## Instructions for the Maryland and West Virginia 4-H and FFA AH&QA Program Reporting System

- 1) Using Chrome, Firefox or Safari browsers, go to the 4-H and FFA AH&QA website home screen at https://ahga.umd.edu/.
- 2) Enter the program by selecting the *"Login For Reports"* button circled on the screen image below.



3) Enter your assigned county login username and password in the *"AHQA Report Login"* box which pops up. Then select *"Go"*.

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UNIVERSITY OF MARYLAND EXTENSION WestVirginiaUniversity. EXTENSION SERVICE		4-H and FFA Animal Husbandry and Quality Assurance Program	
The INTERMEDIATE and SENIOR AH&OA Program: Trank you for registering 'You are now ready to begin the INTERMEDIATE and SENIO NOTE: If you are a JUNIOR achibitor, please return to the 'Registration'' screen a to complete the AIROA program. Intermediate and Senior agod remotes will be pairs to complete the Test Your from/dogr' citic at the start of this program. 2. Complete the 'Test Your from/dogr' citic at the start of this program. 3. Complete the 'Test Your from/dogr' citic at the start of this program. 3. Complete the 'Test Your from/dogr' citic at the start of the start of the starts. 4. Complete the 'Test Your from/dogr' citic at the start of the INTERMEDIATE and Senior Efficience. 4. Complete the 'What I Learner's at the start of Part 2. Here: 4. Complete the 'What I Learner's plater Part 2. Here: 4. Complete the 'What I Learner's plater Part 2. Here: 5. Complete the 'What I Learner's plater Part 2. Here: 5. Complete the 'What I Learner's plater Part 2. Here: 5. Complete the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completion'' for your records for each species section you of 5. Print the 'Centificate of Completio	R AHSOA solution and doubt check that your bit <u>a searching</u> of the double states: as a solution as the double of the solution complete. Your 4415 solution of FA chapter will be a	and a confirmation that you have a constant the program.	

4) Select the year (reports are available for 2015 through 2022) of the report you wish to view from the dropdown box in the upper left hand corner. Then select *"Generate Report"*. The selected report for your county will be displayed on the screen.



5) Once the selected report for your county is displayed on the screen, you may print this screen from your browser file menu, save it as a webpage, or save it as an Adobe pdf (if your computer is equipped with this ability). You may also export the report to an Excel spreadsheet by selecting the *"Export to Excel"* button at the upper right hand corner of the screen as circled in the image below.

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	Clear Search								Export to Exce
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		Maryland	St. Marys	1.1.1	1.1.1		Swine	06/26/2019	
		Maryland	St. Marys				Jr. Introduction	07/24/2019	
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		Maryland	St. Marys	- 11.11		1.1	Jr. Program	06/01/2019	
		Maryland	St. Marys				Paulty	07/31/2019	

## NOTE: You may also access the Report Login screen from any page within the program by clicking on the "*Blue Report"* icon in the upper right hand corner of the AH&QA Viewer as circled on the screen image below and continuing as described beginning in Step 3) above.

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UNIVERSITY OF MARYLAND EXTENSION WestVirginiaUniversity. EXTENSION SERVICE	4-H and FFA Animal Husbandry and Quality Assurance Program	
The INTERMEDIATE and SENIOR AH&QA Program: Thank you for registering! You are now ready to begin the INTERMEDIATE and SENIOR AH&QA program. NOTE: If you are a JUNIOR exhibitor, please return to the "Registration" screen and double check that your birth date was red To complete the AH&QA program, Intermediate and Senior aged members will be going through the following steps:	corded correctly. Juniors are 8, 9 and 10 years of age on January 1, 2020.	
Complete the "text four intervention of the set of	e sent a confirmation that you have completed this program.	

A) The report now gives you access to **member passcodes.** 

AHQA Viewer - 4-H and FFA Animal Husba	ndry and Quality Assurance Program								
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B) The report now gives you access to user **membership type** (4-H, FFA, or Both 4-H and FFA). This information will be entered by users when 1) they register as a new user and 2) they return as a previous user and respond to the question prompt when logging in.

AHQA Viewer - 4-H	and FFA Animal Husbandry an	nd Quality Assurance Program								
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C) The report now gives you the **ability to print Certificates of Completion** for the current year, or from past years since 2015, for members by clicking on the hyperlinked data in this field.



D) The report now provides a notification when a member ages up to the next age division for the current year. It will read "MOVED TO \_\_\_\_\_\_Section IN 2022" for members which will be moving up in age divisions. This will help your office generate lists of those moving up from within previous year's reports...like in this 2019 report below. Three members were identified (based on their entered birthdate that they will need to complete the program again in 2020 because they are moving up to the next age division in 2020.

and FFA Animal Husband	ry and Quality Assurance Program								
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		Maryland	St. Marys				Rabbits	07/28/2019	
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		Maryland	St. Marys				Rabbits	07/30/2019	
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		Meryland	St. Marys		1.1.1		Int/Sc Part 1	06/30/2019	
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