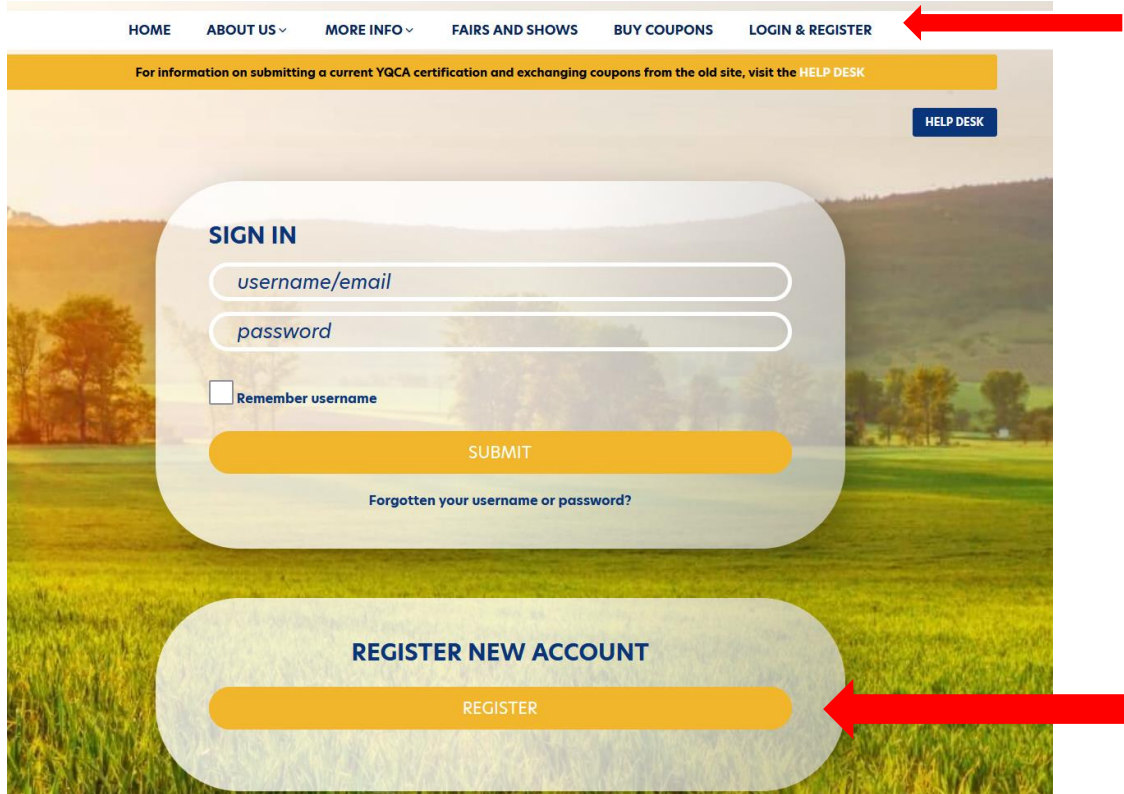


Creating a YQCA Account and Logging Your Training

Step 1: Go to <https://yqcaprogram.org/> Click Login & Register. Register New Account. **REMEMBER YOUR USERNAME AND PASSWORD AS YOU WILL NEED IT TO GET BACK IN LATER.**



Step 2: Enter a parent birthdate to create a family account. (hint: select year then month)

Step 3: Register as a parent with parent information. When registration is complete click Create My New Account.

Step 4: You will need to validate the registration by going to your email provided in registration.

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:

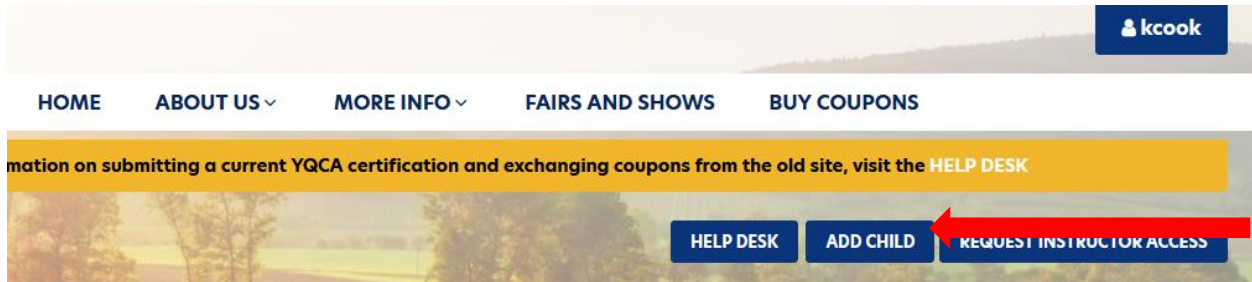
<https://yqcaprogram.org/login/confirm.php?data=E5GmoKQ64KsvPTE/sample2>

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.

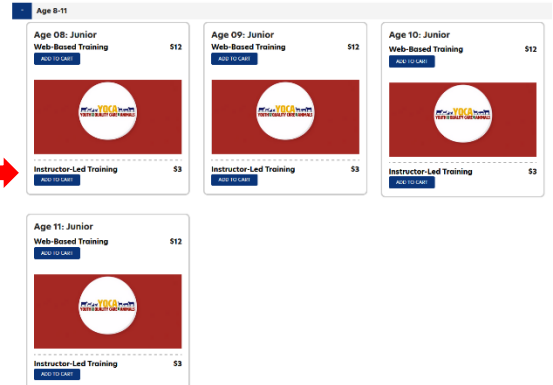
Validate your account registration.

Step 5: Once an account has been created you can add child(ren). Click "Add Child" Complete the registration and select "Submit" or "Submit and Add Another Child"



Step 6: Go to the Home page and select "Instructor-Led Training" or "Web-based Training" under the CORRECT 4-H AGE of your Child.

If taking the YQCA training online, follow the next steps just substitute "Web-based" for "Instructor-Led"



Step 7: Select participant, state and training date (you will need to click show previous trainings). **BE SURE TO CLICK THE CORRECT DATE AND LOCATION!!!** Enter the provided coupon code and click apply.

Instructor-Led Training

Course: **Age 08: Junior** **\$3.00**

Participant:

State:

Training:

Apr, 19 2022 6:30 PM
2022 Hayes County YQCA
Training begins at 6:30 p.m. CT
Hayes Center, NE - Fairgrounds Exhibit Hall

[Select Training](#)

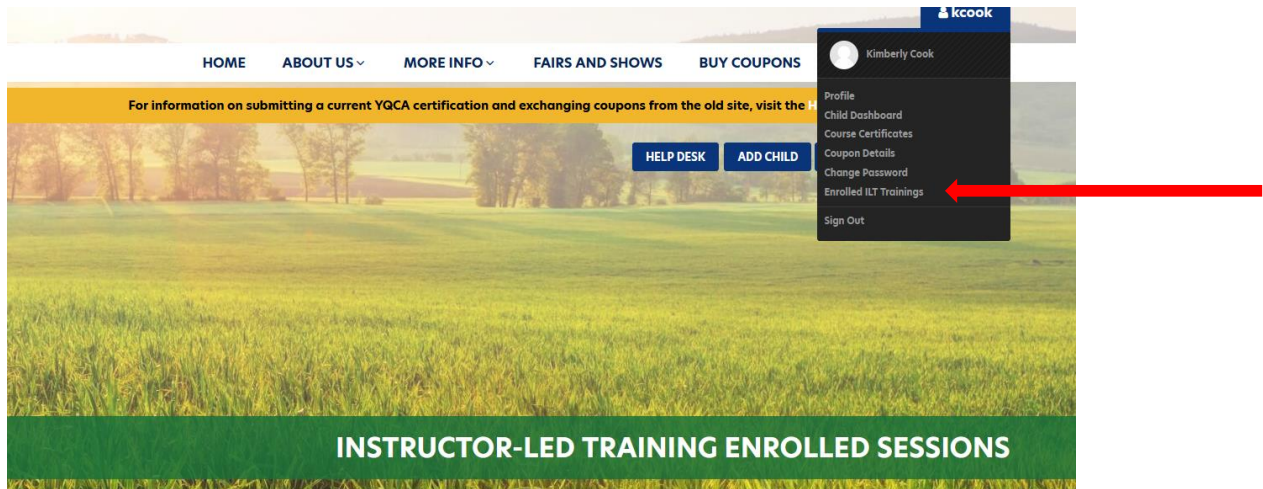
- \$3 coupons may be used on a \$12 course
- Multiple coupons may be used to purchase a course
- \$12 coupons can only be used to purchase a \$12 course or four \$3 courses

Total Order **\$3.00**

Apply Coupon Code

Coupon Code:

Step 8: Once you have registered for the class. Go to Enrolled ILT Trainings under your account icon. Find youth name and have youth complete pre-test. **Youth MUST complete the PRE TEST** even though they have already completed course. Have youth answer like they think they would have before the trainings.



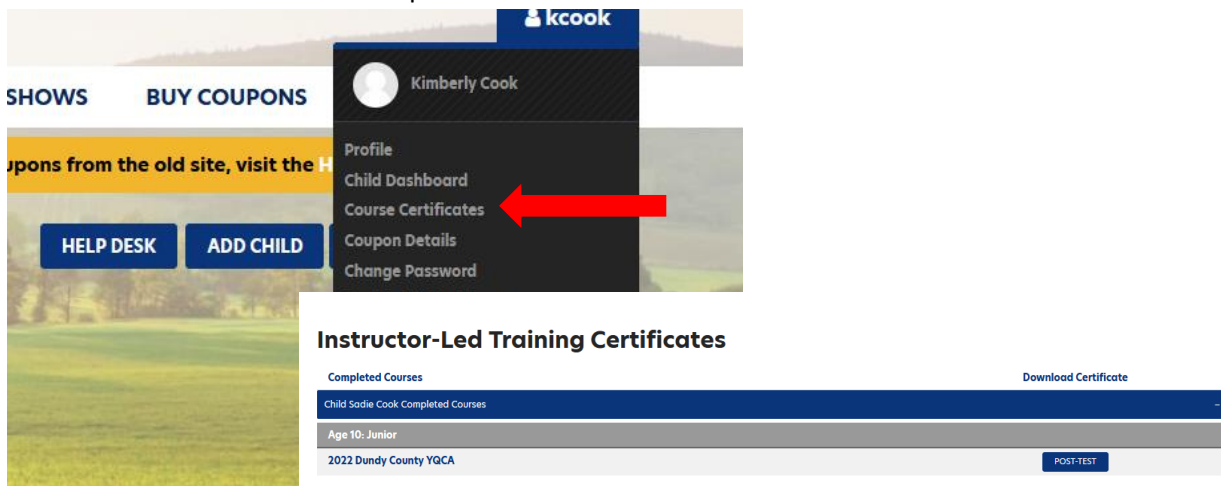
Instructor-Led Training Enrolled Sessions

#	Enroll User	Course	Instructor	Training	Enroll Time	Pre Test
1	Katelyn Cook	Age 12: Intermediate	Kimberly Cook	May, 23 2022 6:30 PM 2022 Hitchcock County YQCA Culbertson, NE - Fairgrounds, Ag Complex	2022-04-08 14:40 PM	PRE-TEST

Step 9: Once the youth has completed the pre-test, I will have to go into the program and release certificates to have them. I will try to do this at least once a day but you will not be able to do the post-test until I have released them.

Step 10: **After I have released the certificates they will then need to take a POST-TEST.**

To get to the post-test go to Course Certificates and then find the instructor-led training certificates below. There will be a link to the post-test.



Step 11: Once the post-test is complete. Go back to Course Certificates under your account icon. **Find the Print the certificate and email to Gwen Rodocker at gwen.rodocker@unl.edu or drop off at the office. DO NOT FORGET TO DO THE LAST STEP.**

Instructor-Led Training Certificates

Completed Courses	Download Certificate
Child Sadie Cook Completed Courses	-
Age 10: Junior	
2022 Dundy County YQCA	Download Certificate