



Registering for YQCA Training Sessions

A step-by-step guide

1. Open web browser and go to ygca.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.

The screenshot shows two sign-in options. On the left, the '4-H Online Sign In' section contains the 4HOnline logo, a 'Sign in with 4HOnline' button, and a note that '4HOnline login only available for Families'. On the right, the 'Independent Sign In' section has fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Create a new account' and 'Forgot username or password?'. A black arrow points from the text above to the '4-H Online Sign In' section.

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 dropdown menu titled 'Select Your Organization'. The selected option is 'Indiana 4-H Youth Development'. Below the dropdown is a blue button labeled 'Select Organization'.

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 Purdue Extension login page. It includes the Purdue Extension logo, radio buttons for 'Login' and 'Forgot your password?', and input fields for 'Email' (containing 'puextensionhendrickscounty@gmail.com'), 'Password' (masked with dots), and 'Role' (set to 'Family'). 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 with 'Judy Jetson' selected, and a 'Select Member' button highlighted with a black box.

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.

The image shows two overlapping web forms. The top form, titled 'Complete Your Account', has a blue header and a message: 'You're almost done! Please enter a username for your account.' Below this is a checkbox with the text: '(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](#)'. An arrow points to this checkbox. Below the checkbox is a red 'Create Account' button, which is highlighted with a black rectangle, and a blue 'Cancel' link. The bottom form, titled 'Data Sharing', has a blue header and a section titled 'Data Sharing Consent' with the text: '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.' Below this is a text input field for 'Member Full Name' containing 'JUDY JETSON'. Below the name field is a checkbox with the text 'I agree'. An arrow points from the 'Create Account' button of the first form to the 'I agree' checkbox of the second form. Below the checkbox is a red 'Continue' button, which is highlighted with a black rectangle.

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.

The image shows a 'Course List' page with a grid of course cards. Each card has a blue header and contains the following information: Course name, Age group, Qualification requirement, and pricing for Web-Based Training and Instructor-Led Training. The courses listed are: Age 08: Junior, Age 09: Junior, Age 10: Junior, Age 11: Junior, Age 12: Intermediate, and Age 13: Intermediate. The pricing is \$12.00 for Web-Based Training and \$3.00 for Instructor-Led Training.

6. To take a course **online**, you will select sign up for an **in-person training**, you

The image shows a page for selecting a course. It has a blue header and a 'Back to Course List' link. The page is divided into two columns: 'Web-Based Training' and 'Instructor-Led Training'. The 'Web-Based Training' column shows the course 'Age 17: Senior' with a price of \$12.00. Below the price is a text input field for 'Certification for Judy Jetson @' and a red 'Purchase Course' button. The 'Instructor-Led Training' column shows the same course 'Age 17: Senior' with a price of \$3.00. Below the price is a 'State' dropdown menu, a 'Training' dropdown menu with the text 'Select a state first...', a text input field for 'Certification for Judy Jetson @', and a red 'Purchase Course' button. A vertical line with the word 'or' is between the two columns.

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.”

← 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.

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.

← Back To Course

Course Registration

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

Course Registration Status
Registered

Invoice

Invoice Description	Invoice Amount
Course Registration - Judy Jetson	\$3.00
Invoice Number	Amount Paid
7671	\$3.00
Invoice Status	Invoice Balance
Paid	\$0.00

Payments

Card Type	Amount Paid	Payment Status	Card Number
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10. From here, you can review course information, cancel registration, view registration details, or go back to your profile.

Course

Age 17: Senior **Status: Registered** [View Registration Details](#)

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

If you no longer wish to take this course, you can cancel your registration any time before starting your first lesson. [Cancel Registration](#)

When	Feb 5 2018, 6:30 PM - 7:30 PM
Where	Hendricks County 4-H Fairgrounds 1900 E. Main St., Danville, 15
Contact	Kati Sweet kasweet@purdue.edu 317-745-9260
Message	

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 Franklin County Extension Office – 765-647-3511 or email Angie: ariffle@purdue.edu or Mary: mrodenhu@purdue.edu