



AssistExpo - 2023 Fairs and Exhibitions Directory:

Instructions for setting up a New Account

If the email address used to access your agricultural society AssistExpo account is no longer available – you will have to create a new account. Follow the directions below.

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 OAAS Manager. The information on the system as of March 15th, 2023 will be part of the printed “**Ontario Agricultural 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 website and click on your agricultural society website and Facebook links 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. agricu**t**lural). Currently 5 to 10% of agricultural society website and Facebook links are 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 the form to create your Fair Information for the Directory: <https://www.assistexpo.ca/oaas-directory>

STEPS TO CREATE A NEW ASSISTEXPO ACCOUNT

❖ Screen 1

When you log into AssistExpo, you will be presented with this screen.

- 1) Input your email address. We **strongly suggest** that this should be an email that belongs to your Agricultural Society i.e. the generic email address for your fair (anytownfair@mail.ca) or the email address for your Secretary or Manager address (anytownfair_secretary@mail.ca) and not someone’s personal email address.

IMPORTANT: Someone from your Agricultural Society will require access to the email address and password to log into AssistExpo at least once a year to update your Fair dates and other information and to update the information for the Ag Society’s Contact persons if their information needs to be modified.

TIP: Record the email address. Store the password in a separate SECURE location.

- 2) Click on the “**Create an account**” button




Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
Online Registrations

Help

Welcome to AssistExpo for your online registrations.

Use this site to make your entries; it's simple, secure and quick to complete.

To use the online registrations system, you need to enter your email address and your password and click *Start session*. To do that you need an account; if you don't have one, enter your email address and click *Create an account*. If you forgot your password, enter your email address and click *I forgot my password*.

The registration period for this event ends on: 2018-02-28.

Email address:

Password:



Ontario Association of Agricultural Societies
 2018 Fairs and Exhibitions Directory
 613-395-2465
 oaasofficemanager@gmail.com
 http://ontarioagsocieties.com/

❖ **Screen 2**

3) Input a password and click the “**Create the account**” button.




Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
Online Entries

Help

Create new account

Please enter your password below. It is not possible to modify your email address, you need to create a new account.

By using AssistExpo, you accept that the information you enter will be shared with the show or fair for which you make entries. For more information, please read our privacy policy.

Email address:

Password:

Again:

❖ **Screen 3**

4) Re-enter your email and your password and click the “**Start Session**” button




Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
Online Registrations

Help

Welcome to AssistExpo for your online registrations.

Use this site to make your entries; it's simple, secure and quick to complete.

To use the online registrations system, you need to enter your email address and your password and click *Start session*. To do that you need an account; if you don't have one, enter your email address and click *Create an account*. If you forgot your password, enter your email address and click *I forgot my password*.

Your account has been created.
Please enter your password again and click *Start session* to start using the system.

The registration period for this event ends on: 2018-02-28.

Email address:

Password:



Ontario Association of Agricultural Societies
 2018 Fairs and Exhibitions Directory
 613-395-2465
 oaasofficemanager@gmail.com
 http://ontarioagsocieties.com/

❖ Screen 4

5) Click on the “Add a fair and proceed further” button to create your fair in the system.

AssistExpo

OAAS

Ontario Association of Agricultural Societies
2018 Fairs and Exhibitions Directory
Online Registrations

Summary | **Add a fair** | Help | My Profile | Close

Your online registrations with AssistExpo

You have not created a fair yet. You need to create one before you can enter registrations. Click **Add a fair** in the menu above to add a fair.

The registration period for this event ends on: 2018-02-28.

If you want to be listed in the Fairs and Exhibitions Directory, you need to first create a fair and enter your contact information and event information.

Add a fair and proceed further...

❖ Fair Information screen

6) Please fill in all applicable fields.

Name of Society and Fair: - please fill in both fields as these names are very different in some cases.

a) **Ag Society's email address:** – if the agricultural society has a general email address (i.e. anytownfair@mail.ca), please enter it. If not, enter the Secretary or President's fair email address (i.e. anytownfair.secretary@mail.ca).

IMPORTANT: If the agricultural society does not have any fair email addresses, input '**xxx@xxx.ca**' for the email addresses as this is a mandatory field. **Do not input** someone's personal contact information on this page **without their written consent to share their personal contact information** as the information on this page will be published on your agricultural society page on the OAAS website.

b) **Ag Society's Mailing address:** Please input the full mailing address for the society including Postal Code

IMPORTANT: If the society does not have a mailing address, input '**xxx**' as the mailing address as this is a mandatory field. **Do not input** anyone's personal contact information.

c) **Ag Society's phone number:** Input the society's phone number.

IMPORTANT: If the society does not have a phone number, input '**999-999-9999**' for the phone number as this is a mandatory field. **Do not input** anyone's personal contact information.

d) **Ag Society's Fax number:** if no Fax – leave field blank

e) **Cell phone:** - if no Cellphone – leave field blank

f) **Web site:** - if no Website – leave field blank,

g) **Facebook:** - if no Facebook page - leave field blank.

h) **Instagram** – if no Instagram – leave field blank

i) **Other information** – input Twitter account or any other additional information

IMPORTANT – the Agricultural Society's email address, mailing address and phone number are mandatory fields, so you cannot leave them empty.

As noted above, 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**

Fair Contact Info screen: All information (mailing address, email address and phone numbers, etc.) **is 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.

IMPORTANT: Do not include anyone’s (i.e. Secretary, etc.) **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

IMPORTANT: Please double-check the information that is input – we had some incorrect website links last year i.e. **.com** instead of **.ca** and Facebook links that were incorrect.

j) 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.

- This is an optional field – if you wish to have your logo appear on your society page, click on the “**Select File...**” button.
 - Go to the location on your drive where logo is saved and select 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.

k) Once you have input the required information, click the “**Create this new fair**” button.

AssistExp  Ontario Association of Agricultural Societies
2022 Fairs and Exhibitions Directory
Online Registrations

Help | My Profile | Close

Information about the Fair
Please enter all the requested information below.

Name of Society: Anytown Agricultural Society

Name of the Fair: Anytown Fair

Fair's email address: anytownfair@mail.ca

Fair's mailing address: 146 Main Street Box 9

City: Anytown **Province:** ON - Ontario

Postal code: Z9X 9Z1

Fair's phone number: 613-000-9999 **Cellphone:** 613-999-0000

Fair's fax number: 613-000-9998

Web site: anytownfair.ca

Facebook: Anytown Fair **Instagram:**

Other information: Twitter account @anytownfair

Logo: You did not provide a logo yet.
To submit one, just click the button on the left.

IMPORTANT: 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.

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❖ Fair Dates and Location section

7) Please fill in applicable fields

a) **District:** - mandatory field*

Fairground Information:

b) **Premises ID:** – please input this number – if you don't know it, click on the provided link to find the number.

c) **Fairground civic address:** - ensure this is the actual physical location of the fairgrounds. Input the civic address (i.e. 146 Foxboro Street, Anytown, ON) – NOT a description of the location (i.e. do not input a description similar to Corner of Hwy 15 and County Rd 1).

IMPORTANT: Once you have input the civic address, click on the “**Locate**” button and it will prefill your fair’s GPS co-ordinates and show the location of your fair on a map. Please verify the map information is correct.

TIP - input your address into Google Maps and/or GPS to ensure that it shows up correctly!

When visitors input this address into Google Maps or their GPS, you want to ensure that it will lead them to your fairgrounds.

AssistExp OAAS Ontario Association of Agricultural Societies
2021 Fairs and Exhibitions Directory Online Registrations
Help | My Profile | Close

2021 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 delegates.
There are several questions on this page and you will need to scroll down to answer them all.

OAAS Membership:
District:

Fairgrounds information:
Premises ID: (List of OAAS Premises ID available online: [click here](#))
Fairgrounds civic address:
Fairgrounds GPS:
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.

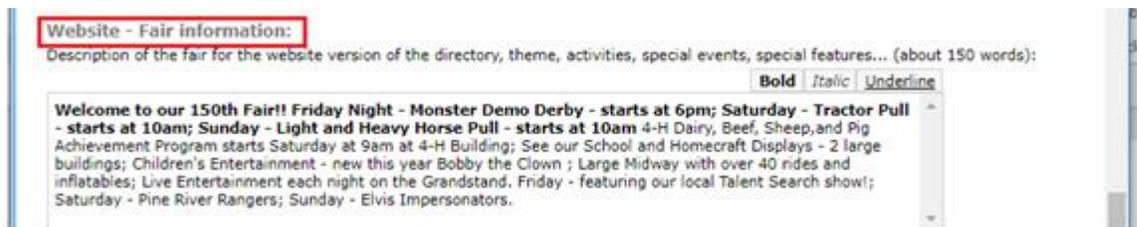
Map data ©2021 Google 200 m Terms of Use Report a map error

d) **Fair Dates:** Select the starting and ending dates. If your fair has a partial day – input the details in the “**Description**” field.

IMPORTANT: this field must be updated every year. Ensure the year as well as the days/months changes.

Fair dates:
Start date:
End date:
Description: (Information regarding Partial days)

- e) **“Website - Fair Information”** field - add 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. Click on your website and Facebook links on your page and ensure that they work. We found several pages with incorrect links last year i.e .ca instead of .com or spelling errors The information in this field will appear on your Agricultural Society’s page on the OAAS website.



❖ Contact Information section

- 8) Input your agricultural society’s Contact Information so that we can send important information to your Agricultural Society.

The first section is called ‘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.

➤ Primary Contact – Section 1 fields

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

IMPORTANT NOTE: If the **“Primary Contact”** uses their personal email or mailing address or phone number as their contact information for fair duties, **it should be listed in Section 2 NOT Section 1** **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 it can be made public.**

NOTE: The 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 must be included in Section 2.

IMPORTANT: The Contact information included under ‘Primary Contact – Section 2’ - is for OAAS internal information only – it will not be included 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 with the OAAS Manager and your Provincial Director. Or if there has been generic information included in Section 1 – their actual contact information must be included in 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' will be included 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 unless you have their written permission that it can be made public.

Contact Position:

Contact First Name:

Contact Last Name:

Contact Mailing address:

Contact email:

Contact phone:

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:

Contact First Name:

Contact Last Name:

Contact Mailing address:

Contact email:

Contact phone:

Contact cellphone:

Contact fax:

➤ **Contact 2 and Contact 3 fields**

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

NEW for 2023 – the Treasurer or Secretary-Treasurer must be included as one of the 3 Contacts. The program will not 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 is for OAAS internal information only – it will not be included 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:

Contact First Name:

Contact Last Name:

Contact Mailing address:

Contact email:

Contact phone: **NEW - Contact email and phone number must be unique -**

Contact cellphone: **can not be the same as Contact 1 or Contact 3**

Contact fax:

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:

Contact First Name:

Contact Last Name:

Contact Mailing address:

Contact email:

Contact phone: **NEW - Contact email and phone number must be unique**

Contact cellphone: **- can not be the same as Contact 1 or Contact 2**

Contact fax:

9) 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 - 2021 Fairs and Exhibitions Directory

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

Telephone: 613-395-2465

manager@oasfairs.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](#)

OAAAS Membership: OAAAS 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 OAAAS. Thank you for registering 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.**

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?**

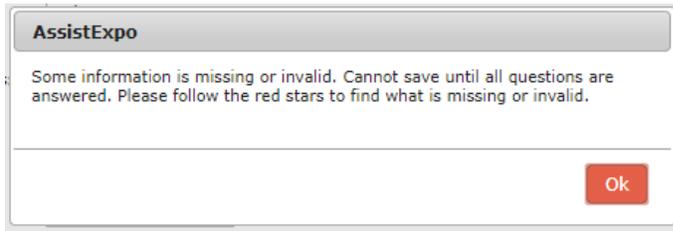
If you have access to the email address associated to the account and wish to change the email address to a different one– Select “*My Profile*” at the top right corner of the screen and then select the “*Use New Email Address*” option.



- **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. See Instructions above 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 that the Treasurer or Secretary-Treasurer is listed as one of the 3 Contacts. 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).



- 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: