# AssistExpo Competitions Module Instructions

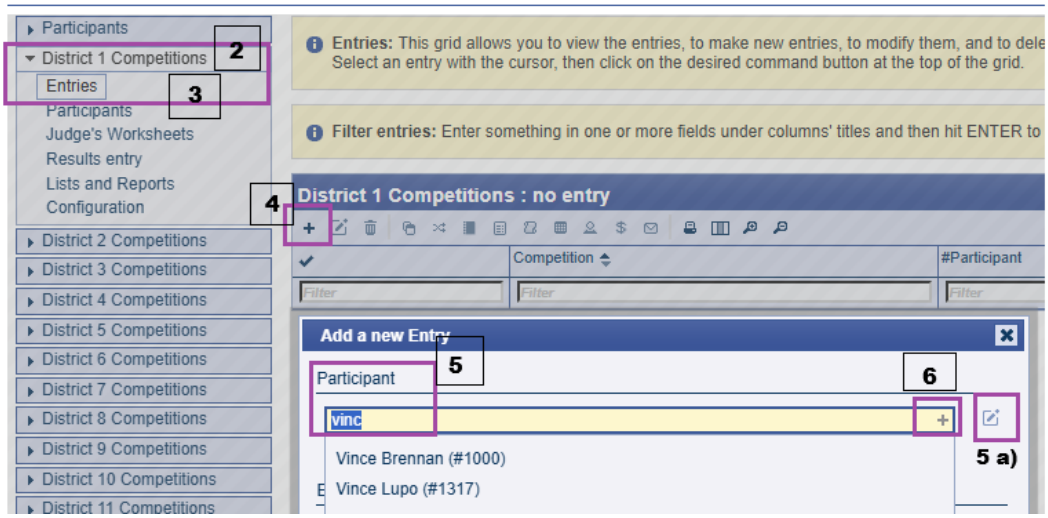
## Inputting District Entries and placings.

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 your user code and password

2. Click on appropriate "***District # Competitions***" in the left column.

3. Click on "***Entries***" in the list below.




4. Under the "***District # Competitions***" title at the top of the page, click the "**+**", and the "***Add a new Entry***" page will open.

5. Type part of the participant's first **or** last name in the "***Participant***" field.
5 a). If the participant's full name shows up, click on the little "pencil" to the far right of the "***Participant***" field.

This will open the "***Modify a Participant***" screen. If Participant's name and address is correct – click "***Save***" to add them to the "***Competitions***" list.
This will bring you back to the "***Add a new entry***" page – proceed to Step 8.
**Note:** If their name and address doesn't match, proceed to Step 6 and create a new participant.

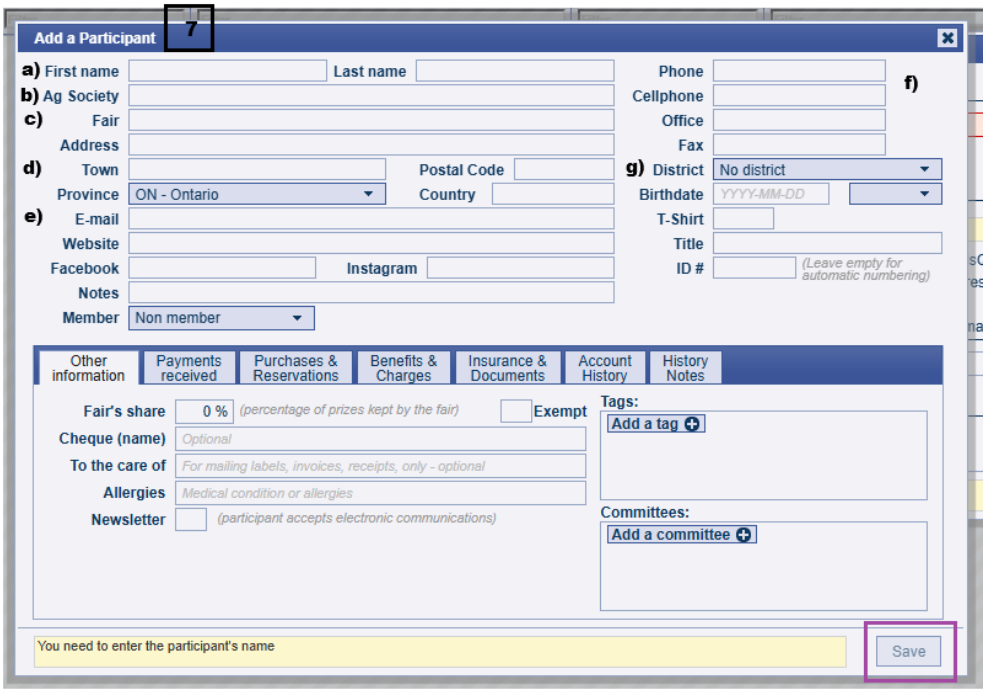
6. If the participant's name does not show up in the system, click the "**+**" sign at the right end of the "***Participant***" field.

7. This will open the "***Add a Participant***" page. Enter the participant's information:
   a) First & Last Name
   b) Agricultural Society – Participant's home society
   c) Fair – the fair that submitted the item to the District Competition
   Participant's info:
   d) Address
   e) E-mail address
   f) phone #
   g) District # - District where the participant lives.

**IMPORTANT:** all of the above information is mandatory for the Participant whose item is proceeding to the Provincial Competition.

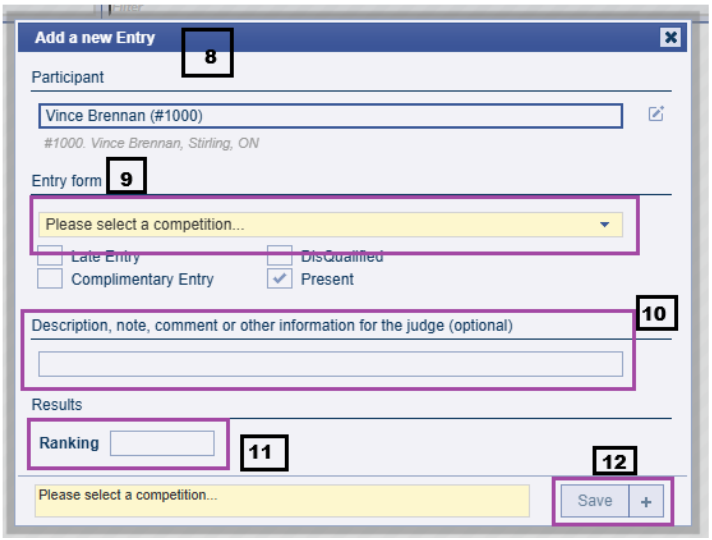
**NOTE:** Please input the top 3 placing participants/entries for each class (or less if applicable). Some Districts choose to input all participants which is fine as well.

November 2, 2026




- Click the "***Save***" button in the bottom right of the "***Add a Participant***" page.

8. This will reopen the "***Add a new Entry***" screen.




9. Under the "***Entry form***" field, select the competition from the dropdown menu, e.g. Machine Quilt or Honey.

10. **IMPORTANT**: For both quilt competitions, in the "'***Description, note, comment or other information***" field – we require the pattern name and the pattern designer name. If the pattern is a Traditional quilt pattern, input Traditional in place of the designer name. If the exhibitor designed the quilt pattern, then their name should be listed as the designer. See example below




11. Input the ***"Ranking"*** for the first-place item. Adding the second and third place rankings is optional.

12. Click the "***Save"*** button in the bottom right of the page.

13. Repeat the steps for eligible participants in each of the classes.

November 2, 2026