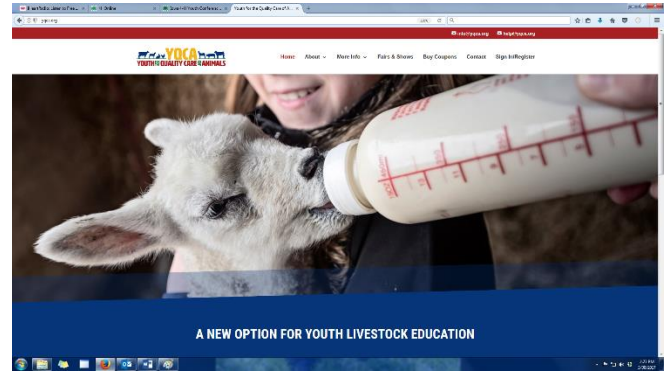
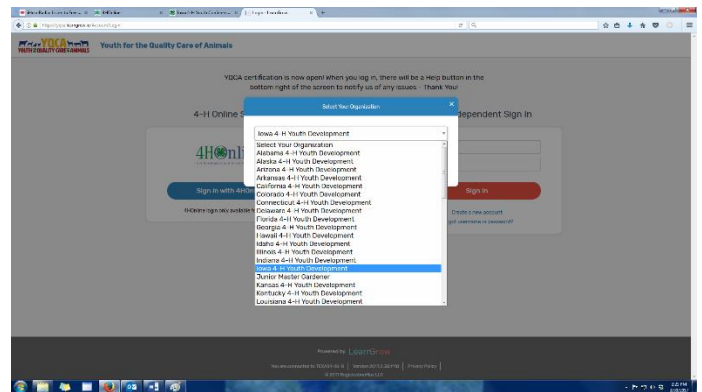




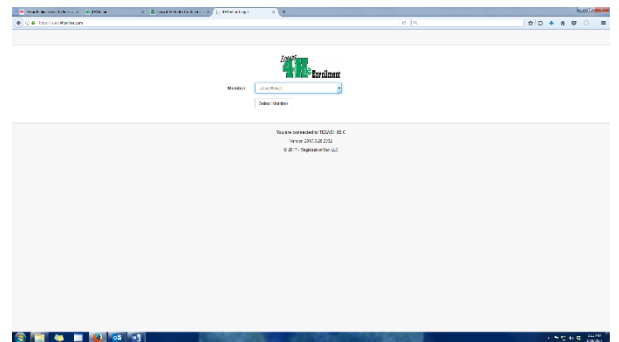
1. Go to yqca.org
4-H members will login with their 4hOnline credentials. FFA or other non-4-H members need to create a new login username and password.
2. Upper right hand corner click in sign in/register



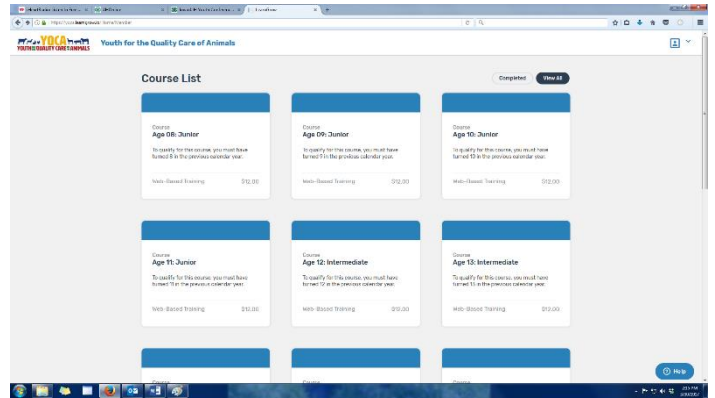
3. 4-H'ers click on blue bar "sign in with 4honline"
4. Then select Iowa 4-H Youth Development



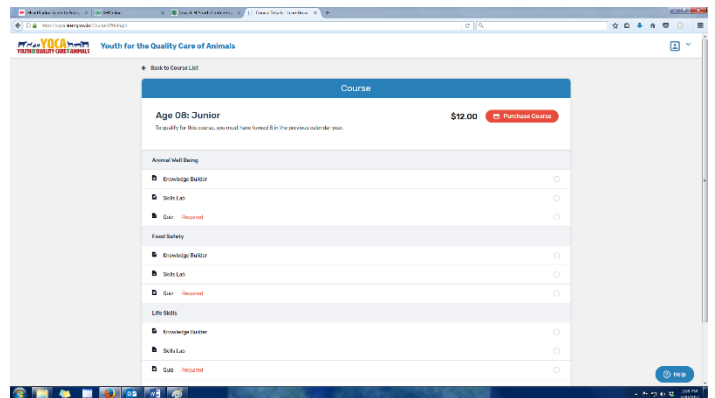
5. Log in with your 4honline log-in and password.
6. Families with multiple children select which child will be testing. Only one child may test at a time.
7. Electronically sign consent twice for your child to take the online class.



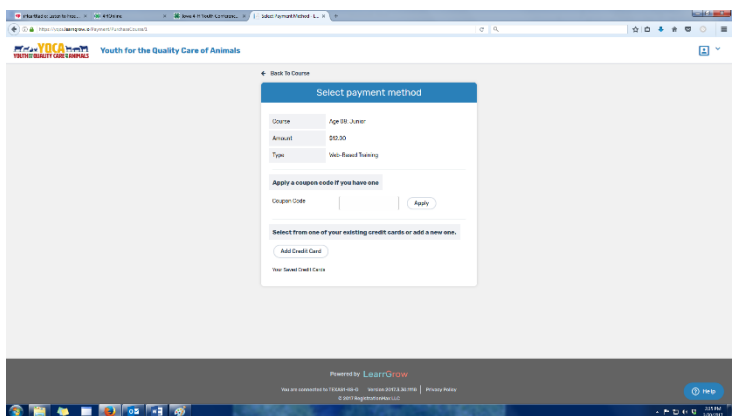
8. Select what class your child will be taking. Every class says what age group it corresponds to.
 - a. Example – To qualify for this class you must have turned 8 in the previous calendar year.



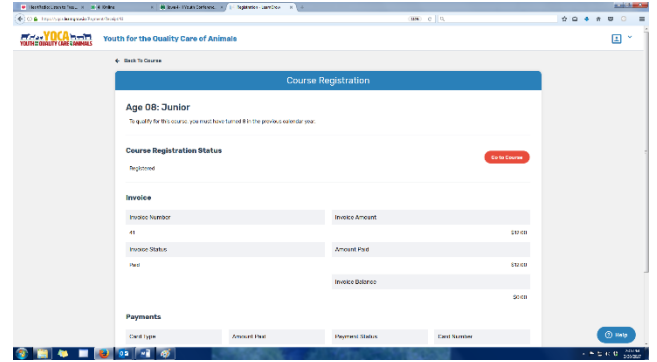
9. Click on the corresponding class.
10. In the upper right corner you will have to click "Purchase Course" in red.



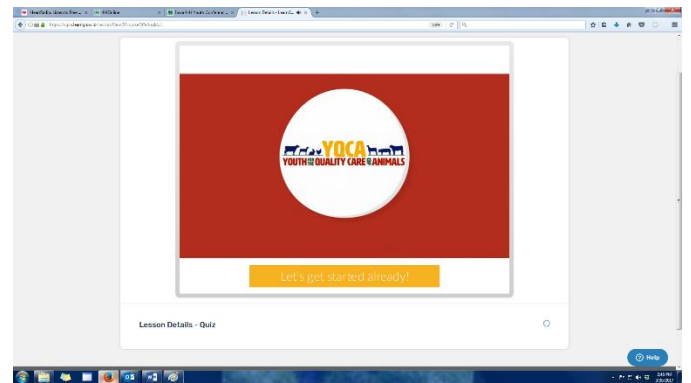
11. Select your payment method
 - a. Credit cards are currently accepted



12. You will then click go to course in red.
13. You then go through a knowledge builder and a skills lab for each of the three topics.
14. Both the knowledge builder and skills lab are interactive. Follow the instructions carefully and click through the presentations.



15. Following each skills lab is a quiz. The member is required to pass the quiz with an 80%
 - a. If you don't pass. You must wait one hour and try again.



16. Once all three quizzes are complete there will be a red bar at the top of the page that reads "Print Certificate"

17. Print your Certificate for your records!

