AssistExpo Directors Directory:
Input or update District Committee member profile

The District Committee members are elected/selected at the District Fall meeting but their terms do not start until immediately after the OAAS Annual Meeting/Convention in February 2026. The start of the term was changed last year from the District Fall meeting to the OAAS Annual meeting so that other District Committee members' terms would align with the term of the provincial directors.

Updating District Committee member information:
If there were any changes to the members on the District Committee (e.g. new, retiring or changing/adding a position), we ask the District Secretary to complete the following **four steps as soon as possible after the District Fall meeting:**

1) **New Committee members**
   a) Input any **new** District Committee members into the **AssistExpo Directors Directory** module - https://www.assistexpo.ca/mobile/oaas-directors/
   b) Click on the tab for your district - "**District # Events**" and then click on "**Directors**"
   c) Click on the "**+**" to open the "**Add a Participant**" page.
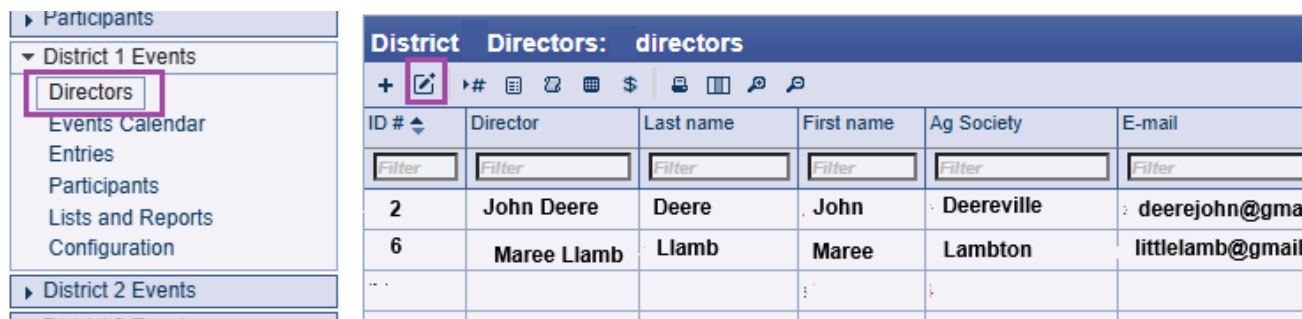

   d) Fill in the individual(s) name, their Ag Society, address, phone, email and District number.

   NOTE: Please add a comment in the "**Notes**" field indicating their new position and the date it becomes effective e.g. *District Representative Feb 2026* or *District Judging Contact Feb 2026*

   e) Send an email to oaas@oaasfairs.com listing the name(s) and position(s) of **new** District Committee members (District Representatives, Judging Contact, Secretary, Treasurer, Secretary/Treasurer) that you have added into AssistExpo Directors Directory.
   NOTE: you don't need to send us the names of individuals that are continuing their current term and are already listed on the website under the "*District Committees*" list.
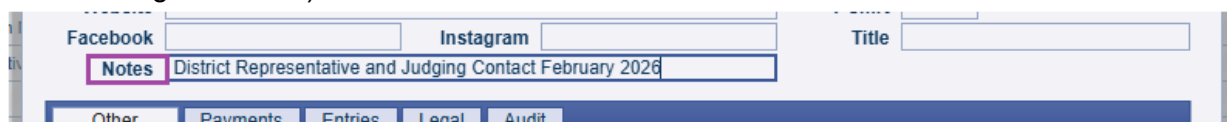
IMPORTANT: The system will allow you to input new individuals **but you will not be able to see them in your District list in AssistExpo** until the OAAS office has added a generic tag – that's why we need you to email us the list of **new** Committee members so we can add the generic tag. Once we have added the generic tag, you will be able to see them in your "**Directors**" List. Click on the "**Edit**" icon and you will be able to modify their contact information or add their "*Code of Contact*" document.

2. Current Committee members changing or adding a position

a) Add a comment in the "**Notes**" field for any current District Committee members that are **changing/adding a position**. (e.g. District Rep is moving to the Judging Contact position or will be doing both roles).

3. Retiring Committee members

a) Update the information for any **retiring** District Committee members.

Please add a comment in the "**Notes**" field indicating their retirement date e.g. *Term ends February 2026*

4. Removing Committee members

The AssistExpo system does not allow a District Secretary to remove an individual from the District list in AssistExpo. The District needs to inform the OAAS office when an individual's term ends, if the individual resigns or the District decides to remove them prior to the end of their term and the OAAS staff will remove them from the list.

5. Adding or updating position tags

The district secretary has the ability to add new people in AssistExpo but the system does not allow them to add or modify the position "tags" e.g. district rep, judging contact, secretary, treasurer.

After the OAAS Annual Meeting, OAAS staff will go in and change the generic tag to the one that was indicated in the "**Notes**" field for the newly elected committee members. Once the specific District tag is added, the individual will show up on the "*District Committees*" list on the OAAS website.

The OAAS staff will also remove the current tag for any committee member that a comment has been input into the "**Notes**" field indicating that an individual is retiring as of the OAAS annual meeting and their name will be removed from the "*District Committees*" list on the OAAS website.