

## YQCA Log In Instructions

1. Go to **yqca.org** from your computer browser and select Sign In/Register Tab
2. Sign in and register using the 4-H Online box
3. Select the name of your organization from the pick list **Nebraska 4-H Youth Development**
4. Use your 4-H Online user name and password to start the process
5. Select the member name taking the course
6. Select the age of the member in the appropriate box
7. When the age is selected the appropriate courses will be selected
8. Select **online choice** (Instructor led class will be developed by your local instructor)
9. Select payment method **credit card** or if you have received a **coupon code** from your Extension Office you will enter it at this time to purchase the courses
10. After completing the three courses be sure to save and print out a completion certificate and take it to your Extension Office
11. For swine exhibitors the number on your completion certificate will be used as the number that will be asked for by swine buyers
12. If you encounter problems you can contact [help@yqca.org](mailto:help@yqca.org)