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](mailto:anytownfair@mail.ca)) or the email address for your Secretary or Manager address ([anytownfair_secretary@mail.ca](mailto:anytownfair_secretary@mail.ca)) rather than someone’s personal email address.

2) Click on the “Create an account” button

![Screen 1 Image]

Screen 2

3) Input a password and click the “Create the account” button

![Screen 2 Image]
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](http://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.

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**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 co-ordinates 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, 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: Affiliation Member; $40000 to $49999 at gates

District: OAAS District 3

Fairgrounds Information:

Premises ID: ON4212345 (List of OAAS Premises ID available online: [click here])

Fairgrounds civic address: 146 Foxboro Rd, Anytown, ON KOK 360, Canada

Fairgrounds GPS:

Enter the Fairgrounds 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: 2019-07-05
End date: 2019-07-07

Description: July 5 - 4pm to 11pm (Information regarding Partial days)

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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

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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

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).

**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 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.

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.