AssistExpo JUDGES MODULE: JUDGING SCHOOLS -

REGISTER, MODIFY, VIEW, FINALIZE JUDGING SCHOOL PARTICIPANTS

Use these instructions:

- To manually register a judge/individual/individual **– that has attended a prior school** - in a judging school
- To manually register an individual or Subject Matter Expert - **that has not attended a prior school** - in a judging school
- To remove a registered individual/judge from a school they have been registered for.
- To view current judging school registrations.
- To finalize judging school's successful participants once the school has completed

NOTE: For instructions to register or modify a judging school see **AssistExpo JUDGES MODULE: JUDGING SCHOOLS - REGISTER AND MODIFY JUDGING SCHOOLS"** document on the website for full instructions. https://ontarioagsocieties.com/district-judging-info/

IMPORTANT NOTICE:

The Instructor, Apprentice Instructor or any Subject Matter Experts (SME) must be registered as participants for any judging school that they are actively instructing or apprenticing to ensure they get credit for the school.

A) MANUALLY REGISTER PARTICIPANTS IN A JUDGING SCHOOL

Login:

Open the browser and go to https://www.assistexpo.ca/mobile/oaas-judges

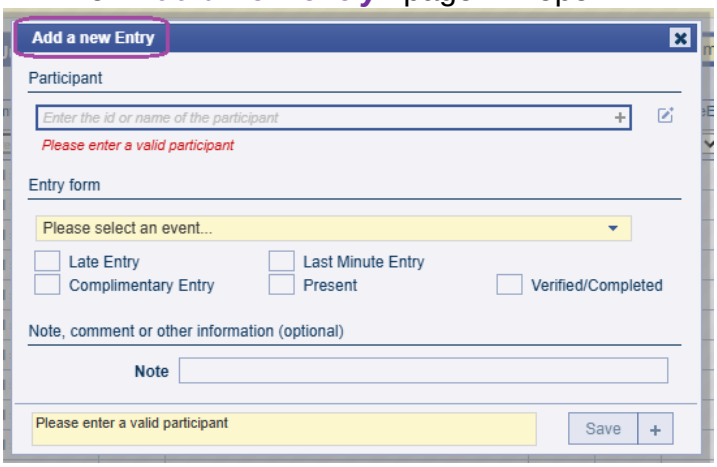
1. **Quick Start/Overview:**
   - In the menu on the left, select your district and then select the "***Entries***" page.

   - The ***District # Judging***: page will open

   FYI – if this a new judging school – the top banner will indicate "**no entry**". Once you have added participants or participants have registered online for the school – this line will show the entries and participants. The example below has 2 entries/2 participants

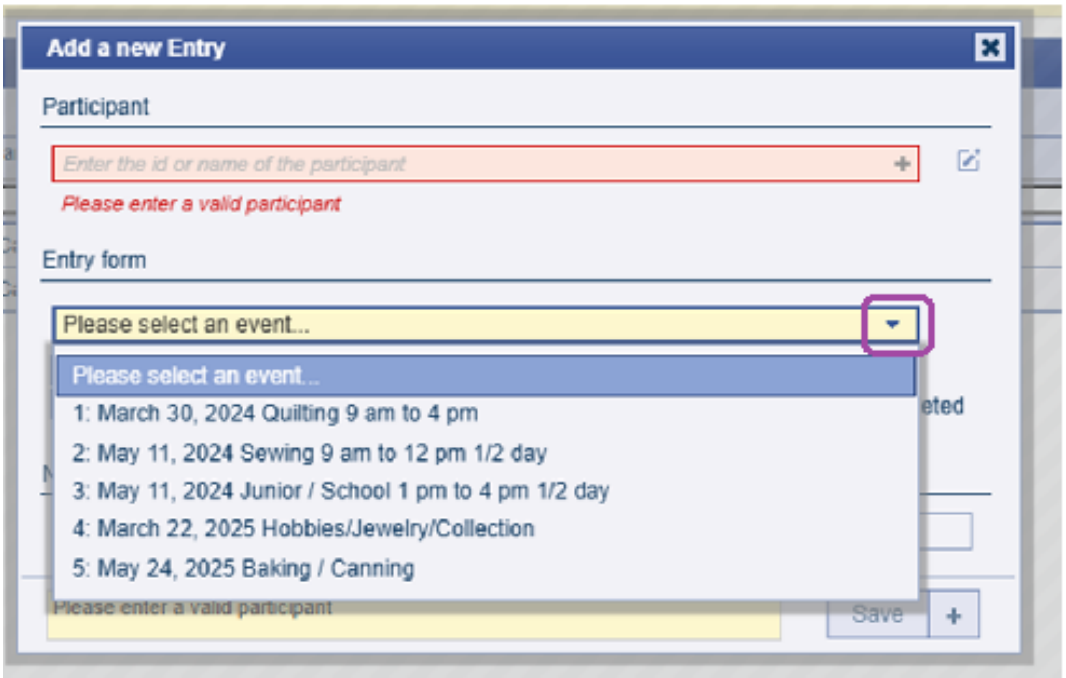
   - Click the **+** icon [*Add a new entry*] to add a participant

- The ***"Add a new entry"*** page will open.

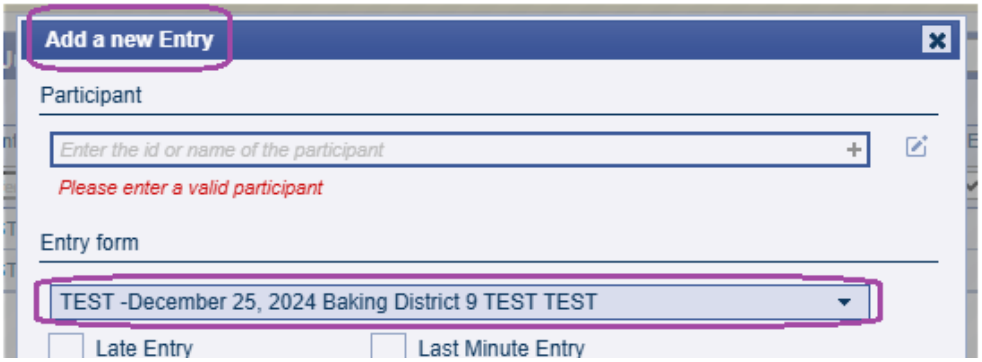


- **Select** the Date and Category of the Judging School.

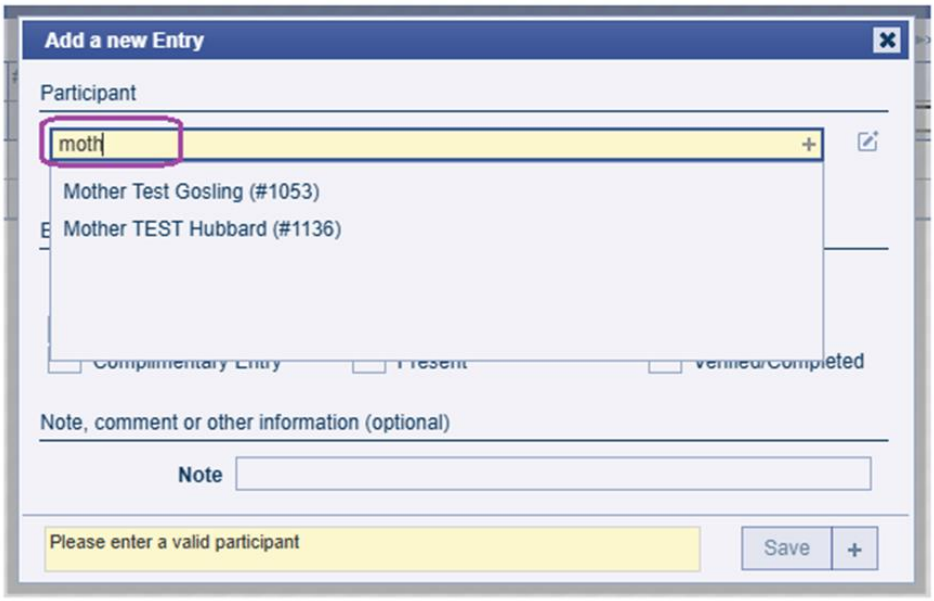
If your District has more than 1 Judging School listed, click the dropdown arrow on the right to pull up a list of all Judging Schools. NOTE: you can follow the steps to enter the participant first and then select the judging school after the participant has been added.



NOTE: if your district has only 1 judging school scheduled, the date and info on the judging school will appear in the "Entry form" field rather than the "*Please select and event*…." Message.



1) **<u>Register someone that has attended a school previously</u>** e.g. is already on the Participants /Judges' List
   - Type in <u>part</u> of their first **<u>OR</u>** last name in the '*Participant*' field.

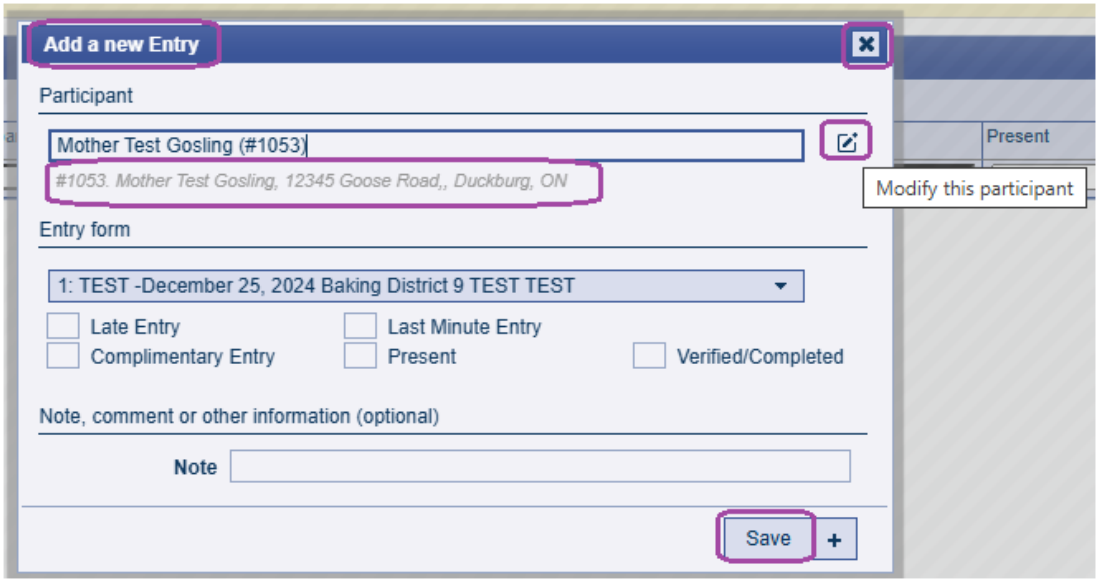


NOTE: only enter part of their name, not their entire name. If the participant is already in the system but the spelling of the name which they are registered in the system is slightly different that what you have, it increases the chance that their name will show up and help prevent duplicate entries by entering only part of their name.
Example - Participant is already in the system under <u>Barb</u> Jones but the name you were given is <u>Barbara</u> Jones. If you search on Barbara, their name will not show up.

IMPORTANT: If there were multiple people with the same first or last name, the system would bring up a list.

- Click on the correct name
- The screen will show their name and address
- If the name and address is correct – click "**SAVE**" to add them to the judging school.

IMPORTANT: when registering an Instructor, Apprentice Instructor or Subject Matter Expert for the judging school – input their position title in the "**Note**" field e.g. OAAS Instructor, Apprentice OAAS Instructor, Subject Matter Expert.



IMPORTANT: If you wish to verify the participant's information **before** adding them to the judging school, click on the '***pencil***' icon [*Modify this participant*] at the right of their name.

- This will bring up the "***Modify a Participant***" screen.
- Verify information: check the participant's name, contact information to confirm that the correct person has been selected.

FYI – we have a couple of cases in the database where two judges have the same name but are different individuals with different addresses, districts and contact information. We have also had judges added into the system more than once because their name was spelled differently, or they attended judging schools in more than one district.

IMPORTANT: <u>if you have confirmed</u> that a participant is in the database but their name is spelled incorrectly or their address or district is incorrect – please update or correct their name or information – **do not** create a new entry.

NOTE: If you have questions when a participant has a similar but not identical entry in the database (e.g. more than 1 difference – different name spelling and different district, or phone number or email address or mailing address) please try to confirm the details with the participant. **If you cannot confirm that the judge listed in the database is the same person**, create a new Entry for that participant. (NOTE: See b) **<u>Adding a brand-new participant that NOT has attended a school previously</u>** section below for instructions.)

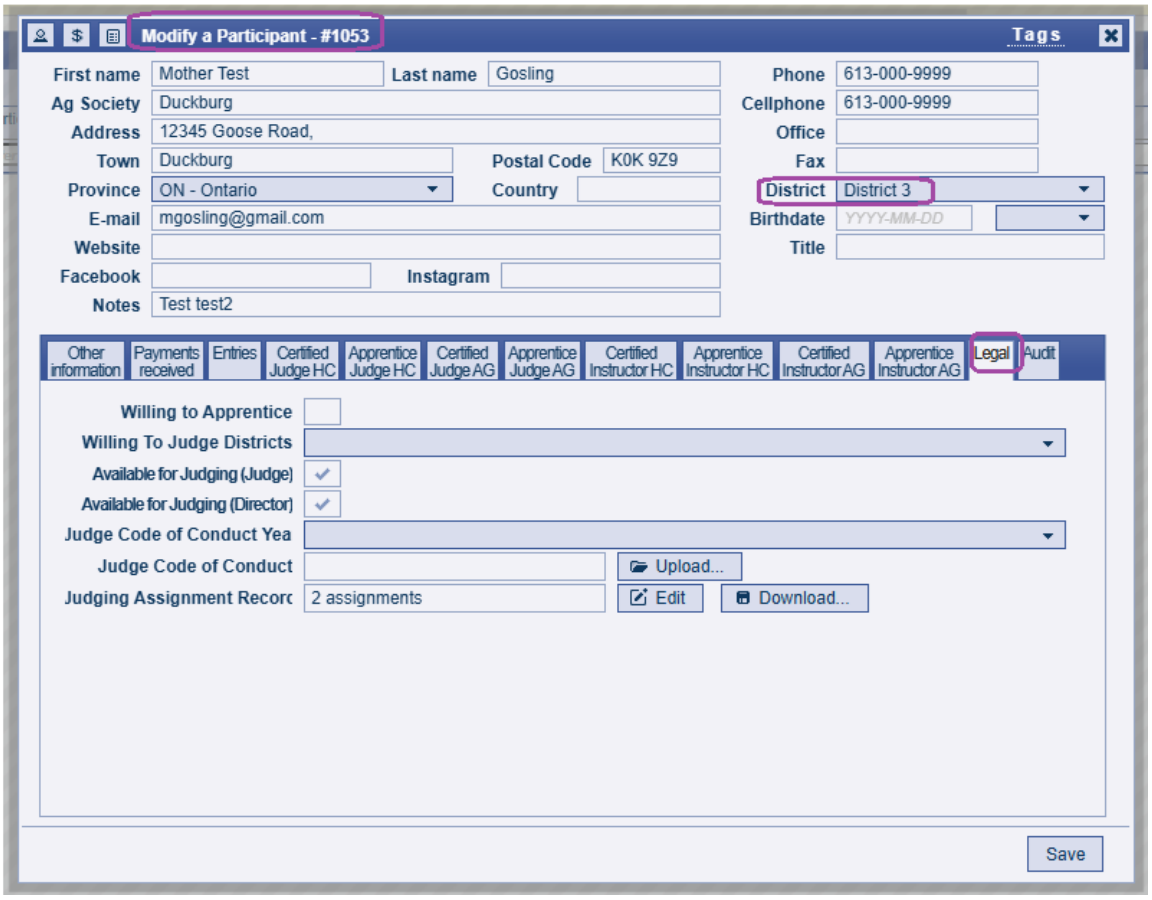
Modify Participant information (if required)

- Click on the '***pencil***' icon on the right of their name, if you wish to modify any of their information.
- This will bring up the "***Modify a Participant***" screen.

IMPORTANT: Check the "***District***" field on the right side of the screen. If the participant's district is the same as the District hosting the Judging School, the Judging Contact/Secretary can modify this participant's name, contact information, located at the top of the screen as well as information on the "***Legal***" tab.

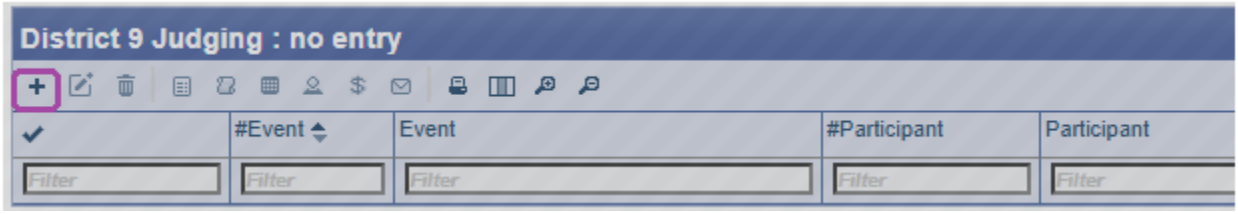
If the participant is from a **different** District, the Judging Contact/Secretary **will not be able to modify** that information. They should notify the participant they need to contact their home District to have the information updated.

In this example, Mother Test Gosling is registering for a Judging School in District 9 but is from District 3 so the District 9 Judging Contact cannot modify their information.



2) **<u>Register a brand-new participant that NOT has attended a school previously</u>**
e.g. is not on the Participants /Judges' List

- Click the "**+**" icon to add a participant and the ***"Add a new entry"*** page will open.



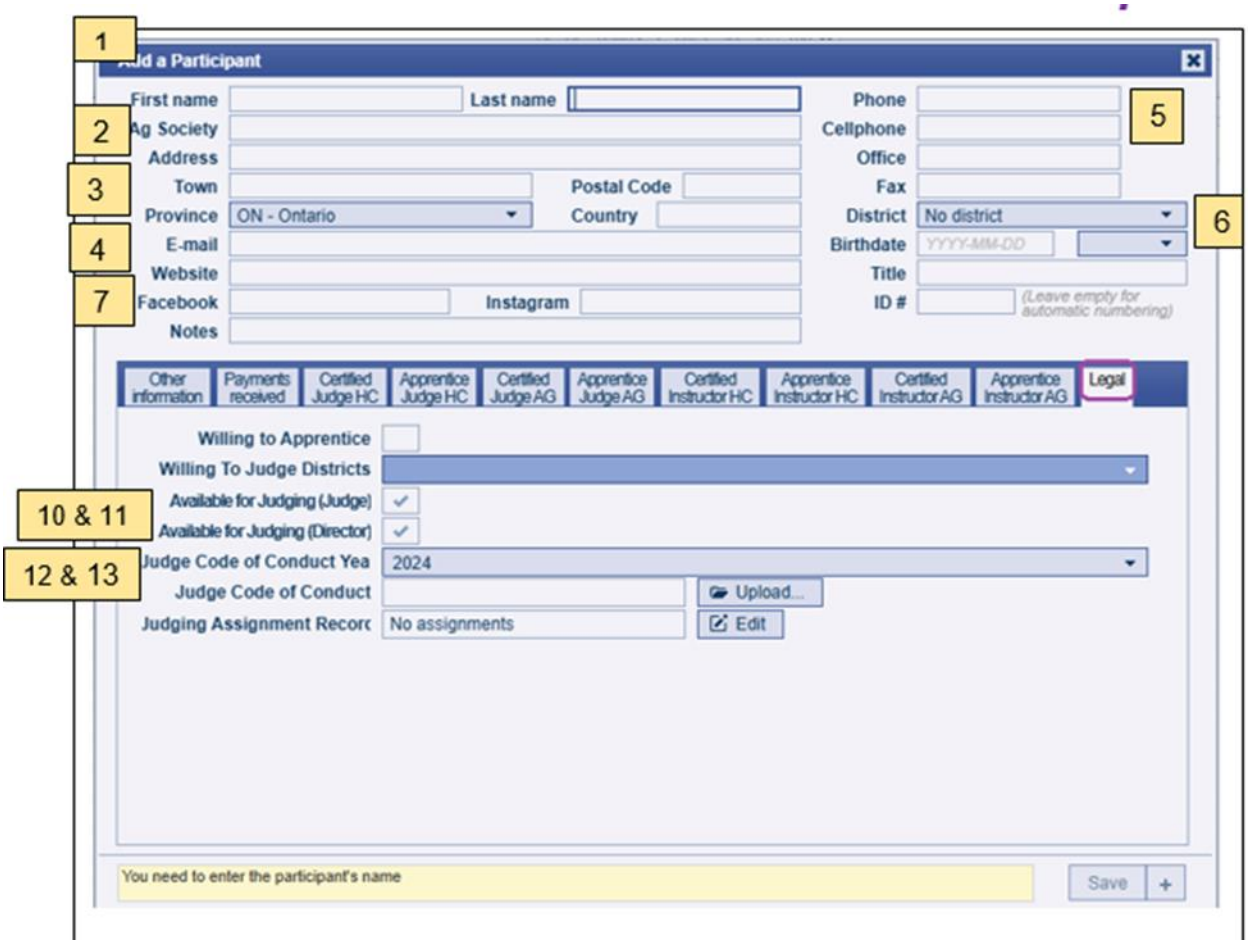
- Start to type their part of their first or last name in the 'Participant' field the program will bring up a list of people that match what you input.

- If one of the individuals listed appears to match the name of the individual you are entering, you can click on the little pencil icon at the right side of the field to confirm their information. If it's the same individual, please follow the instructions for "*Adding someone that has attended a school previously*" on page 3 above.
- If the individual's name does not show up in the dropdown, then click on the **+** icon [*Create a new exhibitor*] at the right side.

This will open the "***Add a Participant***" screen.

Note: the system will prefill what ever portion of the name you were searching on e.g. Moth.

- Fill out the following fields



a) <u>Input Participant's information:</u>

1. First name and last name

NOTE: spelling and format are **IMPORTANT**. If you are not sure, please verify with the participant. e.g. James versus Jim, Susan versus Sue; MacDonald versus McDonald.

FYI - It is important that the person use this same spelling when they register for future judging schools or setting up their profiles so we do not get duplicate entries in the system.

2. **Ag Society** – input their Home Agricultural Society name. FYI: you don't need to include the words 'Agricultural Society'.
3. **Address/town/Postal code**: Input their mailing address
4. **Email address:** input their email address. AssistExpo allows the District and OAAS to send emails to the Judges so it's important to have their correct email address.
5. **Phone/Cellphone:** Input one or both
6. **District:** Input the Home District for the Judge.

NOTE: A Judge's Home District is based upon the location of a Judge's primary residence.

FYI – the system may not allow you to enter the District # if the participant is from another District – in this case leave it blank.

7. **NOTE:** We don't require Birthdate, Facebook, website, Instagram information**.**

b) "<u>Legal" tab</u>

10. **Available for Judging (Judge)** – select this box. FYI - If this box is not selected the person will not show up on the Judges' List on the OAAS website.

11. **Available for Judging (Director)** – select this box. FYI - If this box is not selected the person will not show up on the Judges' List on the OAAS website.

IMPORTANT – if an individual is attending Judging Schools as the Subject Matter Expert (SME) or for interest only (e.g. ag society director) and should not show up on the "Judges' List", then **unselect these two boxes on their profile.** The boxes can be selected at a later date if the individual wishes to the be added to the "Judges' List" – provided they meet the requirements.

12. **Judge Code of Conduct Year –** if it was signed, select the year from the dropdown
13. **Judge Code of Conduct –** if you have a digital copy of their signed form, you can upload a copy of it by clicking on the 'Upload' button and navigating to the location it is saved (on your computer or a stick drive)

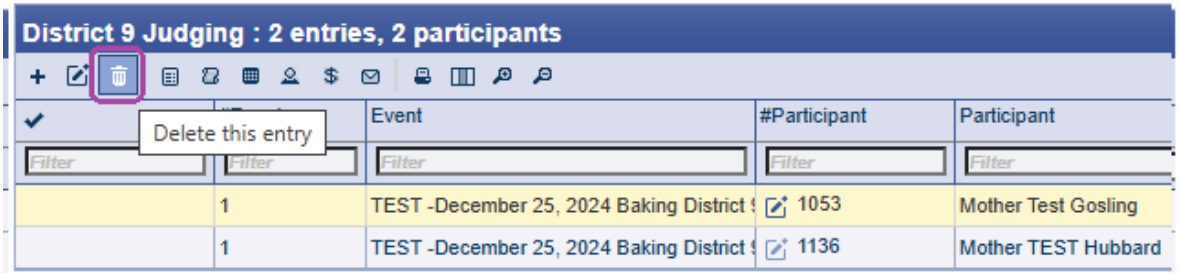
NOTE: The Willing to Apprentice", "Willing to Judge Districts", and "Judging Assignments" fields are only used for Certified Judges.

IMPORTANT: Ensure you click '**Save**' at the bottom right of the page before proceeding or your information will not be saved.

NOTE: If you don't wish to save any changes, just click the '**X**' at the top right of the screen.

B) REMOVE PARTICIPANTS FROM THE JUDGING SCHOOL REGISTRATION LIST

- Highlight the participant you wish to remove.
- Click on the "trash" icon.

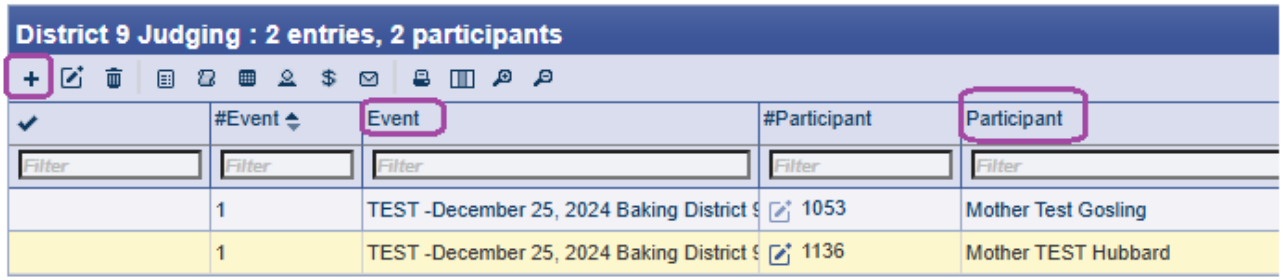


- This will bring up a screen that prompts you to enter "**Yes**" to remove the participant or "**No**" to cancel the process.

C) VIEW "CURRENT" JUDGING SCHOOL REGISTRATIONS

The "Entries" page under each district in the menu on the left lists all registrations to all the current district judging schools.

- In the menu on the left, select your district and then select the "***Entries***" page.



Event field**:** lists the Judging schools that have been entered by the District

FYI – to view the participants for a specific judging school if the District has more than one school in their list – enter a date or Category in the field under the "**Event**" column. In this example, we have input "**Baking**"

Participant field**:** lists the names of persons registered for the judging school(s)

- View the details of a participant by double-clicking on a row –

Click on the "**+**" icon to add manual registrations (for people who call you to register for a judging school). Instructions are found at the beginning of this document.

D) FINALIZE JUDGING SCHOOL PARTICIPANTS AFTER THE SCHOOL HAS COMPLETED

Step 1
For participants to get credit for Judging school they have successfully completed, the District Judging Contact or the Secretary within 7 days of the completion of the judging school, must login to the AssistExpo Judges Directory Module and bring up the list of participants and mark each individual's status. (present; verified /completed)

Step 2:
Once the list has been finalized, the District Judging Contact or Secretary must email the OAAS office at oaas@oaasfairs.com to notify them that you have completed this task.
NOTE: Ensure that you have included Instructors, Apprentice Instructors and Subject Manner Experts in the list of Judging School participants.

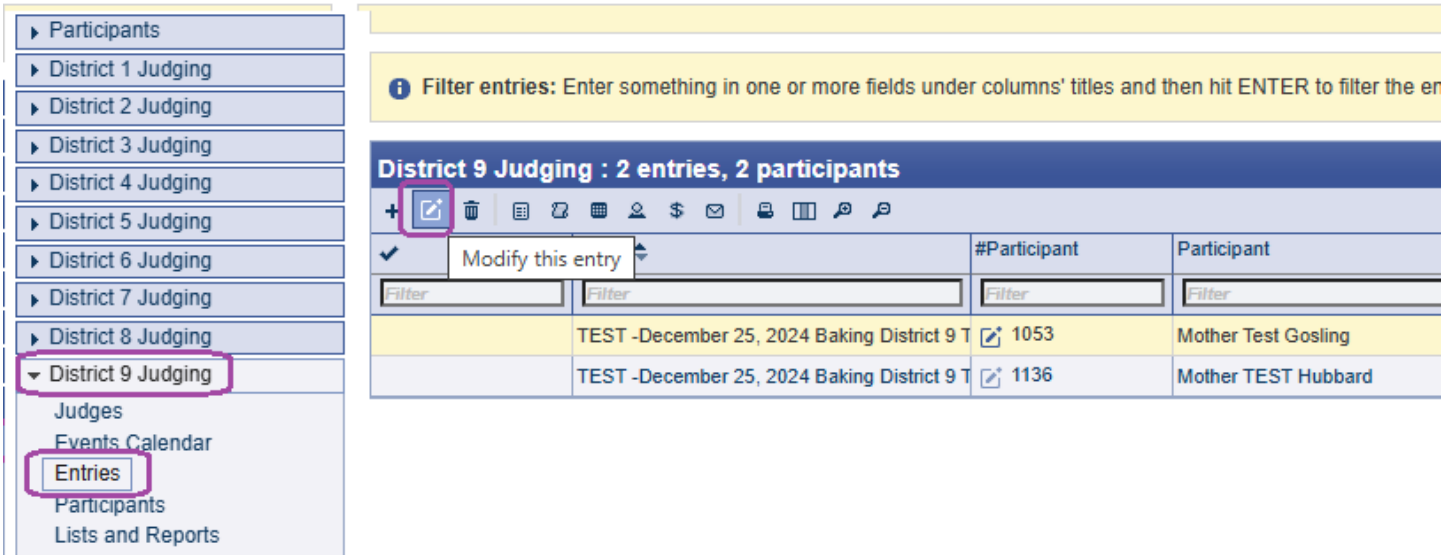
Step 3:
Once that has been done, the OAAS office will take that list and update each participant's record in Assist Expo. The "**Judges' Lists**" on the OAAS website will automatically update with any changes**.**

a) Finalize Successful Judging School Participants

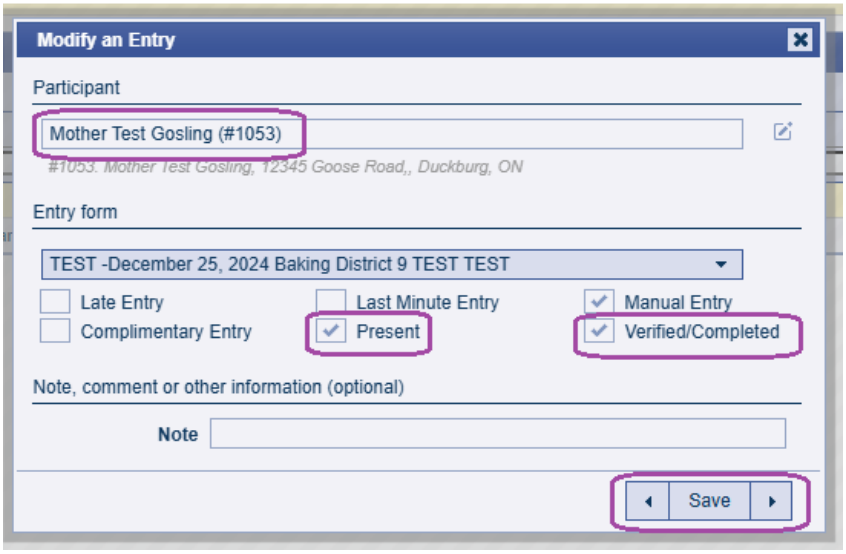
- In the menu on the left, select your **district** and then select the "***Entries***" page.

Select a judge's profile to update their status at the Judging School

- **Method 1** – select any judge from the list and double-click on the judge's name to open the "**Modify a Participant**" screen.
- **Method 2** – select any judge from the list and click on the "**+**" icon [*Modify this entry*]

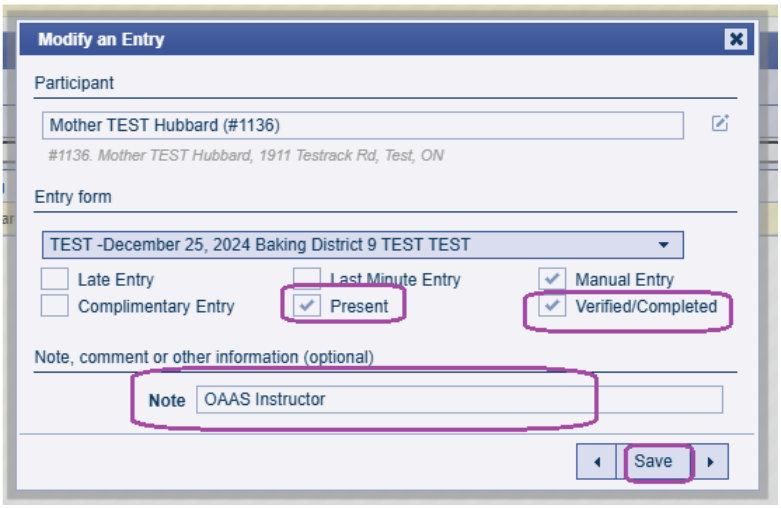


Either method will open the following screen



i) Confirm the participant's name is correct
ii) Select the "**Present**" box - if registered participant **attended** the judging school.
iii) Select the "**Verified/Completed**" box - if registered participant **successfully completed** the judging school.
iv) Click "**Save**" in the bottom right corner of the screen.

b) Finalize the Instructor, Apprentice Instructor and Subject Matter Expert (SME)



i) Confirm the participant's name is correct

ii) Select the "**Present**" and "**Verified/Completed**" boxes for Instructor/Apprentice or SME participating in the judging school.

iii) **"Note**" field – input the individual's position in this field so that the individual will get credit.

- OAAS Instructor
- Apprentice OAAS Instructor
- Subject Matter Expert
- Assisting OAAS Instructor (A Certified OAAS Instructor that is overseeing the judging school and a SME is teaching the Category subject matter)

Click "**Save**" in the bottom right corner of the screen.

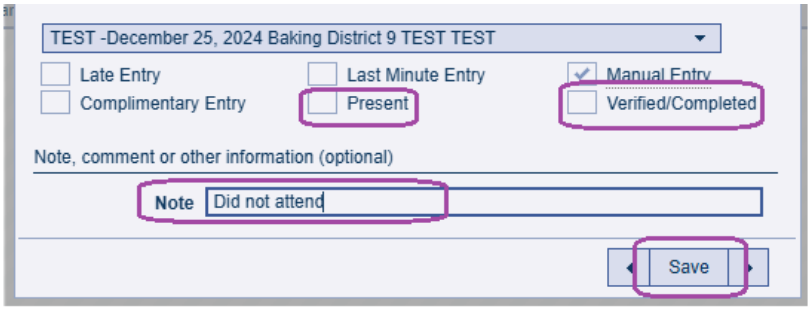
c) How to proceed if a Registered Participant will not get credit for a judging school

1. Registered participant did not attend the judging school:

i) ensure the "**Present**" and "**Verified/Completed**" boxes are empty/not selected.

ii) In the "**Note**" field – input the reason why the participant did not successfully complete the school e.g. did not attend;

iii) Click "**Save**" in the bottom right corner of the screen.



2. Registered participant <u>attended but did not successfully complete</u> the judging school:

i) Ensure the "**Verified/Completed**" box is **<u>not</u>** selected.

ii) Select the "**Present**" box if the participant was present for all or a portion of the judging school.

iii) In the "**Note**" field – input the reason why the participant did not successfully complete the school
e.g. arrived late; left early; did not actively participate, spent too much time on electronic device or other activity, etc.

iv) Click "**Save**" in the bottom right corner of the screen