

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, please read the instructions below. They are a step-by-step process to complete the form.

Note: If you have any questions or need more details on completing any of the fields in the form, please go to the www.ontarioagsocieties.com website and the “**Member Services**” tab and select the “**AssistExpo Directory Detailed Instructions for Primary Fair Contact**” document.

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 submitted 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

Screen 4

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

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.

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.

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.

Troubleshooting:

- 1) If you click on “**Save these answers**” button and you get an error message “*Some information is missing or invalid. Cannot save until all questions are answered*”, 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

If you get the “Summary” screen, you have successfully entered your Fair/Ag Society information.

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.

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.

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.