Updating Fair Information

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 3d) pages 5 and 6 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) Instructions

Logging into Assist Expo

Screen 1
- Input your email address and password and select the "Start Session" button.

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

IMPORTANT: If you have forgotten your password – click on the "I forgot my password" button - and an email with your password will be sent to the email address.

NOTE: If the email does not show up in the Inbox in a reasonable amount of time – please check your Junk and Spam folders.

IMPORTANT: If the email address you used last year to create your AssistExpo account is no longer available – you will have to create a new account. See Instructions at the end of this document to create a new account.
Prior to proceeding to the next screen:

- Please check your Agricultural Society's entry in the printed “OAAS Fairs and Exhibitions Directory” and review your information to determine what needs to be updated.
- Please go to the www.ontariofairs.ca/fairs website and check to ensure your information is correct. Click on your fair website and Facebook links and ensure that they work. We found several fairs with incorrect links last year i.e .ca instead of .com

Screen 2

1. Select the “Modify Fair Contact Info” button to bring up the following screen to verify and/or update your Fair information - name, mailing address, email, phone number, website link, Facebook information or other social media account information.

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.

Once you have made required changes, click on the “Save changes” button.
2. Select the “Modify Fair Dates, Location and/or Contact info” button to verify and/or update Fair location, dates, events and activities or Contact Information. NOTE: Clicking on the “Save Changes” button on the above screen also brings you to this screen.

a) **IMPORTANT**: You must update the Fair date information every year!

![Image of Fair Entry Information]

- **Directory - Fair Information** field - add your Fair highlights – Maximum of 50 words
- **Website - Fair Information** field (formerly “Fair Information” field) - update and/or verify your Fair events and activities information.
d) Verify the Contact Information – have any names, email addresses, mailing addresses or phone numbers changed? We can’t send important information to your Agricultural Society if we don’t have the correct Contact information.

**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.

**IMPORTANT:** Do not include the Primary Contact’s (i.e. Secretary) 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. Those fields are mandatory, so you cannot leave them empty.

Please input the following generic information in any of 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), and/or 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.

**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](http://www.ontariofairs.com) website or shared with the public.

3. Click on the **Save these answers** button – the following page will come up.

Please check the information to make sure it is correct.
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.

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.