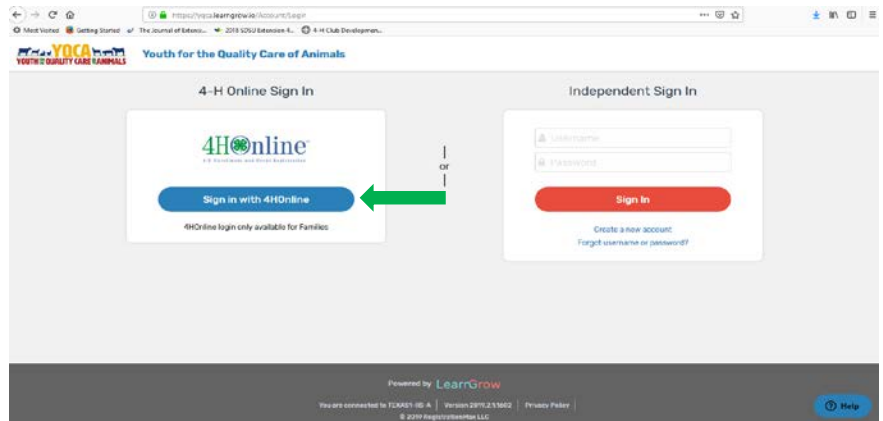


Youth for the Quality Care of Animals

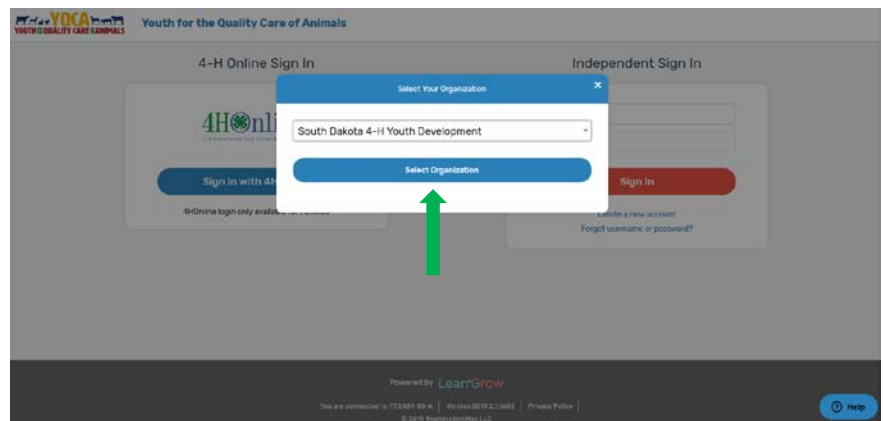
How to Upload a YQCA Certificate to 4HOnline

1. After completion of your Youth for the Quality Care of Animals (YQCA) Instructor Led Training, visit: (<https://yqca.learngrow.io/Account/Login>). Log back into your YQCA account using the same method as when you registered for the course. As a 4-H member, you should have logged in using your 4HOnline account. If that was not the case, sign-in with your independent user account. Steps 2-13 are for 4HOnline accounts.

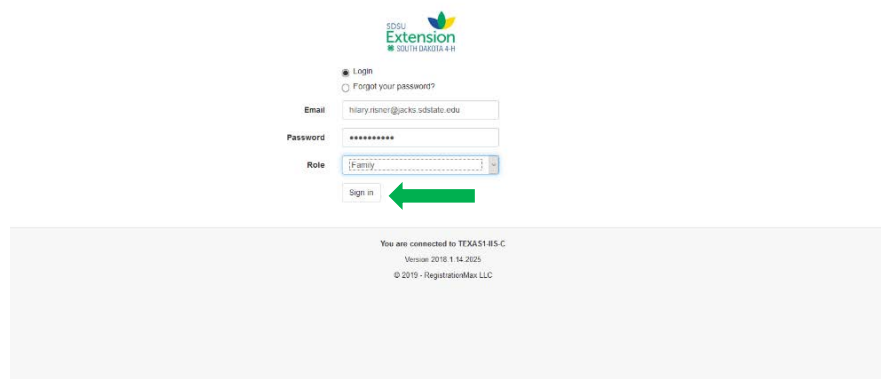
2. Click 'Sign in with 4HOnline'



3. This will prompt the screen to the right. Search for 'South Dakota 4-H Youth Development'. Click 'Select Organization'.

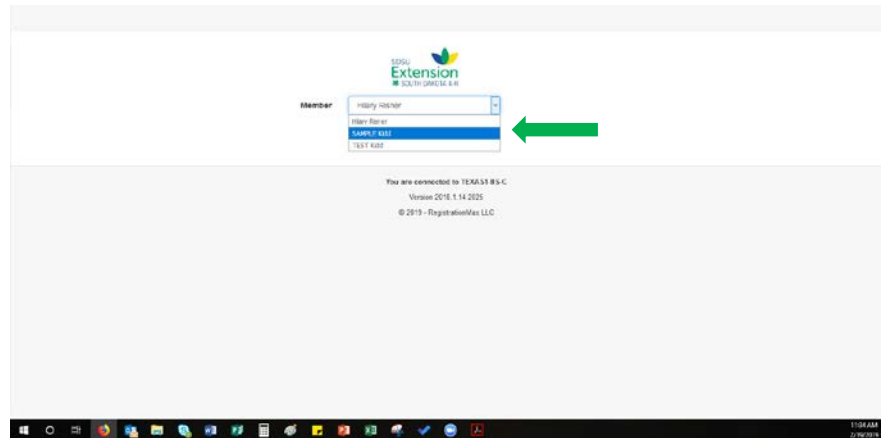


4. Enter your email and password associated with your 4HOnline account. Select 'Family' as role. Click 'Sign-in'.

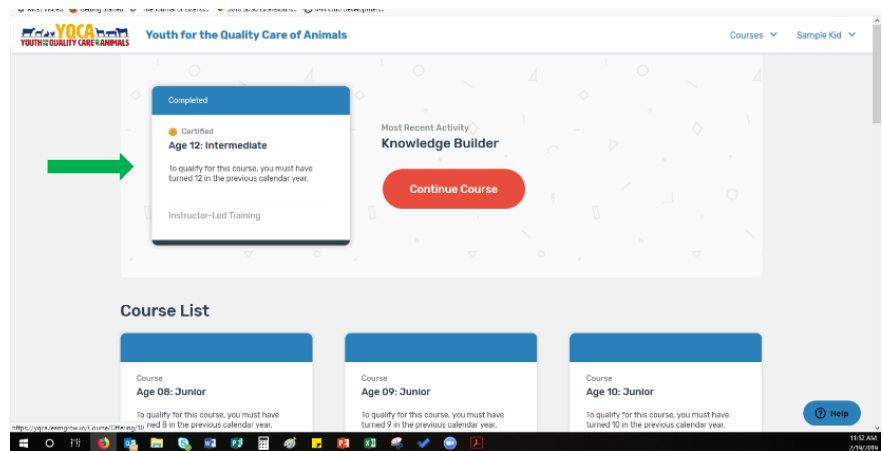




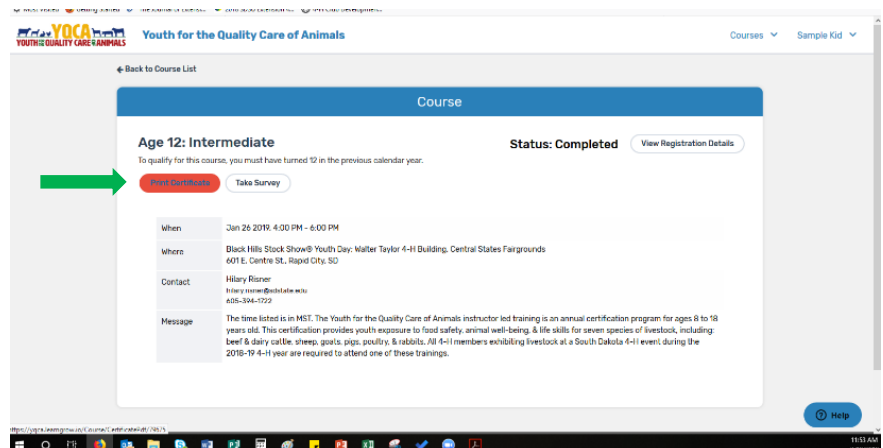
5. Next, you will select the 4-H member or child that you want to obtain a certificate for from the 'Member' drop down menu.



6. This will bring you to a screen similar to the image to the right. Click on the 'Completed' box as indicated by the green arrow.



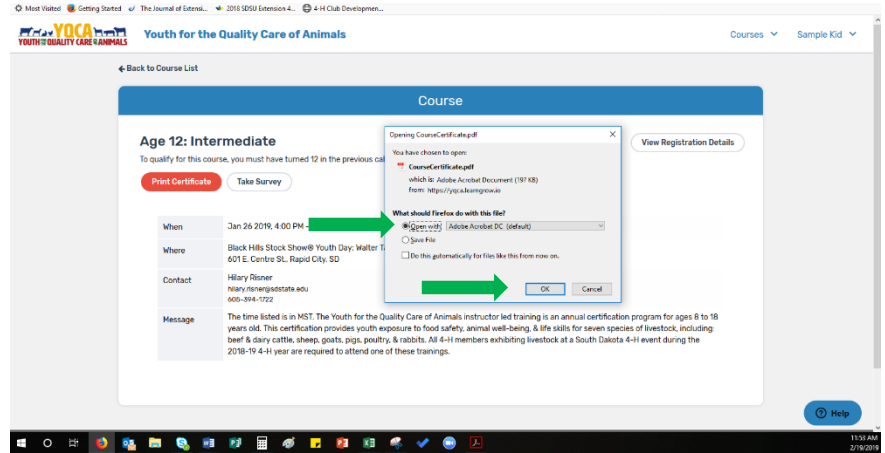
7. This will prompt the screen to the right. Select the 'Print Certificate' button.



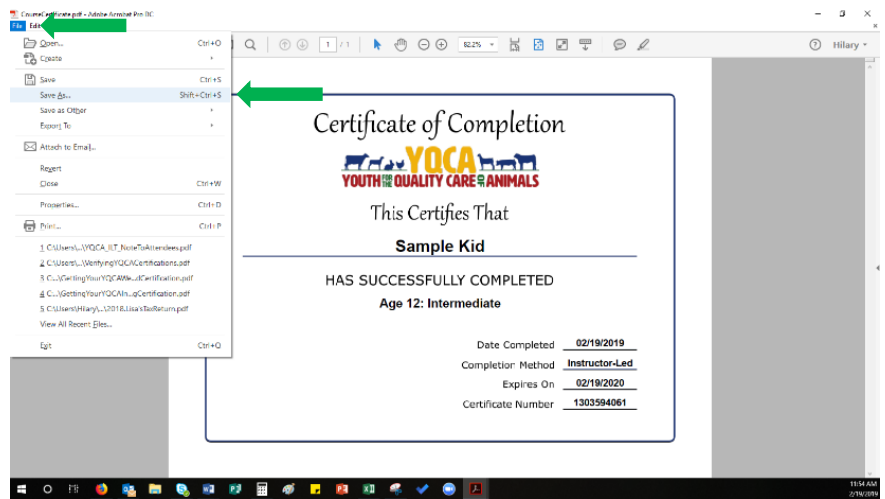


8. At the completion of the above step, your computer should ask if you would like to 'Open File' or 'Save File'. You may do whichever process you are most comfortable. The below steps will walk your through the 'Open File' method. As this allows you to verify that all the information on the certificate is correct.

9. Select 'Open File' followed by 'OK'.

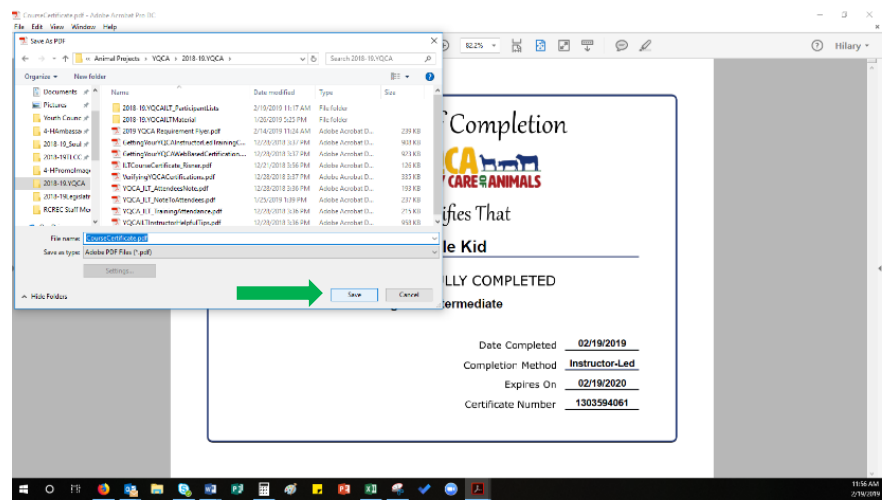


10. The certificate should open in a PDF reader. Confirm that the information on the certificate is correct.



11. Select 'File' in the upper left-hand corner, followed by 'Save As'.

12. Your computer should have prompted you to find the location where you would like to save the document. You may wish to save the document with a particular 4-H members name and year included (i.e. 2019_YQCA_SampleKid). You can save the file to a particular folder or simply to your desktop on your computer. Once you have selected the location and named it, select 'Save'.

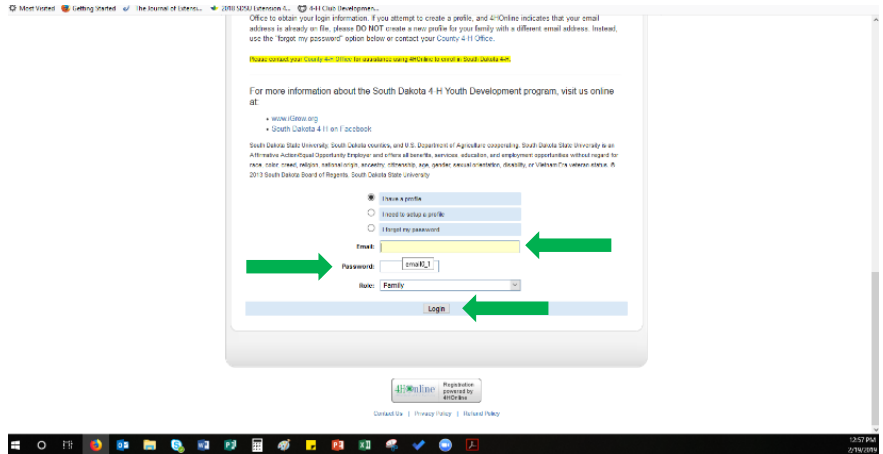


13. At this point, you should have successfully saved the document to your computer. You will still need to upload the certificate to ONE of the animals on your 4HOnline account for proof of completion. Instructions from this point on will walk you through that process.

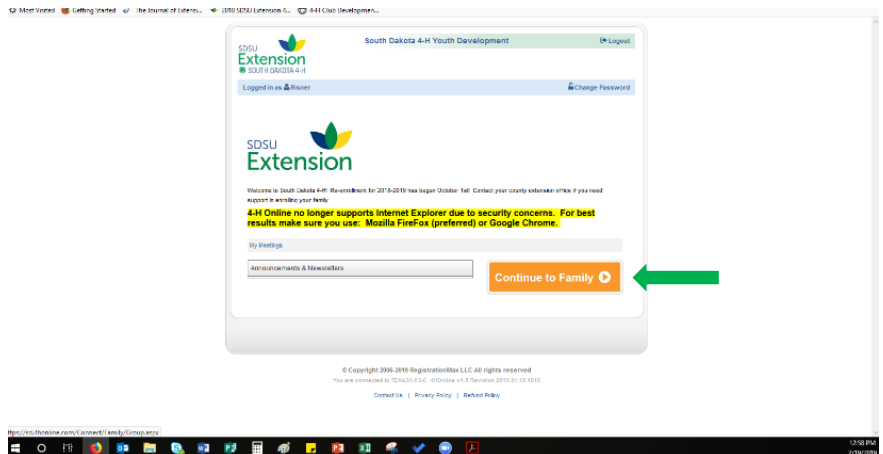


14. Visit <https://sd.4honline.com>.

15. Enter the email address and password associated with your 4HOnline account. Be sure that 'Family' is selected under the 'Role' field. If you don't remember your email or password associated with your account, contact your local 4-H office.

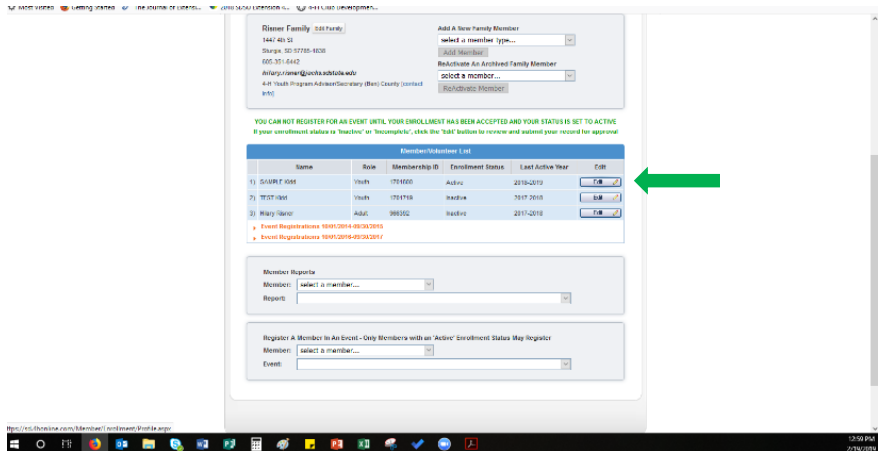


16. Once logged-in to your 4HOnline account, you should see the screen to the left. Select the orange 'Continue to Family' button.



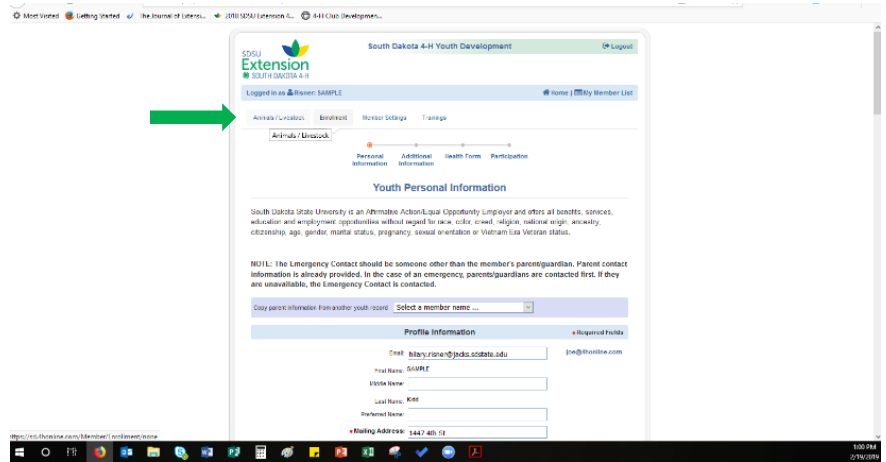
17. Scroll to the bottom of the page. There will be a list of all 4-H members and registered volunteers associated with your account. On the right hand-side of each of these individuals, is an 'Edit' button.

18. Click 'Edit' for the particular 4-H member that you are intending to upload a certificate. This will prompt the screen in step 19.



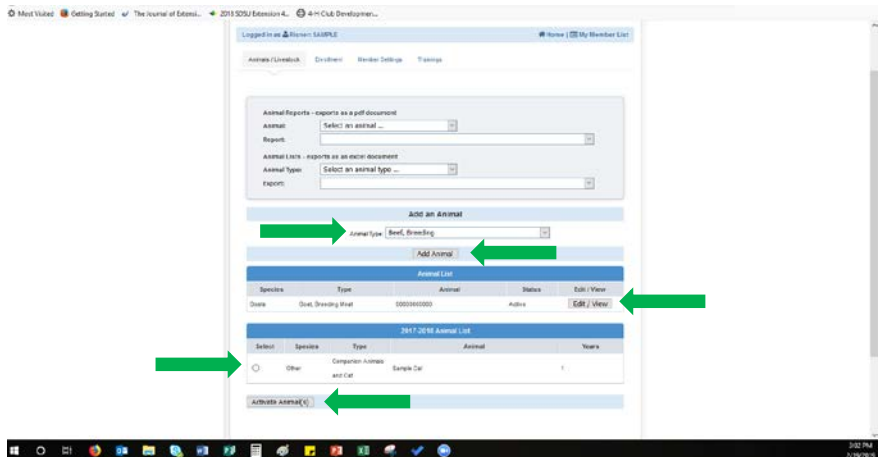


19. Select 'Animal/Livestock' in the top left-hand corner.



Steps 20-21 are for three different scenarios.

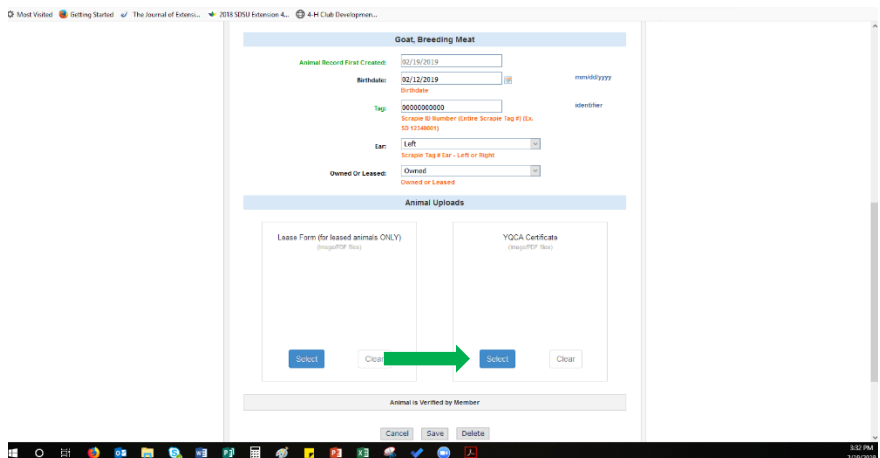
20. If you have yet to add animals for the current 4-H year, select the correct 'Animal Type' that you wish to add, such as 'Beef, Breeding'. Then, select 'Add Animal'. See step 22.



20. If you have already entered animals for the current 4-H year, select 'Edit/View' next to any of the 4-H member's animals under the 'Animal List'. Remember you only need to upload the certificate to ONE animal per 4-H member and YQCA isn't required for horse, dog or cat projects. See step 22.

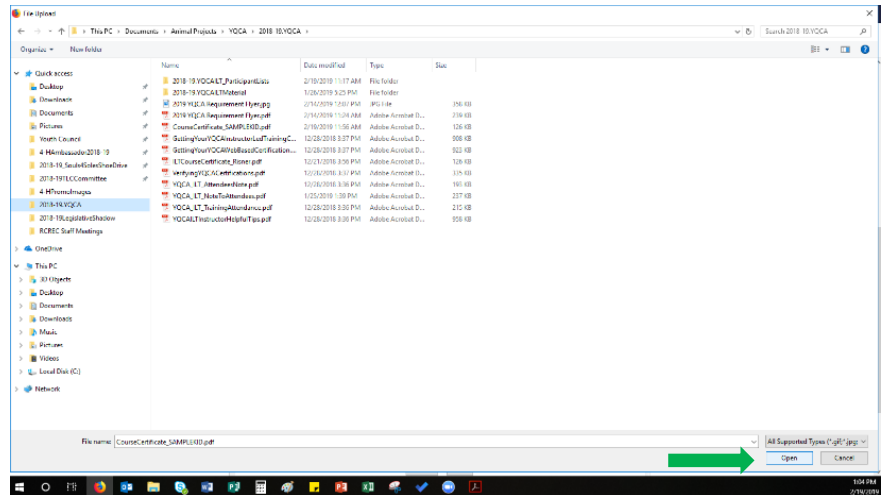
21. If you need to activate an animal, such as a breeding animal, you may select the radio button for that animal(s) and click 'Activate Animal(s)'. See Step 22.

22. After completing the above task, you should see a screen similar to the right. Find the 'YQCA Certificate' box under 'Animal Uploads'. Click 'Select' in this box.





23. Find and select the particular certificate you wish to upload saved on your computer. Be sure to upload the correct certificate for the particular 4-H member that you are working on. Click 'Open'.

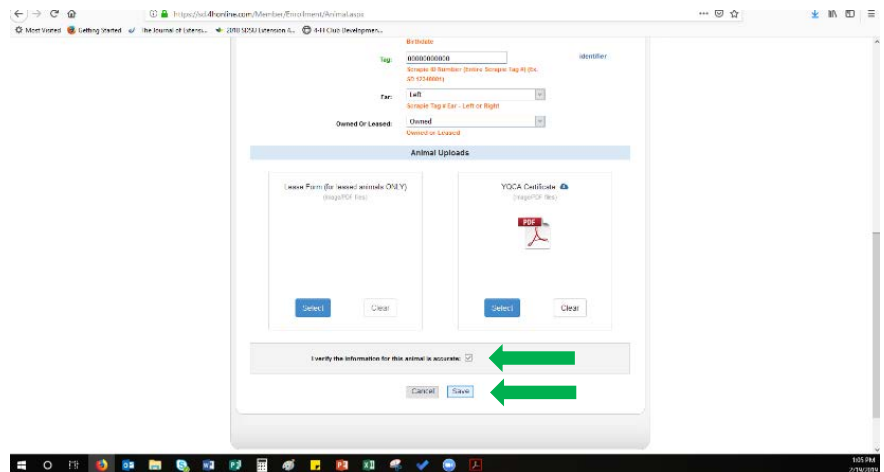


24. You should now see that a PDF document has been uploaded in the 'YQCA Certificate' box.

25. Select the 'I verify the information for this animal is correct' button.

26. Click 'Save'.

27. You will need to complete this process for each 4-H member exhibiting animals (other than horses, dogs, cats and companion animals) in your family.



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