



At your instructor-led training course, you received a unique coupon code. It is YOUR RESPONSIBILITY to use your coupon code to register your participation online!

TIPS:

- YQCA is utilizing a new web platform, so you will need to create a new account.
- We have learned that if you select 'NO' to the privacy settings when setting up your child's profile, the certification will show up in the parent's name. Therefore, you are encouraged to consider selecting 'YES' to those settings. If it does end up in the parent's name, you'll need to log back in and edit the profile for each child and scroll down and click 'YES' to save the change.
- When selecting the course for which to register, look for previous dates, since you're logging your participation after you attended the course. "Porter County 4-H" will be in the title.
- When prompted to select your payment method, you will **enter your unique coupon** code into the appropriate space.
- **Complete the online registration within one week of attendance at the program**, at which time Joan will enter the system to mark attendees complete! After Joan marks you complete on her end, you'll be able to log back in and access your certificate.
- Questions? Need Help? Contact Joan at joangrott@purdue.edu or 219-465-3555.



At your instructor-led training course, you received a unique coupon code. It is YOUR RESPONSIBILITY to use your coupon code to register your participation online!

TIPS:

- YQCA is utilizing a new web platform, so you will need to create a new account.
- We have learned that if you select 'NO' to the privacy settings when setting up your child's profile, the certification will show up in the parent's name. Therefore, you are encouraged to consider selecting 'YES' to those settings. If it does end up in the parent's name, you'll need to log back in and edit the profile for each child and scroll down and click 'YES' to save the change.
- When selecting the course for which to register, look for previous dates, since you're logging your participation after you attended the course. "Porter County 4-H" will be in the title.
- When prompted to select your payment method, you will **enter your unique coupon** code into the appropriate space.
- **Complete the online registration within one week of attendance at the program**, at which time Joan will enter the system to mark attendees complete!
- Questions? Need Help? Contact Joan at joangrott@purdue.edu or 219-465-3555.

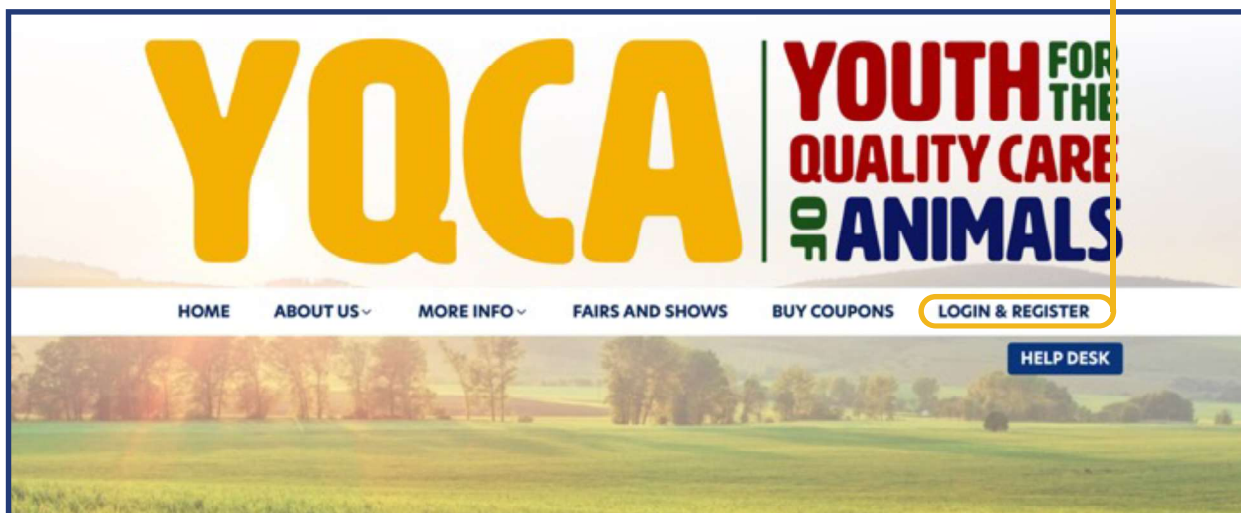


**GETTING YOUR YQCA CERTIFICATION
HELP DOCUMENT**

CREATING AND LOGGING INTO YOUR YQCA ACCOUNT

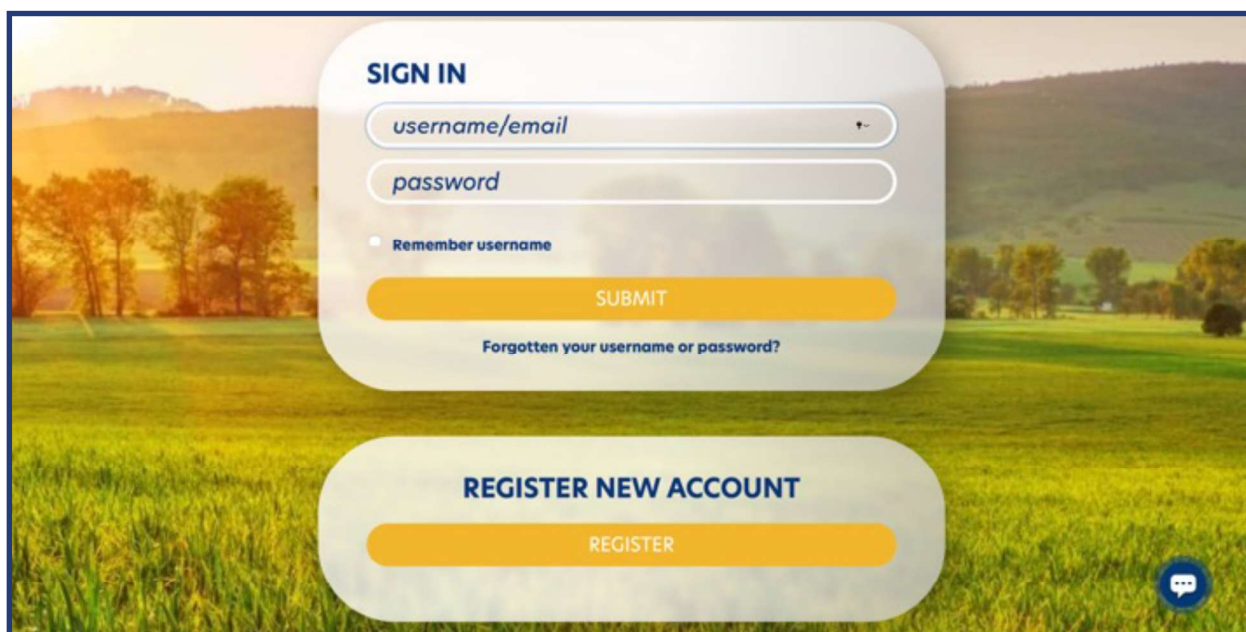
STEP 1

Create and login to a YQCA account. Go to yqcaprogram.org and select “Login & Register” from the menu.



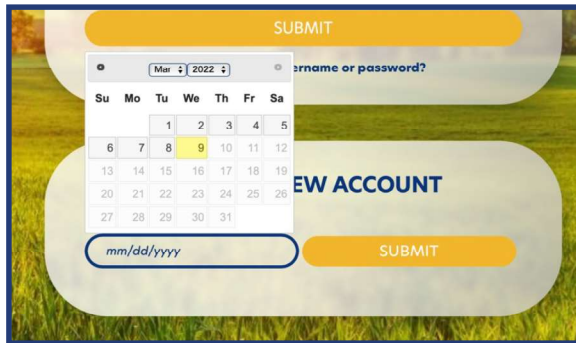
STEP 2

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.

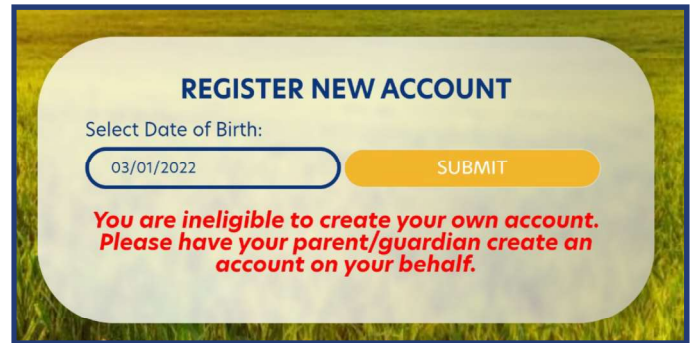


STEP 3

When registering a new account, enter your birthdate. If you are an age protected under COPPA, a parent must create the account.



A screenshot of a registration form. At the top, there is a "SUBMIT" button. Below it, a date picker is open, showing the month of March 2022. The date 03/01/2022 is selected. Below the date picker, there is a text input field for "mm/dd/yyyy" and another "SUBMIT" button. The form is titled "NEW ACCOUNT".



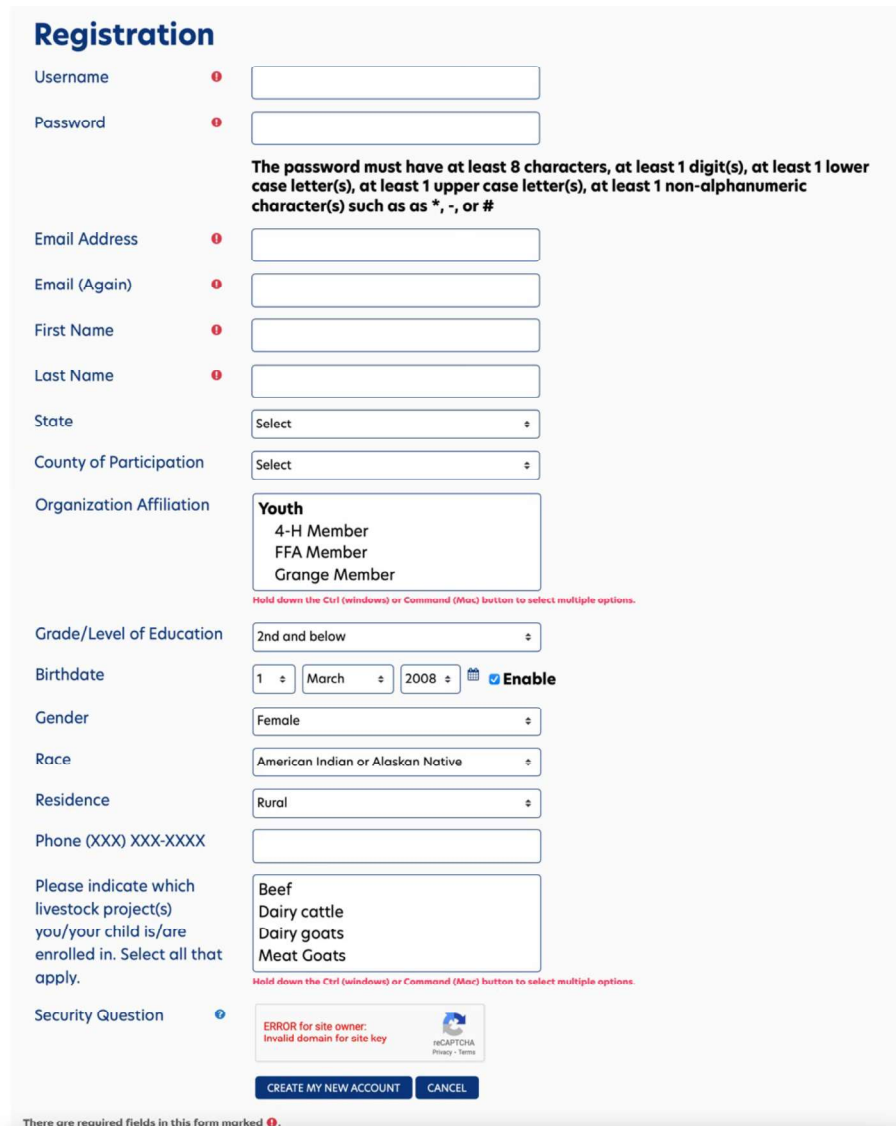
A screenshot of a registration form titled "REGISTER NEW ACCOUNT". It shows a "Select Date of Birth:" field with the date 03/01/2022 and a "SUBMIT" button. Below the submit button, a red message states: "You are ineligible to create your own account. Please have your parent/guardian create an account on your behalf."

STEP 4

REGISTRATION

Complete registration information for the owner of the account.

The image on this page is of the youth registration. The parent registration is captured on the next page.



A screenshot of a "Registration" form for youth. The form includes fields for Username, Password, Email Address, Email (Again), First Name, Last Name, State, County of Participation, Organization Affiliation (Youth, 4-H Member, FFA Member, Grange Member), Grade/Level of Education, Birthdate (1, March, 2008), Gender (Female), Race (American Indian or Alaskan Native), Residence (Rural), Phone (XXX) XXX-XXXX, and Security Question. A red error message at the bottom states: "ERROR for site owner: Invalid domain for site key". A "CREATE MY NEW ACCOUNT" button is visible. A footer note says: "There are required fields in this form marked with a red circle icon." A chat bubble icon is in the bottom right corner.

PARENT REGISTRATION

The image on this page is of the parent registration.

Adult/Parent 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 *, -, or #

Email Address ❗

Email (Again) ❗

First Name ❗

Last Name ❗

State

County of Participation

Organization Affiliation
 Parent
 Extension Professional
 Agriculture Teacher

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

Grade/Level of Education


Birthdate ☒ Enable

Gender

Race

Residence

Phone (XXX) XXX-XXXX

Security Question ❗ ☐ I'm not a robot 

There are required fields in this form marked ❗.

STEP 5

Retrieve email to validate registration and complete parental consent.

Hi Sammy Student,

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=E5GmoKQ64KSvPtE/sample2>

In most mail programs, this should appear as a blue link. If that is not the case, copy and paste the address into the address line at the top of your web browser window.

For assistance, contact the site administrator.

Validate your account registration.

CONFIRM YOUR ACCOUNT

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.

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.

Registration Confirmation

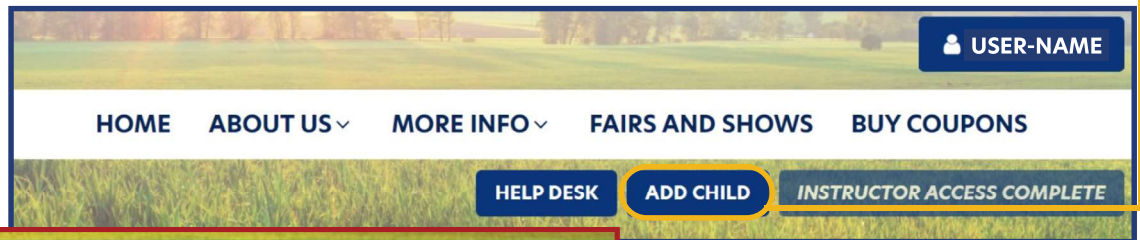
You have just validated your account set-up by clicking on the 'Validate My Account' link from the account validation email.
 If you want to change anything, you can do so through the account settings.



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 Maggie, Haddie to your account. Once Maggie, Haddie has earned their YQCA certification, with consent, YQCA can verify their certification information with state contacts, species representatives (i.e., National Pork Board, National Cattlemen's Beef Association), and fair and show managers. Information that will be shared for Maggie, Haddie is Cara Child 1, Cara 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

Child Dashboard

Name As Seen On Certificate	Name As Seen In Shared Reports	Actions
CHILD 1 NAME	CHILD 1 NAME	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
CHILD 2 NAME	CHILD 2 NAME	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
		<input type="button" value="ADD CHILD"/>

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.

PURCHASE ILT COURSE

Instructor-Led Training

Course: Age 08: Junior \$3.00

Participant: Child: YOUTH NAME

State: Nebraska

Training: Apr, 19 2022 3:00 PM

Test Training
Enter the building using the south door. Snacks will be provided.

Test Location
ABC Street
Anytown, NE 11111

Select Training

• \$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 or four \$3 courses

Total Order \$3.00

Apply Coupon Code

Coupon Code:

Credit or Debit Card Details

☐ Card number

Age 8-11

Age 08: Junior Web-Based Training \$12

Age 09: Junior Web-Based Training \$12

Age 10: Junior Web-Based Training \$12

Age 08: Junior Instructor-Led Training \$3

Age 09: Junior Instructor-Led Training \$3

Age 10: Junior Instructor-Led Training \$3

Age 11: Junior Web-Based Training \$12

Age 11: Junior Instructor-Led Training \$3

STEP 2

Select user to take course. Select the participant, state, and training.

Enter coupon code or credit/debit card details.

PURCHASE COURSE STATUS

Payment Successful!

Transaction Id
Email Address
Amount Paid

pL_1KeYkGmsK6x4lhV23k4Q0Fd
ACCOUNTHOLDER@GMAIL.COM
\$3

STEP 3

To view purchased trainings, use the dropdown menu to select "Enrolled Trainings"

USER-NAME

Profile

Child Dashboard

Course Certificates

Coupon Details

Change Password

Enrolled Trainings

Sign Out

STEP 4

Prior to the training, return to the "Enrolled Trainings" page to complete the course pre-test.

STEP 5

Attend training.

STEP 6

Following training, log back in to take post-course survey and access certificate.

INSTRUCTOR ENROLLED LIST

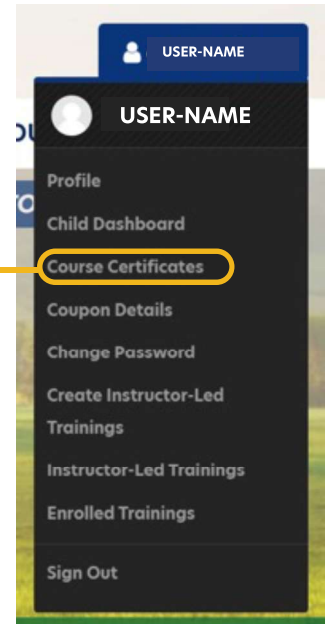
Instructor-Led Training Enrolled Sessions

#	Enroll User	Course	Instructor	Training	Enroll Time
1	YOUTH NAME	Age 10: Junior	INSTRUCTOR NAME	May, 17 2022 1:00 PM Northeast 4-H Club Training 4-H Building ABC Street Suite A Small Town, NE 11111	2022-03-17 11:11 AM

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
Marie Meis 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.