

ASSISTEXPO - JUDGES MODULE: PARTICIPANTS - MODIFY, CREATE OR REMOVE A PARTICIPANT'S PROFILE

Use these instructions:

- To modify or correct an individual's contact information (e.g. name, phone #, email address, mailing address);
- To add or remove districts on the "Willing to Judge Districts" field for Certified Judges;
- To add or remove the "willing to accept apprentices" option for Certified Judges;
- To temporarily or permanently remove an individual from the "Judges' List";
- To temporarily or permanently remove an individual from a specific Category or Categories on the "Judges' List";

A) MODIFY A CURRENT JUDGE'S PROFILE

Login:

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

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



a) Select a judge's profile to modify

- Method 1 – select any judge from the list and double-click on the judge's name to open the "**Modify a Participant**" screen.

District 3 Judges: 33 judges					
ID #	Last name	First name	Judge	Ag Society	Town
<input type="text" value="Filter"/>					
1064	Broadworth	Kim	Kim Broadworth	Kingston	Napanee
1062	Mortfield	Ellen	Ellen Mortfield	Kingston	Sydenham
1061	Brooks	Shelley	Shelley Brooks	Kingston	Sydenham
1053	Gosling	Mother Test	Mother Test Gosling	Duckburg	Duckburg
1048	Baziuk	Natasha	Natasha Baziuk	Stirling	Campbellford

- Method 2 – type part of the judge's first or last name in the "**Judge**" field. It will bring up a list of judges that match or partially match the name entered. Double click on the judge's name to open the "**Modify a Participant**" screen.

Check the name, address, email address, District # to verify that you have the correct individual before modifying the information as we have a few instances where the judges

have identical first and last names but they have very different email/phone #s and reside in completely different parts of the province. You may be asked to modify one or two items for a judge but generally the information in the other fields should remain the same.

District 3 Judges: only one judge (with specified filter: Judge="mother")						
ID #	Last name	First name	Judge	Ag Society	Town	PI
Filter	Filter	Filter	mother	Filter	Filter	
1053	Gosling	Mother Test	Mother Test Gosling	Duckburg	Duckburg	6

- Once the “**Modify a Participant**” screen has opened, the various fields can be modified.

1. First name and last name

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

2. Society – input or change their Home Agricultural Society name. NOTE: you don't need to include the words 'Agricultural Society'.

3. Address/town/Postal code: Input or modify their mailing address

4. Email address: input or modify 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 or modify one or both.

6. **District:** Input the Home District for the Judge. If a judge participates in more than one district, generally their Home District will be where their permanent residence is located.
7. **NOTE:** We don't need Birthdate, Facebook, website, Instagram information.

b) “Legal” tab:

8. **Willing to Apprentice** – if a Certified Judge is willing to accept Apprentices to work with them at their Fair Judging Assignments, check this box.
 9. **Willing to Judge Districts** – if a Certified Judge is willing to judge in Districts other than their home district, select the other Districts from the dropdown menu.
 10. **Available for Judging (Judge)** – this box will be checked as a default. FYI - If this box is not selected the individual will not show up on the Judges' List on the OAAS website.
 11. **Available for Judging (Director)** – this box will be checked as a default. FYI - If this box is not selected the individual will not show up on the Judges' List on the OAAS website.
- NOTE: if an individual would like to be temporarily removed from the Judges' List** (e.g. illness, time commitments) – unclick the above 2 boxes and their name won't show up on the Judges' List on the website but they will remain in AssistExpo.
- FYI** – if there is a request to permanently remove someone from the Judges' List (e.g. retired, deceased), please send the request with their information to oaas@oaasfairs.com (see below)
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)
 14. **Judging Assignment Records:** Judges can log into their '*AssistExpo Judge's Profile*' and add their Fair Judging Assignments. If they don't wish to do that or don't have computer access, and they would like to have records of their judging assignments, we are asking them to keep paper copies of their "**Judging Assignment Records**" forms. (the form is still available on the website). We have asked that judges do not send copies of the forms to the District or the OAAS as we do not have the resources to input the information into the system.

The OAAS does not expect the District Judging Contacts/Secretaries to input individual Judges' 'Fair Judging Assignments' information into the system due to the time required.

To input **Judging Assignment Records**, click on the "**Edit**" button and the dropdown will show any existing records and allow you to input new records.

The screenshot shows a web browser window with a form titled "Certified Judge - Fair Assignments Record". At the top, there are tabs for "Judge Code of Conduct" and "Judging Assignment Record". The "Judging Assignment Record" tab is active, showing "No assignments". An "Upload..." button is visible, and an "Edit" button is highlighted with a red box. The form has four main input fields: "Date" (with a calendar icon and a red asterisk), "Fair / Ag Society", "Category / Classes", and "Fair Representative Name and Title" (with an 'X' icon). Below the form is a link that says "Add another Judging Assignment" and a "Save" button at the bottom right.

To add additional records, click on the "**Add another Judging Assignment**".

IMPORTANT: Ensure you click '**Save**' at the bottom right of each 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) CREATE A NEW PARTICIPANT

IMPORTANT: The OAAS encourages new participants to register for judging schools via the OAAS website <https://ontarioagsocieties.com/judging-schools/> by selecting the District Judging School they wish to attend. This allows them to input their contact information.

NOTE: If a participant does not have internet access or is not comfortable registering on-line through the OAAS website, **they can continue to contact the District Judging Contact** to register for the judging school.

FYI – Generally you will only be setting up new participants when you register them manually for the Judging School and will not be using the process below. The process below is very similar to the process used to set up a new participant when registering them for a judging school – just a couple different steps.

Login:

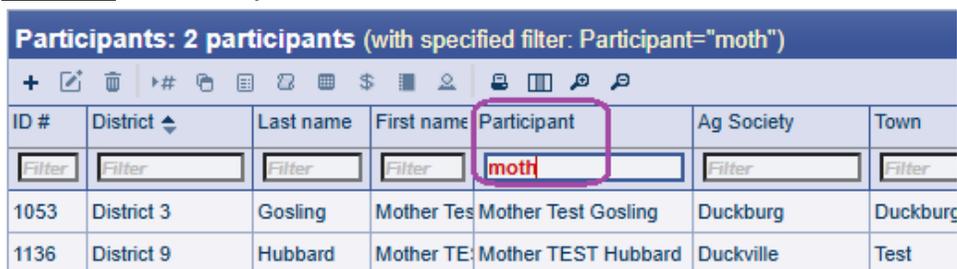
Open the browser and go to <https://www.assistexpo.ca/mobile/oaas-judges>

Need to check to see if the individual is already listed in the system.

- In the menu on the left, select **“Participants”** from the top of the menu.
- Select **“Participants entry”** and that will bring up the “Participants: ### participants” screen with a list of all the individuals in the system.
- Enter part of their first or last name, not their entire name, in the **“Participant”** field.

FYI - If the participant is already in the system but the spelling of the name, they are registered in the system is slightly different that what you have, by using only part of their name, it increases the chance that their name will show up and help prevent duplicate entries.

Example - Participant is already in the system under Barb Jones but the name you were given is Barbara Jones. If you search on Barbara, their name will not show up



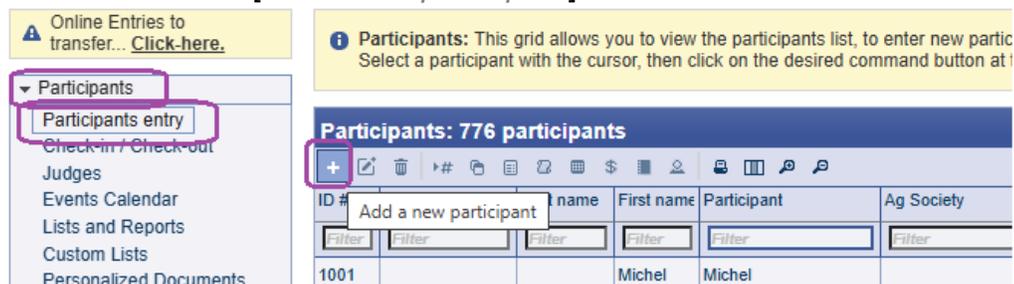
Participants: 2 participants (with specified filter: Participant="moth")

ID #	District	Last name	First name	Participant	Ag Society	Town
1053	District 3	Gosling	Mother Tes	Mother Test Gosling	Duckburg	Duckburg
1136	District 9	Hubbard	Mother TE	Mother TEST Hubbard	Duckville	Test

This will bring up a list of individuals that match the part of the name you input.

If the individual does not show up in the list, then you can proceed add the new individual

- Click on the + [Add a new participant] icon.



Online Entries to transfer... [Click here.](#)

Participants

- Participants entry
- Check-in / Check-out
- Judges
- Events Calendar
- Lists and Reports
- Custom Lists
- Personalized Documents

Participants: 776 participants

+ Add a new participant

ID #	Last name	First name	Participant	Ag Society
1001		Michel	Michel	

- That will open the **“Add a new Participant”** page.
- Once the **“Add a new Participant”** screen has opened, the various fields can be filled.

The screenshot shows a web form titled "Add a Participant". The form is divided into several sections. At the top, there are fields for "First name", "Last name", "Phone", "Cellphone", "Office", "Fax", "District", "Birthdate", "Title", and "ID #". Below these are fields for "Ag Society", "Address", "Town", "Postal Code", "Province", and "Country". Further down are fields for "E-mail", "Website", "Facebook", "Instagram", and "Notes". A tabbed interface is visible, with tabs for "Other information", "Payments received", "Certified Judge HC", "Apprentice Judge HC", "Certified Judge AG", "Apprentice Judge AG", "Certified Instructor HC", "Apprentice Instructor HC", "Certified Instructor AG", "Apprentice Instructor AG", and "Legal". The "Legal" tab is currently selected. Under the "Legal" tab, there are checkboxes for "Willing to Apprentice" and "Willing To Judge Districts". There are also checkboxes for "Available for Judging (Judge)" and "Available for Judging (Director)". A dropdown menu for "Judge Code of Conduct Yea" is set to "2024". Below this is a text field for "Judge Code of Conduct" with an "Upload..." button. At the bottom, there is a "Judging Assignment Record" section with "No assignments" and an "Edit" button. A yellow message bar at the bottom of the form says "You need to enter the participant's name". A "Save" button is located at the bottom right.

a) Input Participant's information:

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 individual 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.

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 need Birthdate, Facebook, website, Instagram information.

"Legal" tab

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

IMPORTANT – if an individual is attending Judging Schools for interest only (e.g. ag society director) and does not want to 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 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.

C) TEMPORARILY OR PERMANENTLY REMOVE A PARTICIPANT FROM THE “JUDGES’ LIST”

1) Temporarily Remove a Participant

An individual may request to be removed temporarily for any reason e.g. unavailable due to other commitments, illness, etc.

Login:

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

- In the menu on the left, select your **district** and then select the “**Judges**” page.



a) Select a judge’s profile to modify

- Method 1** – select any judge from the list and double-click on the judge’s name to open the “**Modify a Participant**” screen.

District 3 Judges: 33 judges					
ID #	Last name	First name	Judge	Ag Society	Town
<input type="text" value="Filter"/>					
1064	Broadworth	Kim	Kim Broadworth	Kingston	Napanee
1062	Mortfield	Ellen	Ellen Mortfield	Kingston	Sydenham
1061	Brooks	Shelley	Shelley Brooks	Kingston	Sydenham
1053	Gosling	Mother Test	Mother Test Gosling	Duckburg	Duckburg
1048	Baziuk	Natasha	Natasha Baziuk	Stirling	Campbellford

ii) **Method 2** – type part of the judge’s first or last name in the “**Judge**” field. It will bring up a list of judges that match or partially match the name entered. Double click on the judge’s name to open the “**Modify a Participant**” screen.
 Check the name, address, email address, District # to verify that you have the correct individual before modifying the information.

District 3 Judges: only one judge (with specified filter: Judge="mother")						
ID #	Last name	First name	Judge	Ag Society	Town	PI
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="mother"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
1053	Gosling	Mother Test	Mother Test Gosling	Duckburg	Duckburg	6

- Once the “**Modify a Participant**” screen has opened, go to the “**Legal**” tab.
 - Unclick the following boxes:
 - **Available for Judging (Director)**
 - **Available for Judging (Judge)**
 - In the “**Notes**” field – put the date, action (e.g. removed “Available for Judging” option) and who requested the change.
 - Click “**Save**” in the bottom right corner of the screen.
 - Verify they have been removed by checking to see if they are still on the “**Judges’ List**” on the website. **NOTE:** it may take a few minutes for the change to show up on the website.
 - FYI – the individual can continue to attend Judging schools and will be given credit for those even those their name does not show up on the “**Judges’ List**” on the website.
- IMPORTANT: the individual remains in the system and can be brought back into the system, provided the individual still meets the requirements.

2) Permanently Remove a Participant

The District Judging Contact or Secretary will need to send an email to the OAAS office at oaas@oaasfairs.com to request the permanent removal of an individual from the list.

The email must include:

- Judge's full name
- Judge's address or email address or phone number
- District #
- Reason: e.g. request from judge, request from their family (e.g. illness or death).

NOTE: the system automatically removes an individual from the "**Judges' List**" on the website when the individual has not attended Judging schools within the required timeframe – this is not the responsibility of the District any longer.

3) Remove single Categories from an individual's profile

The District Judging Contact or Secretary will need to send an email to the OAAS office at oaas@oaasfairs.com to request the temporary or permanent removal of a Category from an individual's profile.

The email must include:

- Judge's full name
- Judge's address or email address or phone number
- District #
- Category e.g. baking, fruits
- Reason: e.g. request from judge