AssistExpo - 2022 Fairs and Exhibitions Directory:

Instructions for updating a Current Account

IMPORTANT – please ensure all applicable fields **are filled out accurately**. The information on these forms will be used to create the printed and digital "***Ontario Agricultural Fairs and Exhibitions Directory***" and update your Agricultural Society page on the www.ontariofairs.com website and Agricultural Society Contact lists for the OAAS Manager. The information on the system as of March 15st at 11:59 pm will be part of the printed "***Ontario Agricultural Fairs and Exhibitions Directory***" that is distributed across Ontario.

NOTE: If you don't update your information by March 15th – y**our 2022 dates and information will be used in the printed Directory.** Any changes after that date **will only be input on the Ontario Fairs website.**

IMPORTANT: Please go to the www.ontariofairs.com website and go to your agricultural society page and click on the links for your website and Facebook and ensure that they work. **DO NOT assume they are correct** - we had numerous fairs that had incorrect links last year .e.g. **.com** instead of **.ca** or missing letters or typing errors (e.g. agricutlural). Probably 5 to 10% of the website and Facebook and other social media links were incorrect 😟 .
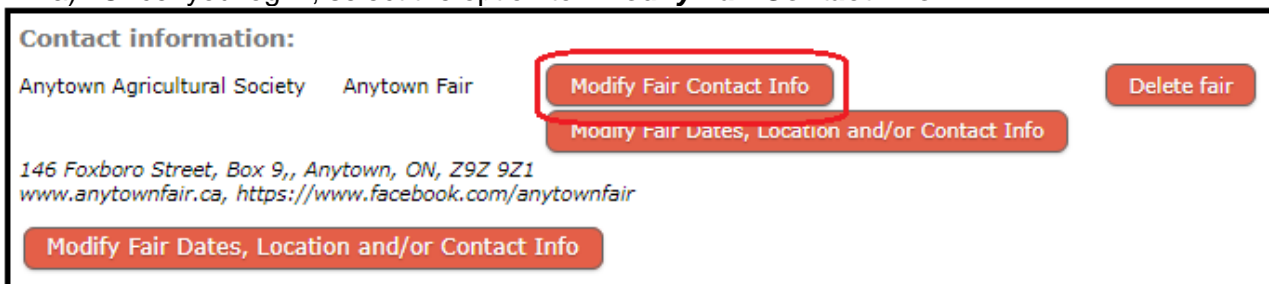
REMINDER –AssistExpo allows the agricultural society to log on at any time until December 31st, 2023 and update their 2023 fair or agricultural society contact information (i.e. Contact person's email address changes). NOTE: Your Agricultural Society is responsible for logging into AssistExpo and updating your fair or society contact information during the rest of the year whenever there are any changes to the information that has been submitted through the AssistExpo Directory Module. The OAAS will be notified of the changes.

TIP – any field with a * at the end is a mandatory field and must be completed.

❖ **Here is the link to access AssistExpo to update your agricultural society and fair Information: https://www.assistexpo.ca/oaas-directory**

NEW in 2022

1) **Logo -** You can upload your agricultural society or fair logo and it will be added to your society page on the www.ontariofairs.com website.
   a) Once you log in, select the option to "***Modify Fair Contact Info***"

Contact information:

Anytown Agricultural Society   Anytown Fair   [Modify Fair Contact Info]   [Delete fair]

[Modify Fair Dates, Location and/or Contact Info]

146 Foxboro Street, Box 9,, Anytown, ON, Z9Z 9Z1
www.anytownfair.ca, https://www.facebook.com/anytownfair

[Modify Fair Dates, Location and/or Contact Info]

   b) Click the "***Select file…***" option

c) Go to the location on your drive where logo is saved and select the file.

NOTE: The file must not be larger than 3Mb and can be in any of the following formats - jpg, jpeg, png, gif, tif, tiff

A message that the file has been accepted with a thumbnail of the logo should pop up. If it doesn't – check for an error message. i.e. file too large

- To change the logo, click on the "**Select file**…" button and it will allow you to upload a different file.

Reminders

- It is now mandatory for each agricultural society to provide the name and contact information for **three (3)** contact people.

IMPORTANT: *'Contact 1'* section has been renamed to "***Primary Contact"*** and is divided into 2 sections.

- The Primary Contact should be the person that corresponds with the OAAS Manager (i.e. Secretary or Secretary-Treasurer, Manager).

- If the Primary Contact's roles do not include Treasurer or Secretary-Treasurer, then it is mandatory that the Treasurer or Secretary-Treasurer is listed as Contact 2 or 3. The other contact could be the President, Director, or another member of the agricultural society board. NEW for 2023 – the Treasurer or Secretary-Treasurer **must** be included as one of the 3 **Contracts. The program will not let you proceed further unless you have added the Treasurer or Secretary-Treasurer as one of the 3 Contacts.**

- Contact 2 & 3 - Each contact MUST have a unique email address and phone number i.e. the email address and phone number for Contact 2 and Contact 3 must be different from each other and different from the Primary Contact. (i.e. the generic agricultural society email address and/or phone number CAN NOT be input for each contact.)

- **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* website or shared with the public.

- **All correspondence from the OAAS Manager will be sent to all 3 Contacts.** This change is being implemented to ensure that the appropriate people are receiving important and time-critical information (i.e. membership fees renewal, funding notices, etc.).

- ❖ **Here is the link to access AssistExpo to update your agricultural society and fair Information: 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 associated with the account.

NOTE: If the email does not show up in the *Inbox* in a reasonable amount of time – please check your *Junk* and *Spam* folders.
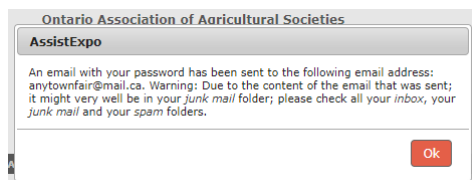
- If you want to change the password associated with the account - Select "*My Profile*" at the top right corner of the screen and then select the "*Change Password*" option.
- If you have access to the email address associated to the account and wish to change the email address to a different one– Select "*My Profile*" at the top right corner of the screen and then select the "*Use New Email Address*" option.

IMPORTANT: If the email address you used last year to access your AssistExpo account is no longer available – you will have to create a new account. **Click here** for instructions to create a new account.

❖ **Screen 2**

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

❖ **Fair Contact Info screen**:

Please confirm your agricultural society email address, mailing address, phone /fax in the '***Fair'*** info fields are correct.
All information (including mailing address, email address and phone numbers) is pulled by the AssistExpo Program **to be included** in the printed "**Ontario Agricultural *Fairs and Exhibitions Directory***" and under your agriculture society section on the OAAS *www.ontariofairs.com* website.

IMPORTANT: If your agricultural society does not have their own email/ mailing address or phone number - **do not include** the Primary Contact's **personal** Contact Information (i.e. email address, phone number or mailing address) **in the Fair information 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 if your agricultural society **does not have** their own specific email address(es), and/or mailing address(es) and/or phone numbers. (i.e. – if your agricultural society 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**

   NOTE: Once you have made required changes, click on the "*Save changes*" button.

TIP: You want to ensure that your visitors can access your website and Facebook page - **please double-check your website and Facebook links** and make sure they are correct– a significant number have been incorrect i.e. *.com* instead of *.ca* or spelling errors

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.

TIP – any field with a *** at the end is a mandatory field and <u>must</u> be completed.

❖ Fair Dates and Location section

IMPORTANT – *Fairgrounds civic address* – ensure that this is the actual physical address of your fairgrounds. When visitors input this address into Google Maps or their GPS, you want to ensure that it will lead them to your fairgrounds.
TIP - input your address into Google Maps and/or GPS to ensure that it shows up correctly!

a) <mark>**IMPORTANT**</mark>: <u>**You must update the Fair date information every year - ensure the year as well as the days/months is updated.**</u>

❖ Fair Information for Directory and Website section

b) ***"Website - Fair Information"*** field - update and/or verify your Fair events and activities information. This field allows approximately 250 words. Please go to the www.ontariofairs.com website and check to determine if any information needs to be updated and to ensure your information is correct. **IMPORTANT** - Click on your website and Facebook links on your page and <u>ensure that they work</u>. We found several pages with incorrect links last year i.e **.ca** instead of **.com** or spelling errors. The information in this field will be copied to your agricultural society's page on the OAAS website so please verify that the links

❖ Contact Information section

c) 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' **section has been renamed to** *'Primary Contact'* **and is divided into 2 sections**
Primary Contact must be the person that receives OAAS emails and information from the OAAS Manager. This would most often be the Secretary or Secretary-Treasurer or Manager.

➢ **Primary Contact – Section 1 fields**

- Input First and Last Name and Position – mandatory fields[*]
- Input the agricultural society email address, mailing address and phone number(s).

The Name and Contact information included under "***Primary Contact*** **– Section 1**" fields **will be included** in the printed and digital "***Ontario Agricultural Fairs and Exhibitions Directory***" and under your Agriculture Society section on the OAAS www.ontariofairs.com website**.**

<mark>**IMPORTANT NOTE**</mark>**:** If the "*Primary Contact*" uses their personal email and/or mailing address and/or phone number as their contact information for fair duties, **it must be listed in Section 2.** **Only include personal contact information** – (i.e. email address, phone number or mailing address) in Section 1 **if the person has given their written consent that their contact info can be made public.**

<mark>**NOTE:**</mark> **The "***Primary Contact - Section 1"*** fields are mandatory, so you cannot leave them empty**.

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

Use the following generic information to complete "Section 1", only if required.

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

➢ Primary Contact - Section 2 fields

- Input First and Last Name and Position **–** *mandatory fields**

- Input email address, phone number(s) – *mandatory fields** **-** this can be the same contact information listed in Section 1 or it may be the Primary Contact's personal contact information If the Primary Contact uses their personal email, phone number, etc. for any or all of the contact information for fair duties – it <u>must</u> be included in Section 2.

IMPORTANT: The Contact information included under '*Primary Contact – Section 2*' - <u>is for OAAS internal information only – it will not be included</u> in the printed or digital "*Ontario Agricultural Fairs and Exhibitions Directory*" or on the OAAS www.ontariofairs.com website or shared with the public. It will only be shared internally with the OAAS Manager and your Provincial Director. If there has been generic information included in "*Primary Contact - Section 1*" – their actual contact information must be included in "*Primary Contact - Section 2*".

IMPORTANT: Primary Contact – Section 1 and 2 - the contact listed in both sections **must be the same person**. See example below – Jane Doe is used in both.

NOTE: if the Primary Contact has an agricultural society email/mailing address/phone number, it can be entered in both the **"*Primary Contact - Section 1*"** and **"*Primary Contact - Section 2*".**

Primary Contact - Section 1
IMPORTANT: All information listed in '*Section 1*' <u>will be included</u> in the printed "**OAAS Fairs and Exhibitions Directory**" and under your Agriculture Society section on the OAAS www.ontariofairs.com website. **Do not include the Primary Contact's personal Contact Information** (i.e. email address, phone number) **in the Section 1 fields** <u>unless you have their written permission</u> that it can be made public.

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:	

Primary Contact - Section 2   **NEW!!** Contact name in Section 2 MUST be the same person as listed in Section 1 above
IMPORTANT: 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:	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:	

➢ **Contact 2 and Contact 3 fields**

NOTE: If there is a separate position for Treasurer – then it is essential that they are listed as Contact 2 or 3 so that we can ensure that your agricultural society gets the information regarding OAAS Membership fee information.

<mark>NEW for 2023</mark> – the Treasurer or Secretary-Treasurer <u>must</u> be included as one of the 3 Contracts. The program <u>will not</u> let you proceed further unless you have added the Treasurer or Secretary-Treasurer as one of the 3 Contacts.

- Input First and Last Name and Position - *mandatory fields**

- Input email address, phone number(s) – *mandatory fields**

IMPORTANT: the email addresses and phone numbers must be unique to each Contact so you must input a different email address and phone number for each Contact.

NOTE: The Contact information included under "**Contact 2 and Contact 3** " fields below <u>is for OAAS internal information only – it will not be included </u> in the printed or digital "*Ontario Agricultural Fairs and Exhibitions Directory*" or under your agricultural society section on the OAAS *www.ontariofairs.com* website or shared with the public.

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 Iceberg Rd, Box 9 Anytown, ON T0O 2C0, Canada
Contact email:	jack.frost@brr.net
Contact phone:	613-000-2222
Contact cellphone:	613-999-8765
Contact fax:	

NEW - Contact email and phone number must be unique - can not be the same as Contact 1 or Contact 3

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 Treasurer
Contact First Name:	John
Contact Last Name:	Deere
Contact Mailing address:	999 Tractor Lane, Thistown, ON Z9X 0X9
Contact email:	john.deere@tractor.com
Contact phone:	613-999-1234
Contact cellphone:	
Contact fax:	

NEW - Contact email and phone number must be unique - can not be the same as Contact 1 or Contact 2

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

AssistExpo

Ontario Association of Agricultural Societies
2021 Fairs and Exhibitions Directory
Online Registrations

Summary | Add a fair   Help | My Profile | Close

Your online registrations with AssistExpo

You currently have 1 fair in your account.

Ontario Association of Agricultural Societies - 2021 Fairs and Exhibitions Directory
1911 Foxboro-Stirling Rd., Stirling, ON, K0K 3E0
Telephone: 613-395-2465
manager@oaasfairs.com   http://ontarioagsocieties.com/
View the instructions for 2021 Fairs and Exhibitions Directory.

The registration period for this event ends on: 2021-03-31.

Contact information:

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
www.anytownfair.ca, https://www.facebook.com/anytownfair
Additional information you have provided: **Modify this information   Delete this membership**

OAAS Membership: OAAS District 3

Fair dates: 2021-03-05 to 2021-03-10, 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.

Primary Contact - Section 1:
Jane Doe, Fair Secretary
146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada
anytownfair_secretary@mail.ca
613-000-1234

Primary Contact - Section 2:
Jane Doe, Fair Secretary
146 Foxboro Rd, Box 9 Anytown, ON Z9X 9Z1, Canada
anytownfair_secretary@mail.ca
613-000-1234, 613-123-9999

Contact 2:
Jack Frost, Fair President
146 Iceberg Rd, Box 19 Anytown, ON Z9X 9Z1, Canada
jack.frost@brr.net
613-000-2222

Contact 3:
Jonathon Deer, Fair Treasurer
999 Tractor Lane, Thistown, ON Z9X0X9
jonathon.deer@tractor.com
613-999-1234

Last update:
Bev Brennan, 2021-02-04 @ 12:21

Confirm and complete your registration

Please click 'Submit' button to submit your changes. A copy of this form will be sent to your email address and to the OAAS. Thank you for registering online with AssistExpo.

Submit   Print

IMPORTANT – If the above screen information is correct and reflects changes you made, <u>click the **"Submit"** button to submit your information.</u>

NOTE: If you don't get an email from AssistExpo listing the changes – **then the changes were not submitted,** and you need to follow up.

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

TROUBLESHOOTING

IMPORTANT: If your fair currently uses the AssistExpo program for your fair exhibits or prize money – you will have a different username and password for this module.

Passwords

- **Forgot your password?** 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 that you are logging in with.

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

- **How do I change my password ?** If you want to change the password associated with the account - Select "*My Profile*" at the top right corner of the screen and then select the "*Change Password*" option.

Changing the email address associated with your AssistExpo account

- **How do I change the email address associated with our AssistExpo account?**
  If you have access to the email address associated to the account and wish to change the email address to a different one– Select "*My Profile*" at the top right corner of the screen and then select the "*Use New Email Address*" option.
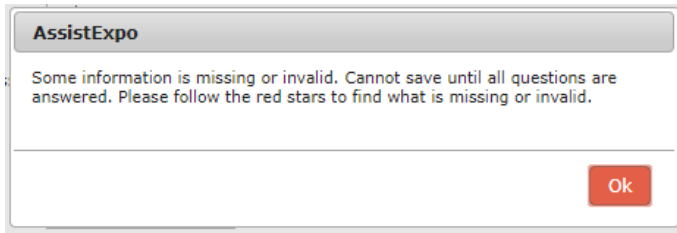

- **The email address used for the AssistExpo account is no longer available** If the email address you used last year to create your AssistExpo account is no longer available – you will have to create a new account. **Click here** for Instructions on how to set up a new account.

Other issues

- **AssistExpo will not allow you to input information** – check for an error message on the screen – you may have exceeded the number of words a box will allow or have an incorrect format for an email address or website.

- **AssistExpo will not allow you to proceed to the next page or save your information** - check the information in the fields that have an * beside them (mandatory fields) or are highlighted in yellow (The system has an issue with the information that was entered.)
  NEW for 2023 – **ensure the Treasurer or Secretary-Treasurer is included as one of the 3 Contracts. The program will not let you proceed further unless you have added the Treasurer or Secretary-Treasurer as one of the 3 Contacts.**

- **Error message** - If you click on **"Save these answers"** button and you get an error message, check the information in the fields that have an * beside them (mandatory fields) or are highlighted in yellow (the system has an issue with the information that was entered).

AssistExpo

Some information is missing or invalid. Cannot save until all questions are answered. Please follow the red stars to find what is missing or invalid.

<div align="right">

Ok

</div>

- If you are logging back into AssistExpo after having completed creating your fair – you have to click on the "*Save these Answers*" button on the bottom of the 2ⁿᵈ screen to move to the next screen with the Fair Contact information. If you click on the "**Do not save these modifications**" button, it will take you back to the original screen

Name of the person filing this form:

Your Name: Jane Doe

Save these answers   Do not save these modifications