



# AssistExpo - 2021 Fairs and Exhibitions Directory:

## Instructions for setting up a New 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](http://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](http://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](http://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 create your Fair Information for the Directory:

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

# To create a new AssistExpo account

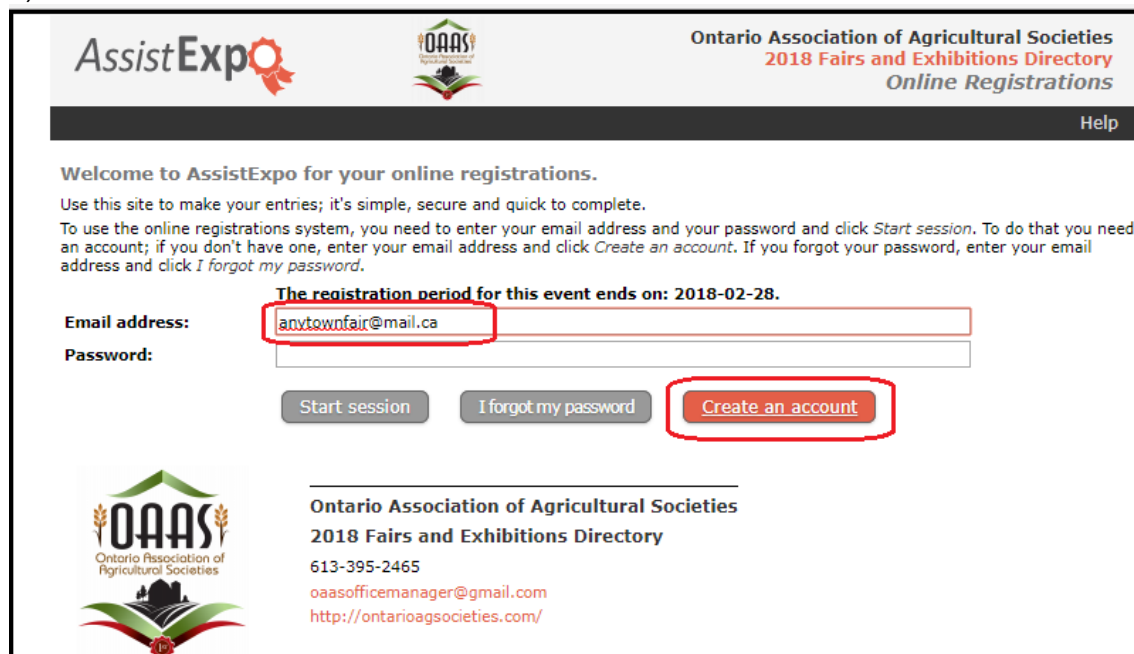
## ❖ Screen 1

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.

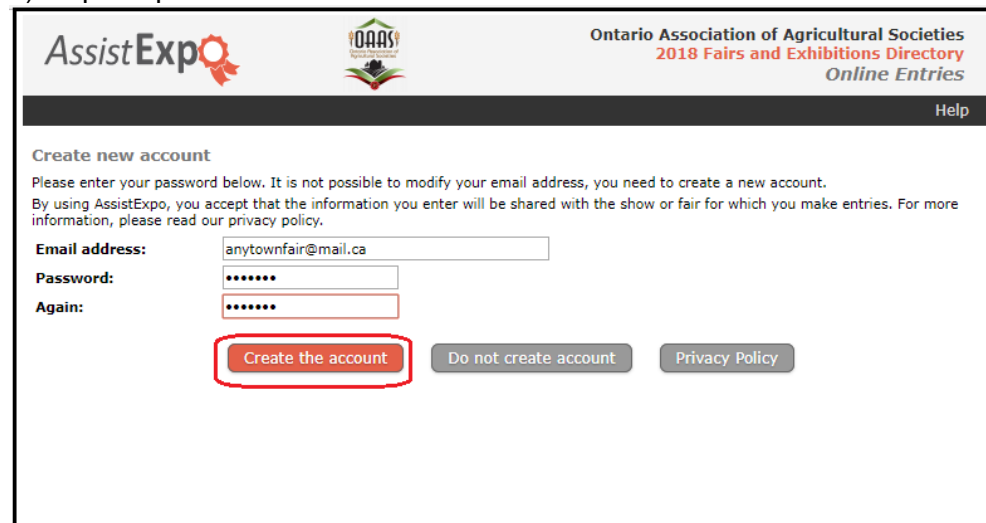
- 1) Input your email address. We **strongly suggest** that this should be an email that belongs to your Agricultural Society i.e. the generic email address for your fair ([anytownfair@mail.ca](mailto:anytownfair@mail.ca)) or the email address for your Secretary or Manager address ([anytownfair\\_secretary@mail.ca](mailto:anytownfair_secretary@mail.ca)) rather than someone's personal email address.  
IMPORTANT: Someone from your Agricultural Society will require access to the email address and password to log into AssistExpo at least once a year to update your Fair dates and other information.

- 2) Click on the "Create an account" button



## ❖ Screen 2

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



### ❖ Screen 3

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

AssistExpo

OAAAS  
Ontario Association of Agricultural Societies

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*.

**Your account has been created.**  
Please enter your password again and click *Start session* to start using the system.

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

Email address:

Password:

**Start session** I forgot my password Create an account

OAAAS  
Ontario Association of Agricultural Societies

Ontario Association of Agricultural Societies  
2018 Fairs and Exhibitions Directory  
613-395-2465  
oasofficemanager@gmail.com  
http://ontarioagsocieties.com/

### ❖ Screen 4

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

AssistExpo

OAAAS  
Ontario Association of Agricultural Societies

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

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

Your online registrations with AssistExpo

**You have not created a fair yet. You need to create one before you can enter registrations. Click Add a fair in the menu above to add a fair.**

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

If you want to be listed in the Fairs and Exhibitions Directory, you need to first create a fair and enter your contact information and event information.

**Add a fair and proceed further..**

### ❖ Fair Information screen

- 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 general email address (i.e. [anytownfair@mail.ca](mailto:anytownfair@mail.ca)), please enter it. If not, enter the Secretary or President's fair email address ( i.e. [anytownfair.secretary@mail.ca](mailto:anytownfair.secretary@mail.ca)).
- IMPORTANT:** If the Fair does not have any fair email addresses, input 'xxx@xxx.ca' for the email addresses as this is a mandatory field. Do not input anyone's personal contact information.
- c) **Fair's Mailing address:** Please input the full mailing address for the Fair including Postal Code
- IMPORTANT:** If the Fair does not have a mailing address, input 'xxx' as the mailing address as this is a mandatory field. Do not input anyone's personal contact information.
- d) **Fair's phone number:** Input the fair's phone number.
- IMPORTANT:** If the Fair does not have a phone number, input '999-999-9999' for the phone number as this is a mandatory field. Do not input anyone's personal contact information.
- 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 (mailing address, email address and phone numbers, etc.) is pulled to 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](http://www.ontariofairs.com) website.

**IMPORTANT:** Do not include anyone's (i.e. Secretary, etc.) 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

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

The screenshot shows a web form with the following fields and values:

- 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

Buttons at the bottom: **Create this new fair** (highlighted in red) and **Do not create a new fair** (greyed out).

❖ **Fair Dates and Location section**

7) Please fill in applicable fields

- a) **District:** - mandatory field\*


## Fairground Information:

- b) **Premises ID:** – please input this number – if you don't know it, click on the provided link to find the number.
- c) **Fairground civic address:** - ensure this is the 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).

**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.

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

When visitors input this address into Google Maps or their GPS, you want to ensure that it will lead them to your fairgrounds.

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

Help | My Profile | Close

### 2021 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 delegates.

There are several questions on this page and you will need to scroll down to answer them all.

OAAS Membership:  
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.

Map data ©2021 Google 200 m Terms of Use Report a map error

- d) **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.** Ensure the year as well as the days/months changes.

Fair dates:  
Start date:   
End date:   
Description:  (Information regarding Partial days)

- e) “**Directory - Fair Information**” field - input your Fair highlights – Maximum of 50 words. The information in this field will appear in the “*Ontario Agricultural Fairs and Exhibitions Directory*”.
- f) “**Website - Fair Information**” field - add your Fair events and activities information. Please go to the [www.ontariofairs.com](http://www.ontariofairs.com) website and check to determine if 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

#### Directory - Fair information:

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

**Bold** *Italic* Underline

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):

**Bold** *Italic* Underline

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

- g) 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](http://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](http://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](http://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:** 
  
**Contact First Name:** 
  
**Contact Last Name:** 
  
**Contact Mailing address:** 
  
**Contact email:** 
  
**Contact phone:** 
  
**Contact cellphone:** 
  
**Contact fax:**

**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:** 
  
**Contact First Name:** 
  
**Contact Last Name:** 
  
**Contact Mailing address:** 
  
**Contact email:** 
  
**Contact phone:** 
  
**Contact cellphone:** 
  
**Contact fax:**

➤ **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](http://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.

|                                 |   |  |
|---------------------------------|---|--|
| <b>Contact Position:</b>        | <input type="text" value="Fair President"/>                                     |  |
| <b>Contact First Name:</b>      | <input type="text" value="Jack"/>   |  |
| <b>Contact Last Name:</b>       | <input type="text" value="Frost"/>  |  |
| <b>Contact Mailing address:</b> | <input type="text" value="146 Iceberg Rd, Box 19 Anytown, ON Z9X 9Z1, Canada"/> |  |
| <b>Contact email:</b>           | <input type="text" value="jack.frost@brr.net"/>                                 |  |
| <b>Contact phone:</b>           | <input type="text" value="613-000-2222"/>                                       | <b>NEW - Contact email and phone number must be unique -<br/>can not be the same as Contact 1 or Contact 3</b> |
| <b>Contact cellphone:</b>       | <input type="text"/>  |  |
| <b>Contact fax:</b>             | <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.

|                                 |  |  |
|---------------------------------|--|--|
| <b>Contact Position:</b>        | <input type="text" value="Fair Treasurer"/>                        |  |
| <b>Contact First Name:</b>      | <input type="text" value="Jonathon"/>                              |  |
| <b>Contact Last Name:</b>       | <input type="text" value="Deer"/>                                  |  |
| <b>Contact Mailing address:</b> | <input type="text" value="999 Tractor Lane, Thistown, ON Z9X0X9"/> |  |
| <b>Contact email:</b>           | <input type="text" value="jonathon.deer@tractor.com"/>             |  |
| <b>Contact phone:</b>           | <input type="text" value="613-999-1234"/>                          | <b>NEW - Contact email and phone number must be unique -<br/>can not be the same as Contact 1 or Contact 2</b> |
| <b>Contact cellphone:</b>       | <input type="text"/>   |  |
| <b>Contact fax:</b>             | <input type="text"/>   |  |

8) 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](#)

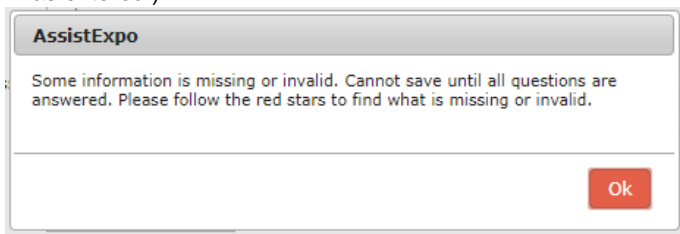
**IMPORTANT** – If the above screen information is correct and reflects changes you made, **click the “Submit” button to submit your information.**

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 field) 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 2<sup>nd</sup> 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:**