

How to Find Your YQCA Certificate Number & Certificate Expiration Date:

3 Ways to get this information...

- 1. If you registered for YQCA using your 4HOnline email and password then this information should auto-populate and you don't have to do anything.**
- 2. If for some reason it doesn't auto-populate in FairEntry then go to 4HOnline and follow these steps**
 - 1) Log into 4HOnline <https://v2.4honline.com/#/user/sign-in>
 - 2) Click "view" button for the child you are needing the info for
 - 3) On the left hand side of the screen is a list of buttons. Click on the very last one "Trainings"
 - 4) You will now see all the YQCA trainings this child has ever had.
 - 5) Go to the most recent training and the number is listed and after it is the Expiration date.
 - 6) Enter that info into FairEntry when asked.
- 3. If the information is not listed in 4HOnline (most likely you did not register for YQCA through 4HOnline button) then you need to do the following.**
 - 1) Log into YQCA <https://yqca.learnrow.io/Account/Login>
 - 2) Select the child
 - 3) Go to the course that was completed this year and click on it
 - 4) Click "print certificate"
 - 5) A PDF will download to your computer. On that certificate will be the Expiration Date and Certificate number at the very bottom.
 - 6) Enter that info into FairEntry when asked.

Another reason why you may be having problems may be because of the child's name being spelled different. Verification between FairEntry, YQCA and 4HOnline requires that the

first name, last name and birthdate of the exhibitor in Fair Entry match that of the exhibitor associated with the 7- digit YQCA Certification number entered.

To fix this problem: If the exhibitor used a different name (i.e. Jake vs Jacob) for YQCA certification, the exhibitor should update their name in FairEntry to match the name on file for YQCA.

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