

AssistExpo Competitions Module Instructions_ Oct 24 2024

The screenshot displays the 'Provincial Competitions' module. On the left, a sidebar menu lists various competition levels from District 4 to District 15, and 'Provincial Competitions' is selected. Under 'Provincial Competitions', the 'Entries' option is highlighted. The main area shows a table with columns for '#Competition', 'Competition', and '#Participant'. A modal window titled 'Add a new Entry' is open, featuring a 'Participant' field with a red error message 'Please enter a valid participant', an 'Entry form' dropdown menu set to '3: Machine', checkboxes for 'Late Entry', 'DisQualified', 'Complimentary Entry', and 'Present', a 'Note, comment or other information for the judge (optional)' field, and a 'Results' section with a 'Ranking' field. A yellow error message 'Please enter a valid participant' is also visible at the bottom of the modal. A 'Save' button with a '+' icon is located in the bottom right corner of the modal.

Instructions to input the district winner of each competition advancing to the Provincial Competitions at the Convention. This process will replace the ‘District Competitions Result Form’ on the website.

1. Click on this link <https://www.assistexpo.ca/mobile/oaas-competitions/> and input the user code and password provided via email.
2. Click on **Provincial Competitions** in the left column.
3. Click on **Entries** in the list below.
4. Under the **Provincial Competitions** title at the top of the page, click the **+**, and the **Add a new Entry** page will open.
5. Type the participant’s name in the **Participant** field.
6. If they do not show up in the system, click the **+** sign at the right end of the **Participant** field.
7. This will open the **Add a Participant** page. Type in the participant’s name – if the system does not find them, you will have to enter the person’s information being entered in the Provincial Competition - First & Last Name, address, email address, phone #, and district #. Click the **Save** button in the bottom right of the **Add a Participant** page.
8. Under the **Entry form** field, select the class from the dropdown menu, e.g. Machine Quilt.
9. **IMPORTANT:** For both quilt competitions, please type in the name of the quilt in the ‘**Note, comment...**’ field.
10. Click the **Save** button in the bottom right of the page.
11. Repeat the steps for each of the six competitions.