



4-H on Parade 2022 Registration Information

Please read this document closely and keep handy while completing the Club Master Registration.

In 2022 4-H on Parade registration data will again be submitted electronically and club cheques will either be mailed in or club payment made by e-transfer. Instead of filling in papers and duplicating information, each club will submit **one** Club Master Registration with all the club information and **one** club payment. This document explains the master registration excel document. The same information is being collected, but in a slightly different way. It is very important to ensure that you download the spreadsheet and save it to your computer before you fill it out. Please direct any questions about the master registration to: calgaryregional4hcouncil@gmail.com. Please allow a minimum of 48 hours for a reply.

Please do not wait until the last minute to start filling in the master registration!

Entry Deadline & Requirements: April 1st, 2022

1. Club cheques must be postmarked by **April 14th, 2022**. E-transfer can be made to calgaryregional4hcouncil@gmail.com and received by **April 14th, 2022**.
2. Complete Club Master Registration emailed to calgaryregional4hcouncil@gmail.com no later than April 1st, 2022
3. Please send the signed accreditation form with your club cheque to:

*Calgary Regional 4-H Council
Box 10575, Stn M
Airdrie, AB T4A 0H8*

OR

E-transfer to calgaryregional4hcouncil@gmail.com and email signed accreditation for to same email.

4. Calgary Stampede Exhibitor Agreement Forms are due at the April 25th, 2022 4-H on Parade Meeting. If they are not handed in at that meeting, you will not be able to pick up our parking passes.
5. If full payment is not received prior to the April 25th, 2022 4-H on Parade Meeting, you will not be able to pick up your parking passes.
6. All members in a club and the club must be in good standing in order to pick up your club's parking passes.

Club Master Registration: This term refers to the excel document that contains all the previous registration forms. It is a large file with each registration area listed along the bottom.

Additional requirements:

Calgary Stampede Exhibitor Agreement- this needs to be submitted no later than the April 25th, 2022 4-H on Parade meeting. Please arrange with all potential club representatives to ensure the forms are submitted in **one** package at the meeting. Please download and print this document.

General Club Master Registration information:

- **Download and save the excel document to your computer BEFORE entering any information**
- (otherwise the information will not save)
- [Link for Club Master Registration](#)
- A number of drop downs are available to select options.
- To remove information from the worksheet, please delete it, do not replace it with blanks as calculations and messages are based on values in the cells and a space is a value.
- Cells highlighted in red/pink are to let you know that information is needed.
- All member names entered on the Member Information tab will be carried forward to all worksheets. If a member is not entering a specific tab/show (for example Multi-Judging), please do not enter anything for his/her row on that show tab.
- If information is missing or not allowed, a message will pop up.
- The amount owing (for your club payment) can be found in the club information tab.

Registration areas include:

Club Information	Horse
Member Information	Life Skills
Cleaver Kids	Sheep
Parking/Camping	Multi Judging
Canine	Consumer Decision Making
Beef Female	Clothing
Beef Steer (grooming)	

Note that there have been a number of worksheets made available for ease in filling out the Club Master Registration spreadsheet – these worksheets do not need to be sent to the Calgary Regional 4-H Council. The only exception is the signed Accreditation information sheet.

Club Information:

- Please fill in Club Name, Club Leader and appropriate contact information for the clubs **4-H on Parade** registration. This may be different than your registered club contact.
- Fees are entered and totals will be carried forward from each of the worksheets to this one and a total will be calculated. Please make your club payment for this amount.

Member Information:

- Use the [Accreditation Worksheet](#) to fill in this tab. Each member (including Cleaver Kids) who wish to participate in 4-H on Parade **must be listed**.
 - Age category will be calculated based on year of birth
 - Name and age category will carry forward to each of the worksheets
- Responsible adult, contact information and medical information is collected on this worksheet. Please do not fill in the club leader for each member. This is required information.
- By submitting a member's name, you are confirming that they are a member in good standing at the time of registration (this includes all information has been completed for 4-H Alberta on the online registration site).
- Please send in your [signed club accreditation](#) form with your club cheque (page one)

- The member information entered in this tab will be carried forward throughout the document. Some of the other worksheets will require additional information.

Cleaver Kids:

- Members who are Cleaver kids are highlighted
- Please fill in the following areas:
 - *Years Participating in Cleaver Program at 4-H on Parade*
 - *Session (Drop down- select one)*
 - *Emergency Contact Name*
 - *Emergency Contact Cell Phone Number*
 - *Allergies*
- See [Cleaver Kid Information](#) for specific information and note that only clubs who have been in contact with and received the registration information from Kaye James will be eligible to attend 4-H on Parade. Please contact Kaye if you have any questions.

Parking-Camping:

- Only fill in the number of each type of pass needed PER FAMILY. Leave the rest blank. It does not matter which family member the passes are listed under.
- Note that length of trailer is needed for trailer placement
- See [4-H on Parade Parking Information](#)

Canine

- Space available for a maximum of **two** projects
- Note that there can only be one project in each of Novice A and Novice B
- Please fill in the information for each canine you are registering (Dog's name, Breed, Height of Dog, Date of Birth, Age, Sex, Vaccinations Current, Class entered)
- See [Canine Show Information](#)

Beef Female

- This is a wide spreadsheet, purebreds are first and commercials are second moving from left to right in the spreadsheet
- Beef female grooming is included on this sheet, please use the drop down
- NOTE: Grooming rules may change
- See [Beef Female Club Worksheet](#) for competition information
- See [Beef Female Show Rules](#) for information
- See [NYC Registration](#) for information

Beef Steer

- This year additional information is being collected on the Steer worksheet
- Please fill in information about your steer (breed, tag numbers, initial weight).
- Please fill in the grooming teams on this worksheet
- NOTE: Grooming rules may change
- See [Beef Steer Show Rules](#) for show information
- See [Beef Steer Show Team Grooming Rules](#) for information

Horse

- The horse committee has provided a paper [family entry form worksheet](#) that club leaders can use to collect the information needed for this tab. This family form should be given to the person responsible for registering the club for 4-H on Parade.
- Horse Club leaders, there is also a [checklist](#) available to you
- Also available: [Horse Show Rules](#), [Rules Addendum #6](#), [Warm-up Rules](#)

Life Skills

- Please be sure to **carefully** read [4-H on Parade Life Skills Competition Rules](#) and each competition area Rules and Information.
- Competition areas are:

Archery Clothing & Textiles Creative Art Foods Photography	Silent Auction Skills Demonstration Small Engines Woodworking Welding
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- There is a paper form to be used for Skill Demonstrations to identify the project itself. *Note there are specific instructions on where this should be sent.*
- A club [worksheet](#) is available for you to have a copy of to work from. Please be sure to download this file to your computer before you work with it.

Sheep

- This is a wide form with many columns
- [Sheep Show Rules](#)
- [Member Worksheet](#)

Multi-Judging

- Indicate with an "x" any member doing Multi-Judging and please fill in volunteers
- [See Information and worksheet](#)

Consumer Decision Making

- Indicate with an "x" any member doing Consumer Decision Making and please fill in volunteers
- [See Information and worksheet](#)

Clothing

- Refer to [clothing information](#) on the clothing options available
- If non-members would like clothing, include it under a member's name or, on the Member information tab, enter the name with LEADER as the last name