Step 1: Visit https://yqcaprogram.org/

Step 2: Click the Blue Register/Sign In button

Step 3: Select "Register New Account"

Step 5: Type in the Date of Birth of the <u>Parent/Guardian</u> of the 4-H member completing this training

Step 6: Complete the Adult/Parent Registration Form as depicted on the screenshot below **please take note of the username, password and email you use

Step 6: Validate your Registration

An email from Admin User (via YQCA) will be sent to your email Inbox with a link to validate your account and consent to the privacy statement.

Step 7: Add Child to Account

Once account is validated, you will be redirected to login. Then click "Add Child"
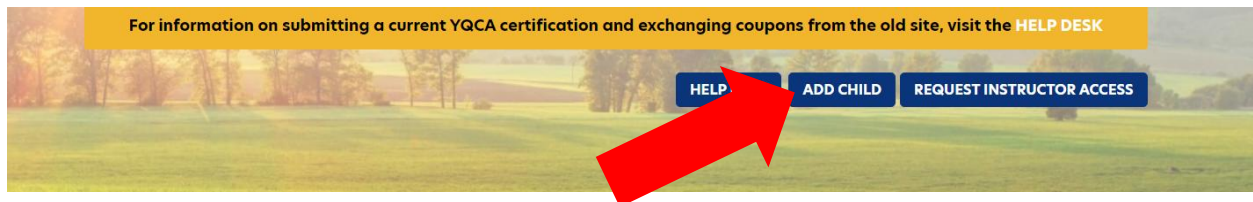
Step 8: Fill out Child Registration and Submit

- An email from Admin User (via YQCA) will be sent to your email Inbox with a notice that you added a child to your account – no action on that email is needed

Step 9: Child Data Sharing Consent Settings

- You will verify the child's information and click "No, I do not want to share this child's information with third parties"

Data Sharing Consent

You have added the child/children listed below to you account. Once the child/children have 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 shared will be Parent Name Child 1 (Child 2, Child 3, etc. for every child added), 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 certificate can be validated, you will need to give parental consent. You can revoke parental consent at any time by updating the same through your Child Dashboard or Data Sharing Consent settings.

Step 10: Enroll in a Course based on the Child's Age & click ADD TO CART on the Web-Based Training (Cost = $12)

- Age 8-11

Age 08: Junior
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Age 09: Junior
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Age 10: Junior
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Age 11: Junior
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

- Age 12-14

Age 12: Intermediate
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Age 13: Intermediate
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Age 14: Intermediate
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

- Age 15-18

Age 15: Senior
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Age 16: Senior
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Age 17: Senior
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Age 18: Senior
Web-Based Training $12
ADD TO CART

Instructor-Led Training $3
ADD TO CART

Chat

Step 11: Click Proceed To Buy Items

Step 12: Complete Payment Screen for the Course

Purchase Course

Order Summary

		Price
	Age 17: Senior **Qty:** 1 UPDATE **Type: Web-Based Training** 🗑 REMOVE	**$12**

- *$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   **$12**

Apply coupon code

Coupon code: [   ] APPLY

Credit or Debit Card Details

💳 Card number	MM / YY CVC

PAY $12

Step 13: Complete and pass all modules, activities, and quizzes!

Note: Possibly take some notes of important things you learned to help when writing your Gallatin County AQA Training Summary later.

Step 14: Certificate Printing/Saving instructions

PRINTING CERTIFICATION

STEP 1 Access your certificate using the dropdown menu under "Course Certificates." Select the "+" to see dropdown on completed courses.

    👤 USER-NAME

    ⚪ USER-NAME

- Profile
- Child Dashboard
- Course Certificates
- Coupon Details
- Change Password
- Create Instructor-Led Trainings
- Instructor-Led Trainings
- Enrolled Trainings
- Sign Out

STEP 2 Select the blue button to download certificate.

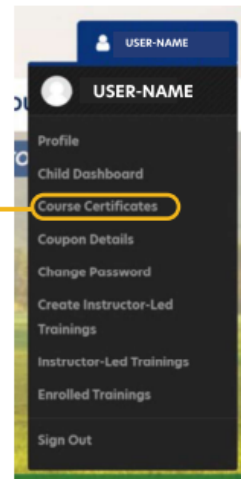### Web-Based Training Certificates

Completed Courses	Download Certificate
Marie Meia 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.

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.

Step 15: Type/Write a One-Page Gallatin County AQA Training Summary

- Put your first and last name at the top of your summary
- Next, describe (*in Senior-level detail*) **3 things** you learned during this online training that you didn't know prior (paragraph format or bullet-points, but detailed).
    - o Bad Example: "I learned that biosecurity is important."
    - o Good Example: "I learned that biosecurity practices are important <u>because</u> there are many points of risk that are out of my control that could affect the health of my market animal."
- Then, describe (*in Senior-level detail*) **1 specific thing** (must be different from the 3 things listed above) that you learned that you plan to do/implement with your own animal project at home.

Step 16: Getting Credit for your AQA Workshop

- You may print your certificate and Gallatin County AQA Training Summary and bring to the Extension Office to turn in

<u>Or</u>

- You can save the certificate of completion as a PDF and email the **Certificate of Completion** <u>and</u> Gallatin County AQA Training **Summary** (PDF or Word Doc) to **molly.yurdana@montana.edu NO LATER THAN MARCH 31st!**