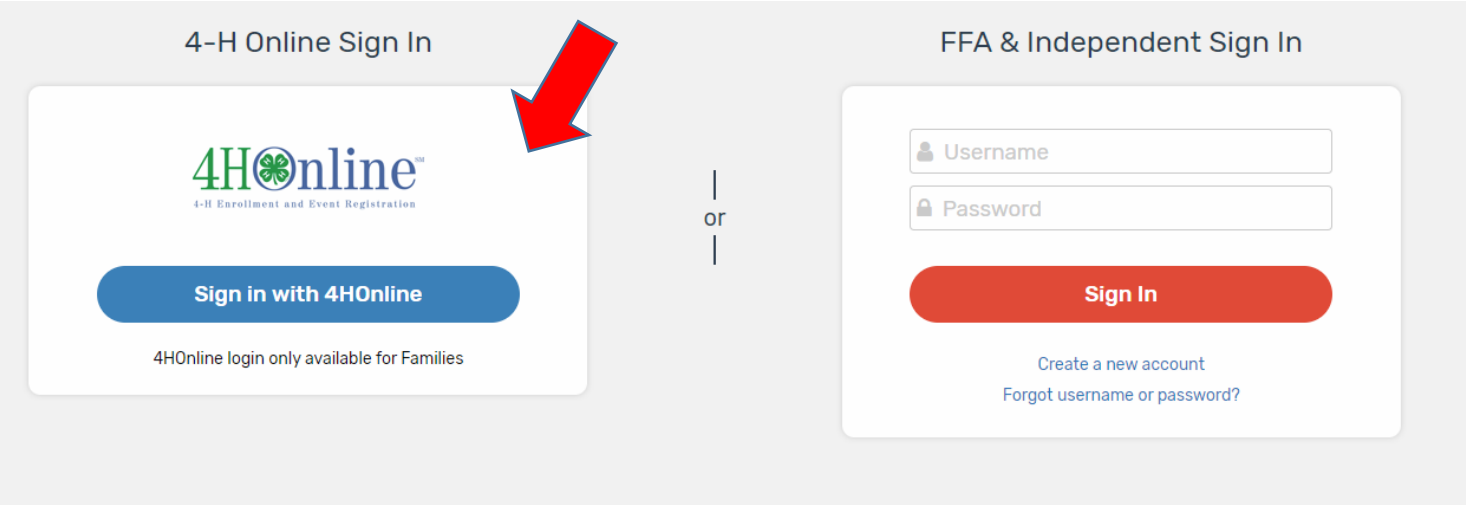
YQCA STEP-BY-STEP INSTRUCTIONS

1. Go to https://yqca.learngrow.io

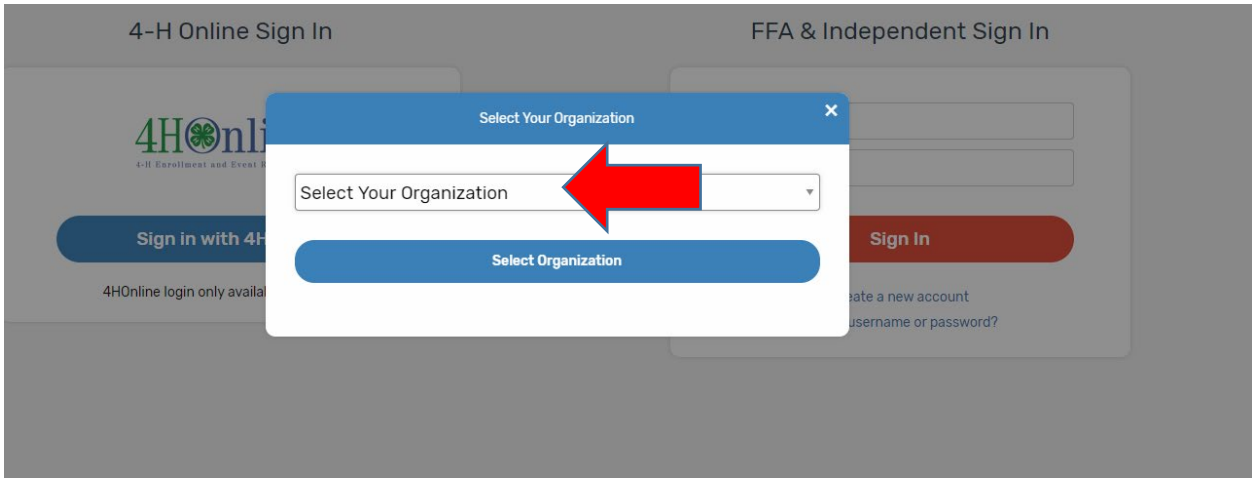
2. 4-H Online Sign In

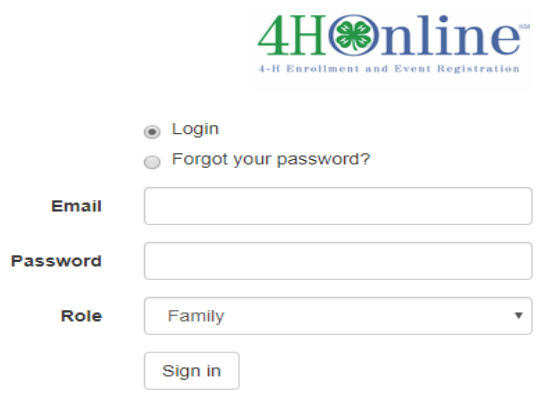
You **MUST** select the option to sign in with 4-H Online.



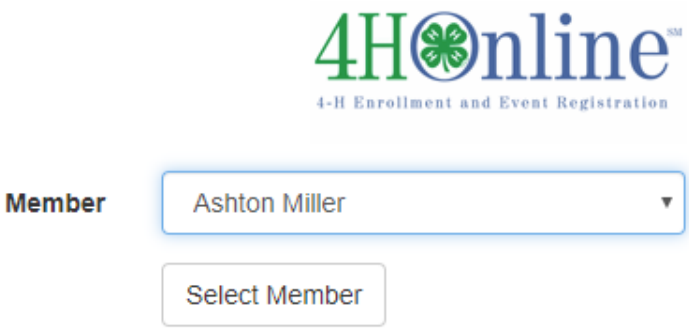
FFA & Independent Sign In are for those participants that are only in FFA or for those that are 19-21 years of age. ***If you are in 4-H and select this option- you will NOT get credit for completion.***

3. Next you will be prompted so select your organization (or in this case your state). Select *Illinois 4-H Youth Development.*

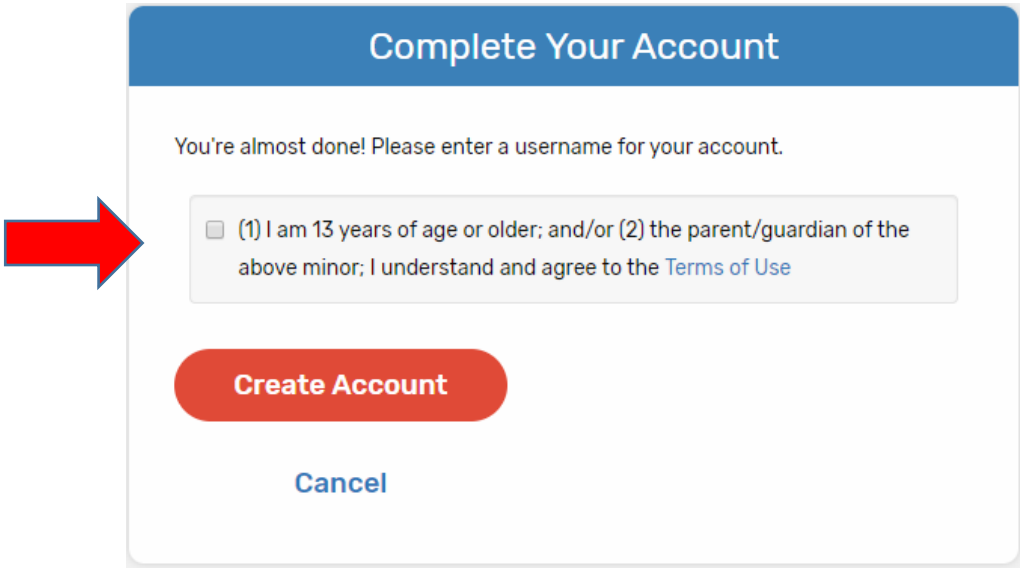




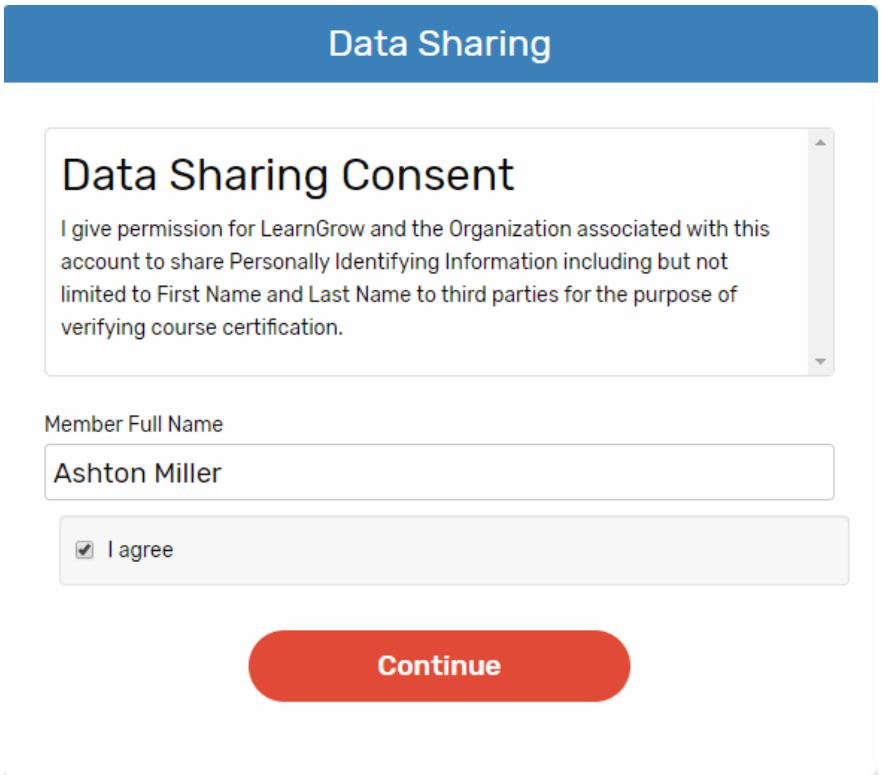
5. After successfully logging in, you will be given a list of Active family members. Select a family member and start the account creation process.



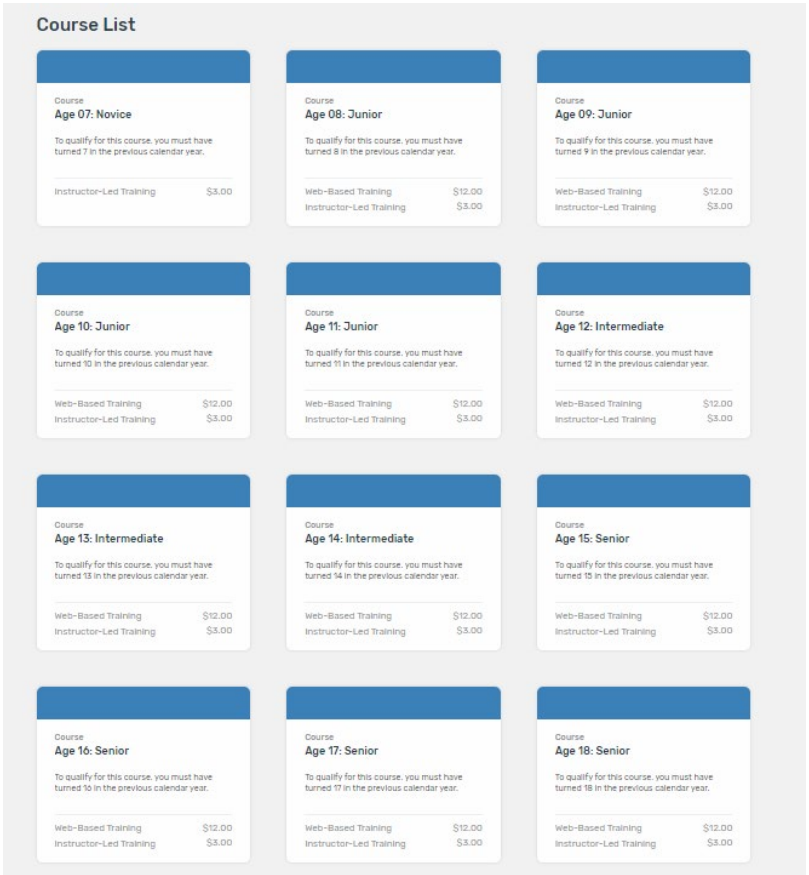
6. Next the 4-H member must check the box and click the "Create Account" button.



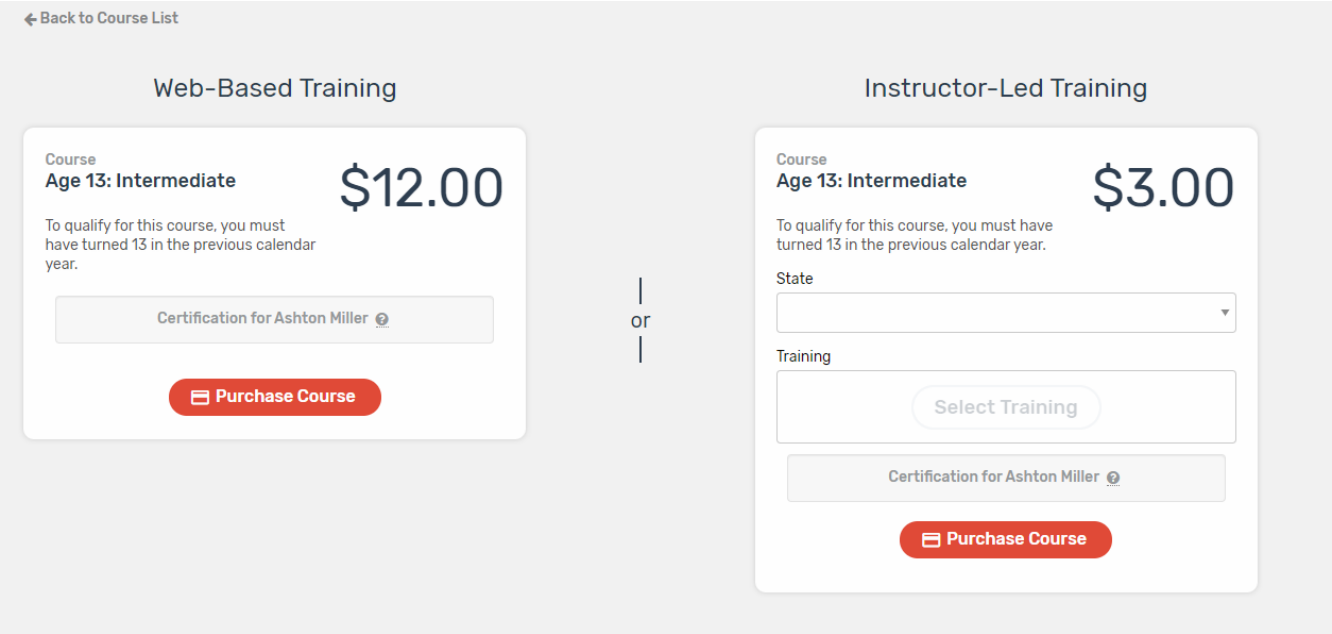
7. Next, the 4-H member must type in their full name and click the “I agree” box. Then hit “continue”



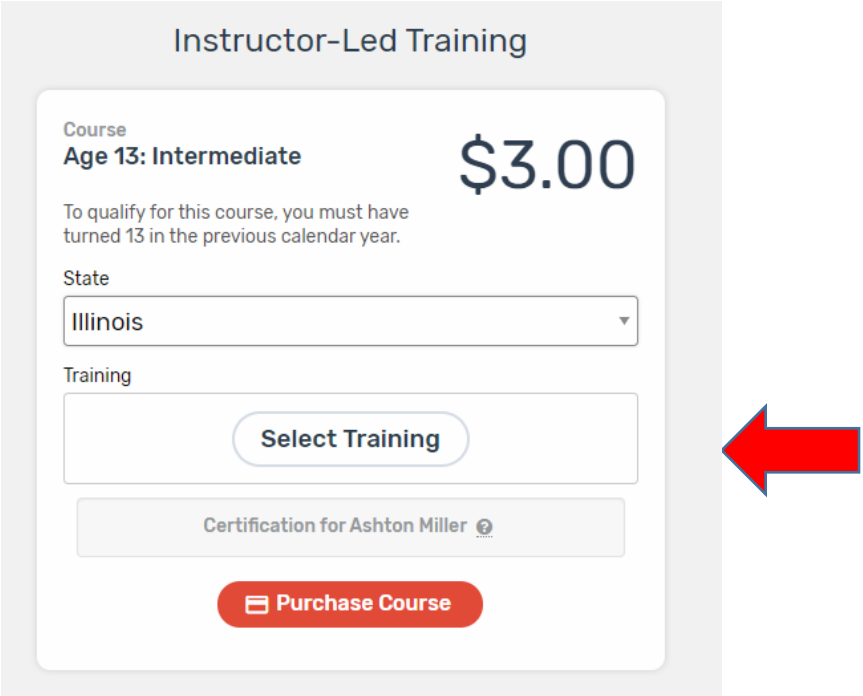
8. You will be given a course list to choose from. Select the correct age group for the participant.



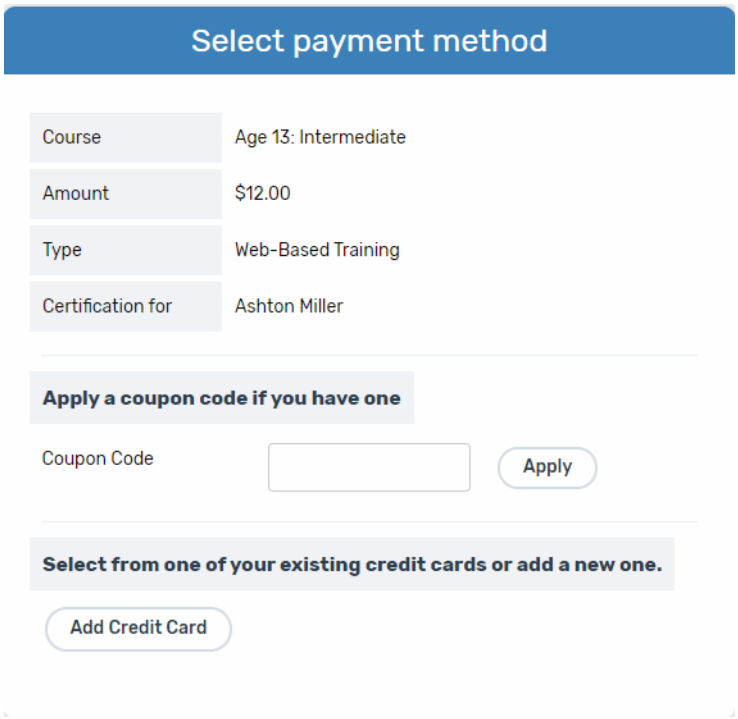
9. You will be given two options. If you plan to take the course ONLINE- choose the "Web-Based Training" option. If you plan to the face-to-face training- choose the "Instructor-Led Training"



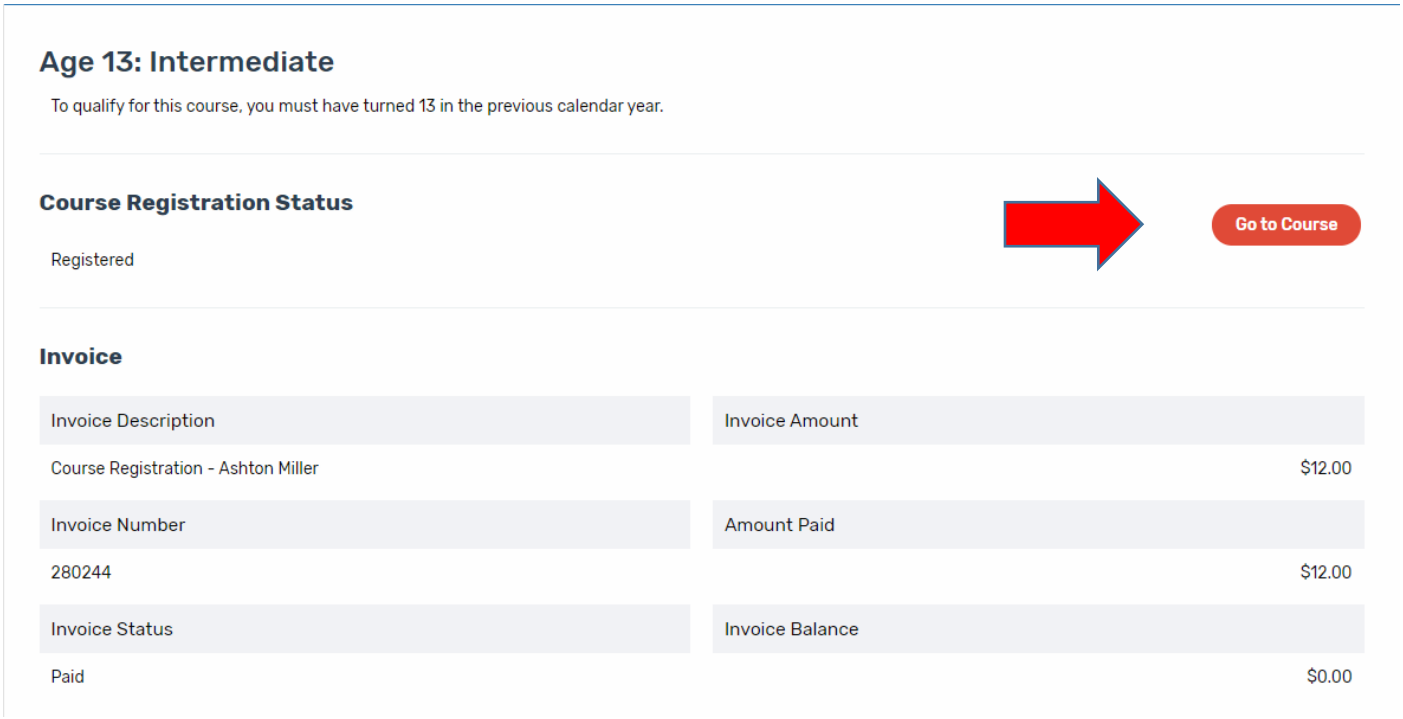
If you choose the Instructor-Led Training- you will need to enter the state and choose which county your will be training in.



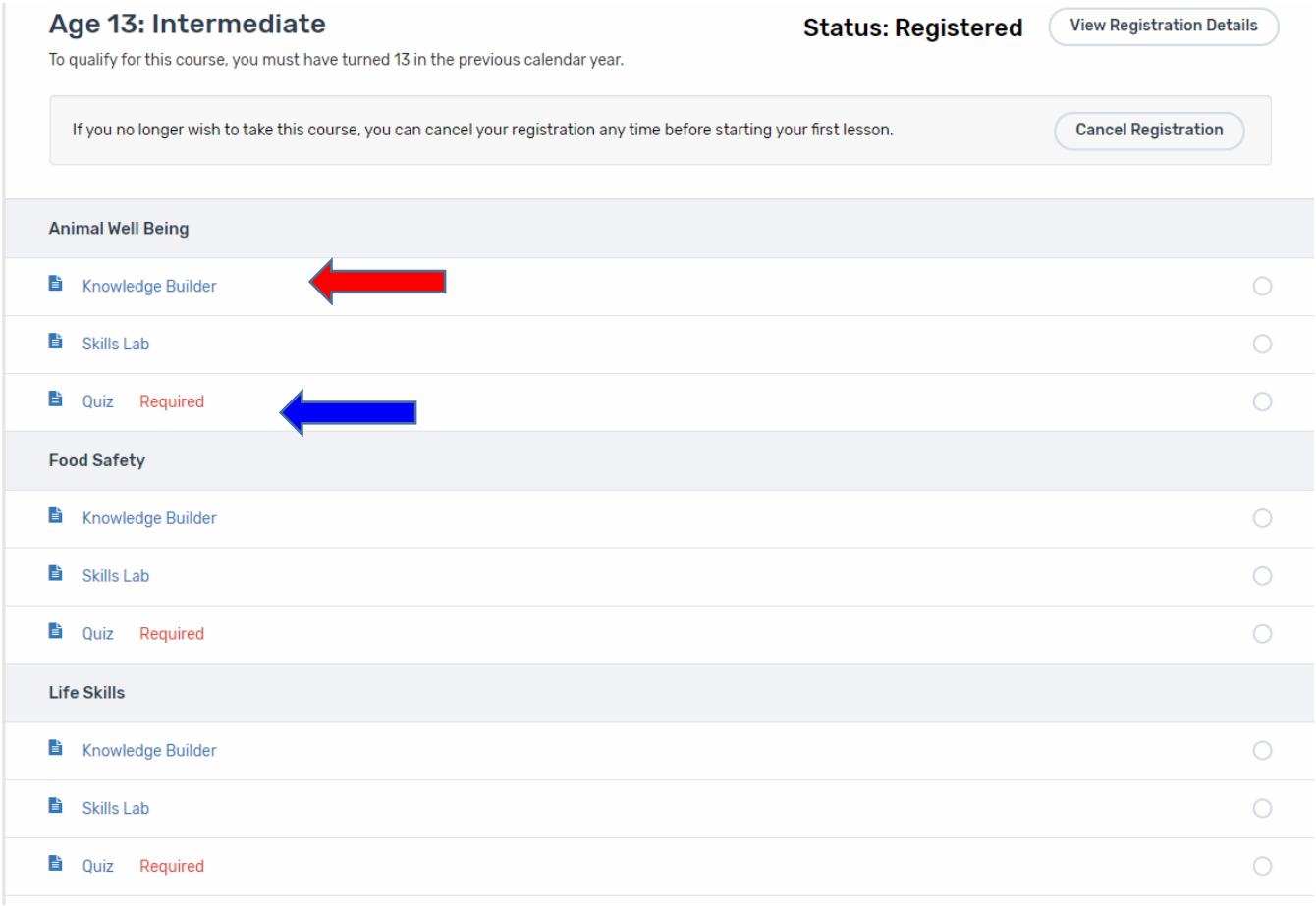
10. You will add your credit card at this time. You must pay for the course at this time.



11. Once you enter your information and click "purchase course" you are ready to begin.



12. Once you click the “Go to Course” button your screen will look like this.

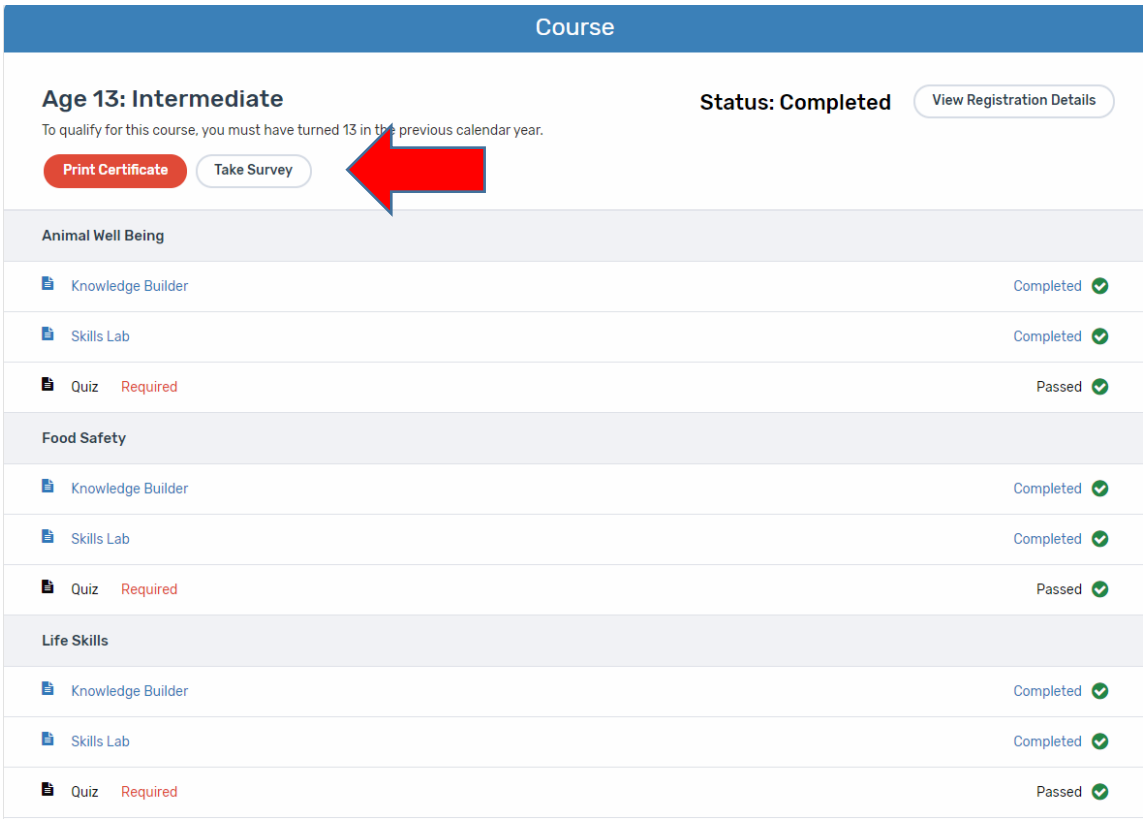


Each quiz must be passed with an 80% or higher. If the participant does not pass the quiz the first time, the quiz will be locked for 1 hr. However, you may move on to the other areas while you are waiting.

12 (b). If you are taking the “Instructor-Led Training”- once training is complete, the instructor will manually check each participant as complete. You will then receive an email from the instructor confirming you have been marked “Complete” and that your certificate is ready to be printed.

-You must log back in to your account and print your certificate.

13. At the end of the course you will see a red button that says “Print Certificate”. Each participant must print 2 copies of your certificate. One copy must be sent to the Extension Office and the other must accompany your animals when you travel. This meants to jackpots, open shows, 4-H Fair, and ILSF.



14. After your training is complete AND you have printed your certificate you may log out of the account.