

AssistExpo - 2021 Fairs and Exhibitions Directory:

Instructions for updating a Current Account

The use of AssistExpo has simplified the process for collecting Fair Information for the “**Ontario Agricultural Fairs and Exhibitions Directory**”, the OAAS www.ontariofairs.com website.

IMPORTANT – please ensure all applicable fields **are filled out accurately**. The information on these forms will be used to create the printed and digital “**Ontario Agricultural Fairs and Exhibitions Directory**” and update the Ontario Fairs website and Agricultural Society Contact lists for OAAS Manager. The information on the system as of February 28 will be part of the printed “**Ontario Agricultural 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 OAAS Manager will be notified of the change.

CHANGES for 2021

The AssistExpo application has been updated to require the following:

- It is now mandatory for each Agricultural Society to provide the name and contact information for three (3) contact people.

IMPORTANT: ‘Contact 1’ section has been renamed to ‘Primary Contact’ and is divided into 2 sections.

- The Primary Contact should be the person that corresponds with the OAAS Manager (i.e. Secretary or Secretary-Treasurer).
- If the Primary Contact’s roles do not include Treasurer, then it is strongly suggested that the Treasurer is listed as Contact 2 or 3. The other contact could be the President, Director, or another member of the Ag Society Board.
- Contact 2 & 3 - Each contact **MUST** have a unique email address and phone number i.e. the email address and phone number for Contact 2 and Contact 3 must be different from each other and different from Primary Contact. (i.e. the generic Agricultural Society email address and/or phone number **CAN NOT** be input for each 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.
- Effective immediately, all correspondence from the OAAS Manager will be sent to all 3 Contacts. This change is being implemented to ensure that the appropriate people are receiving important and time-critical information (i.e. membership fees renewal).

TIP – any field with a * at the end is a mandatory field and must be completed.

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

AssistExpo

Ontario Association of Agricultural Societies
2021 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: 2021-03-31.

Email address: anytownfair@mail.ca

Password:

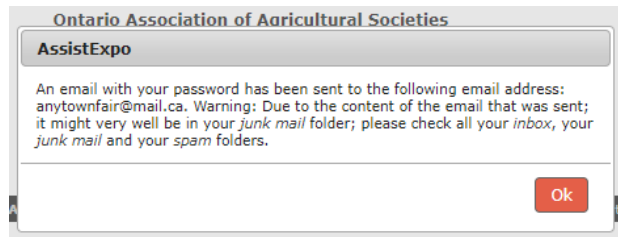
Start session I forgot my password Create an account

Ontario Association of Agricultural Societies
2021 Fairs and Exhibitions Directory
613-395-2465
manager@oaasfairs.com
http://ontarioagsocieties.com/

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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.

[Click here](#) for instructions to create a new account.

❖ Screen 2

1. Select the “**Modify Fair Contact Info**” button to bring up the next 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.



Ontario Association of Agricultural Societies
2021 Fairs and Exhibitions Directory
Online Registrations

Summary | **Add a fair** | Help | My Profile | Close

Your online registrations with AssistExpo

You currently have 1 fair in your account.

Ontario Association of Agricultural Societies - 2021 Fairs and Exhibitions Directory
1911 Foxboro-Stirling Rd., Stirling, ON, K0K 3E0
Telephone: 613-395-2465
manager@oasfairs.com <http://ontarioagsocieties.com/>

View the instructions for 2021 Fairs and Exhibitions Directory.

The registration period for this event ends on: 2021-03-31.

Contact information:

Anytown Agricultural Society Anytown Fair **Modify Fair Contact Info** Delete fair

Modify Fair Dates, Location and/or Contact Info

146 Foxboro Street, Box 9,, Anytown, ON, Z9Z 9Z1
www.anytownfair.ca, <https://www.facebook.com/anytownfair>

Modify Fair Dates, Location and/or Contact Info

❖ Fair Contact Info screen:



Ontario Association of Agricultural Societies
2021 Fairs and Exhibitions Directory
Online Registrations

Help | My Profile | Close

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 Foxboro Street, Box 9,"/>		
City:	<input type="text" value="Anytown"/>	Province:	<input type="text" value="ON - Ontario"/>
Postal code:	<input type="text" value="Z9Z 9Z1"/>		
Fair's phone number	<input type="text" value="613-000-9999"/>	Cellphone:	<input type="text"/>
Fair's fax number	<input type="text" value="613-000-9998"/>		
Web site:	<input type="text" value="www.anytownfair.ca"/>		
Facebook:	<input type="text" value="https://www.facebook.com/anytowr"/>	Instagram:	<input type="text"/>
Other information:	<input type="text"/>		

IMPORTANT: The information on this page 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.

Save changes **Cancel changes**

Please input your Agricultural Society email address, mailing address, phone /fax in the ‘**Fair**’ info fields. All information (including mailing address, email address and phone numbers) is pulled by the AssistExpo Program **to be included** in the printed “**Ontario Agricultural Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS www.ontariofairs.com website.

IMPORTANT: If your Agricultural Society does not have their own email/ mailing address or phone number - **do not include the Primary Contact's personal Contact Information** (i.e. email address, phone number or mailing address) **in the Fair information 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 if 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**

NOTE: Once you have made required changes, click on the **“Save changes”** button.

TIP: You want to ensure that your visitors can access your website and Facebook page - **please double-check your website and Facebook links and make sure they are correct**– a significant number have been incorrect i.e. **.com** instead of **.ca** or spelling errors

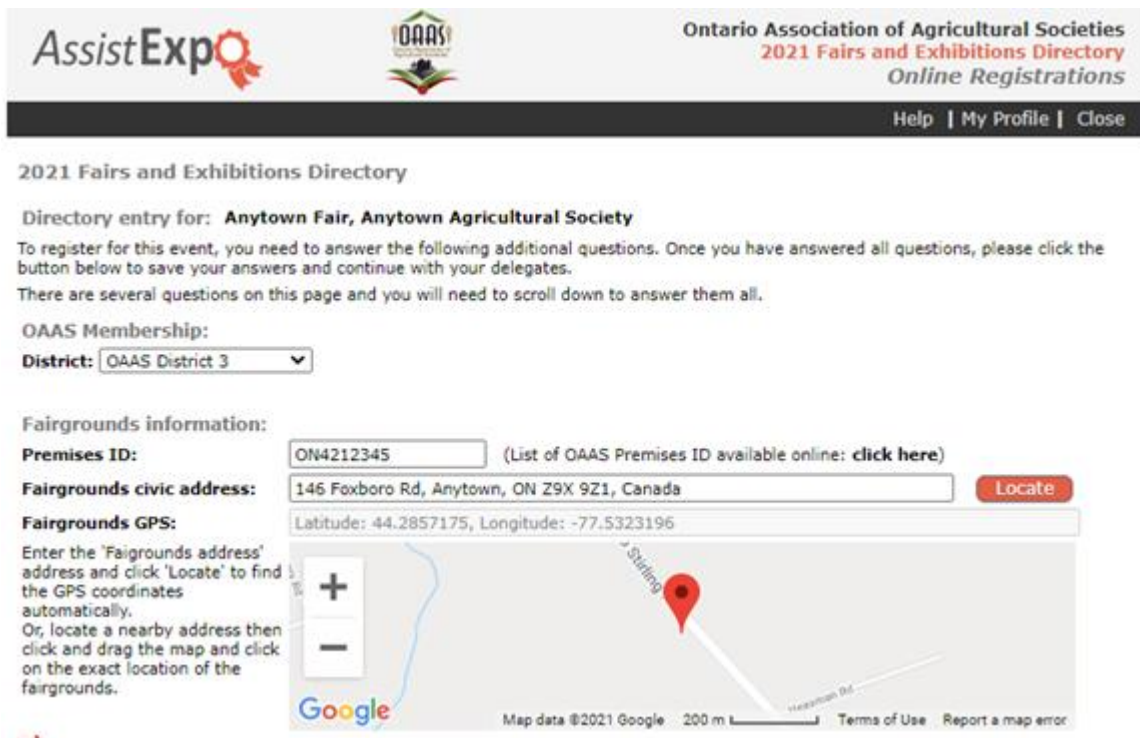
2. Select the **“Modify Fair Dates, Location and/or Contact info”** button to verify and/or update Fair location, dates, events and activities or Contact Information.

NOTE: Clicking on the **“Save Changes”** button on the above screen also brings you to this screen.

❖ **Fair Dates and Location section**

IMPORTANT – Fairgrounds civic address – ensure that this is the actual physical address of your fairgrounds. When visitors input this address into Google Maps or their GPS, you want to ensure that it will lead them to your fairgrounds.

TIP - input your address into Google Maps and/or GPS to ensure that it shows up correctly!



- a) **IMPORTANT: You must update the Fair date information every year** - ensure the year as well as the days/months is updated.

a)

Fair dates:
 Start date: 2021-07-02
 End date: 2021-07-04
 Description: July 2 - 4pm to 11pm (Information regarding Partial days)

❖ **Fair Information for Directory and Website section**

- b) “**Directory - Fair Information**” field - update your Fair highlights – Maximum of 50 words. Check your Agricultural Society’s information in last year’s Directory to determine what needs to be updated. Here’s the link to the Directory - [https://ontarioagsocieties.ca/images/2021/2020-Fairs-and-Exhibitions-Directory-Contact information draft with Fairs Service Members March 24.pdf](https://ontarioagsocieties.ca/images/2021/2020-Fairs-and-Exhibitions-Directory-Contact%20information%20draft%20with%20Fairs%20Service%20Members%20March%2024.pdf) The information in this field will appear in the “*Ontario Agricultural Fairs and Exhibitions Directory*”.
- c) “**Website - Fair Information**” field - update and/or verify your Fair events and activities information. Please go to the www.ontariofairs.com website and check to determine if any information needs to be updated and to ensure your information is correct. Click on your fair website and Facebook links on your page and ensure that they work. We found several fairs with incorrect links last year i.e .ca instead of .com or spelling errors. The information in this field will appear on your Agricultural Society’s page on the OAAS website

b) **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

c) **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 section**

- 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**’ section has been renamed to ‘**Primary Contact**’ and is divided into 2 sections **Primary Contact** must be the person that is the Contact that receives OAAS emails and information from the OAAS Manager. This would most often be the Secretary or Secretary-Treasurer.

➤ **Primary Contact – Section 1 fields**

- Input First and Last Name and Position – mandatory fields*

- Input their Agricultural Society email address, mailing address and phone number(s). The Name and Contact information included under “**Primary Contact – Section 1**” fields **will be included** in the printed and digital “**Ontario Agricultural Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS www.ontariofairs.com website.

IMPORTANT NOTE: If the “*Primary Contact*” uses their personal email or mailing address or phone number as their contact information for fair duties, it should be listed in Section 2. Only **include personal contact information** – (i.e. email address, phone number or mailing address) in Section 1 **if they have given their written consent that it can be made public.**

➤ **NEW!! Primary Contact - Section 2 fields**

- Input First and Last Name and Position – *mandatory fields**
- Input email address, phone number(s) – *mandatory fields** - this can be the same contact information listed in Section 1 or your personal contact information

If Primary Contact uses their personal own email, phone number, etc. for any or all of the contact information for fair duties – it must be included in Section 2.

IMPORTANT: The Contact information included under ‘Primary Contact – Section 2’ - is for OAAS internal information only – it will not be included in the printed or digital “*Ontario Agricultural Fairs and Exhibitions Directory*” or on the OAAS www.ontariofairs.com website or shared with the public. It will only be shared with the OAAS Manager and your Provincial Director.

NOTE: the email address and/or phone number for the Primary Contact that is entered in ‘**Primary Contact - Section 1**’ and ‘**Primary Contact - Section 2**’ can be the same.

Primary Contact - Section 1

IMPORTANT: All information listed in ‘*Section 1*’ **will be included** in the printed “*OAAS Fairs and Exhibitions Directory*” and under your Agriculture Society section on the OAAS www.ontariofairs.com website. **Do not include the Primary Contact’s personal Contact Information** (i.e. email address, phone number) **in the Section 1 fields unless you have their written permission** that it can be made public.

Contact Position:	<input type="text" value="Fair Secretary"/>
Contact First Name:	<input type="text" value="Jane"/>
Contact Last Name:	<input type="text" value="Doe"/>
Contact Mailing address:	<input type="text" value="146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada"/>
Contact email:	<input type="text" value="anytownfair_secretary@mail.ca"/>
Contact phone:	<input type="text" value="613-000-1234"/>
Contact cellphone:	<input type="text"/>
Contact fax:	<input type="text"/>

Primary Contact - Section 2 **NEW!!** Contact name in Section 2 **MUST** be the same person as listed in Section 1 above

IMPORTANT: 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:	<input type="text" value="Fair Secretary"/>
Contact First Name:	<input type="text" value="Jane"/>
Contact Last Name:	<input type="text" value="Doe"/>
Contact Mailing address:	<input type="text" value="146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada"/>
Contact email:	<input type="text" value="anytownfair_secretary@mail.ca"/>
Contact phone:	<input type="text" value="613-000-1234"/>
Contact cellphone:	<input type="text"/>
Contact fax:	<input type="text"/>

➤ **Contact 2 and Contact 3 fields**

NOTE: If there is a separate Treasurer – then they should be listed as Contact 2 or 3 so that we can ensure that they get the information regarding OAAS Membership fee information.

- Input First and Last Name and Position - *mandatory fields**
- Input email address, phone number(s) – *mandatory fields**

IMPORTANT: the email addresses and phone numbers must be unique to each Contact so you must input a different email address and phone number for each Contact.

NOTE: The Contact information included under “**Contact 2 and Contact 3**” fields below **is for OAAS internal information only – it will not be included** in the printed or digital “*Ontario Agricultural Fairs and Exhibitions Directory*” or under your Agricultural Society section on the OAAS www.ontariofairs.com website or shared with the public.

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:	<input type="text" value="Fair President"/>
Contact First Name:	<input type="text" value="Jack"/>
Contact Last Name:	<input type="text" value="Frost"/>
Contact Mailing address:	<input type="text" value="146 Iceberg Rd, Box 9 Anytown, ON T00 2C0, Canada"/>
Contact email:	<input type="text" value="jack.frost@brr.net"/>
Contact phone:	<input type="text" value="613-000-2222"/> NEW - Contact email and phone number must be unique - can not be the same as Contact 1 or Contact 3
Contact cellphone:	<input type="text" value="613-999-8765"/>
Contact fax:	<input type="text"/>

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:	<input type="text" value="Fair Treasurer"/>
Contact First Name:	<input type="text" value="John"/>
Contact Last Name:	<input type="text" value="Deere"/>
Contact Mailing address:	<input type="text" value="999 Tractor Lane, Thistown, ON Z9X 0X9"/>
Contact email:	<input type="text" value="john.deere@tractor.com"/>
Contact phone:	<input type="text" value="613-999-1234"/> NEW - Contact email and phone number must be unique - can not be the same as Contact 1 or Contact 2
Contact cellphone:	<input type="text"/>
Contact fax:	<input type="text"/>

3. Click on the “**Save these answers**” button – the following page will come up. Please check the information to make sure it is correct.

Your online registrations with AssistExpo

You currently have 1 fair in your account.

Ontario Association of Agricultural Societies - 2021 Fairs and Exhibitions Directory

1911 Foxboro-Stirling Rd., Stirling, ON, K0K 3E0

Telephone: 613-395-2465

manager@oasfairs.com <http://ontarioagsocieties.com/>

[View the instructions for 2021 Fairs and Exhibitions Directory.](#)

The registration period for this event ends on: 2021-03-31.

Contact information:**Anytown Fair**[Modify Fair Contact Info](#)

Contact person: Jane Doe

Name of Society: Anytown Agricultural Society

146 Foxboro Street, Box 9,, Anytown, ON, Z9Z 9Z1, 613-000-9999, anytownfair@mail.ca

www.anytownfair.ca, <https://www.facebook.com/anytownfair>

Additional information you have provided: [Modify this information](#) [Delete this membership](#)

OAAS Membership: OAAS District 3

Fair dates: 2021-03-05 to 2021-03-10, July 5 - 4pm to 11pm

Fairgrounds address: 146 Foxboro Rd, Anytown, ON Z9X 9Z1, Canada

Fairgrounds GPS coordinates: 44.2857175, -77.5323196

Directory - Fair information:

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:

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.

Primary Contact - Section 1:

Jane Doe, Fair Secretary

146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

anytownfair_secretary@mail.ca

613-000-1234

Primary Contact - Section 2:

Jane Doe, Fair Secretary

146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

anytownfair_secretary@mail.ca

613-000-1234, 613-123-9999

Contact 2:

Jack Frost, Fair President

146 Iceberg Rd, Box 19 Anytown, ON Z9X 9Z1, Canada

jack.frost@brr.net

613-000-2222

Contact 3:

Jonathon Deer, Fair Treasurer

999 Tractor Lane, Thistown, ON Z9X0X9

jonathon.deer@tractor.com

613-999-1234

Last update:

Bev Brennan, 2021-02-04 @ 12:21

Confirm and complete your registration

Please click 'Submit' button to submit your changes. A copy of this form will be sent to your email address and to the OAAS. Thank you for registering online with AssistExpo.

[Submit](#)[Print](#)

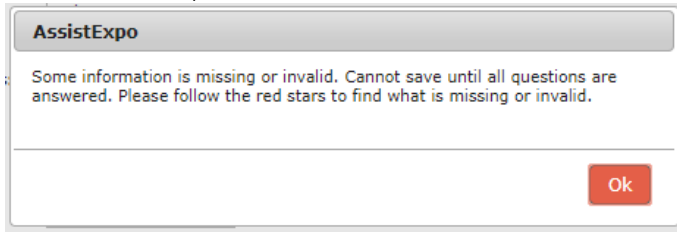
IMPORTANT – If the above screen information is correct and reflects changes you made, click the **“Submit”** button to submit your information.

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 (mandatory fields) 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: