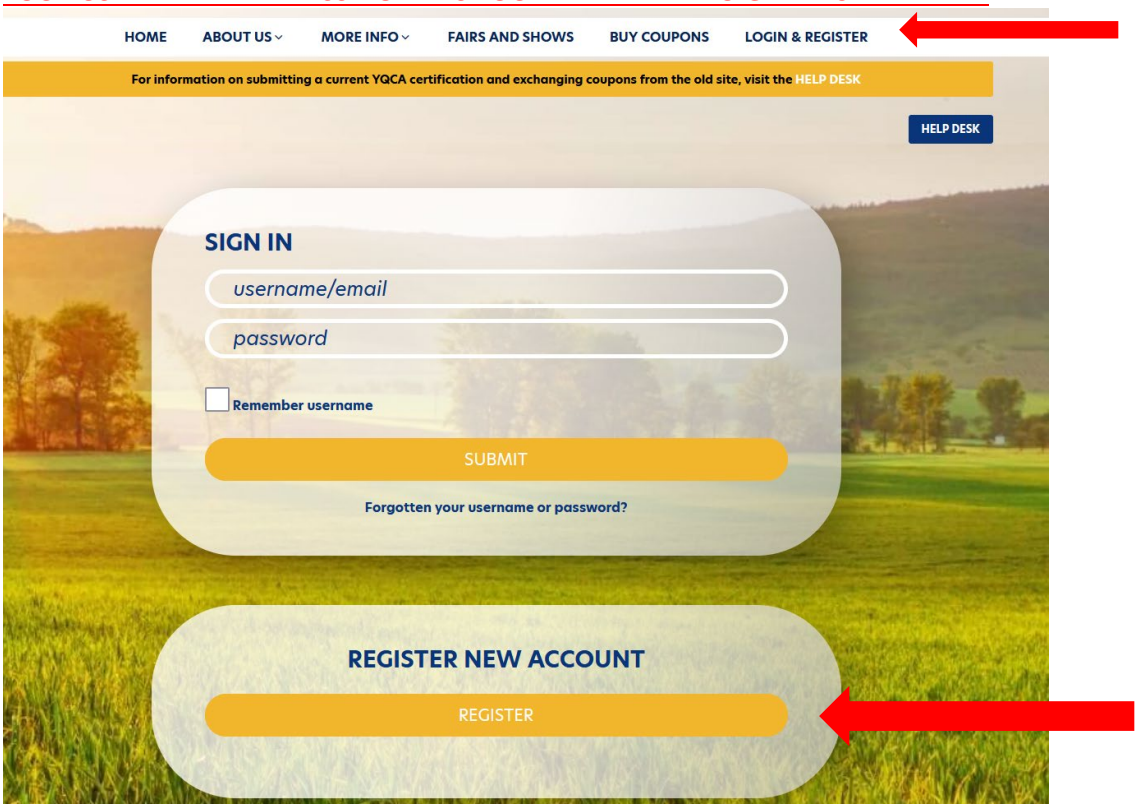
Creating a YQCA Account and Logging Your Training

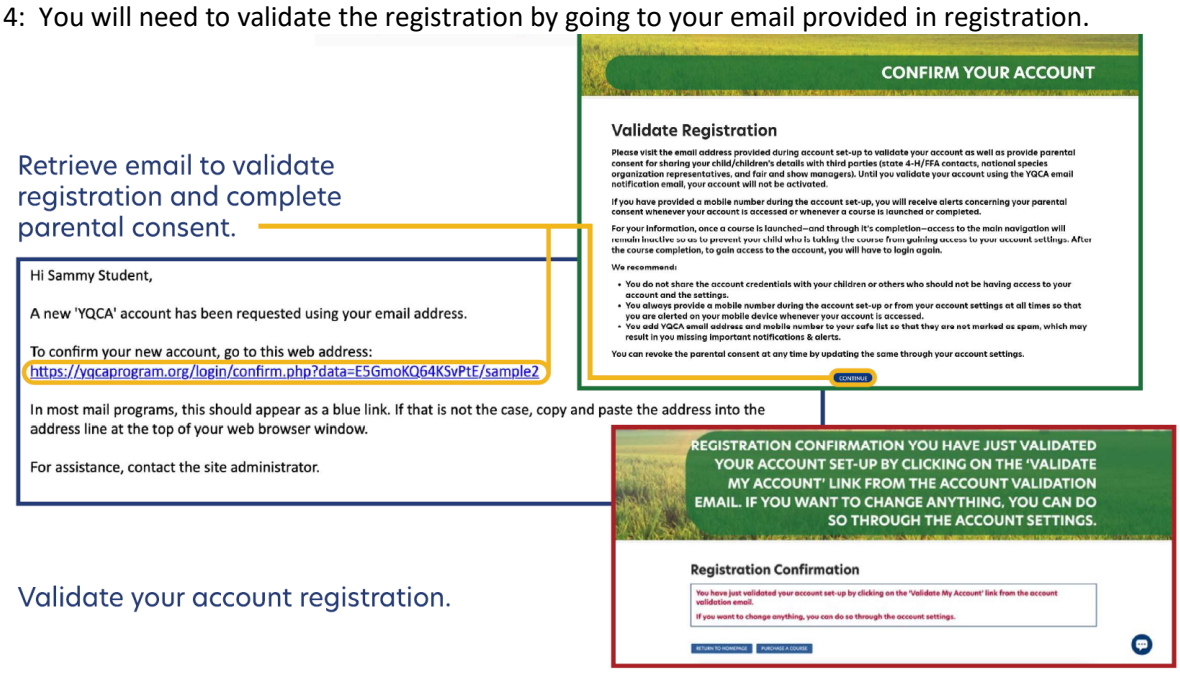
Step 1: Go to https://yqcaprogram.org/ Click Login & Register. Register New Account. ***REMEMBER YOUR USERNAME AND PASSWORD AS YOU WILL NEED IT TO GET BACK IN LATER.***



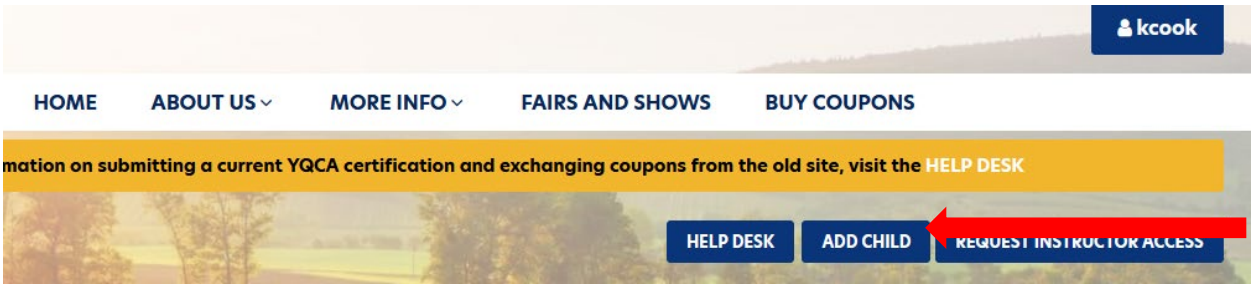
Step 2: Enter a parent birthdate to create a family account. (hint: select year then month)

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

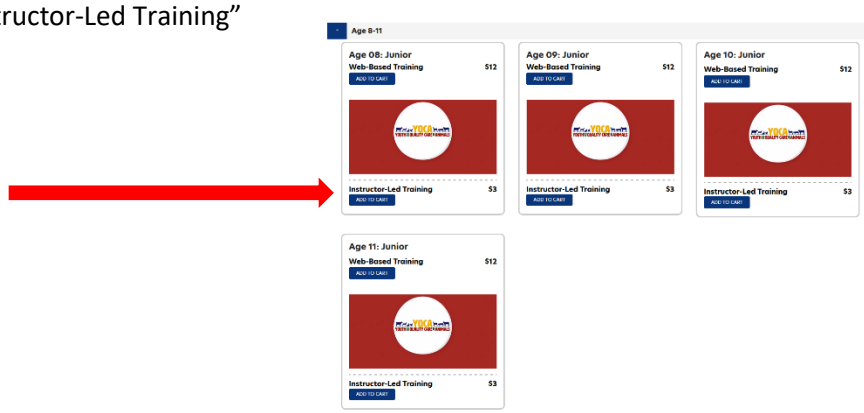
Step 4: You will need to validate the registration by going to your email provided in registration.



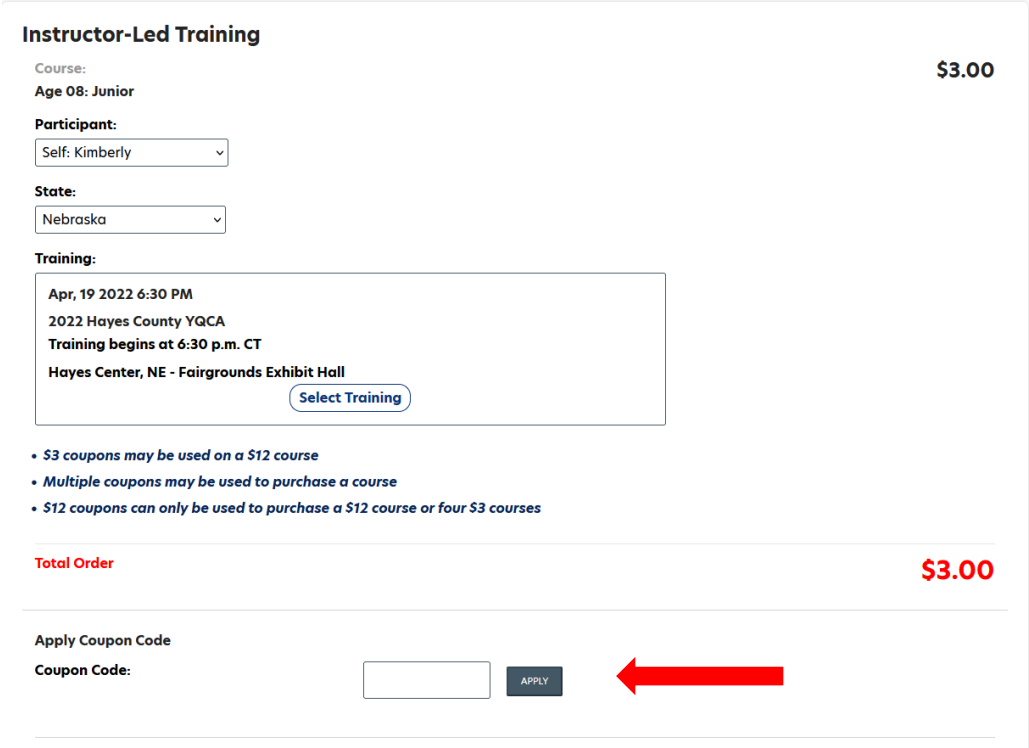
Step 5: Once an account has been created you can add child(ren). Click “Add Child” Complete the registration and select “Submit” or “Submit and Add Another Child”



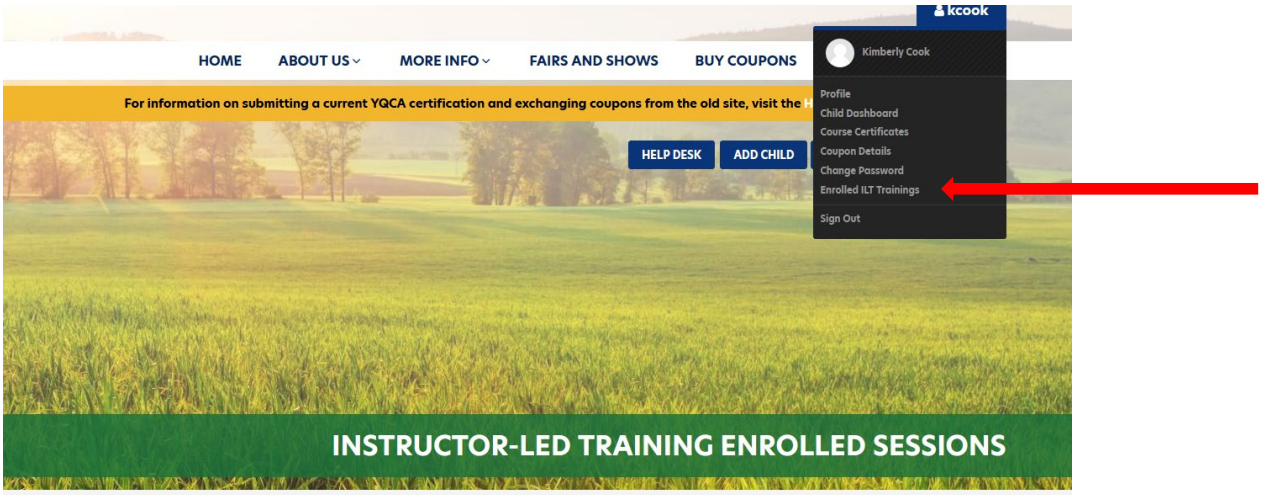
Step 6: Go to the Home page and select “Instructor-Led Training” under the CORRECT 4-H AGE of your Child.

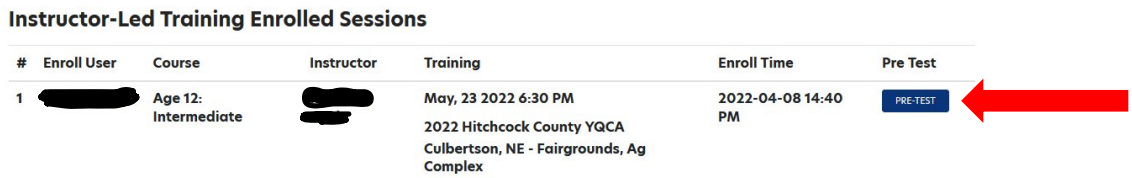


Step 7: Select participant, state and training date (you will need to click show previous trainings). **BE SURE TO CLICK THE CORRECT DATE AND LOCATION!!!** Enter the provided coupon code and click apply.



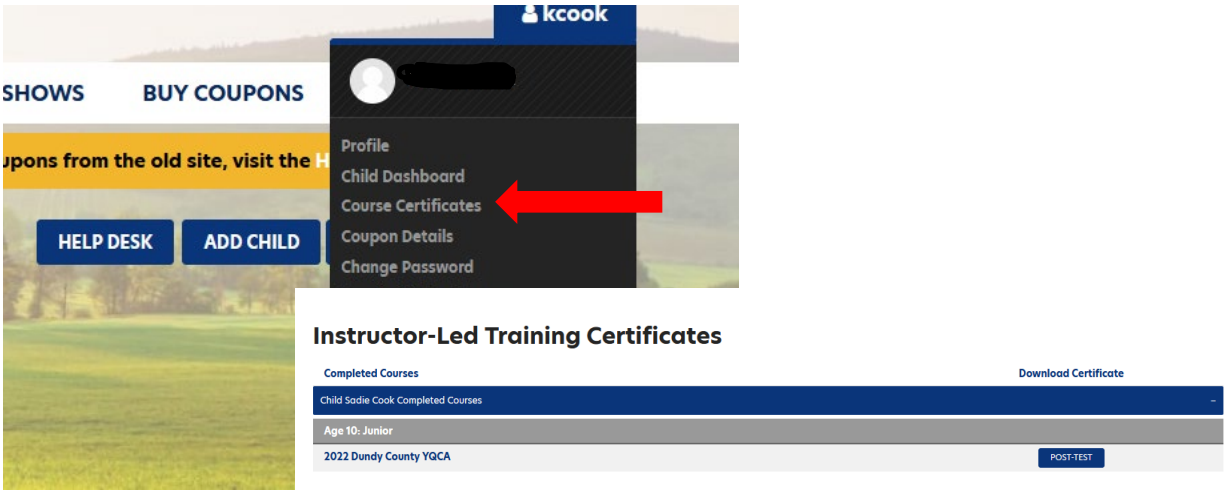
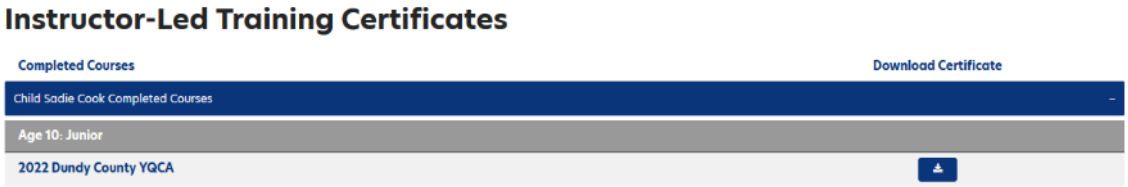
Step 8: Once you have registered for the class. Go to Enrolled ILT Trainings under your account icon. Find youth name and have youth comeplete pre-test. **Youth MUST complete the PRE TEST** even though they have already completed course. Have youth answer like they think they would have before the trainings.





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 to find your certificate. From here you can save and email or print as needed.