

# AssistExpo - 2019 Fairs and Exhibitions Directory Instructions



## Updating Fair Information

The use of AssistExpo last year simplified the process for collecting Fair Information for the “**Ontario Fairs and Exhibitions Directory**”, the OAAS [www.ontariofairs.com](http://www.ontariofairs.com) website and other documents as well as helping to ensure that the information was accurate, and that no information was missed.

If you have any questions on completing any of the fields, please read the instructions below. They are a step-by-step process to complete or update the form.

**IMPORTANT** – please ensure all applicable fields **are filled out accurately**. The information on these forms will be used to create the printed “**Ontario Fairs and Exhibitions Directory**” and update the Ontario Fairs website and Agricultural Society Contact lists for Office Manager. The information on the system as of February 28 will be part of the printed “**Ontario Fairs and Exhibitions Directory**” that is distributed across Ontario. Any changes after that date **will only be input on the Ontario Fairs website**.

**IMPORTANT: Please go to the [www.ontariofairs.com](http://www.ontariofairs.com) website and click on your Fair website and Facebook links and ensure that they work. We had several fairs that had incorrect links last year i.e. typing errors.**

**REMINDER** – AssistExpo allows the Agricultural Society Contact to log at any time during the year and update their Fair or Contact information (i.e. Contact person’s email address changes), and the Office Manager will be notified of the change. This should assist to keep our records and the Fair Information on the website current.

### **CHANGES for 2019**

1. We have added a new field for “**Directory - Fair Information**” – which is limited to 50 words. It is a snapshot of your Fair’s highlights. The information in this field will be included in the printed “**OAAS Fairs and Exhibitions Directory**”. We have had to limit the amount of information per Agricultural Society in the printed Directory because the Directory had too many pages last year.

**IMPORTANT** – please add information to this new field.

The original “**Fair Information**” field has been renamed to “**Website - Fair Information**” and this information will be included under your Agricultural Society’s section on the OAAS [www.ontariofairs.com](http://www.ontariofairs.com) website. The information from last year will be carried over – please update this field as needed.

### **2. Contact Information:**

Please **do not include anyone’s personal contact information** – (i.e. email address, phone number or mailing address) on the following fields **without their written consent that it can be made public**.

**a) Fair Contact Info screen:** All information (including mailing address, email address and phone numbers) is pulled by the AssistExpo Program **to be included** in the printed “**OAAS Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS [www.ontariofairs.com](http://www.ontariofairs.com) website.

**b) Contact 1 information:** The Name and Contact information included under “**Contact 1**” fields is pulled by the AssistExpo Program **to be included** in the printed “**OAAS Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS [www.ontariofairs.com](http://www.ontariofairs.com) website.

**IMPORTANT: See Section 3d) pages 5 and 6 for information on how to fill out Contact 1 fields information correctly.**

**NOTE: Contact 2 & 3 Information is for OAAS internal information only – it will not be included in the printed “Ontario Fairs and Exhibitions Directory” or on the OAAS [www.ontariofairs.com](http://www.ontariofairs.com) website or shared with the public.**

Here is the link to access the form to update your Fair Information for the Directory:

<https://www.assistexpo.ca/oaas-directory>

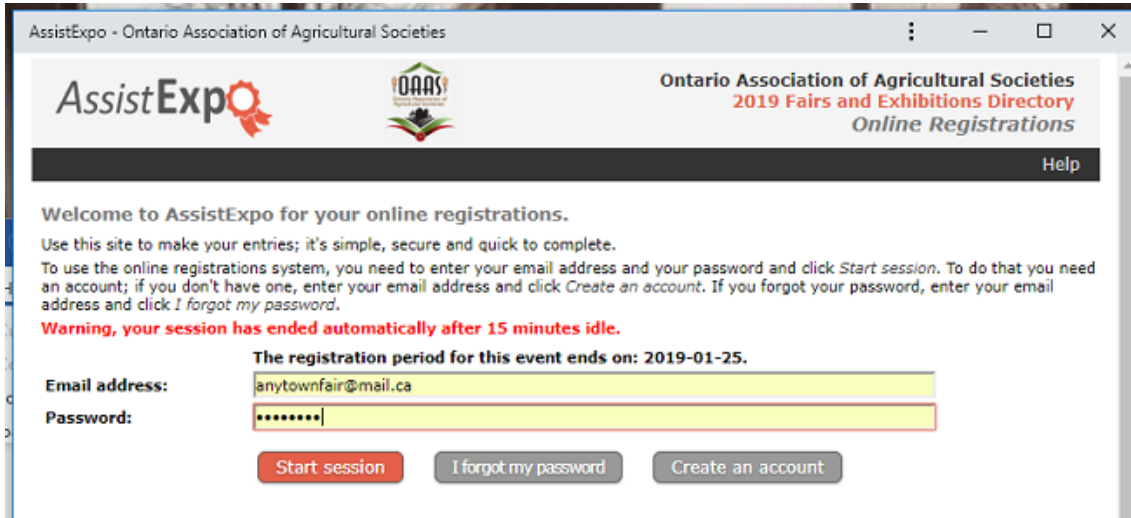
# A) Instructions

## Logging into Assist Expo

### Screen 1

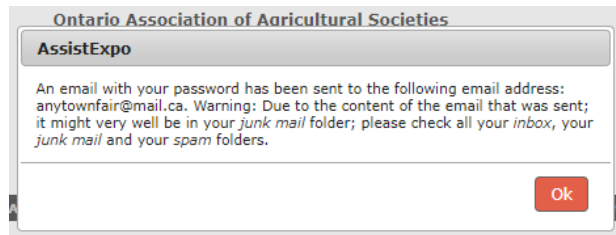
- Input your email address and password and select the “**Start Session**” button.

**Note:** depending on your system the email address and/or password may be prefilled



**IMPORTANT:** If you have forgotten your password – click on the “*I forgot my password*” button - and an email with your password will be sent to the email address.

**NOTE:** If the email does not show up in the Inbox in a reasonable amount of time – please check your Junk and Spam folders.



**IMPORTANT:** If the email address you used last year to create your AssistExpo account is no longer available – you will have to create a new account. See Instructions at the end of this document to create a new account.

**Prior to proceeding to the next screen:**

- Please check your Agricultural Society’s entry in the printed “**OAAS Fairs and Exhibitions Directory**” and review your information to determine what needs to be updated.
- Please go to the [www.ontariofairs.ca/fairs](http://www.ontariofairs.ca/fairs) website and check to ensure your information is correct. Click on your fair website and Facebook links and ensure that they work. We found several fairs with incorrect links last year i.e .ca instead of .com

**Screen 2**

1. Select the “**Modify Fair Contact Info**” button to bring up the following screen to verify and/or update your Fair information - name, mailing address, email, phone number, website link, Facebook information or other social media account information.

The screenshot shows the 'AssistExpo' interface for the 'Ontario Association of Agricultural Societies 2019 Fairs and Exhibitions Directory Online Registrations'. The user is logged in as 'Anytown Agricultural Society' for the 'Anytown Fair'. The page displays the society's contact details: 1911 Foxboro-Stirling Rd., Stirling, ON, K0K 3E0, telephone 613-395-2465, and email officemanager@oasfairs.com. A registration period end date of 2019-01-25 is noted. A 'Modify Fair Contact Info' button is prominently displayed. Below this, there is a 'Modify Fair Dates, Location and/or Contact Info' button.


**Fair Contact Info screen:** All information (including mailing address, email address and phone numbers) is pulled by the AssistExpo Program **to be included** in the printed “**OAAS Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS [www.ontariofairs.com](http://www.ontariofairs.com) website.

The screenshot shows the 'AssistExpo' 'Information about the Fair' form. The form is pre-filled with the following information: Name of Society: Anytown Agricultural Society; Name of the Fair: Anytown Fair; Fair's email address: anytownfair@mail.ca; Fair's mailing address: 146 Foxboro Street, Box 9; City: Anytown; Province: ON - Ontario; Postal code: Z9Z 9Z1; Fair's phone number: 613-000-9999; Fair's fax number: 613-000-9998; Web site: www.anytownfair.ca; Facebook: https://www.facebook.com/anytownfair. At the bottom, there is a red 'IMPORTANT' warning: 'The information on this page will be included in our printed OAAS Directory and posted on the OAAS website. Please don't include personal email addresses or mailing addresses without the consent of the person involved.' Below the warning are 'Save changes' and 'Cancel changes' buttons.

Once you have made required changes, click on the “**Save changes**” button.

2. Select the “**Modify Fair Dates, Location and/or Contact info**” button to verify and/or update Fair location, dates, events and activities or Contact Information. **NOTE:** Clicking on the “**Save Changes**” button on the above screen also brings you to this screen.

a) **IMPORTANT:** You must update the Fair date information every year!

**AssistExp**  **Ontario Association of Agricultural Societies**  
**2019 Fairs and Exhibitions Directory**  
**Online Registrations**

Help | My Profile | Close

**Ontario Association of Agricultural Societies - 2019 Fairs and Exhibitions Directory**

**Directory entry for: Anytown Fair, Anytown Agricultural Society**

To register for this event, you need to answer the following additional questions. Once you have answered all questions, please click the button below to save your answers and continue with your entries.  
 There are several questions on this page and you will need to scroll down to answer them all.

**Are you a member of Ontario Association of Agricultural Societies?**

**Please select your membership category:** Affiliation Member, \$40000 to \$49999 at gates ▼

**District:** OAAS District 3 ▼

**Fairgrounds information:**

**Premises ID:** ON4212345 (List of OAAS Premises ID available online: [click here](#))


**Fairgrounds civic address:** 146 Foxboro Rd, Anytown, ON Z9X 9Z1, Canada **Locate**


**Fairgrounds GPS:** Latitude: 44.2857175, Longitude: -77.5323196

Enter the 'Fairgrounds address' address and click 'Locate' to find the GPS coordinates automatically.  
 Or, locate a nearby address then click and drag the map and click on the exact location of the fairgrounds.

**a)**

**Fair dates:**

**Start date:** 2019-07-05 

**End date:** 2019-07-07 

**Description:** July 5 - 4pm to 11pm (Information regarding Partial days)

b) **NEW FIELD** “**Directory - Fair Information**” field - add your Fair highlights – Maximum of 50 words

c) “**Website - Fair Information**” field (formerly “**Fair Information**” field) - update and/or verify your Fair events and activities information.

**b)**

**Directory - Fair information:**  
 Description of the fair for printed version of the directory, theme, activities, special events, special features... (about 50 words):

**Welcome to our 150th Fair! Friday Night - Monster Demo Derby; Saturday - Tractor Pull; Sunday Light and Heavy Horse Pull** 4-H Dairy, Beef, Sheep and Pig Achievement Program; School and Homecraft Displays; Children's Entertainment; Large Midway; Live Entertainment

**c)**

**Website - Fair information:**  
 Description of the fair for the website version of the directory, theme, activities, special events, special features... (about 150 words):

**Welcome to our 150th Fair! Friday Night - Monster Demo Derby - starts at 6pm; Saturday - Tractor Pull - starts at 10am; Sunday - Light and Heavy Horse Pull - starts at 10am** 4-H Dairy, Beef, Sheep, and Pig Achievement Program starts Saturday at 9am at 4-H Building; See our School and Homecraft Displays - 2 large buildings; Children's Entertainment - new this year Bobby the Clown ; Large Midway with over 40 rides and inflatables; Live Entertainment each night on the Grandstand. Friday - featuring our local Talent Search show!; Saturday - Pine River Rangers; Sunday - Elvis Impersonators.

d) Verify the Contact Information – have any names, email addresses, mailing addresses or phone numbers changed? We can't send important information to your Agricultural Society if we don't have the correct Contact information.

**Contact 1 information:** This must be the person that is the Primary Contact that receives OAAS emails and information from the OAAS Office Manager.

**NOTE:** The Name and Contact information included under “**Contact 1**” fields is pulled by the AssistExpo Program **and will be included** in the printed “**OAAS Fairs and Exhibitions Directory**” and under your Agriculture Society section on the OAAS [www.ontariofairs.com](http://www.ontariofairs.com) website.

d)

**Contact 1:**

**IMPORTANT:** Contact 1 information below will be included in our printed OAAS Directory and posted on the OAAS website. Please don't include personal email addresses or mailing addresses without the consent of the person involved.

**Contact Position:** Fair Secretary

**Contact First Name:** Jane

**Contact Last Name:** Doe

**Contact Mailing address:** 146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

**Contact email:** anytownfair\_secretary@mail.ca

**Contact phone:** 613-000-1234

**Contact cellphone:**

**Contact fax:**

d)

**Contact 2:**

Contact 2 information provided below is for OAAS internal use only; it will not be shared in the OAAS Directory or on the OAAS website.

**Contact Position:** Fair President

**Contact First Name:** Jack

**Contact Last Name:** Frost

**Contact Mailing address:** 146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

**Contact email:** anytownfair\_president@mail.ca

**Contact phone:** 613-000-2222

**Contact cellphone:**

**Contact fax:**

d)

**Contact 3:**

Contact 3 information provided below is for OAAS internal use only; it will not be shared in the OAAS Directory or on the OAAS website.

**Contact Position:** Please select...

**Contact First Name:**

**Contact Last Name:**

**Contact Mailing address:**

**Contact email:**

**Contact phone:**

**Contact cellphone:**

**Contact fax:**

**Name of the person filing this form:**

**Your Name:** Jane Doe

Save these answers Do not save these modifications

**IMPORTANT:** Do not include the Primary Contact's (i.e. Secretary) personal Contact Information (i.e. email address, phone number or mailing address) in the Contact 1 fields unless you have their written permission that it can be made public.

Those fields are mandatory, so you cannot leave them empty.

Please input the following generic information in any of the fields that **Contact 1** (your Primary Contact) uses their personal Contact information because your Fair **does not have** their own specific email address(es), and/or mailing address(es) and/or phone numbers. (i.e. – if your Fair has an email address but the Primary Contact uses their personal mailing address and telephone number – use your Fair email and put in the generic info for the other two fields.)

- Contact mailing address: **xxx**
- Contact email address: **xxx@xxx.ca**
- Contact phone: **999-999-9999**

**IMPORTANT:** If Contact 1 has input generic information in any of the above 3 fields because they use their personal email address, mailing address or phone number) to correspond with the OAAS Office Manager – **they must also be listed as Contact 2** – and list all their contact information so that the OAAS Office Manager will have their contact information.

**Contact 1:**

**IMPORTANT:** Contact 1 information below will be included in our printed OAAS Directory and posted on the OAAS website. Please don't include personal email addresses or mailing addresses without the consent of the person involved.

**Contact Position:** Fair Secretary

**Contact First Name:** Jane

**Contact Last Name:** Doe

**Contact Mailing address:** Xxx

**Contact email:** xxx@xxx.ca

**Contact phone:** 999-999-9999

**Contact cellphone:**

**Contact fax:**

Generic information added rather than Jane Doe's personal Contact information.

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**Contact 2:**

Contact 2 information provided below is for OAAS internal use only; it will not be shared in the OAAS Directory or on the OAAS website.

**Contact Position:** Fair Secretary

**Contact First Name:** Jane

**Contact Last Name:** Doe

**Contact Mailing address:** 99 Donald Rd, Box 1 Anytime, ON Z9X 9Z1, Canada

**Contact email:** jdoe@mail.ca

**Contact phone:** 613-000-9871

**Contact cellphone:**

**Contact fax:**

Jane Doe's personal Contact Information - used for correspondence with OAAS Office Manager

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**Contact 3:**

Contact 3 information provided below is for OAAS internal use only; it will not be shared in the OAAS Directory or on the OAAS website.

**Contact Position:** Fair President

**Contact First Name:** Jack

**Contact Last Name:** Frost

**Contact Mailing address:** 146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

**Contact email:** anytownfair\_president@mail.ca

**Contact phone:** 613-000-2222

**Contact cellphone:**

**Contact fax:**

**Name of the person filing this form:**

**Your Name:** Jane Doe

**Save these answers**    **Do not save these modifications**

**NOTE:** Contact 2 & 3 Information is for OAAS internal information only – it will not be included in the printed “Ontario Fairs and Exhibitions Directory” or on the OAAS [www.ontariofairs.com](http://www.ontariofairs.com) website or shared with the public.

3. Click on the “**Save these answers**” button – the following page will come up. Please check the information to make sure it is correct.



### Your online registrations with AssistExpo

You currently have 1 fair in your account.

#### Ontario Association of Agricultural Societies - 2019 Fairs and Exhibitions Directory

1911 Foxboro-Stirling Rd., Stirling, ON, K0K 3E0

Telephone: 613-395-2465

[officemanager@oaasfairs.com](mailto:officemanager@oaasfairs.com) <http://ontarioagsocieties.com/>

[View the instructions for 2019 Fairs and Exhibitions Directory.](#)

The registration period for this event ends on: 2019-01-25.

#### All your delegates are with this fair:

##### Anytown Fair

[Modify Fair Contact Info](#)

Contact person: Jane Doe

Name of Society: Anytown Agricultural Society

146 Foxboro Street, Box 9,, Anytown, ON, Z9Z 9Z1, 613-000-9999, [anytownfair@mail.ca](mailto:anytownfair@mail.ca)

[www.anytownfair.ca](http://www.anytownfair.ca), <https://www.facebook.com/anytownfair>

Additional information you have provided: [Modify this information](#)

Membership to Ontario Association of Agricultural Societies: Affiliation Member, \$40000 to \$49999 at gates, OAAS District 3.

Fair dates: 2019-07-05 to 2019-07-07, July 5 - 4pm to 11pm

Fairgrounds address: 146 Foxboro Rd, Anytown, ON Z9X 9Z1, Canada

Fairgrounds GPS coordinates: 44.2857175, -77.5323196

##### Directory - Fair information:

Welcome to our 150th Fair!! Friday Night - Monster Demo Derby; Saturday - Tractor Pull; Sunday Light and Heavy Horse Pull 4-H Dairy, Beef, Sheep and Pig Achievement Program; School and Homecraft Displays; Children's Entertainment; Large Midway; Live Entertainment

##### Website - Fair information:

Welcome to our 150th Fair!! Friday Night - Monster Demo Derby - starts at 6pm; Saturday - Tractor Pull - starts at 10am; Sunday - Light and Heavy Horse Pull - starts at 10am 4-H Dairy, Beef, Sheep, and Pig Achievement Program starts Saturday at 9am at 4-H Building; See our School and Homecraft Displays - 2 large buildings; Children's Entertainment - new this year Bobby the Clown ; Large Midway with over 40 rides and inflatables; Live Entertainment each night on the Grandstand. Friday - featuring our local Talent Search show!; Saturday - Pine River Rangers; Sunday - Elvis Impersonators.

##### Contact 1:

Jane Doe, Fair Secretary

146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

[anytownfair\\_secretary@mail.ca](mailto:anytownfair_secretary@mail.ca)

613-000-1234

##### Contact 2:

Jack Frost, Fair President

146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada

[anytownfair\\_president@mail.ca](mailto:anytownfair_president@mail.ca)

613-000-2222

##### Last update:

Jane Doe, 2019-01-05 @ 12:52

#### Confirmation email

Please click 'Submit' button to send a copy of this form to your email address and to the OAAS. Thank you for doing your entries online with AssistExpo.

[Submit](#)

[Print](#)

**IMPORTANT** – If the above screen information is correct and reflects changes you made, click the **“Submit”** button to submit your information.

If you wish to print a copy of this report, click the **“Print”** button on the right corner.

**NOTE:** If you don't have access to the email address that was used previously by your Agricultural Society, you must create a new account.