AssistExpo Competitions Module Instructions_ Oct 24 2024

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.