



# AssistExpo Judges' Module Instructions

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## Judges' Module Instructions

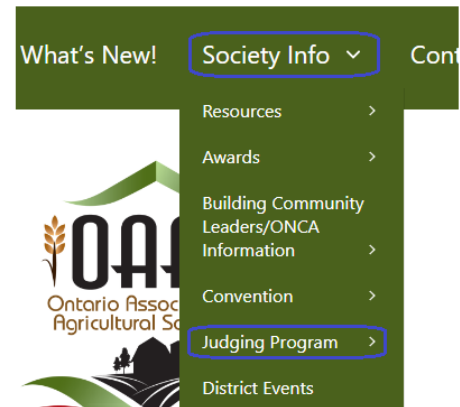
This Module will allow a Judge to log into AssistExpo and update the following information on their Judge's Profile:

- Name and Contact information
- Indicate if they are willing to Judge in Districts other than their Home District
- Register for Judging Schools in their Home or other districts
- Indicate if they are willing to accept Apprentices – Certified Judge
- Register their Judging Assignments - Certified Judge

Note: this module does not allow you to input or modify information related to Judging school dates, Categories or amend Apprentice/Certified status. If you have any concerns about missing or inaccurate information, please contact your District Judging Contact.

### A) To access the Judge's Module

1. Click on this link - <https://www.assistexpo.ca/oaas-judges>  
OR
2. Go to our website and click on "**Society Info**" tab at the top of the page and then click on "**Judging Program**" to open the home page.



- Once the "**Judging Program**" home page opens, select "[Click Here](#)" to bring up the login screen.

## Judging Program

For more information on our Judging program and resources available please explore through the [Society Info](#) menu or the links found below.

[Click Here](#) to update your AssistExpo judge's profile.

## B) Log into AssistExpo

If you already have an 'Exhibitor Account" with AssistExpo, go to step 2) Already have an Exhibitor Account with AssistExpo.

**Note:** this is a unique login for each individual for our Judging program. You must use a unique email address (not your ag society's address) to create the account

### 1. Create a New Account

- To create an account, enter your email address and press the "**Create an account**" button on the right.

- The next screen will open and prompt you to enter a password for the account; you will have to enter the password twice and then click the "**Create the account**" button.

**NOTE:** The password must have at least 7 characters and contain only letters and numbers. It is recommended that you use one that is different than what you use on your other accounts.

- Once you have created the account, you will be prompted to again enter the email address, the password and press "**Start session**" to start using the system. You will then be prompted to "**Create a Participant**" – see C) Participant Screen below for steps.

## 2. Already have an “Exhibitor account” with AssistExpo

- You can log in with using the email address and password for your Exhibitor account and then you will be prompted to **“Create this new participant”**
- If you already have an account but have forgotten your password, you can enter your email address and click on **“I forgot my password”** and AssistExpo will send you a temporary password by email;

NOTE: The temporary word will be valid for the next 24 hours only. You will be prompted to change it when you login with the temporary password. Once you have changed your password, you will be required to enter your new password and press **“Start session”** to start using the system.

## C) Participant screen – input, view or modify your information

The first time you log in to the Judge’s Module, you will be prompted to click on the **“Add participant”** button.

On subsequent logins, you will be taken to the **“Your online registrations with AssistExpo”** screen.

**NOTE:** If you have already have logged in and created your **“Participant”** - go to step **2) Logging in after your ‘Participant’ profile has been created** on Page 6.

### 1. First time logging in - “Creating a new Participant” screen

After clicking on the **“Add participant”** button, the following screen will open. Description and instructions for each field are below the screen print.

**1) Participant first name & Last name**

Input your first and last name or ensure it has been entered into the system correctly.

e.g. a) spelling – Tracey versus Tracy; b) spaces, SheriAnn versus Sheri Ann; c) short forms e.g. Sue versus Susan.

2) **Home Ag Society:** – please input your home Ag Society name.

– if you don't currently belong to an agricultural society – please leave this blank

3) **Email address:** Please input your email address. Verify that it is correct – doublecheck spelling, periods, .com versus .ca, etc.

**IMPORTANT:** We strongly recommend that you input an email address so that you will receive the emails that are sent out regarding upcoming Judging Schools and updates to the Judging Program.

4) **Mailing Address:** Input Street Address or Civic # or Box Office #

5) **City:**

6) **Postal Code:**

7) **Home District:** – this is the District where your residence is. If you split your time between two residences – your Home District should be the one where you spend the majority of the time in or where you attend the majority of your Judging Schools or judge at fairs.

8) **Telephone and Cellphone:**

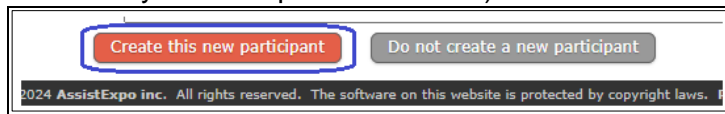
9) **Districts willing to judge in:** if you are willing to judge in Districts other than your home District (field 7), please input the District #s in this field, with a comma between the numbers.

Our new system allows a Judge to list multiple Districts in their profile that they are available or will travel to judge. If you have listed more than 1 District, you will show up in those other Districts on the Judges' List when someone does a query for that District.

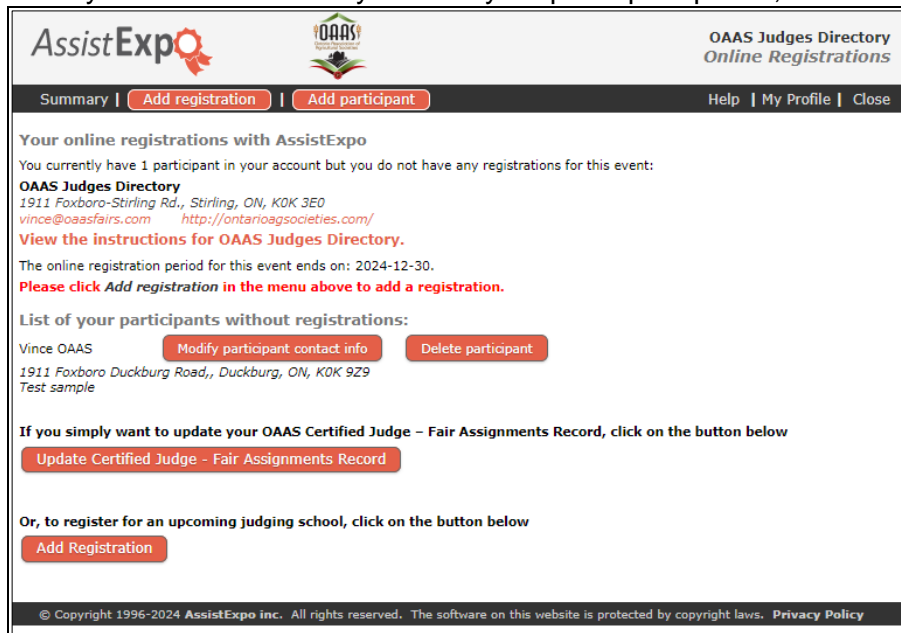
10) **Will accept apprentices:** Check this box, if you are an OAAS Certified Judge, and are willing to accept an apprentice during your fair judging assignments.

Click the **“Create this new participant”** button once you have filled in the above fields.

(If you don't want to create a new Participant – click on the **“Do not create a new participant”** button – it will return you to the previous screen)



Once you have successfully created your participant profile, the following screen will come up:



## 2. Logging in after your 'Participant' profile has been created

When you log in you will be presented with the "Your online registrations with AssistExpo" screen:

### D) The following actions can be completed on this screen

- Review or modify your name, contact information, and Districts willing to judge
- Certified Judges can input Judging Assignments Records
- Register for Judging Schools

Summary | **Add registration** | **Add participant** | Help | My Profile | Close

#### Your online registrations with AssistExpo

You currently have 1 participant in your account with 2 registrations for this event:

**OAAS Judges Directory**  
1911 Foxboro-Stirling Rd., Stirling, ON, K0K 3E0  
vince@oaasfairs.com <http://ontarioagsocieties.com/>  
**View the instructions for OAAS Judges Directory.**

The online registration period for this event ends on: 2024-12-30.

#### All your registrations are with this participant:

**Vince OAAS** **Modify participant contact info**  
1911 Foxboro Duckburg Road,, Duckburg, ON, K0K 9Z9, 613-999-9999, vince@oaasfairs.ca, District 3  
Test sample  
Districts willing to judge in: 1, 2  
Will accept apprentices: Yes  
**Judging Assignments Record:** **Modify this information**  
No Judging Assignments Record yet  
**Code of Conduct and Code of Ethics** **Modify this information**  
You signed the Code of Conduct and Code of Ethics (2024-08-13 @ 12:46).  
You also need to download and fill the Code of Conduct and Code of Ethics: [Click here to get the Code of Conduct and Code of Ethics.](#)  
Each judge or apprentice needs to download, print, sign and upload the Code of Conduct and Code of Ethics.  
You signed the Code of Conduct and Code of Ethics (2024-08-13 @ 12:46).  
You also need to download and fill the Code of Conduct and Code of Ethics: [Click here to get the Code of Conduct and Code of Ethics.](#)  
Each judge or apprentice needs to download, print, sign and upload the Code of Conduct and Code of Ethics.  
You did not provide any file as Code of Conduct and Code of Ethics. **Upload a file now**

#### Detailed list of your judging schools registrations:

**Vince OAAS**

##### District 3 Judging

**October 19th, 2024 Woodworking 12:30 pm to 4 pm**  
**Woodworking (12:30 PM - 4:00 PM)**

Registration fee: \$20 cash at the door.  
Morning refreshments provided. Please bring your own lunch (12-12:30).  
Register with Ann Babcock, District 3 Judging Contact, by October 11th, 2024:  
613-372-2974 or bababcock@hotmail.ca

Comment: Test Sample **Modify registration** **Delete registration**

**October 19th, 2024 Antiques & Collectibles 9 to 12 pm**  
**Antiques & Collectibles (9:30 AM-NOON)**

Registration fee: \$20 cash at the door.  
Morning refreshments provided. Please bring your own lunch (12-12:30).  
Register with Ann Babcock, District 3 Judging Contact, by October 11th, 2024:  
613-372-2974 or bababcock@hotmail.ca

Comment: TEST SAMPLE **Modify registration** **Delete registration**

**Add another registration...**



## 1. Review or modify your name, contact information, Districts willing to judge

Click on “**Modify participant’s contact info**” link to view and verify that your information is correct. It will bring up the following “*Changing a participant*” screen:

**IMPORTANT:** if you change any information, ensure that you click on the “**Save changes**” button at the bottom of the screen before leaving the screen.

### Changing a participant

A participant is a Certified or Apprentice Judge or a person that is not a judge that wishes to register for a Judging School. Please complete all of the fields below. The ones marked with an \* are mandatory and must be completed before the system will allow you to proceed.  
NEW OPTION: Judges now have the option of listing additional Districts that they are willing to travel to for judging assignments. Please list the District numbers, separated by a comma (do not include your Home District) in the “Districts willing to judge in” field.

Participant first name:	<input type="text" value="Vince"/>	Last name:	<input type="text" value="OAS"/>
Home Ag Society	<input type="text" value="Duckburg"/>		
Email address:	<input type="text" value="vince@oasfairs.ca"/>		
Mailing Address:	<input type="text" value="1911 Foxboro Duckburg Road,"/>		
City:	<input type="text" value="Duckburg"/>	Province:	<input type="text" value="ON - Ontario"/>
Postal code:	<input type="text" value="K0K 9Z9"/>	Home District:	<input type="text" value="District 3"/>
Telephone:	<input type="text" value="613-999-9999"/>	Cellphone:	<input type="text" value="613-999-0000"/>
Facebook:	<input type="text"/>	Instagram:	<input type="text"/>
Districts willing to judge in:	<input type="text" value="1, 2"/>		
Will accept apprentices:	<input checked="" type="checkbox"/>		
Other information:	<input type="text" value="Test sample"/>		

### 1) Participant first name & Last name

Please ensure that your first and last name has been entered into the system correctly and update if required. e.g. spelling – Tracey versus Tracy; spaces - SheriAnn versus Sheri Ann; short forms e.g. Sue versus Susan or Jim versus James.

**IMPORTANT** – please use exactly the same spelling to register for a Judging School as what is listed in your profile. e.g. If your profile says Sue use Sue and not Susan to register for the Judging School.

### 2) Home Ag Society:

3) **Email address:** Verify that your email address is correct – spelling, periods, .com versus .ca, etc.

**IMPORTANT:** If you do not have your email address listed, we strongly recommend that you input it so that you will receive the emails that are sent out regarding upcoming Judging Schools and updates to the Judging Program.

### 4) Mailing Address:

### 5) City:

### 6) Postal Code:

7) **Home District:** – this is the District where your residence is. If you split your time between two residences – your Home District should be the one where you spend the majority of the time in or where you attend the majority of your Judging Schools or judge at Fairs.

8) **Telephone and Cellphone** – verify the phone number(s) are correct

9) **Districts willing to judge in** – if you are willing to judge in Districts other than your home District (field 7), please input the District #s in this field

Our new system allows a Judge to list multiple Districts in their profile that they are available or will travel to judge. If you have listed more than 1 District, you will show up in those other Districts on the Judges' List when someone does a query for that District

10) **Will accept apprentices:** Check this box, if you are an OAAS Certified Judge, and are willing to accept an apprentice for your fair judging assignments.

## 2. Judging Assignments Records

To record completed Judging Assignments for Certified Judges, click on the **“Modify this information”** and it will bring up the following screen:

Registration information form for: OAAS Judges Directory

Judging Assignments Record for: Vince OAAS

**Certified Judge – Fair Assignments Record \***

Please record each Judging Assignment that you have completed at a Fair this year.  
**DO NOT** enter Judging Schools that you have attended.

\*     X

[Add another Judging Assignment](#)

- a) Input the date of the fair you judged
- b) Input the **Ag Society** name  
 NOTE – once you start to type in the Fair/Ag Society field, AssistExpo will open a dropdown list you can select from. You can also input a name by typing in the complete name, if they are not in the dropdown list.
- c) Input the **Category** i.e. Quilts, Vegetables, Canning, Sewing, Field Crops, Maple Syrup, Crafts, Needlecraft, etc.
- d) Input **Fair Representative and their title** i.e. Minnie Mousse - Homecraft director

To input a second assignment, click on the **“Add another Judging Assignment”** link. Once you have completed inputting your judging assignments, click on the **“Save Judging Assignments Record”**.

NOTE: if you don't input any information, click the **“Close”** button.

## 3. Code of Conduct and Code of Ethics form

**IMPORTANT:** If you have already signed a **‘Code of Conduct and Code of Ethics’** form at a Judging School, you don't need to go to this section unless you want to upload a signed copy of your form.

a) to add one, click on the **“Modify this information”** and it will bring up the following screen:

Registration information form for: OAAS Judges Directory

Code of Conduct and Code of Ethics for: Vince OAAS

Each judge or apprentice needs to download, print, sign and upload the Code of Conduct and Code of Ethics:

I agree with the Code of Conduct and Code of Ethics.

You also need to download and sign the Code of Conduct and Code of Ethics: [Click here to get the Code of Conduct and Code of Ethics](#)

Each judge or apprentice needs to download, print, sign and upload the Code of Conduct and Code of Ethics.

You may upload a copy of your signed Code of Conduct and Code of Ethics here; just click the button below and select the file;

You did not provide a Code of Conduct and Code of Ethics yet.  
To submit one, just click the button on the left.



- b) download a copy of the form by clicking on the ‘[Click here to get the Code of Conduct and Code of Ethics](#)’
- c) Complete the form and print a copy. Sign the form.
- d) Scan a copy and save as a .pdf or word  
NOTE: **Do not save** as a photo format e.g. .jpeg or .png, etc. as the system will not allow you to upload it.
- e) Click the “**Select file...**” button and navigate to the location on your computer you saved the file and select the file.
- f) Click the “**Save Code of Conduct and Code of Ethics**” form.

#### 4. Registering for Judging Schools

**IMPORTANT** – please use exactly the same spelling to register for a Judging School as what is listed in your profile. e.g. If your profile says **Sue** use that and not **Susan** to register for the Judging School. If you prefer to use **Susan**, then update your name on the “**Changing a participant**” screen.

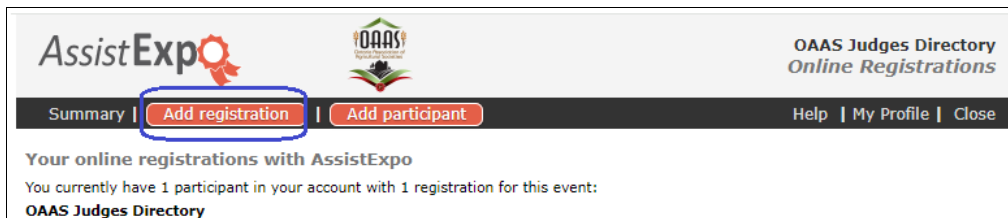
All Judging schools will be available to register through an on-line process via AssistExpo or through the District Judging Contact as per the previous practices.

**NOTE:** If you are attending a Judging School in another District, you will not need to complete the “Out of District Judging School” form. The system will automatically credit anyone attending a Judging School in other Districts.

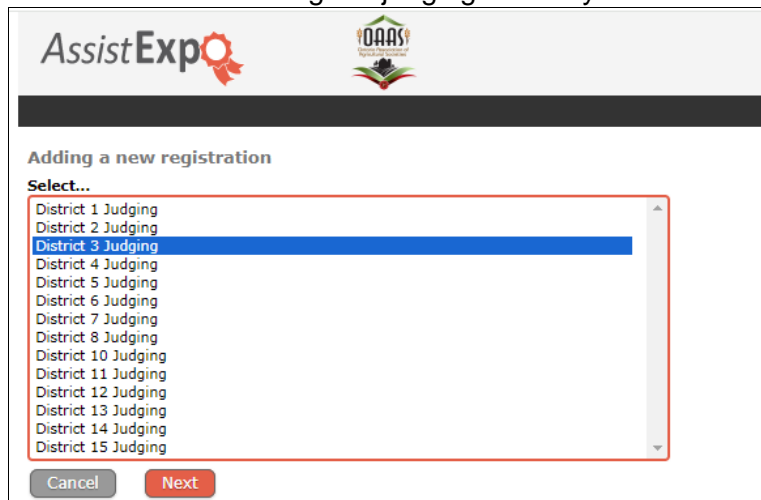
#### 1) Register for a Judging School using Online Registration

You can access the on-line registration by:

- a) logging into your AssistExpo account and selecting “**Add Registration**”



- i. Select the district that is holding the judging School you wish to register for:



- ii. Click “**Next**” to bring up the list of schools available in that District.
- iii. Click on the school you want to register for:

**Adding a new registration**

Please enter your registration by selecting a participant and an event. You can also enter a comment if you want to.

**Participant's Name:** Vince OAAS

**Event:** \* Please select...

**Comment:** \* Please select...

3: October 19th, 2024 Antiques & Collectibles 9 to 12 pm

4: October 19th, 2024 Woodworking 12:30 pm to 4 pm

iv. Once you have selected a school, you will be presented with the following screen:

**Adding a new registration**

Please enter your registration by selecting a participant and an event. You can also enter a comment if you want to.

**Participant's Name:** Vince OAAS

**Event:** 3: October 19th, 2024 Antiques & Collectibles 9 to 12 pm

**Comment:**

**Antiques & Collectibles (9:30 AM-NOON)**  
 Registration fee: \$20 cash at the door.  
 Morning refreshments provided. Please bring your own lunch (12-12:30)  
 Register with Ann Babcock, District 3 Judging Contact, by October 11th, 2024:  
 613-372-2974 or bababcock@hotmail.ca

**Add this registration**    **Do not add this registration**

v. Confirm the school selection by clicking on “**Add this registration**”.

**NOTE:** If you are prompted to complete the “**Certified Judges – Fair Judging Assignment**” or the “**Code of Conduct and Code of Ethics**” forms and have problems – see Section 3. Troubleshooting

vi. If you wish to register for a second judging school click on the “**Add another Registration**” at the bottom or top of the screen and you will be prompted to follow the same process to add another school.

NOTE: When I went to add another registration in District 3, since I had already registered for the first one, rather than showing the “**Please select**” in step iii. above, it shows the school I have already registered for. IMPORTANT – click on the arrow (circled in blue) on the right side to show all the judging schools that are available.

**Adding a new registration**

Please enter your registration by selecting a participant and an event. You can also enter a comment if you want to.

**Participant's Name:** Vince OAAS

**Event:** 3: October 19th, 2024 Antiques & Collectibles 9 to 12 pm

**Comment:**

**Antiques & Collectibles (9:30 AM-NOON)**  
 Registration fee: \$20 cash at the door.  
 Morning refreshments provided. Please bring your own lunch (12-12:30)  
 Register with Ann Babcock, District 3 Judging Contact, by October 11th, 2024:  
 613-372-2974 or bababcock@hotmail.ca

**Add this registration**    **Do not add this registration**

**Adding a new registration**

Please enter your registration by selecting a participant and an event. You can also enter a comment if you want to.

**Participant's Name:** Vince OAAS

**Event:** 3: October 19th, 2024 Antiques & Collectibles 9 to 12 pm

**Comment:** 3: October 19th, 2024 Antiques & Collectibles 9 to 12 pm

4: October 19th, 2024 Woodworking 12:30 pm to 4 pm

Registration fee: \$20 cash at the door.  
 Morning refreshments provided. Please bring your own lunch (12-12:30)  
 Register with Ann Babcock, District 3 Judging Contact, by October 11th, 2024:  
 613-372-2974 or bababcock@hotmail.ca

**Add this registration**      **Do not add this registration**

vii. Select the school you wish to attend and click the “**Add this registration**” button

**IMPORTANT:** Ensure that you click the ‘**Submit**’ button at the bottom of the screen to confirm your registration(s). You will receive email confirmation of your registration. If you do not receive the email confirmation, check the list of Registrations on your profile to ensure that you are registered for the school. If the school is not listed, you did not click the ‘**Submit**’ button and will need to register again.

**Confirm and complete your registrations**

Thank you for doing your registrations online with AssistExpo. Your registrations are automatically received by the event at the date listed as the registration deadline. If you're done with your registrations, we recommend you click the 'Submit' button now and AssistExpo will send an email to you and to the event to confirm your registrations. After that email, you will no longer be able to modify your existing registrations but you will still be able to add more registrations.

**Submit**      **Print**

**IMPORTANT NOTE:** If a District is having two ½ day judging schools e.g. *Canning* in the morning and *Baking* in the afternoon and you want to participate in BOTH – **you must input an online registration for EACH of the schools**

- b) Register through the link on the OAAS website
  - i. **Society Info** heading > **Judging Program** tab > **Judging Schools** tab – which will bring up a list of the available Judging Schools across the province **OR**
  - ii. click on this link to bring up the list of available Judging Schools.  
<https://ontarioagsocieties.com/judging-schools/>

**Judging Schools**

You can use the boxes below to filter and search for judging schools based on month or district (location).

Filter by month: Any

Filter by district: Any

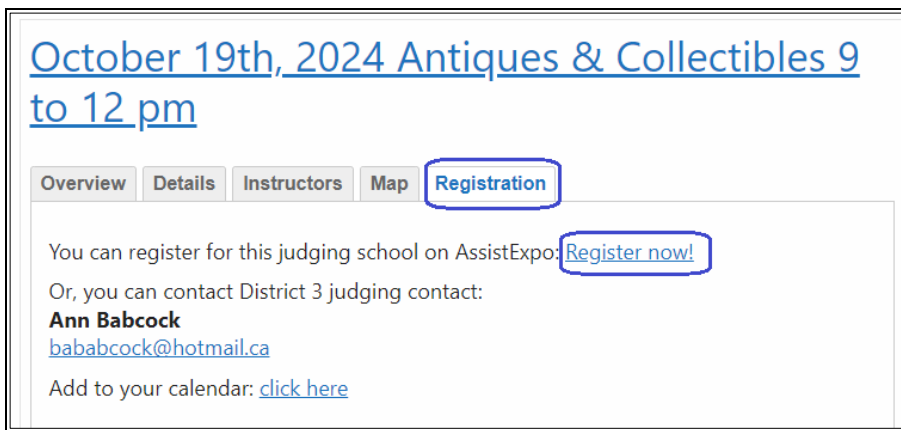
[View judging schools calendar](#)

**2 judging schools found:**      [View 2 judging schools on map](#)

[October 19th, 2024 Antiques & Collectibles 9 to 12 pm, District 3, 2024-10-19](#)

[October 19th, 2024 Woodworking 12:30 pm to 4 pm, District 3, 2024-10-19](#)

iii. Click on the link for the Judging School you wish to register for and it will bring up the following:



- iv. Click on the ‘Registration’ tab and then click on the “[Register now](#)” link and follow the instructions from a) ‘Adding a Registration’ steps i. to vi. starting on page 9 above.

- 2) **Register for Judging Schools by contacting the District** by the method(s) they have indicated in the invitation/notice for the Judging School e.g. Email or phone, Canada Post mail.

After you register with the District, the District Judging Contact/District Secretary will enter your information into the online registration system.

## E) Other Information

### 1. Password Reset

**NOTE:** The password must have at least 7 characters and contain only letters and numbers

#### a) **Change Password**

- If you know your password and wish to change it, select “*My Profile*” at the top right corner of the screen and it will bring up a screen where you can choose the “*Change password*” option.

#### b) **Forgotten password**

- If you have forgotten your password, you can enter your email address that the account is set up under and click on “*I forgot my password*” and AssistExpo will send you a temporary password by email;

**Welcome to AssistExpo for your online registrations.**

Use this site to make your entries; it's simple, secure and quick.

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*.

**Email address:**

**Password:**

**NOTE:** The temporary word will be valid for the next 24 hours only. You will be prompted to change it when you login with the temporary password. Once you have changed your password, you will be required to enter your new password and press “*Start session*” to start using the system.

### 2. How do I get my contact and other information updated if I don't have computer access or I am not comfortable/prefer not to do the changes online

- a) Contact the District Judging Contact in your District and provide them with the information that needs to be updated/corrected/added/removed

- Name and contact information (e.g. email address, phone number(s), mailing address), Home Ag Society
- Districts available to Judge in (Certified Judges only)
- Will accept apprentices (Certified Judges only)

### 3. Troubleshooting

#### a) Why am I being prompted to update my Judging Assignments?

- There seems to be a glitch in the system, particularly when a new Participant registers for the first Judging School.
- If you didn't click on the "**Update Certified Judges – Fair Judging Assignments**" button, you should do the following:

- If there is a "**Close**" button – click on it
- If there is not a "**Close**" button – click on the **X** (circled in blue) to remove the information/data line and then click the "**Save Judging Assignment Record**" button. This should take you back to the main screen.

#### b) Code of Conduct and Code of Ethics form – I don't have one or have already submitted one.

When a participant registers for a Judging School, sometimes they are prompted to download/input the "**Code of Conduct and Code of Ethics**" form.

If you don't have a form, or have already submitted the form, you can do the following:

- If there is a "**Close**" button – click on it
- If there is not a "**Close**" button – click on the little box (circled in blue) to input a check mark and click on the "**Save Code of Conduct and Code of Ethics**" button. This should take you back to the main screen.

#### **4. Other Questions?**

Contact the OAAS at:

[vince@oaasfairs.com](mailto:vince@oaasfairs.com)