



**After completion of your instructor-led training course, you will receive a unique coupon code. It is YOUR RESPONSIBILITY to use your coupon code to register your participation online as outlined in the following document!**

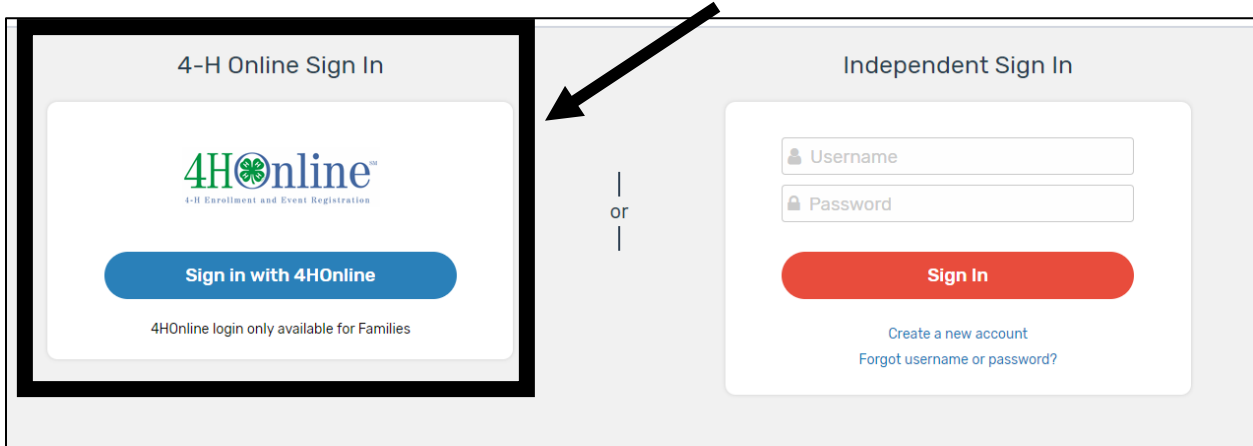
**TIPS:**

- When working through this step-by-step guide, be sure to follow the instructions for ***“Instructor-Led Training”***, not ***“Web-Based Training”***.
- When selecting the course for which to register, look for the date and time of the program you attended. ***“Porter County 4-H”*** will be in the title.
- When prompted to select your payment method, you will ***enter your unique coupon*** code into the appropriate space.
- ***Complete the online registration within one week of attendance at the program***, at which time Joan will enter the system to mark attendees complete!
- Questions? Need Help? Contact Joan at [joangrott@purdue.edu](mailto:joangrott@purdue.edu) or 219-465-3555.

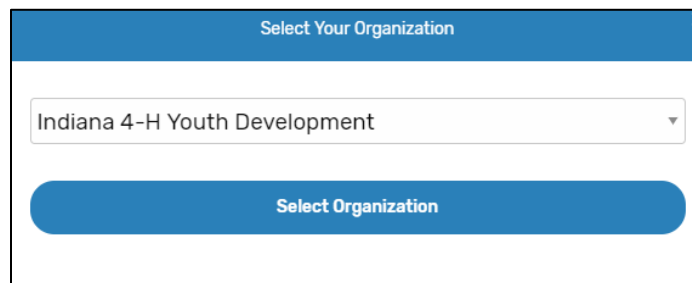
# Registering for YQCA Training Sessions

## A step-by-step guide

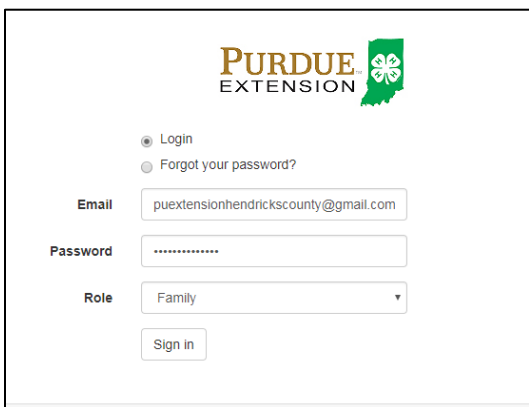
1. Open web browser and go to [yqca.learngrow.io](http://yqca.learngrow.io). There will be two parts to registering for a YQCA training. The first will be to connect your 4-HOnline profile with the YQCA website. There will be two options to register your YQCA profile online – through 4-HOnline and through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



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



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.”



- 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**

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

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**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: [Dropdown]

Training: Select a state first... [Dropdown]

Certification for Judy Jetson @

**Purchase Course**

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.”

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### 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.”

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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

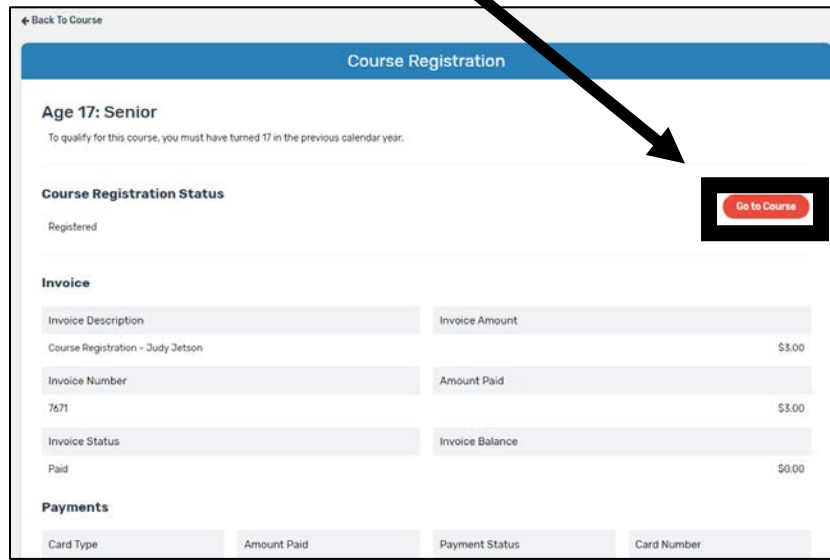
Select from one of your existing credit cards or add a new one.

Your Saved Credit Cards

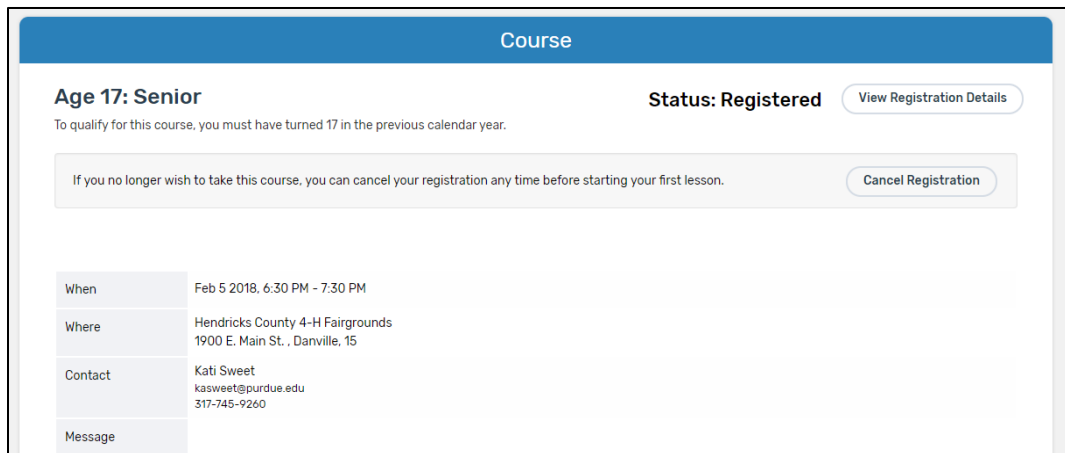
- \* MasterCard

**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.*



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