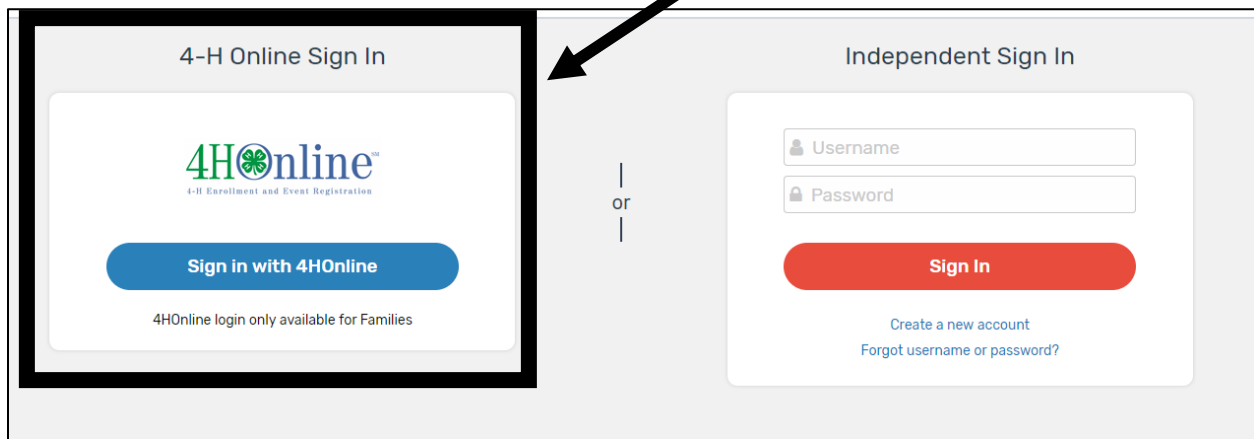


## Registering for YQCA Training Sessions

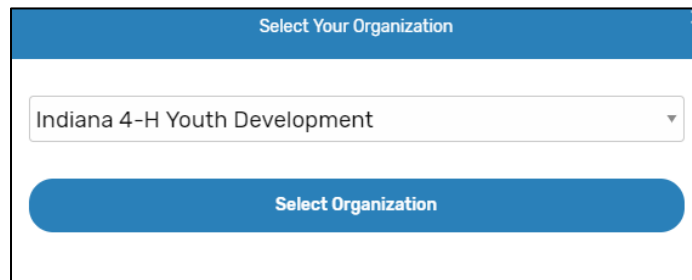
### A step-by-step guide

1. Open web browser and go to [yqca.learnrow.io](http://yqca.learnrow.io). There will be two parts to registering for a YQCA training. The first will be to connect your 4-HOnline profile with the YQCA website. There will be two options to register your YQCA profile online – through 4-HOnline and through an Independent Sign In. As a Hendricks County 4-H Member, you will want to select “Sign in with 4HOnline” on the left side of the screen.



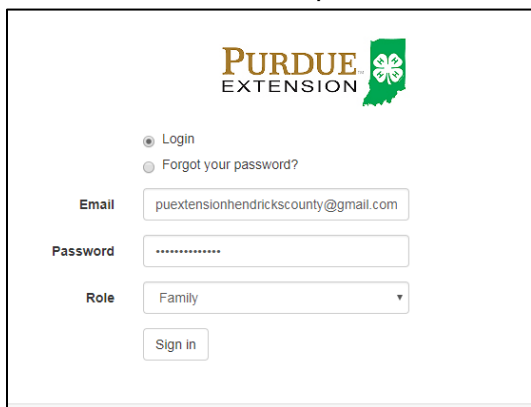
The screenshot shows two sign-in options side-by-side. On the left is the '4-H Online Sign In' section, which includes the 4HOnline logo, a 'Sign in with 4HOnline' button, and a note that login is only available for families. On the right is the 'Independent Sign In' section, which has fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Create a new account' and 'Forgot username or password?'. A black box highlights the '4-H Online Sign In' section, and an arrow points to it from the right.

2. Once you have hit the “Sign in with 4HOnline” Button, a dropdown menu will appear. Select Indiana 4-H Youth Development.

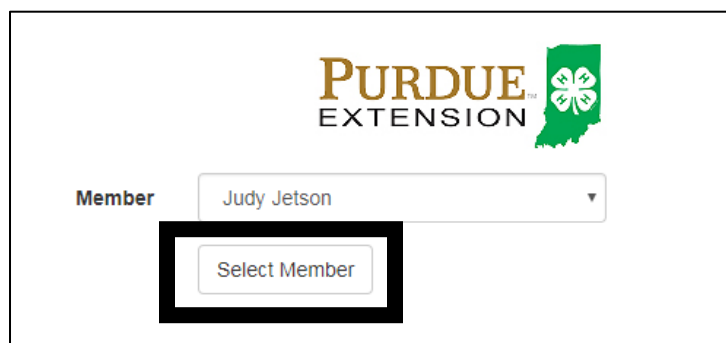


The screenshot shows a modal window titled 'Select Your Organization'. It features a dropdown menu with 'Indiana 4-H Youth Development' selected. Below the dropdown is a blue 'Select Organization' button.

3. You will be redirected to a screen where you will log in with the same information you use to log in to 4-HOnline. (email and password). After logging in, you will select which member you would like to create a YQCA profile for. Once you have the member in the dropdown menu, click “select member.”



The screenshot shows the login page for Purdue Extension. It has a 'PURDUE EXTENSION' logo with the state of Indiana. There are radio buttons for 'Login' (selected) and 'Forgot your password?'. Below are fields for 'Email' (filled with 'puextensionhendrickscounty@gmail.com'), 'Password' (masked with dots), and 'Role' (a dropdown menu with 'Family' selected). A 'Sign in' button is at the bottom.



The screenshot shows the member selection page. It features the 'PURDUE EXTENSION' logo. A 'Member' dropdown menu is shown with 'Judy Jetson' selected. Below the dropdown is a 'Select Member' button, which is highlighted with a black box.

- You will then have to click a statement saying you are old enough to create your YQCA Account or that you are a parent/guardian of the member. Once you have clicked the button next to the statement, select "create account." You will then type your name and click to sign the YQCA Data Sharing Consent Form.

**Complete Your Account**

You're almost done! Please enter a username for your account.

(1) I am 13 years of age or older; and/or (2) the parent/guardian of the above minor; I understand and agree to the [Terms of Use](#)

**Create Account**

Cancel

**Data Sharing**

**Data Sharing Consent**

I give permission for LearnGrow and the Organization associated with this account to share Personally Identifying Information including but not limited to First Name and Last Name to third parties for the purpose of verifying course certification.

Member Full Name  
JUDY JETSON

I agree

**Continue**

- The second part of registering for a YQCA Training is to sign up for the actual training. On this page you will click on the class you would like to register for. Once you have selected the class, you will be able to sign up to take the training online or in person.

**Course List**

<p>Course <b>Age 08: Junior</b></p> <p>To qualify for this course, you must have turned 8 in the previous calendar year.</p> <p>Web-Based Training \$12.00 Instructor-Led Training \$3.00</p>	<p>Course <b>Age 09: Junior</b></p> <p>To qualify for this course, you must have turned 9 in the previous calendar year.</p> <p>Web-Based Training \$12.00 Instructor-Led Training \$3.00</p>	<p>Course <b>Age 10: Junior</b></p> <p>To qualify for this course, you must have turned 10 in the previous calendar year.</p> <p>Web-Based Training \$12.00 Instructor-Led Training \$3.00</p>
<p>Course <b>Age 11: Junior</b></p> <p>To qualify for this course, you must have turned 11 in the previous calendar year.</p>	<p>Course <b>Age 12: Intermediate</b></p> <p>To qualify for this course, you must have turned 12 in the previous calendar year.</p>	<p>Course <b>Age 13: Intermediate</b></p> <p>To qualify for this course, you must have turned 13 in the previous calendar year.</p>

← Back to Course List

<p><b>Web-Based Training</b></p> <p>Course <b>Age 17: Senior</b> \$12.00</p> <p>To qualify for this course, you must have turned 17 in the previous calendar year.</p> <p>Certification for Judy Jetson @</p> <p><b>Purchase Course</b></p>	<p><b>Instructor-Led Training</b></p> <p>Course <b>Age 17: Senior</b> \$3.00</p> <p>To qualify for this course, you must have turned 17 in the previous calendar year.</p> <p>State [Dropdown]</p> <p>Training Select a state first... [Dropdown]</p> <p>Certification for Judy Jetson @</p> <p><b>Purchase Course</b></p>
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or

6. To take a course **online**, you will select “purchase course” under “Web-Based” Training. In order to sign up for an **in-person training**, you will fill in information on the right hand side of the screen under the title “Instructor-Led Training.” Use the dropdown menus to find the date and location you wish to go to the training on. Then click “Purchase Course.”

← Back to Course List

### Web-Based Training

Course  
**Age 17: Senior** **\$12.00**

To qualify for this course, you must have turned 17 in the previous calendar year.

Certification for Judy Jetson @

**Purchase Course**

OR

### Instructor-Led Training

Course  
**Age 17: Senior** **\$3.00**

To qualify for this course, you must have turned 17 in the previous calendar year.

State  
Indiana

Training  
Feb 5, 2018 6:30 PM - 7:30 PM: Danville - Hendr

Certification for Judy Jetson @

**Purchase Course**

7. Once selected, you will be able to select your payment method to pay online. Click “add credit card” to pay online. Here you will enter your credit card information. After everything is entered, select “Add Credit Card.”

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### Select payment method

Course Age 17: Senior  
Amount \$3.00  
Type Instructor-Led Training  
Certification for Judy Jetson

Apply a coupon code if you have one

Coupon Code

Select from one of your existing credit cards or add a new one.

**Add Credit Card**

### Add Credit Card

Cardholder Name

Card Number

Expiration Date Jan 2018

Validation (CVV)

**Add Credit Card**

8. You will then have a chance to review your course information before purchasing. Once you are ready, select “Purchase Course.”

← Back to Course List

### Select payment method

Course Age 17: Senior  
Amount \$3.00  
Type Instructor-Led Training  
Certification for Judy Jetson

Apply a coupon code if you have one

Coupon Code

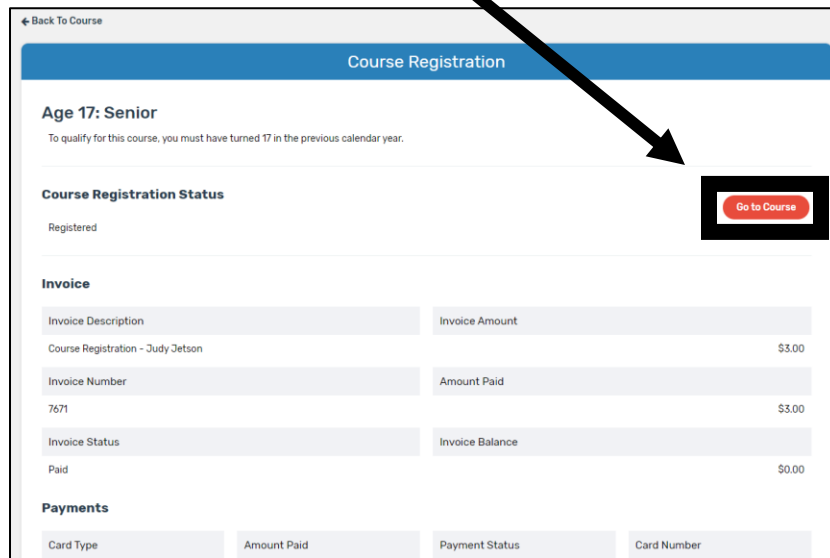
Select from one of your existing credit cards or add a new one.

Your Saved Credit Cards

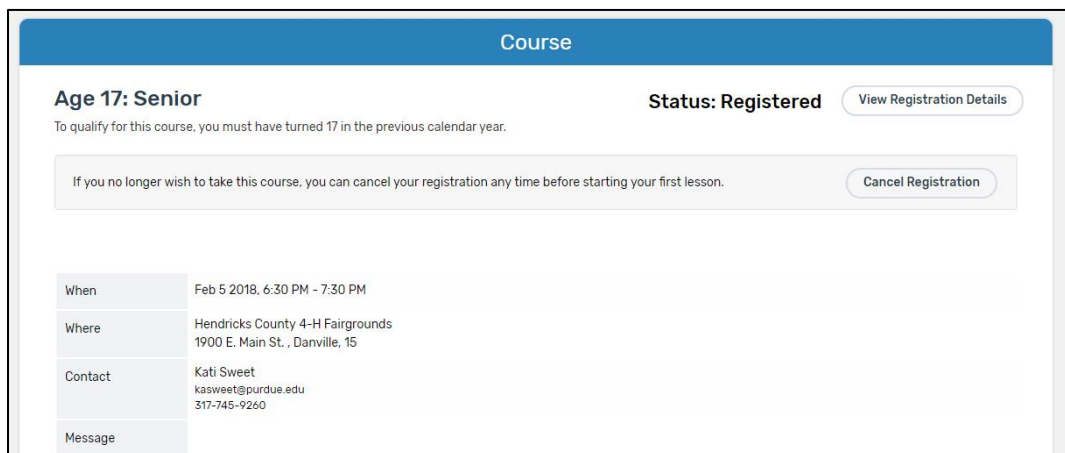
MasterCard

**Purchase Course**

9. After you have purchased your course, you will see your “Invoice” information. You can print this for your records or refer back to it by logging back into your account. If you click to “go to course” button on the top right of the screen, you will be able to review information about the training you have registered for.



10. From here, you can review course information, cancel registration, view registration details, or go back to your profile.



11. Once training is complete (either online or in-person), you will be given access to a certificate that will show you have successfully completed the YQCA training. If doing an in-person training, it may take a few days for the certificate to show in your account.

**Note on web-based training:** *You must pass three quizzes to get certified (animal well-being, food safety, and life skills). You will follow the prompts on the screen once you have purchased your course to complete your online training.*



**Questions? Need Help? Contact the Whitley County Extension Office – 260-244-7615 or email [geigert@purdue.edu](mailto:geigert@purdue.edu).**