# Registering for YQCA Training Sessions
## A step-by-step guide

1. Open web browser and go to 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 an Indiana 4-H Member, you will want to select "Sign in with 4HOnline" on the left side of the screen.
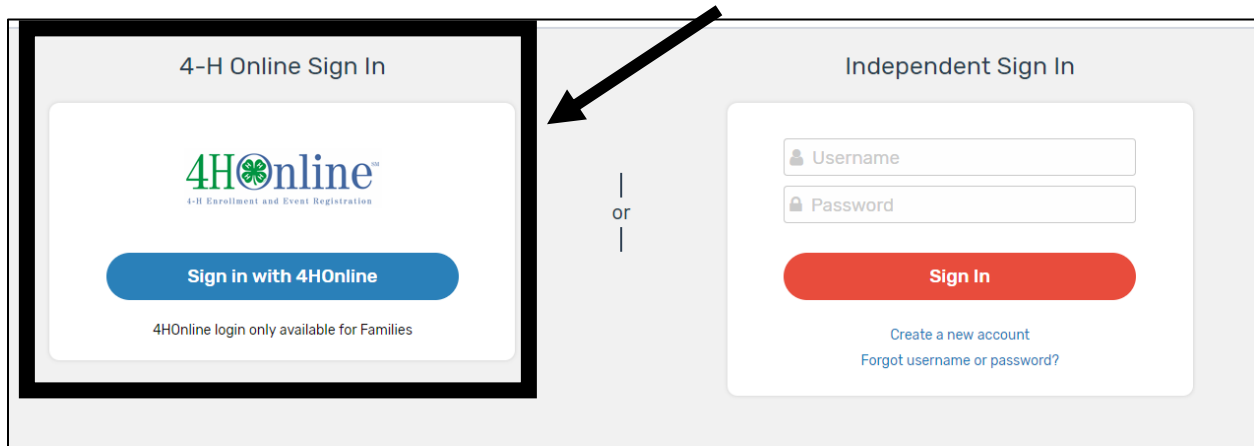


2. Once you have hit the "Sign in with 4HOnline" Button, a dropdown menu will appear. Select Indiana 4-H Youth Development.
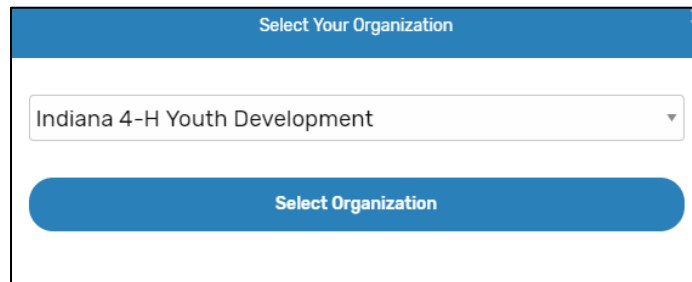


3. You will be redirected to a screen where you will log in with the same information you use to log in to 4-HOnline. (email and password). After logging in, you will select which member you would like to create a YQCA profile for. Once you have the member in the dropdown menu, click "select member."
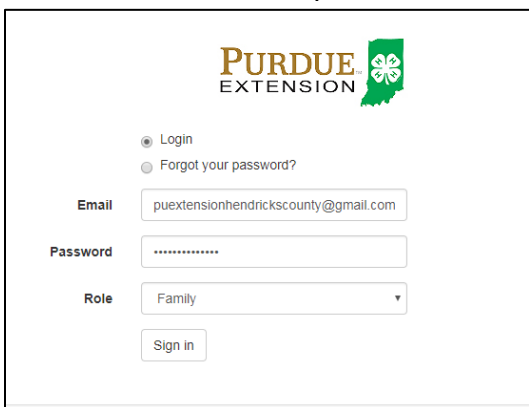
4. You will then have to click a statement saying you are old enough to create your YQCA Account or that you are a parent/guardian of the member. Once you have clicked the button next to the statement, select "create account." You will then type your name and click to sign the YQCA Data Sharing Consent 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**

5. 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
**Age 08: Junior**

To qualify for this course, you must have turned 8 in the previous calendar year.

Web-Based Training          $12.00
Instructor-Led Training      $3.00

Course
**Age 09: Junior**

To qualify for this course, you must have turned 9 in the previous calendar year.

Web-Based Training          $12.00
Instructor-Led Training      $3.00

Course
**Age 10: Junior**

To qualify for this course, you must have turned 10 in the previous calendar year.

Web-Based Training          $12.00
Instructor-Led Training      $3.00

Course
**Age 11: Junior**

To qualify for this course, you must have turned 11 in the previous calendar year.

Course
**Age 12: Intermediate**

To qualify for this course, you must have turned 12 in the previous calendar year.

Course
**Age 13: Intermediate**

← Back to Course List

Web-Based Training

Instructor-Led 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

Course
**Age 17: Senior**          $3.00

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

State

Training

Select a state first...

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

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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 [          ] [ Apply ]

**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**     Cancel

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 [          ] [ Apply ]

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

[ Add Credit Card ]

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

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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.
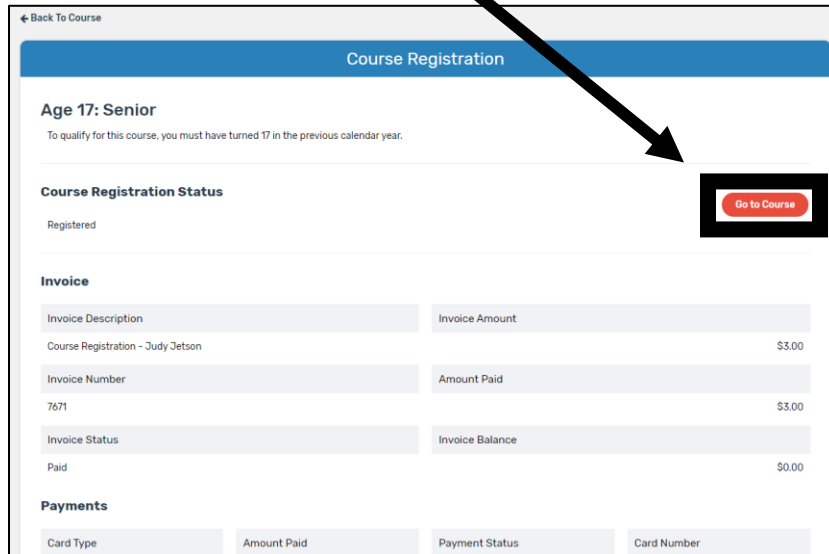


10. From here, you can review course information, cancel registration, view registration details, or go back to your profile.
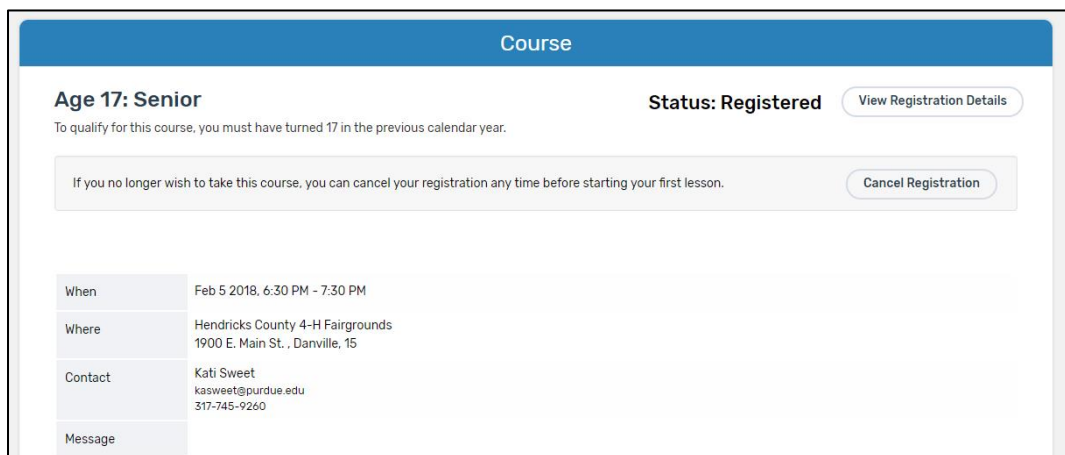


11. Once training is complete (either online or in-person), you will be given access to a certificate that will show you have successfully completed the YQCA training. If doing an in-person training, it may take a few days for the certificate to show in your account.

**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 Henry County Extension Office – 765-529-5002 or email meyers27@purdue.edu.**