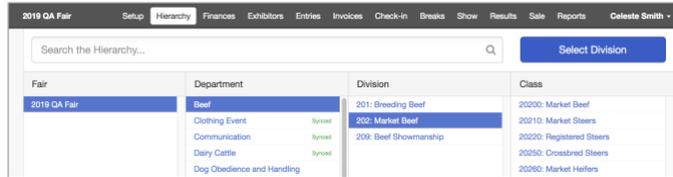# YQCA Integration

If your fair requires livestock quality assurance through YQCA, you may integrate with YQCA by following the steps below

Set Up

1. From the Administrator account, select the Hierarchy tab.
2. Select the third level (Division) for an area that will require YQCA integration.
3. Select the Entry Settings subtab
4. Set Require Livestock Certification to "Yes"
5. Repeat these steps for each Division that requires YQCA certification
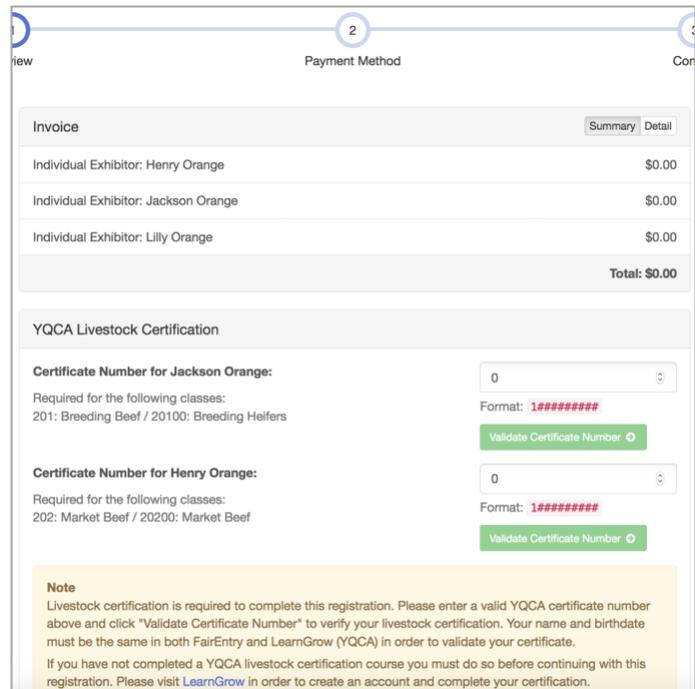
YQCA Certificates must be valid through the last day of the fair. Please be sure the Fair Dates under the Set Up tab are the actual dates of your fair, not your registration dates.

For Exhibitors

When an exhibitor creates an entry in a Division that is set to require Livestock Certification, the exhibitor will be prompted to enter the 7-digit certification number on the check-out screen. The exhibitor will not be able to submit entries until this number is verified.

NOTE: Verification requires that the first name, last name and birthdate for the exhibitor in FairEntry matches that of the exhibitor associated with the 7-digit YQCA certification number entered. If the exhibitor used a different name (i.e. Jake vs. Jacob) for YQCA certification, the exhibitor should update their name in FairEntry to match the name on file for YQCA.
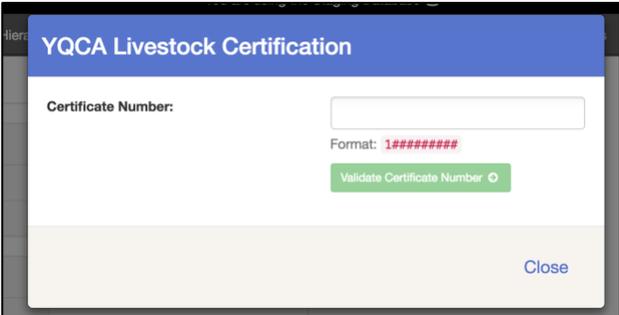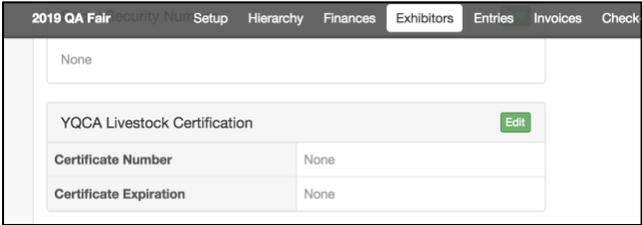
NOTE: If an exhibitor used the same 4HOnline account for YQCA and FairEntry, the certification number will auto-populate.

For Managers

Because managers are not limited by entry settings, managers may create entries for exhibitors without entering the required YQCA certification numbers.

1. To enter an exhibitor's YQCA certification number, click on the Exhibitor tab.

2. View the exhibitor.

3. Edit the YQCA Certification section, enter the 7-digit number and click Validate Certificate Number. The system will validate the certificate number. Valid certificate numbers must match the first name, last name and birthdate that corresponds with that number in the YQCA database. The certificate must be valid through the last day of the fair as set under the Fair Details in the Set Up tab. If the exhibitor's name and/or birthdate does not match (i.e. Jake vs. Jacob), you may edit the name and/or birthdate in FairEntry to match what was entered in YQCA.

Tips

If at all possible, it is always best for your exhibitors to add their own entries in order to ensure that all required information is submitted.