



Instructions for Submitting Your YQCA Information

Entering and uploading your YQCA certificate information will be similar to entering into a market class and showmanship.

When entering your departments and classes, make sure to add the department "YQCA" to your cart/registration process

The screenshot shows a progress bar with seven steps: 1 Register, 2 Entries, 3 Items, 4 Review, 5 Pay, 6 Confirm, and 7 Finish. Below the progress bar is the 'Entries' form with the following fields:

- Department: YQCA
- Division: -- Choose a Division --

After selecting department, the division menu will reload and you will select the only option in the menu "YQCA"

The screenshot shows the 'Entries' form with the following fields:

- Department: YQCA
- Division: YQCA

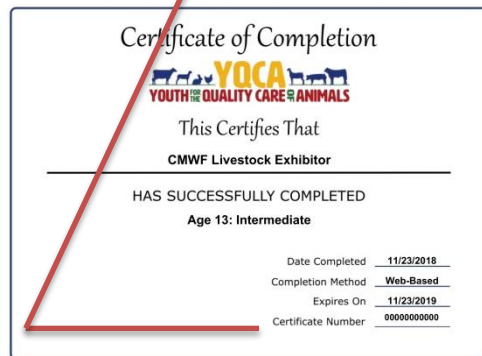
Upon selecting the division, the form will reload and add a few more options. Select class "01-YQCA Certificate Upload", select your club, and enter the YQCA Certificate Number in the form. The certificate number can be found in the lower right hand corner of your YQCA certificate.

The screenshot shows the registration form with the following fields:

- Department: YQCA
- Division: YQCA
- Class: 01 : YQCA-Certificate Upload
- Club: -- Choose a Club --
- YQCA CERT COMP ##: 000000

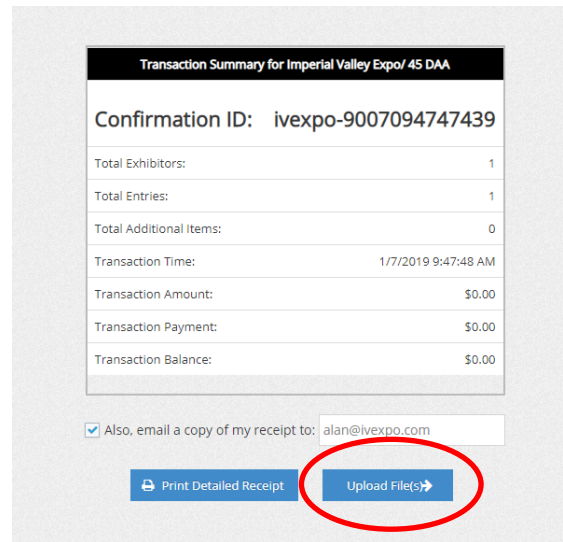
At the bottom of the form is a button labeled "Add 1 Entry to Cart" with plus and minus icons.

After you have added the certificate number, click the "Add 1 Entry to Cart" button at the bottom. The entry has now been added to your cart. After you have entered your remaining entries and have paid your entry, you will be taken to a page with your receipt.

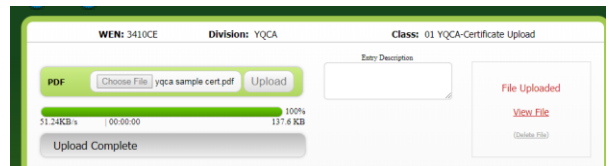
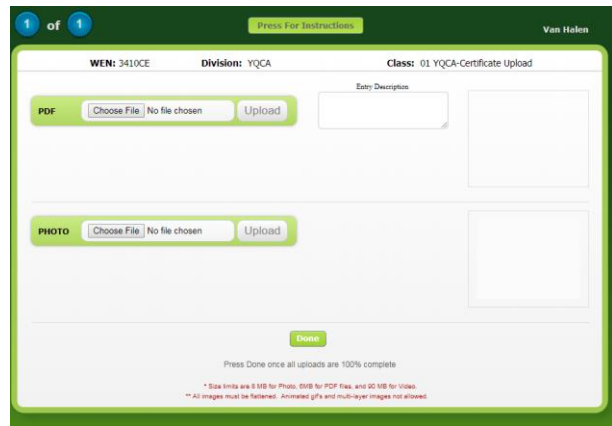


Instructions continued on next page....

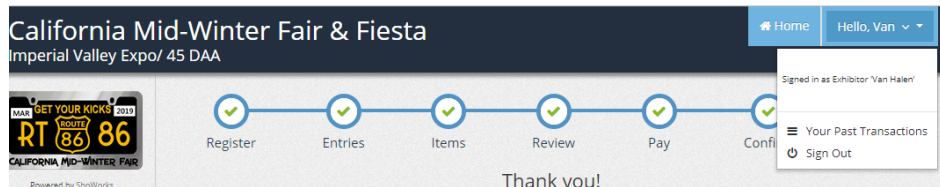
At the bottom of the confirmation page will be a button to upload files, click on that button. This will bring up a new webpage where you will upload your certificate.



Click on the “Choose File” button which corresponds with the format your certificate is in, either PDF or an image. After you click the button you will browse your computer to the location of where our certificate is saved. After you have done that and returned to the page, the name of the file will be next to the button, and you will now click the upload button. You do not need to put information in the “Entry Description” field. After you have clicked the “Upload” button, the file will be uploaded and you will see a progress bar appear. And upon completion it will say “File Uploaded” in the box to as well as provide you with a link to “View File” you uploaded and also to delete the file if you have uploaded the wrong file. After you have uploaded the file click on the “Done” button at the bottom of the page.



If you did not click on the “Upload File” button at the bottom of the receipt page, you can get to the button by selecting your name in the top right of Showworks and selecting “Your Past Transactions”. You will then see an “Upload File” button where you can upload the file.



Upload Media	Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
Upload Files	Receipt	ivexpo-9007094747439	1/7/2019 9:47:47 AM	1	1	0	\$0.00