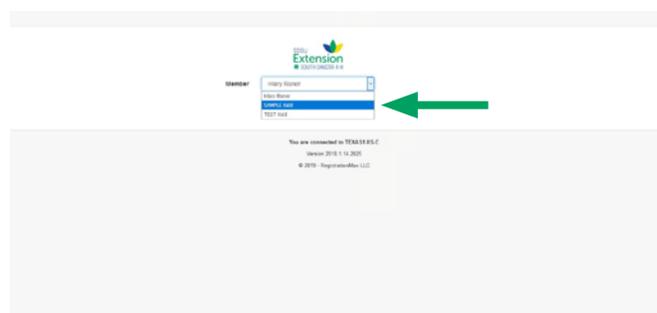
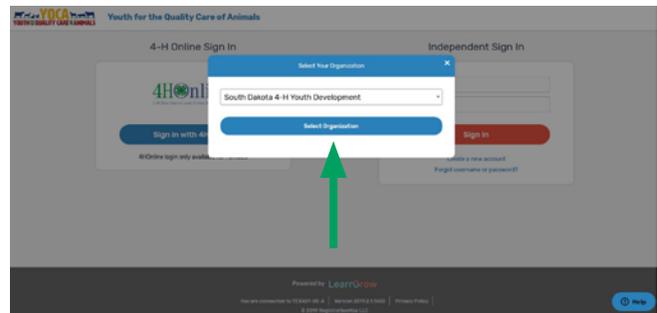
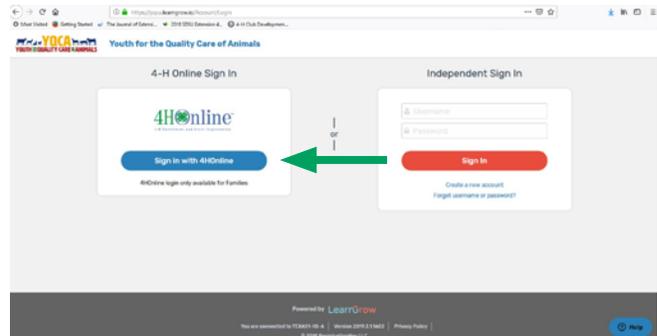


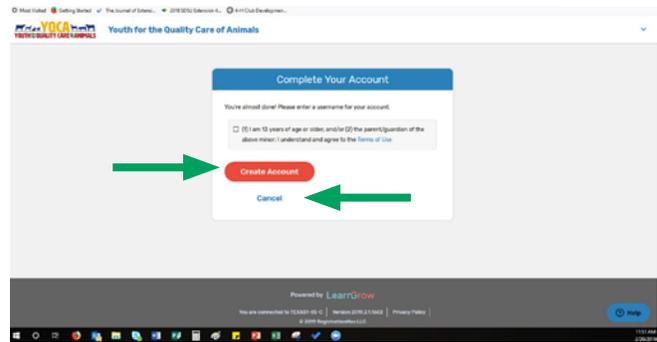


The below instructions will walk you through the process of registering for and purchasing a Youth for the Quality Care of Animals (YQCA) instructor led training. It is always recommended that you use a Firefox or Chrome browser for an optimal user experience. The YQCA website works with both personal computers (PC) and mobile devices.

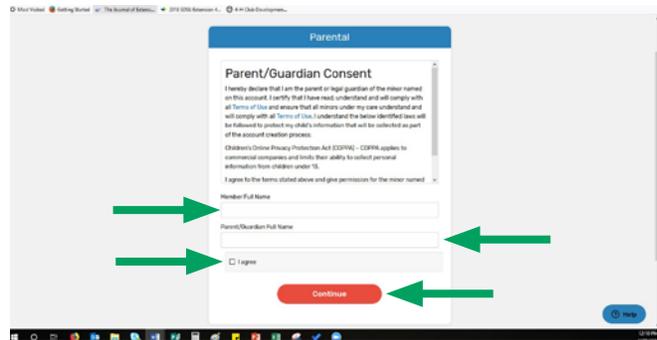
1. Visit <https://yqca.learngrow.io/Account/Login> on your PC or mobile device.
2. As a 4-H member/parent, you should ALWAYS sign-in using your 4HOnline credentials. If you don't remember your 4HOnline credentials, contact your county 4-H office.
3. Select 'Sign-in with 4HOnline'.
4. Under 'Select Your Organization' search for and select 'South Dakota 4-H Youth Development'. Click 'Select Organization'.
5. Enter your email and password associated with your 4HOnline account. Select 'Family' as role. Click 'Sign-in'. Again, if you don't remember your 4HOnline credentials, contact your county 4-H office.
6. Next, you will select the 4-H member or child from the 'Member' drop-down menu that you wish to register for an YQCA instructor led training.
7. If this is the first time you have used your YQCA account or registered this particular child for an YQCA course, see step 8-10. Otherwise, advance to step 11.



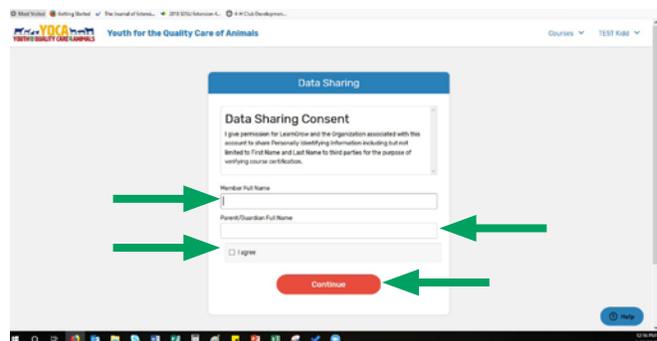
8. Under 'Complete your Account, check the box that states '(1) I am 13 years of age or older; and/or (2) the parent/guardian of the above minor; I understand and agree to the Terms of Use'. Select 'Create Account'.



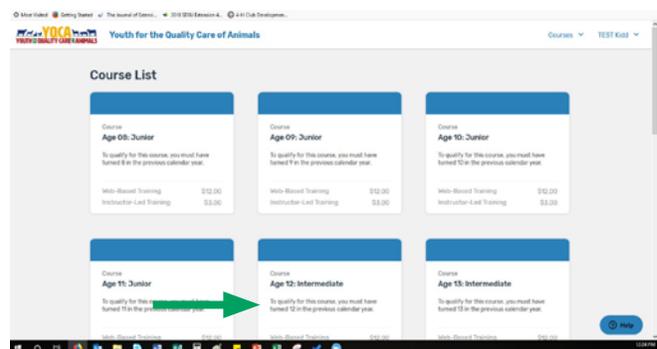
9. The parent/guardian of the child registering should, read the 'Parent/Guardian Consent'. If you agree to the terms, enter the 'Member Full Name' followed by 'Parent/Guardian Full Name'. Select 'I Agree' and 'Continue'.



10. The parent/guardian of the child registering should, read the 'Data Sharing Consent' statement. If you agree to the terms, enter the 'Member Full Name' followed by 'Parent/Guardian Full Name'. Select 'I agree' and 'Continue'.

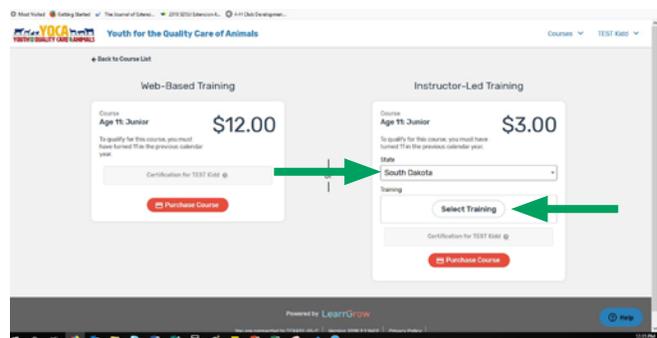


11. At this point, you should be seeing the screen to the right. Scroll through the course list and select the appropriate age category for the child that you are registering for an YQCA course. The age should be 4-H age (i.e. age as of January 1). If you forget what child you are registering, their name is indicated at the top right-hand corner.

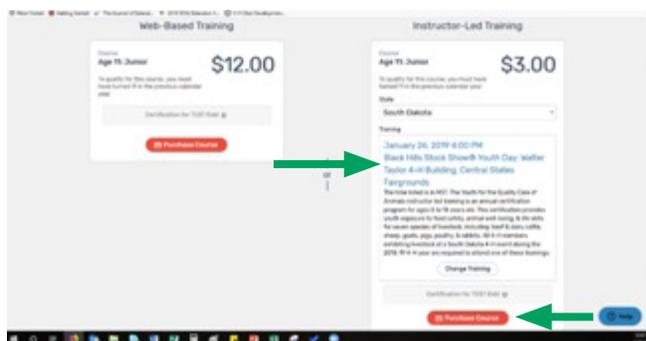
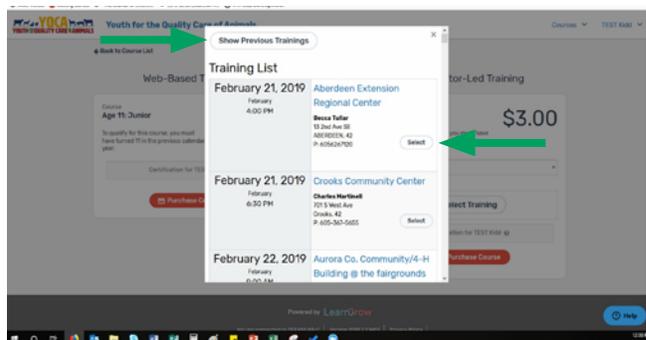


12. The instructions for this point forward are to register for an Instructor-Led Training. For other training options, contact your county 4-H office.

13. Under 'Instructor-Led Training', search for and select 'South Dakota' as your 'State'. This will then allow you to click 'Select Training'.

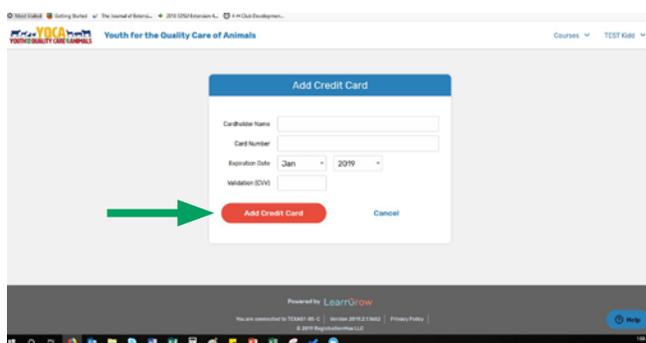
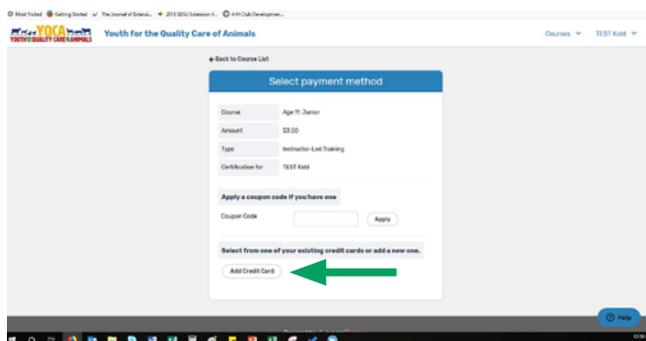


14. You will now search for the particular YQCA training that your child plans to attend. Be sure to confirm that the training you select has the correct date and location. The trainings are in chronological order. Once you have identified the correct training, click 'Select'. If you don't see your desired training listed, see step 15 or contact your county 4-H office.
15. If you are registering for an YQCA training that happened in the past, select 'Show Previous Trainings' at the top of the training window. This will provide an entire list of past YQCA trainings. Search for the desired training that you attended, confirming that the year is correct (i.e. 2019, etc.). Click 'Select'.
16. After completing the above steps, your screen should look similar to the one on the right. Again, confirm that the training listed is the correct one that your child plans to attend - or did attend. If it is incorrect, select 'Change Training'.
17. Select 'Purchase Course'.

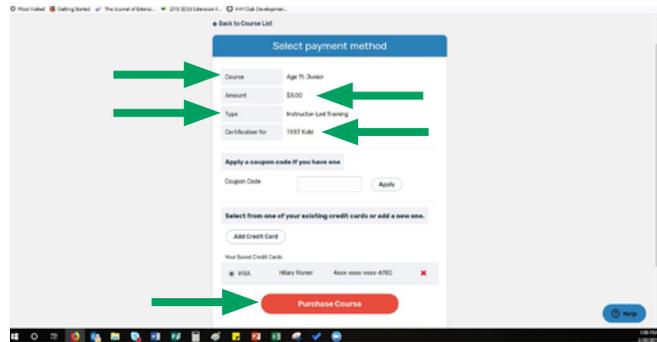


Steps 18-20 are for three different scenarios.

18. If this is the first time purchasing a course for this particular child, you will have to enter your credit/debit card information. Select 'Add Credit Card'. See step 21.
19. If you have been provided a coupon code, enter the code now. Select 'Apply'. This will waive the cost of the YQCA training, allowing you to advance to step 26.
20. If you already have a credit/debit card on-file, be sure that the desired credit/debit card is selected. Proceed to step 26.
21. Enter the 'Cardholder Name' as it appears on your credit/debit card.
22. Enter the 'Card Number'.
23. Select the correct 'Expiration Date' as it appears on your credit/debit card.
24. Enter the 'Validation (CVV)' as found on the back of your credit/debit card.
25. Click 'Add Credit Card'.



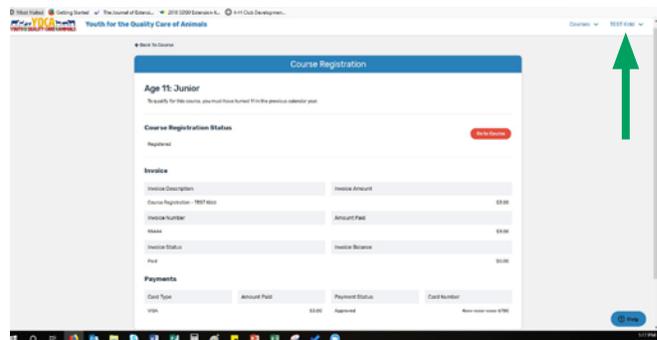
26. After confirming that the 'Course', 'Amount', 'Type', and 'Certification for' information is correct, select 'Purchase Course'.



27. Congratulations, you have now successfully purchased an YQCA instructor led training for your child. You may wish to print this screen for your records.

28. Be sure to mark the date of the YQCA training on your calendar. If you have specific questions about the training, contact the instructor of that training.

29. If you have other children to register for an YQCA training, you will need to logout and return to step 1 of these instructions. To do so, select your child's name in the upper right-hand corner, followed by 'Log out'.



For hands-on support of this process, contact your county 4-H office or the individual who is facilitating the particular Youth for the Quality Care of Animals training your 4-H member(s) is attending.