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.

	🖶 Home	Hello, Sara 🗸 🕇	
	Signed i	n as Exhibitor 'Sara Renee'	
nation encel review your Exhibitor account activities or create entries. Should you need to correct errors or skip sections while adding entries, you may use the progress indicator near the top of page (once you hav r locations. You can always cancel the process by logging out or closing your browser.	≗ Yo ⊯ M ≡ Yo ♂ Si	our Profile obile Check-in our Past Transactions gn Out	-
 View/Print transactions made by this Exhibition Create Entries			
			1

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.

Transactions								
The following trans	actions were m	ade by the Exhibitor 'Sara Renee'. You may cho	ose to print receipts for any transaction or print a	a packing list for all entries.				
Upload Media	Receipt	Confirmation ID	Cart Time	Exhib	Entries		Fees	Amount
🛓 Upload Files	🖨 Receipt	alamedlive-3052105059514	2/21/2023 10:50:59 AM		1	1	0	\$13.50
🕹 Upload Files	🖨 Receipt	alamedlive-3051191843254	2/20/2023 7:18:43 PM		1	1	0	\$13.50
		alamadika 2051100702725	2/20/2022 7/07/02 014		4	4	0	E10 E0

Select the <u>Choose File</u> button. Find your PDF or picture of the YQCA certificate on your computer or phone and select <u>upload</u>. Make sure the document is uploaded it will say <u>Upload</u> <u>Complete</u> 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.

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of 🚺		Press for Instructions		Sara Renee
	WEN FE15B	Division: 23B - FFA Market Swine	Class: 01 Hampsh	lire
QCA		En	try Description	
F	Choose File SR_w	itcover.jpg Upload		File Uploaded
9KB/s	00:00:00	100% 56.3 KB		View File
Inload	Complete			(Delete File)
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		Done		
		Press Done once all upboads are 100% of	complete	
		* Size limits are 8 MB for Photo A or PDE files and	120 MB for Video	
l Images, V	/ideos, Documents, & other sub	mitted on this page may be used by the Fai s affiliates (includi	ing ShoWorks & FairVault), to facil	itate the Fair's competitions & auctions.