

AssistExpo - 2018 Fairs and Exhibitions Detailed Directory Instructions

We are using the AssistExpo program for the first time to collect the Fair Information for the “**Ontario Fairs and Exhibitions Directory**” and other documents. Our hope is that it should simplify the process for collecting this information as well as ensuring that the information is accurate, and that no information is missed. You will have to input all of your Fair date, location and contact information this year but for future Directories, you should have to update just the Fair Date information.

The information package has already been sent out to the Primary Contact (i.e. Secretary, General Manager, etc.) for each Fair. They will be required to input all the information for your Fair i.e. Fair Date, location, and Contact information into the AssistExpo program. We are not accepting this information by email this year.

If your Primary Contact is not able to or unavailable to input this information using the AssistExpo software, the Fair will need to designate another person to be responsible for inputting this information and keeping it up to date. If you have any questions, please contact the OAAS Office Manager.

Here is the link to access the form to update your Fair Information for the Directory;

<https://www.assistexpo.ca/oaas-directory>

If your fair currently uses the AssistExpo program or you used AssistExpo to register for the Convention, the “**Fairs and Exhibitions Directory**” form should be relatively straight forward to complete.

If you have not used AssistExpo previously or have any questions on completing any of the fields, please read the instructions below. They are a step-by-step process to complete the form.

IMPORTANT – please ensure all applicable fields are filled out accurately. The information on these forms will be used to create the printed “**Ontario Fairs and Exhibitions Directory**” and update the Ontario Fairs website and Agricultural Society Contact lists for Office Manager.

NOTE: The information from the following fields will be copied directly to the printed copy of the “Ontario Fairs and Exhibitions Directory”. Please ensure the information in these fields **is exactly as you want it to be displayed** in the Directory. We will not be responsible for any spelling or grammatical errors or incorrect fair dates. .

Fair Name, Agricultural Society Name, Fair Dates, Fair Civic Address, Premises ID, Primary Contact Name, Fair email address, Fair Website, Fair Facebook and Fair Information.

The deadline to submit the fair information is February 28th but we would appreciate the Fairs inputting their information on the system as promptly as possible. Any information submitted after February 28th will more than likely not be included in the printed “**2018 Ontario Fairs and Exhibitions Directory**” to be distributed across Ontario. Any changes after that date will be updated on the Ontario Fairs website.

NOTE: Changes to the Fair information on the OAAS website will not be done until after March 1 as the information has to be manually updated for each fair.

We will be posting a list of the 2018 Fair Dates on the website shortly with a note that the Fair Information will be updated after March 1st.

This new system will also allow the Agricultural Society Contact to log in at any time during the year and update their Fair or Contact information (i.e. Contact person’s email address changes), and the Office Manager will be notified of the change. This should assist to keep our records and the Fair Information on the website current.

If you wish to see your Fair information from the “**2017 Fair and Exhibitions Directory**”, go to the www.ontarioagsocieties.com website and go to the “**Member Services**” tab and select the “**Directory Final 2017**” document.

Instructions

Screen 1

When you log into AssistExpo, you will be presented with this screen.

If you are logging in for the first time, you must create an account for your fair.

- 1) Input your email address. If available, this should be an email that belongs to your Agricultural Society i.e. the generic email address for your fair (anytownfair@mail.ca) or the email address for your Secretary or Manager address (anytownfair_secretary@mail.ca)
- 2) Click on the **“Create an account”** button

If your fair already has an account, input the email address and click the **“Start Session”** button

Screen 2

Input a password and click the **“Create the account”** button

Screen 3

Your email address should be prefilled.
Enter your password and click the **“Start Session”** button



AssistExpo  Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
Online Registrations

Help

Welcome to AssistExpo for your online registrations.
Use this site to make your entries; it's simple, secure and quick to complete.
To use the online registrations system, you need to enter your email address and your password and click *Start session*. To do that you need an account; if you don't have one, enter your email address and click *Create an account*. If you forgot your password, enter your email address and click *I forgot my password*.

Your account has been created.
Please enter your password again and click *Start session* to start using the system.

The registration period for this event ends on: 2018-02-28.

Email address:

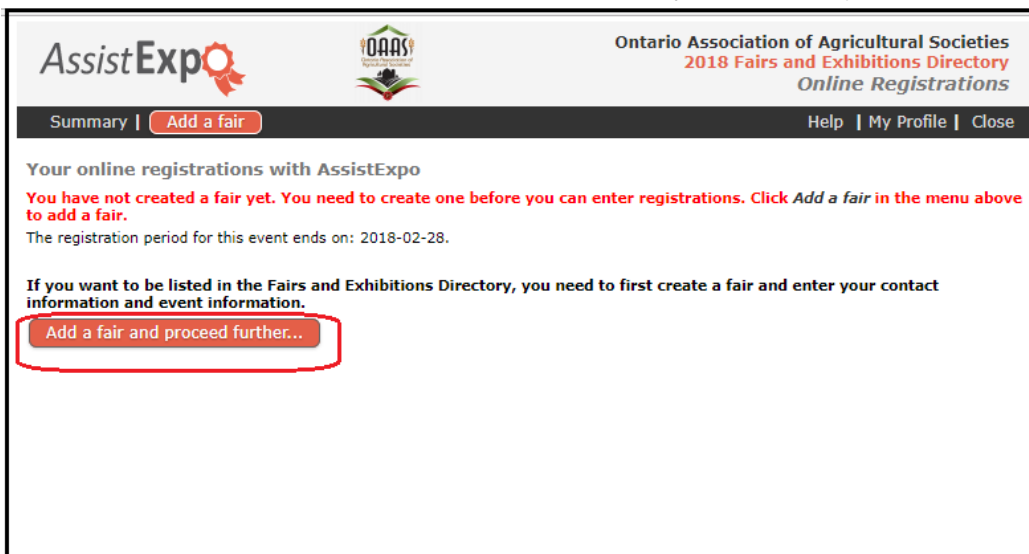
Password:




Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
613-395-2465
oasoffice@oas.org
http://ontarioagsocieties.com/

Screen 4

Click on the “Add a fair and proceed further” button to create your fair in the system.



AssistExpo  Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
Online Registrations

Summary | Help | My Profile | Close

Your online registrations with AssistExpo

You have not created a fair yet. You need to create one before you can enter registrations. Click *Add a fair* in the menu above to add a fair.

The registration period for this event ends on: 2018-02-28.

If you want to be listed in the Fairs and Exhibitions Directory, you need to first create a fair and enter your contact information and event information.

Screen 5

Please fill in all applicable fields.

Notes on some specific fields:

Name of Society and Fair: - please fill in both fields as these names are very different in some cases.

Fair's email address: – if the fair has a generic email address (i.e. anytownfair@mail.ca), please enter it. If not, enter the email address for the Primary Contact (i.e. Secretary, Manager, President - anytownfair_secretary@mail.ca).

If your fair does not have a fair specific email address, please enter the email address for the person that normally receives the correspondence from the OAAS Office Manager.

Fair's Mailing address: Please input the full mailing address for the Fair including Postal Code

Fair's phone number: If the Fair has a phone number input it. If it doesn't. input the phone number for Contact 1.

If the Fair doesn't have a Fax or cell phone #, Website, or Facebook – leave these fields blank.

Once you have input the information, click the “Create this new fair” button.

Information about the Fair

Please enter all the requested information below.

Name of Society	<input type="text" value="Anytown Agricultural Society"/>		
Name of the Fair	<input type="text" value="Anytown Fair"/>		
Fair's email address	<input type="text" value="anytownfair@mail.ca"/>		
Fair's mailing address	<input type="text" value="146 Main Street Box 9"/>		
City:	<input type="text" value="Anytown"/>	Province:	<input type="text" value="ON - Ontario"/>
Postal code:	<input type="text" value="Z9X 9Z1"/>		
Fair's phone number	<input type="text" value="613-000-9999"/>	Cellphone:	<input type="text" value="613-999-0000"/>
Fair's fax number	<input type="text" value="613-000-9998"/>		
Web site:	<input type="text" value="anytownfair.ca"/>		
Facebook:	<input type="text" value="Anytown Fair"/>		
Other information:	<input type="text" value="Twitter account @anytownfair"/>		
<input type="button" value="Create this new fair"/>		<input type="button" value="Do not create a new fair"/>	

Screen 6

Please fill in applicable fields

Notes on specific fields:

Please select what best describes your situation: – “**you are a member of OAAS**” – this should prefill – if not, please select this option.

Please select your membership category: – enter if you know what it is – this is not a mandatory field

District: - mandatory field

Fairground Information:

Premises ID: – please input this number – if you don't know it, click on the provided link to find the number.

Fairground civic address: - actual physical location of the fairgrounds.

Input the civic address (i.e. 146 Foxboro Street, Anytown, ON) – NOT a description of the location (i.e. Corner of Hwy 15 and County Rd 1).

Once you have input the civic address, click on the “**Locate**” button and it will prefill your fair's GPS co-ordinates and show the location of your fair on a map. Please verify the map information is correct.

Fair Dates: Select the starting and ending dates. If your fair has a partial day – input the details in the “Description” field.

Ontario Association of Agricultural Societies - 2018 Fairs and Exhibitions Directory

 Directory entry for: **Anytown Fair, Anytown Agricultural Society**

To register for this event, you need to answer the following additional questions. Once you have answered all questions, please click the button below to save your answers and continue with your entries.

There are several questions on this page and you will need to scroll down to answer them all.

Are you a member of Ontario Association of Agricultural Societies?

Please select what best describes your situation:

 Please select your membership category:

 District:

Fairgrounds information:

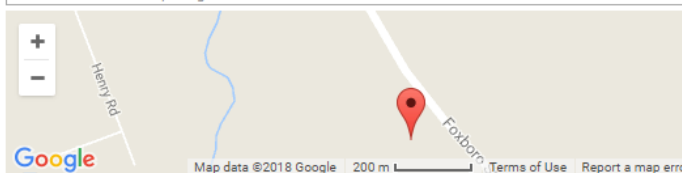
 Premises ID: (List of OAAS Premises ID available online: [click here](#))

 Fairgrounds civic address:

 Fairgrounds GPS:

Enter the 'Fairgrounds address' address and click 'Locate' to find the GPS coordinates automatically.

Or, locate a nearby address then click and drag the map and click on the exact location of the fairgrounds.



Fair dates: *

 Start date:

 End date:

 Description: (Information regarding Partial days)

Fair Information: Enter information about what is going on at your fair. 4-H shows, Tractor Pulls, special entertainment, Displays, etc. You have the option of bolding, italicizing or underlining information that you wish to emphasize.

Contact 1: This is the Primary Contact – the person that normally corresponds with the OAAS Office Manager.

Contact mailing address: – this is the address that any printed material would be sent to - normally the Fair's mailing address or if the Fair/Ag Society does not have its own mailing address – then enter the address that the Primary Contact has been using to receive correspondence from the OAAS Office Manager.

Contact email: – this is the address that the Fair/Ag Society corresponds by email with the OAAS Office Manager - normally the Fair's email address (i.e. anytownfair@mail.ca or anytownfair_secretary@mail.ca) or if the Fair/Ag Society does not have its own email address – then enter the address that the Primary Contact has been using to receive correspondence from the OAAS Office Manager (i.e. janedoe@zmail.com)

Contact phone: - If the Fair/Ag Society has a phone number that is available all year – then we suggest you input it here. If the Fair phone number is only available during the time of the fair – then input that information under the "Fair Information" field (i.e. Fair phone: number 123-444-9999 – only on Fair days).

If the Fair does not have a phone number, then input the phone number that the Primary Contact can be reached at.

Contact 2 and Contact 3: - we should have the information for at least 1 more contact person, in case we cannot contact the Primary Contact.

Note: if you input Position or Name information under the Contact 2 or 3 fields, you must fill out all the information in the first 6 fields.

Click on "**Save these Answers**" button to proceed to the next screen.

NOTE: If you are logging back into AssistExpo after having completed creating your fair – you have to click on the "**Save these Answers**" button to move to the next screen with the Fair Contact information. If you click on the "**Do not save these modifications**" button, it will take you back to the original screen.

Fair information:

Description of the fair, theme, activities, special events, special features... (about 100 words):

Bold *Italic* Underline

Friday night - Monster Demo Derby; Sunday - Tractor Pull
4-H Dairy, Beef, Sheep, Goat and Pig Shows. School and ~~Homescraft~~ Displays, Children's Entertainment Large Midway, Light Horse Show; Draft Horse Show; 2 buildings of exhibits. Live entertainment

Contact 1:

Contact Position: Fair Secretary
Contact First Name: Jane
Contact Last Name: Doe
Contact Mailing address: 146 Foxboro Street, Box 9 Anytown, ON Z9X 9Z1
Contact email: anytownfair@mail.ca
Contact phone: 613-000-9999
Contact cellphone:
Contact fax:

Contact 2:

Contact Position: Fair President
Contact First Name: Jack
Contact Last Name: Frost
Contact Mailing address: 146 Foxboro Street, Box 9 Anytown, ON Z9X 9Z1
Contact email: anytownfair_president@mail.ca
Contact phone: 613-000-9999
Contact cellphone:
Contact fax:

Contact 3:

Contact Position: Please select...
Contact First Name:
Contact Last Name:
Contact Mailing address:
Contact email:
Contact phone:
Contact cellphone:
Contact fax:

Name of the person filing this form:

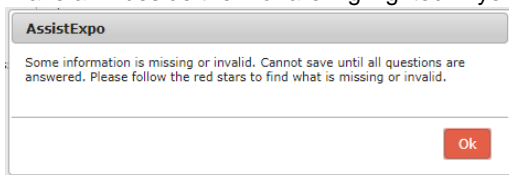
Your Name: Jane Doe

Save these answers

Do not save these modifications

Troubleshooting:

- 1) If you click on **“Save these answers”** button and you get an error message, check the information in the fields that have an * beside them or are highlighted in yellow. The system has an issue with the information that was entered.



- 2) If you are logging back into AssistExpo after having completed creating your fair – you have to click on the **“Save these Answers”** button on the bottom of the 2nd screen to move to the next screen with the Fair Contact information. If you click on the **“Do not save these modifications”** button, it will take you back to the original screen.

Screen 7

You have successfully entered your Fair/Ag Society information.

Your online registrations with AssistExpo

You currently have 1 fair in your account.

Ontario Association of Agricultural Societies - 2018 Fairs and Exhibitions Directory

1911 Foxboro-Stirling Rd., Stirling, ON, K0K 3E0
Telephone: 613-395-2465

oaasofficemanager@gmail.com <http://ontarioagsocieties.com/>

[View the specific instructions for 2018 Fairs and Exhibitions Directory.](#)

The registration period for this event ends on: 2018-02-28.

Contact information:

Anytown Agricultural Society

Anytown Fair

[Modify Fair Contact Info](#)

146 Main Street Box 9, Anytown, ON, Z9X 9Z1, ON4212683

Membership to Ontario Association of Agricultural Societies: Affiliate Member, \$40000 to \$49999 at gates, OAAAS District 3.

Fair dates: 2018-07-05 to 2018-07-08, July 5 4pm to 11pm.

Fairgrounds address: 146 Foxboro Street, Anytown, ON

Fairgrounds GPS coordinates: 44.2858305, -77.53360099999998

Fair information:

Friday night - Monster Demo Derby; Sunday - Tractor Pull 4-H Dairy, Beef, Sheep, Goat and Pig Shows. School and Homecraft Displays, Children's Entertainment Large Midway, Light Horse Show; Draft Horse Show; 2 buildings of exhibits. Live entertainment

Contact 1:

Jane Doe, Fair Secretary
146 Foxboro Street, Box 9 Anytown, ON Z9X 9Z1
146 Foxboro Street, Box 9 Anytown, ON Z9X 9Z1
anytownfair@mail.ca
613-000-9999

Contact 2:

Jack Frost, Fair President
146 Foxboro Street, Box 9 Anytown, ON Z9X 9Z1
146 Foxboro Street, Box 9 Anytown, ON Z9X 9Z1
anytownfair_president@mail.ca
613-000-9999

Last update:

Jane Doe, 2018-01-24 @ 12:53

Logging into Assist Expo if you already have an account

Screen 1

- Input your email address, password and select the “**Start Session**” button.

Note: depending on your system the email address and/or password may be prefilled.

AssistExpo

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To use the online registrations system, you need to enter your email address and your password and click *Start session*. To do that you need an account; if you don't have one, enter your email address and click *Create an account*. If you forgot your password, enter your email address and click *I forgot my password*.

Your session has ended.
You can close your web browser or enter your password again to continue.

The registration period for this event ends on: 2018-02-28.

Email address: anytownfair@mail.ca

Password:

Start session I forgot my password Create an account

Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
613-395-2465
oasofficemanager@gmail.com
http://ontarioagsocieties.com/

Screen 2

- Select the “**Modify Fair Contact Info**” button to update the Fair name, mailing address, email, phone number, website, Facebook information.
- Select the “**Modify Fair Dates, Location and/or Contact info**” button to modify Fair location, dates, Event and activities or Contact Information.

AssistExpo

Ontario Association of Agricultural Societies
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Telephone: 613-395-2465
oasofficemanager@gmail.com http://ontarioagsocieties.com/
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Anytown Agricultural Society Anytown Fair

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Contact 1:
Jane Doe, Fair Secretary
146 Foxboro Street, Box 9 Anytown, ON Z9X 9Z1
anytownfair@mail.ca
613-000-9999

Contact 2:
Jack Frost, Fair President
146 Foxboro Street, Box 9 Anytown, ON Z9X 9Z1
anytownfair_president@mail.ca
613-000-9999

Last update:
Jane, 2018-01-24 @ 22:15

Reminder: After updating the screens with the required changes, go to the bottom on the screen and click on the appropriate button to save the changes.