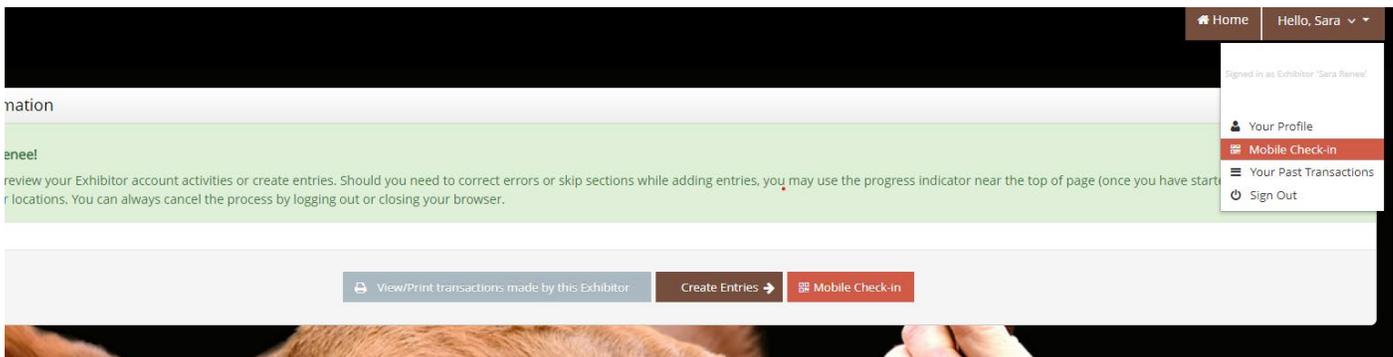


# Instructions on how to upload your YQCA Certificate

## [Upload Certificate Here](#)

This you are required to upload a valid YQCA certificate to the online entry system. We will **not** accept any certifications through email. You can upload your certificate while you are registering or after you have registered. YQCA certificates are due May 15. No Exceptions!

To upload go to the online entry system and log in with your credentials. In the top right-hand corner of your screen after logging in you will see **past transactions**, select it.



Once you have your transactions displayed select the **Upload Files** button. You only have to upload the certificate once and it does not matter what entry you attach the document to.

The following transactions were made by the Exhibitor 'Sara Renee'. You may choose to print receipts for any transaction or print a packing list for all entries.

Upload Media	Receipt	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
<a href="#">Upload Files</a>	<a href="#">Receipt</a>	alamedlive-3052105059514	2/21/2023 10:50:59 AM	1	1	0	\$13.50
<a href="#">Upload Files</a>	<a href="#">Receipt</a>	alamedlive-3051191843254	2/20/2023 7:18:43 PM	1	1	0	\$13.50
<a href="#">Upload Files</a>	<a href="#">Receipt</a>	alamedlive-3051100700735	2/20/2023 7:07:03 PM	1	1	0	\$13.50

Select the **Choose File** button. Find your PDF or picture of the YQCA certificate on your computer or phone and select **upload**. Make sure the document is uploaded it will say **Upload Complete** and you will see the picture on the right-hand side. If you do not see the photo, it was not uploaded correctly. Then select done and log out of the online system.

