

AssistExpo - 2019 Fairs and Exhibitions Directory Instructions



New Account

The use of AssistExpo last year simplified the process for collecting Fair Information for the “**Ontario Fairs and Exhibitions Directory**”, the OAAS www.ontariofairs.com website and other documents as well as helping to ensure that the information was accurate, and that no information was missed.

If you have any questions on completing any of the fields, please read the instructions below. They are a step-by-step process to complete or update 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. The information on the system as of February 28 will be part of the printed “**Ontario Fairs and Exhibitions Directory**” that is distributed across Ontario. Any changes after that date **will only be input on the Ontario Fairs website**.

IMPORTANT: Please go to the www.ontariofairs.com website and click on your Fair website and Facebook links and ensure that they work. We had several fairs that had incorrect links last year i.e. typing errors.

REMINDER – AssistExpo allows the Agricultural Society Contact to log 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.

CHANGES for 2019

1. We have added a new field for “**Directory - Fair Information**” – which is limited to 50 words. It is a snapshot of your Fair’s highlights. The information in this field will be included in the printed “**OAAS Fairs and Exhibitions Directory**”. We have had to limit the amount of information per Agricultural Society in the printed Directory because the Directory had too many pages last year.

IMPORTANT – please add information to this new field.

The original “**Fair Information**” field has been renamed to “**Website - Fair Information**” and this information will be included under your Agricultural Society’s section on the OAAS www.ontariofairs.com website. The information from last year will be carried over – please update this field as needed.

2. Contact Information:

Please **do not include anyone’s personal contact information** – (i.e. email address, phone number or mailing address) on the following fields **without their written consent that it can be made public**.

a) Fair Contact Info screen: All information (including mailing address, email address and phone numbers) is pulled by the AssistExpo Program **to be included** in the printed “**OAAS Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS www.ontariofairs.com website.

b) Contact 1 information: The Name and Contact information included under “**Contact 1**” fields is pulled by the AssistExpo Program **to be included** in the printed “**OAAS Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS www.ontariofairs.com website.

IMPORTANT: See Section 7i) pages 6 and 7 for information on how to fill out Contact 1 fields information correctly.

NOTE: Contact 2 & 3 Information is for OAAS internal information only – it will not be included in the printed “Ontario Fairs and Exhibitions Directory” or on the OAAS www.ontariofairs.com website or shared with the public.

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

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

A) To create a new AssistExpo account

Screen 1

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

NOTE: If you don't have access to the email address that was used previously by your Agricultural Society, you must create a new account.

- 1) Input your email address. We strongly suggest that 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) rather than someone's personal email address.
- 2) Click on the "Create an account" button

AssistExpo

OAAAS

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*.

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

Email address:

Password:

OAAAS

Ontario Association of Agricultural Societies

2018 Fairs and Exhibitions Directory

613-395-2465
oasofficemanager@gmail.com
<http://ontarioagsocieties.com/>

Screen 2

- 3) Input a password and click the "Create the account" button

AssistExpo

OAAAS

Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
Online Entries

Help

Create new account

Please enter your password below. It is not possible to modify your email address, you need to create a new account.

By using AssistExpo, you accept that the information you enter will be shared with the show or fair for which you make entries. For more information, please read our privacy policy.

Email address:

Password:

Again:

Screen 3

4) Re-enter your password and your password (if they are not pre-filled) and click the “**Start Session**” button

Screen 4

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


Screen 5

6) Please fill in all applicable fields.

- a) **Name of Society and Fair:** - please fill in both fields as these names are very different in some cases.
- b) **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).
- c) **Fair’s Mailing address:** Please input the full mailing address for the Fair including Postal Code
- d) **Fair’s phone number:** If the Fair has a phone number input it. If it doesn’t, input the phone number for Contact 1.
- e) **Fair’s Fax number:** if no Fax – leave field blank
- f) **Cell phone:** - if no Cellphone – leave field blank
- g) **Web site:** - if no Website – leave field blank,
- h) **Facebook:** - if no Facebook page - leave field blank.

Fair Contact Info screen: All information (including mailing address, email address and phone numbers) is pulled by the AssistExpo Program **to be included** in the printed “**OAAS Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS www.ontariofairs.com website.

IMPORTANT: Please double-check this information – we had some incorrect website links last year i.e. **.com** instead of **.ca** Once you have input the information, click the “**Create this new fair**” button.

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

Help | My Profile | Close

Information about the Fair
Please enter all the requested information below.

Name of Society: Anytown Agricultural Society
Name of the Fair: Anytown Fair
Fair's email address: anytownfair@mail.ca
Fair's mailing address: 146 Main Street Box 9
City: Anytown **Province:** ON - Ontario
Postal code: Z9X 9Z1
Fair's phone number: 613-000-9999 **Cellphone:** 613-999-0000
Fair's fax number: 613-000-9998
Web site: anytownfair.ca
Facebook: Anytown Fair
Other information: Twitter account @anytownfair

Screen 6

7) Please fill in applicable fields

- a) **Please select your membership category:** – enter if you know what it is – this is not a mandatory field
- b) **District:** - mandatory field

Fairground Information:

- c) **Premises ID:** – please input this number – if you don't know it, click on the provided link to find the number.
- d) **Fairground civic address:** - actual physical location of the fairgrounds.
- e) 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).

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

- f) **Fair Dates:** Select the starting and ending dates. If your fair has a partial day – input the details in the “**Description**” field. **NOTE: this field must be updated every year.**

Ontario Association of Agricultural Societies - 2019 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 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)

- g) **NEW FIELD** "Directory - Fair Information" field - add your Fair highlights – Maximum of 50 words
- h) "Website - Fair Information" field (formerly "Fair Information" field) - update and/or verify your Fair events and activities information

g)

Directory - Fair information:

Description of the fair for printed version of the directory, theme, activities, special events, special features... (about 50 words):

Welcome to our 150th Fair!! Friday Night - Monster Demo Derby; Saturday - Tractor Pull; Sunday Light and Heavy Horse Pull 4-H Dairy, Beef, Sheep and Pig Achievement Program; School and Homecraft Displays; Children's Entertainment; Large Midway; Live Entertainment

h)

Website - Fair information:

Description of the fair for the website version of the directory, theme, activities, special events, special features... (about 150 words):

Welcome to our 150th Fair!! Friday Night - Monster Demo Derby - starts at 6pm; Saturday - Tractor Pull - starts at 10am; Sunday - Light and Heavy Horse Pull - starts at 10am 4-H Dairy, Beef, Sheep, and Pig Achievement Program starts Saturday at 9am at 4-H Building; See our School and Homecraft Displays - 2 large buildings; Children's Entertainment - new this year Bobby the Clown; Large Midway with over 40 rides and inflatables; Live Entertainment each night on the Grandstand. Friday - featuring our local Talent Search show!; Saturday - Pine River Rangers; Sunday - Elvis Impersonators.

Contact Information - Ensure names, email addresses, mailing addresses or phone numbers are accurate. We can't send important information to your Agricultural Society if we don't have the correct Contact information.

- i) **Contact 1 information:** This must be the person that is the Primary Contact that receives OAAS emails and information from the OAAS Office Manager.

NOTE: The Name and Contact information included under “**Contact 1**” fields is pulled by the AssistExpo Program **and will be included** in the printed “**OAAS Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS www.ontariofairs.com website.

Contact 1:

- **Contact mailing address:** Mailing address that the OAAS Office Manager would send any printed material to.
- **Contact email:** Email address that the Fair/Ag Society corresponds with the OAAS Office Manager - normally the Fair's email address (i.e. anytownfair@mail.ca or anytownfair_secretary@mail.ca)
- **Contact phone:** If the Fair phone number is only available during the time of the fair – then input that information under the “**Directory Fair Information**” and “**Website – Fair Information**” field rather than in this field (i.e. Fair phone: number 123-444-9999 – only on Fair days).

i)

Contact 1:

IMPORTANT: Contact 1 information below will be included in our printed OAAS Directory and posted on the OAAS website. Please don't include personal email addresses or mailing addresses without the consent of the person involved.

Contact Position: Fair Secretary

Contact First Name: Jane

Contact Last Name: Doe

Contact Mailing address: 146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

Contact email: anytownfair_secretary@mail.ca

Contact phone: 613-000-1234

Contact cellphone:

Contact fax:

i)

Contact 2:

Contact 2 information provided below is for OAAS internal use only; it will not be shared in the OAAS Directory or on the OAAS website.

Contact Position: Fair President

Contact First Name: Jack

Contact Last Name: Frost

Contact Mailing address: 146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

Contact email: anytownfair_president@mail.ca

Contact phone: 613-000-2222

Contact cellphone:

Contact fax:

i)

Contact 3:

Contact 3 information provided below is for OAAS internal use only; it will not be shared in the OAAS Directory or on the OAAS website.

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

IMPORTANT: Do not include the Primary Contact's (i.e. Secretary, etc.) personal Contact Information (i.e. email address, phone number or mailing address) in the Contact 1 fields unless you have their written permission that it can be made public.

The Contact 1 fields are mandatory, so you cannot leave them empty. Please input the following generic information for the fields that Contact 1 (your Primary Contact) uses their personal Contact information because your Fair **does not have** their own specific email address(es), mailing address(es) and/or phone numbers. (i.e. – if your Fair has an email address but the Primary Contact uses their personal mailing address and telephone number – use your Fair email and put in the generic info for the other two fields.)

- Contact mailing address: **xxx**
- Contact email address: **xxx@xxx.ca**
- Contact phone: **999-999-9999**

IMPORTANT: If Contact 1 has input generic information in any of the above 3 fields because they use their personal email address, mailing address or phone number) to correspond with the OAAS Office Manager – **they must also be listed as Contact 2** – and list all their contact information so that the OAAS Office Manager will have their contact information.

Contact 1:

IMPORTANT: Contact 1 information below will be included in our printed OAAS Directory and posted on the OAAS website. Please don't include personal email addresses or mailing addresses without the consent of the person involved.

Contact Position: Fair Secretary

Contact First Name: Jane

Contact Last Name: Doe

Contact Mailing address: Xxx

Contact email: xxx@xxx.ca

Contact phone: 999-999-9999

Contact cellphone:

Contact fax:

Generic information added rather than Jane Doe's personal Contact information.

Contact 2:

Contact 2 information provided below is for OAAS internal use only; it will not be shared in the OAAS Directory or on the OAAS website.

Contact Position: Fair Secretary

Contact First Name: Jane

Contact Last Name: Doe

Contact Mailing address: 99 Donald Rd, Box 1 Anytime, ON Z9X 9Z1, Canada

Contact email: jdoe@mail.ca

Contact phone: 613-000-9871

Contact cellphone:

Contact fax:

Jane Doe's personal Contact Information - used for correspondence with OAAS Office Manager

Contact 3:

Contact 3 information provided below is for OAAS internal use only; it will not be shared in the OAAS Directory or on the OAAS website.

Contact Position: Fair President

Contact First Name: Jack

Contact Last Name: Frost

Contact Mailing address: 146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

Contact email: anytownfair_president@mail.ca

Contact phone: 613-000-2222

Contact cellphone:

Contact fax:

Name of the person filing this form:

Your Name: Jane Doe

Save these answers Do not save these modifications

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: **Contact 2 & 3 Information is for OAAS internal information only – it will not be included** in the printed "Ontario Fairs and Exhibitions Directory" or on the OAAS www.ontariofairs.com website or shared with the public.

- 8) Click on the “**Save these answers**” button at the bottom of the page. Please check the information on the page that comes up to make sure it is correct.

Screen 7

If you have completed all the fields successfully, this screen will appear.

The screenshot shows the AssistExpo interface. At the top, there are logos for AssistExpo and OAAS, and the text "Ontario Association of Agricultural Societies 2019 Fairs and Exhibitions Directory Online Registrations". Below this is a navigation bar with "Summary | Add a fair" and "Help | My Profile | Close". The main content area is titled "Your online registrations with AssistExpo" and states "You currently have 1 fair in your account." The registration details for the "Ontario Association of Agricultural Societies - 2019 Fairs and Exhibitions Directory" are listed, including the address (1911 Foxboro-Stirling Rd., Stirling, ON, K0K 3E0), telephone (613-395-2465), email (officemanager@oasfairs.com), and website (http://ontarioagsocieties.com/). A link to "View the instructions for 2019 Fairs and Exhibitions Directory." is provided. The registration period ends on 2019-01-25. Below this, it says "All your delegates are with this fair:" and lists "Anytown Fair" with a "Modify Fair Contact Info" link. Contact information for Jane Doe, Fair Secretary, is provided, including her name, society name, address (146 Foxboro Street, Box 9, Anytown, ON, Z9Z 9Z1), phone (613-000-9999), and email (anytownfair@mail.ca). Additional information provided includes membership to the Ontario Association of Agricultural Societies (Affiliation Member, \$40000 to \$49999 at gates, OAAS District 3), fair dates (2019-07-05 to 2019-07-07, July 5 - 4pm to 11pm), and fairgrounds address (146 Foxboro Rd, Anytown, ON Z9X 9Z1, Canada). Fairgrounds GPS coordinates are 44.2857175, -77.5323196. Directory - Fair information includes "Welcome to our 150th Fair!! Friday Night - Monster Demo Derby; Saturday - Tractor Pull; Sunday Light and Heavy Horse Pull 4-H Dairy, Beef, Sheep and Pig Achievement Program; School and Homecraft Displays; Children's Entertainment; Large Midway; Live Entertainment". Website - Fair information includes "Welcome to our 150th Fair!! Friday Night - Monster Demo Derby - starts at 6pm; Saturday - Tractor Pull - starts at 10am; Sunday - Light and Heavy Horse Pull - starts at 10am 4-H Dairy, Beef, Sheep, and Pig Achievement Program starts Saturday at 9am at 4-H Building; See our School and Homecraft Displays - 2 large buildings; Children's Entertainment - new this year Bobby the Clown; Large Midway with over 40 rides and inflatables; Live Entertainment each night on the Grandstand. Friday - featuring our local Talent Search show!; Saturday - Pine River Rangers; Sunday - Elvis Impersonators." Contact 1: Jane Doe, Fair Secretary, 146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada, anytownfair_secretary@mail.ca, 613-000-1234. Contact 2: Jack Frost, Fair President, 146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada, anytownfair_president@mail.ca, 613-000-2222. Last update: Jane Doe, 2019-01-05 @ 12:52. At the bottom, there is a "Confirmation email" section with a message: "Please click 'Submit' button to send a copy of this form to your email address and to the OAAS. Thank you for doing your entries online with AssistExpo." and two buttons: "Submit" and "Print".

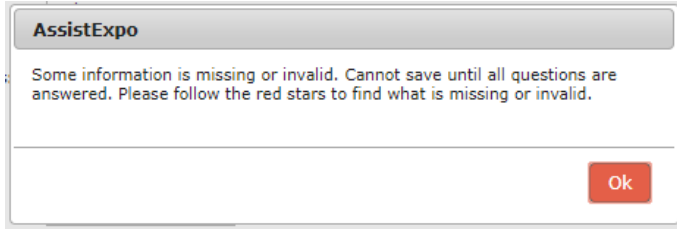
IMPORTANT – If the above screen information is correct and reflects changes you made, click the “**Submit**” button to submit your information.

If you wish to print a copy of this report, click the “**Print**” button on the right corner.

Troubleshooting:

NOTE: If your fair currently uses the AssistExpo program for your fair exhibits or prize money – it uses a different username and password than this module.

- 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.



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

Name of the person filing this form:

Your Name: