

Youth for the Quality Care of Animals

How to Cancel a YQCA Course Registration

The below instructions will walk you through the process of canceling an already purchased 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.

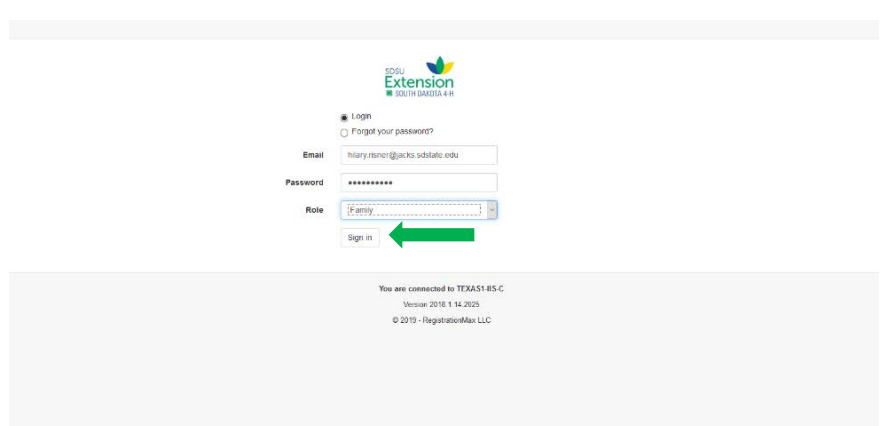
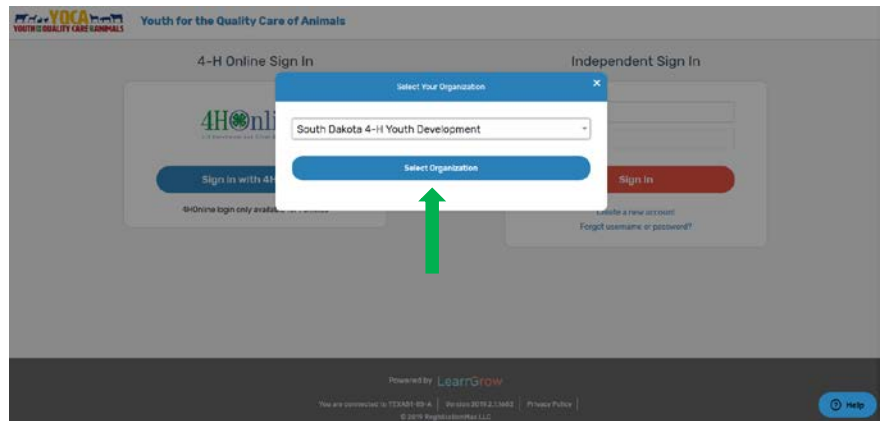
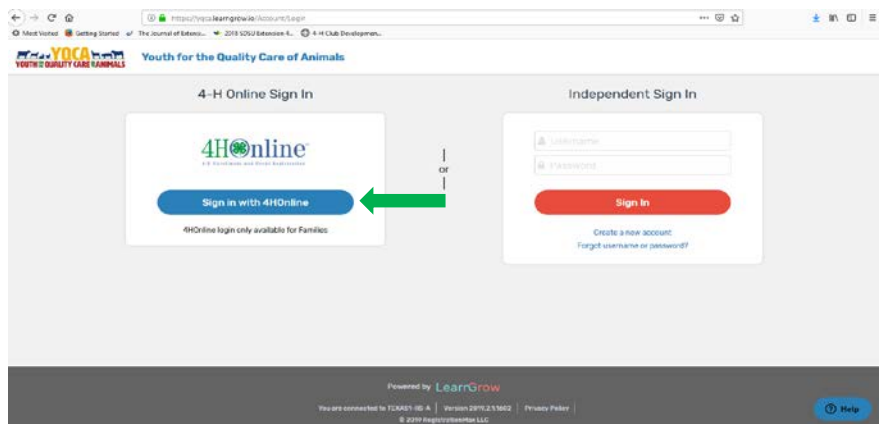
1. Visit <https://yqca.learngrow.io/Account/Login> on your PC or mobile device.

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.

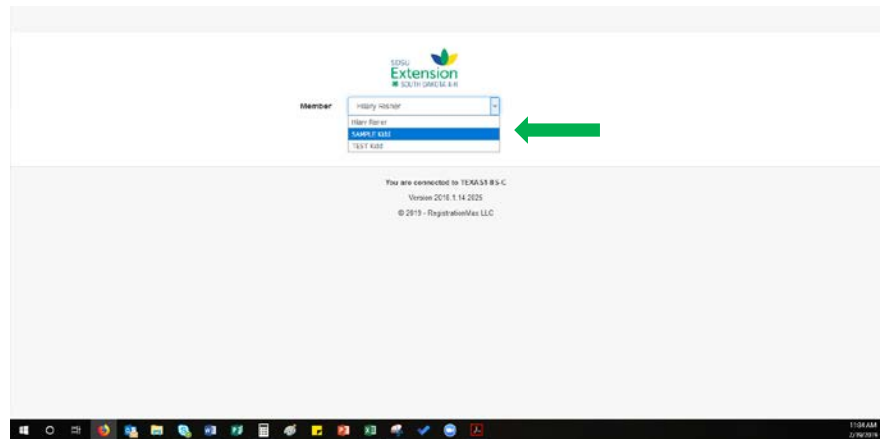
3. Select 'Sign-in with 4HOnline'.

4. Under 'Select Your Organization' search for and select 'South Dakota 4-H Youth Development'. Click 'Select Organization'.

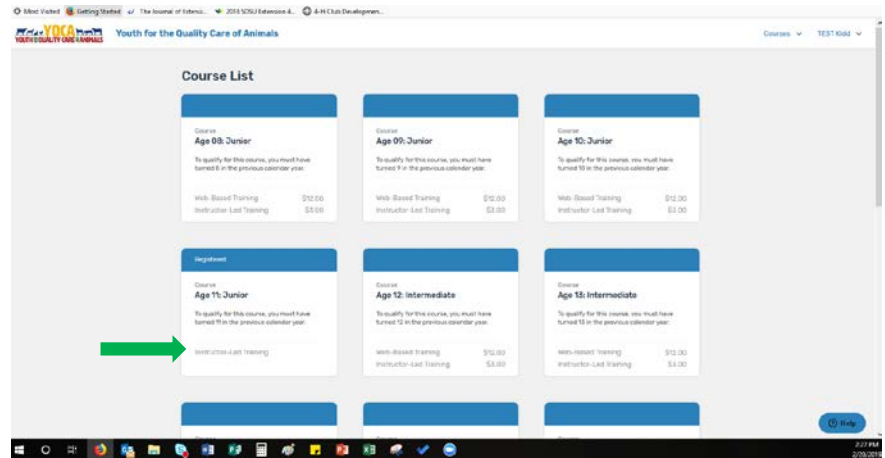
5. Enter your email and password associated with your 4HOnline account. Select 'Family' as role. Click 'Sign-in'. Again, if you don't remember your 4HOnline credentials, contact your county 4-H office.



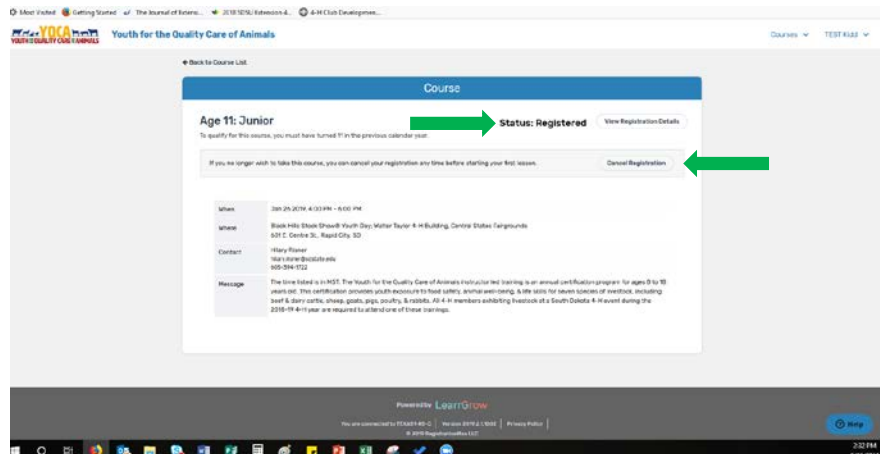
6. Next, you will select the 4-H member or child from the 'Member' drop-down menu that you wish to cancel the YQCA training registration.



7. Under the 'Course List', search for and select the course that you had originally purchased. In the age specific training box, it should say 'Instructor-Led Training' instead of pricing options.



8. Confirm that the 'Status' states 'Registered'. If the 'Status' states 'Complete' or 'Failed' it is too late to cancel the registration. Contact your county 4-H office for other options.



8. In the box that states, 'If you no longer wish to take this course, you can cancel your registration any time before starting your first session', select 'Cancel Registration'.

9. Confirm that you are canceling the correct YQCA training. Select 'Cancel Registration'.

10. If you paid for this YQCA training with a credit/debit card, canceling the registration will prompt the YQCA organization to refund your fee.

For hands-on support of this process, contact your county 4-H office.

