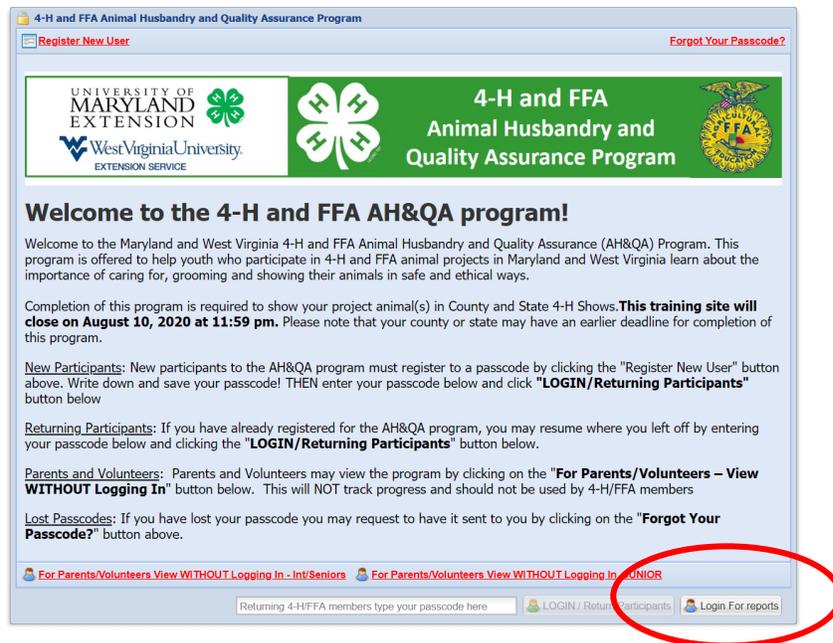
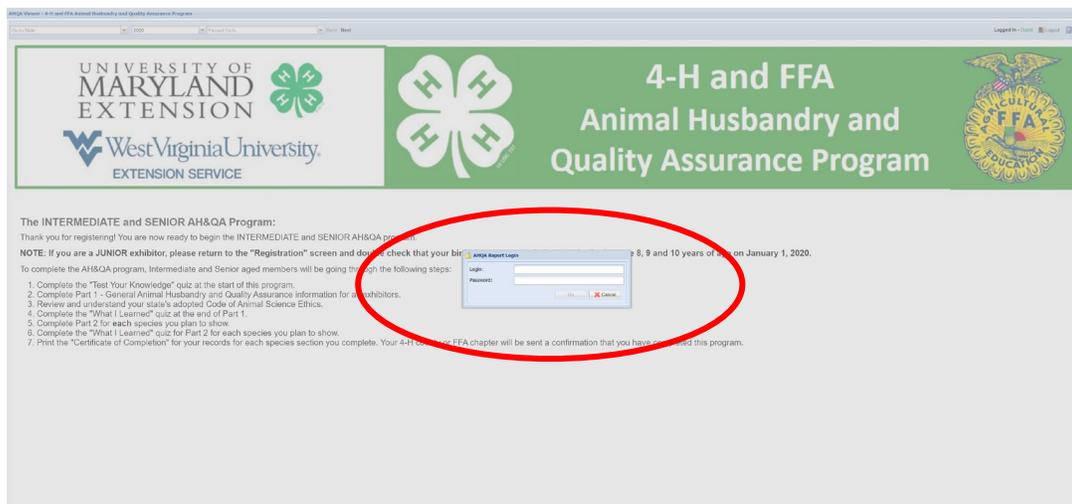


Instructions for the Maryland and West Virginia 4-H and FFA AH&QA Program Reporting System

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



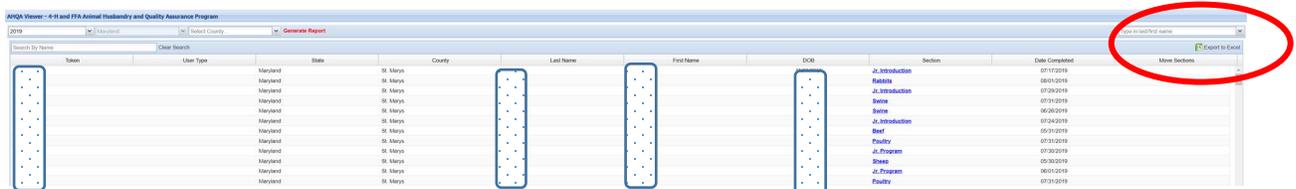
- 3) Enter your assigned county login username and password in the **“AHQA Report Login”** box which pops up. Then select **“Go”**.



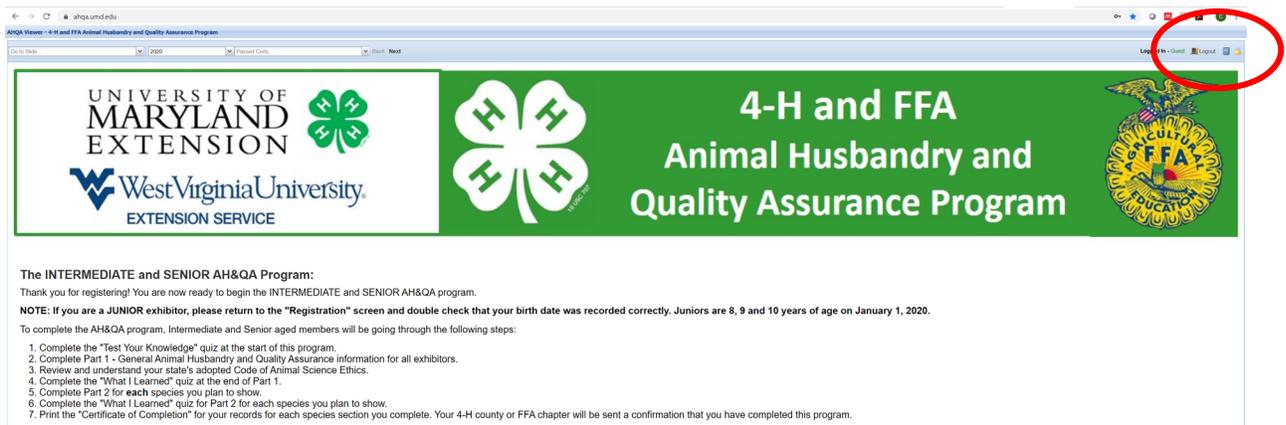
- 4) Select the year (reports are available for 2015 through 2022) of the report you wish to view from the dropdown box in the upper left hand corner. Then select **“Generate Report”**. The selected report for your county will be displayed on the screen.



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.

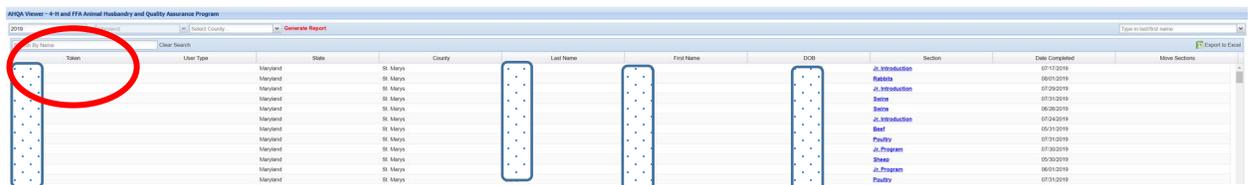


NOTE: You may also access the Report Login screen from any page within the program by clicking on the **“Blue Report”** icon in the upper right hand corner of the AH&QA Viewer as circled on the screen image below and continuing as described beginning in Step 3) above.

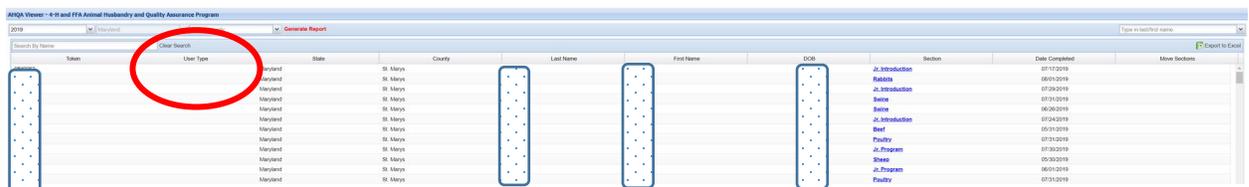


6) New Report Features (as of 2020)

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



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.



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.

Token	User Type	State	County	Last Name	First Name	DOB	Section	Date Completed	Move Sections
		Maryland	St. Marys				Jr. Introduction	07-17-2019	
		Maryland	St. Marys				Rabbits	06-01-2019	
		Maryland	St. Marys				Jr. Introduction	07-28-2019	
		Maryland	St. Marys				Swine	07-31-2019	
		Maryland	St. Marys				Swine	06-26-2019	
		Maryland	St. Marys				Jr. Introduction	07-24-2019	
		Maryland	St. Marys				Beef	05-31-2019	
		Maryland	St. Marys				Jr. Program	07-31-2019	
		Maryland	St. Marys				Jr. Program	07-30-2019	
		Maryland	St. Marys				Swine	05-30-2019	
		Maryland	St. Marys				Jr. Program	06-01-2019	
		Maryland	St. Marys				Poultry	07-30-2019	



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.

Token	User Type	State	County	Last Name	First Name	DOB	Section	Date Completed	Move Sections
		Maryland	St. Marys				Jr. Introduction	07-17-2019	
		Maryland	St. Marys				Rabbits	06-01-2019	
		Maryland	St. Marys				Jr. Introduction	07-28-2019	
		Maryland	St. Marys				Int'l Part 1	07-31-2019	
		Maryland	St. Marys				Swine	06-26-2019	
		Maryland	St. Marys				Jr. Program	07-24-2019	
		Maryland	St. Marys				Beef	05-31-2019	
		Maryland	St. Marys				Poultry	07-31-2019	
		Maryland	St. Marys				Jr. Program	07-30-2019	
		Maryland	St. Marys				Swine	05-30-2019	
		Maryland	St. Marys				Jr. Program	06-01-2019	
		Maryland	St. Marys				Rabbits	07-31-2019	
		Maryland	St. Marys				Poultry	07-31-2019	
		Maryland	St. Marys				Jr. Introduction	07-31-2019	
		Maryland	St. Marys				Int'l Part 1	07-30-2019	
		Maryland	St. Marys				Int'l Part 1	07-30-2019	
		Maryland	St. Marys				Jr. Program	06-16-2019	
		Maryland	St. Marys				Swine	09-18-2019	
		Maryland	St. Marys				Swine	07-26-2019	
		Maryland	St. Marys				Swine	05-18-2019	
		Maryland	St. Marys				Swine	05-18-2019	
		Maryland	St. Marys				Rabbits	07-28-2019	
		Maryland	St. Marys				Jr. Program	06-16-2019	
		Maryland	St. Marys				Jr. Program	06-01-2019	
		Maryland	St. Marys				Swine	07-31-2019	
		Maryland	St. Marys				Swine	07-22-2019	
		Maryland	St. Marys				Swine	06-01-2019	
		Maryland	St. Marys				Jr. Program	07-18-2019	
		Maryland	St. Marys				Int'l Part 1	07-30-2019	
		Maryland	St. Marys				Swine	07-30-2019	
		Maryland	St. Marys				Rabbits	07-30-2019	
		Maryland	St. Marys				Swine	06-01-2019	
		Maryland	St. Marys				Int'l Part 1	06-30-2019	
		Maryland	St. Marys				Rabbits	06-30-2019	
		Maryland	St. Marys				Jr. Introduction	06-30-2019	
		Maryland	St. Marys				Int'l Part 1	06-10-2019	
		Maryland	St. Marys				Swine	07-27-2019	
		Maryland	St. Marys				Jr. Program	07-26-2019	
		Maryland	St. Marys				Jr. Introduction	07-24-2019	
									MOVED TO Senior Section IN (2020)
									MOVED TO Senior Section IN (2020)
									MOVED TO Intermediate Section IN (2020)