AssistExpo Registration Guide

AssistExpo is a management system that allows the *Brussels Agricultural Society* to easily compile fair results and produce various reports on the activities of the fair. The reports generated from this program help guide future programming at the Brussels Fall Fair.

Registering your entries into AssistExpo is not a requirement however it significantly helps the *Brussels Agricultural Society* compile results and reduces the administrative workload of running the Brussels Fall Fair.

This guide will help you

(1) Set up an AssistExpo Account
(2) Register your Fair Entries into AssistExpo

We thank you in advantage for pre-registering your entries and we wish you the best of luck with your fair entries!

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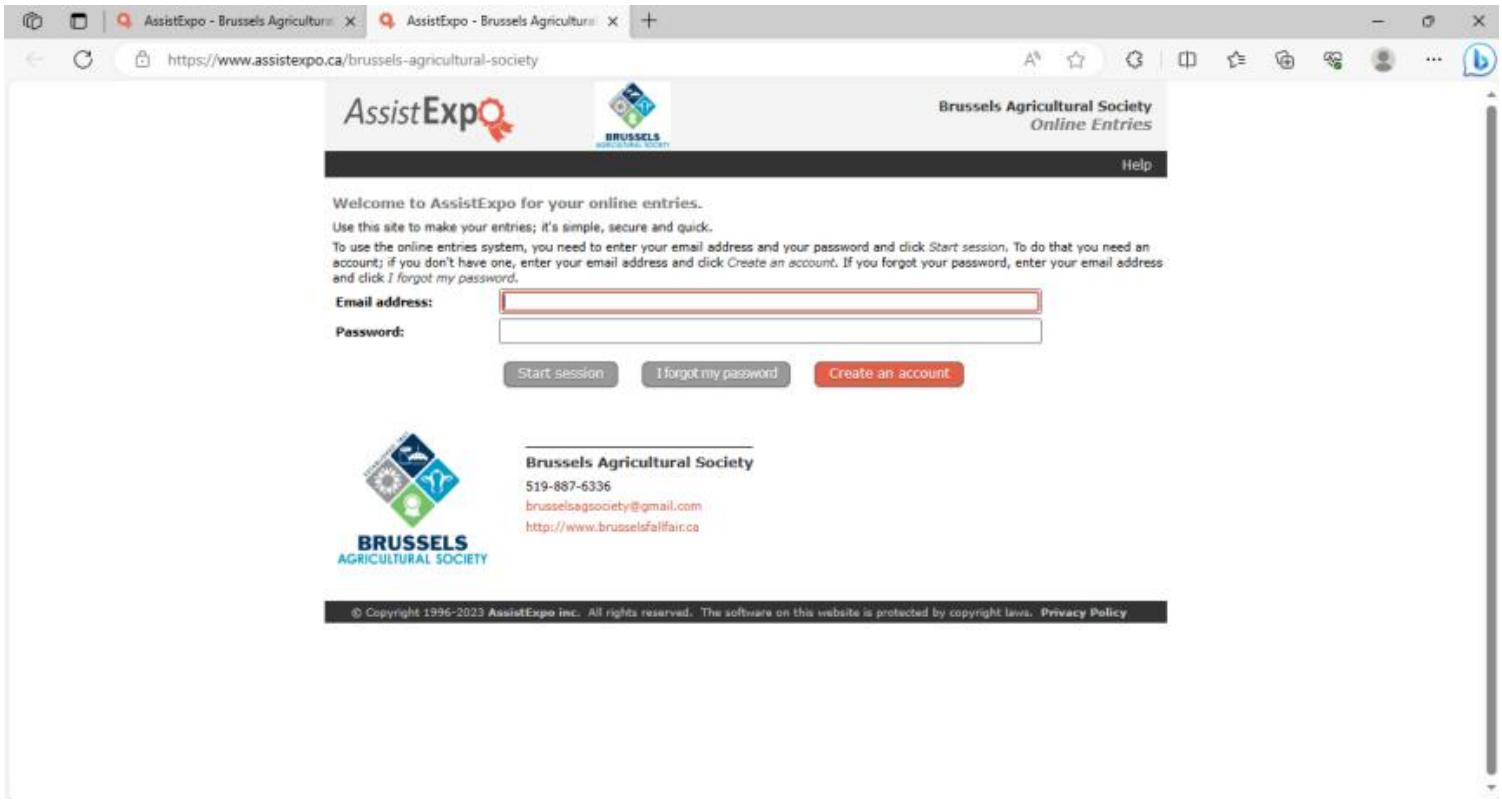
Creating your Account

If you don't have an AssistExpo account with the Brussels Fall Fair, you'll have to create an account.

As a reminder, the account can be used to enter all members of your family. You only need one account per family.

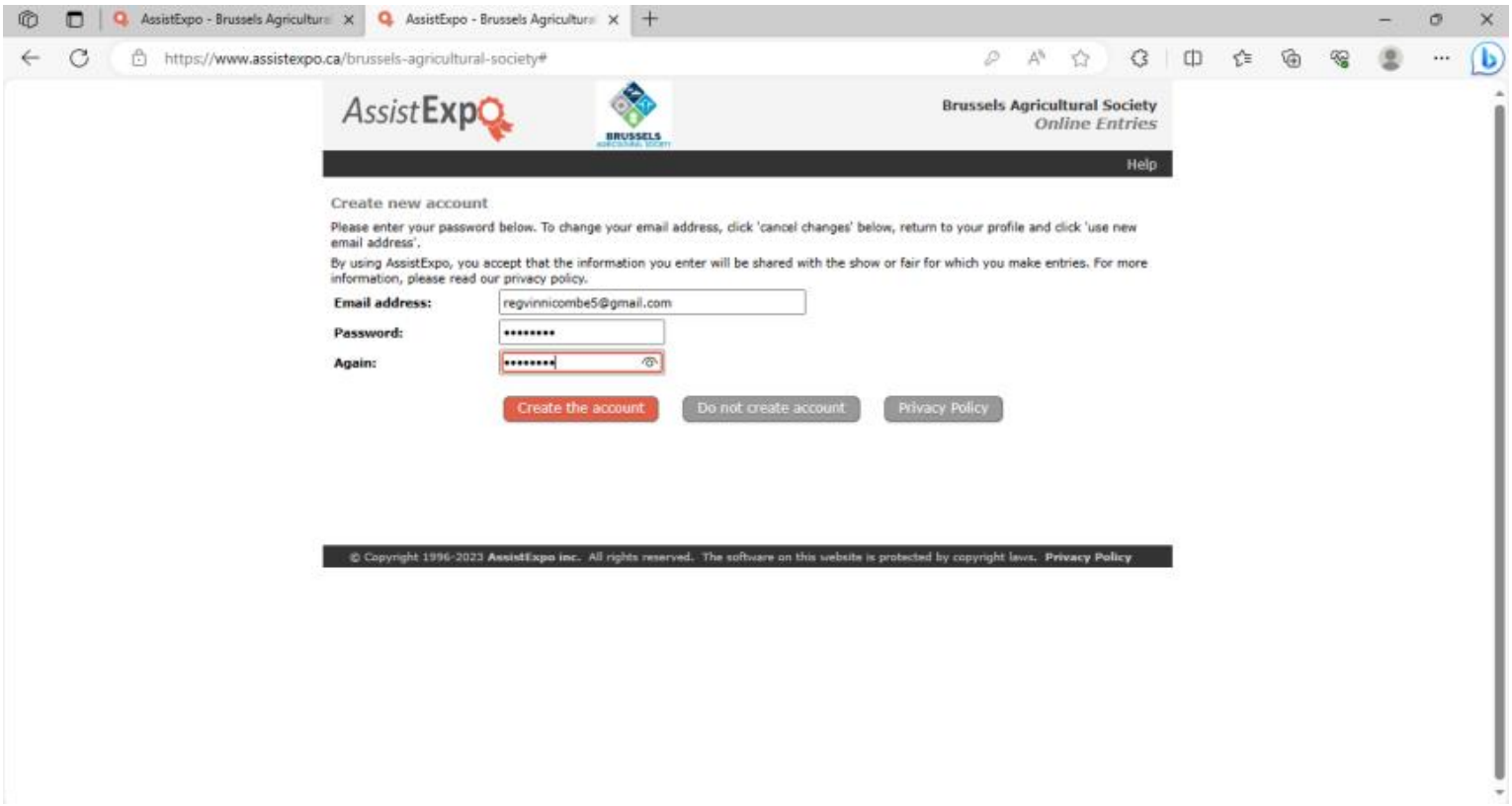
1) Navigate to the AssistExpo website https://www.assistexpo.ca/brussels-agricultural-society



2) Enter your email address and a password.

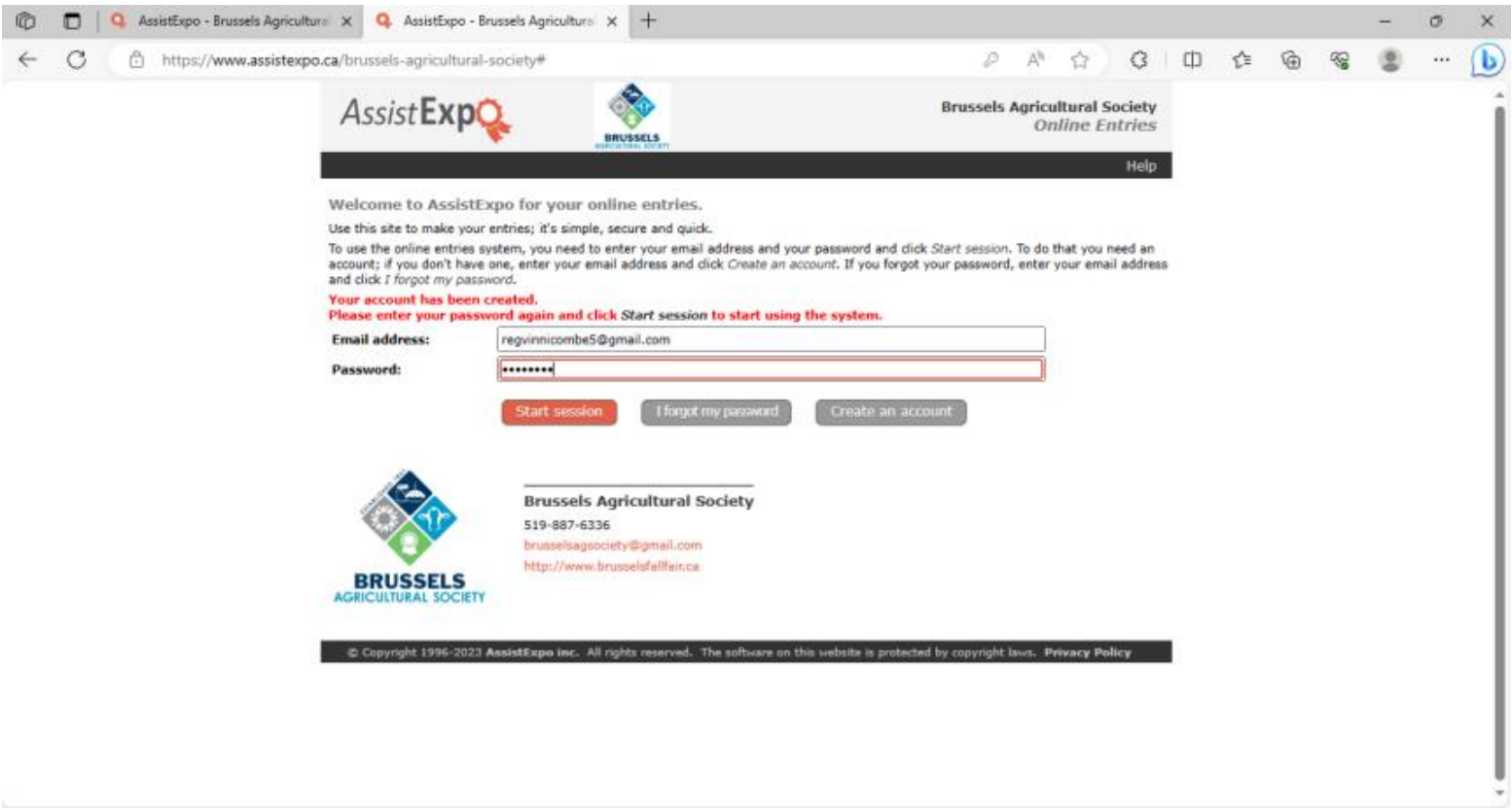
3) Select “Create an Account”

4) The window will update and request that you type in your password another time in the “Again:” field.



5) Select “Create an Account”

6) The window will update and a message stating “Your account has been created” will appear. After doing so, you will be able to log into your account.

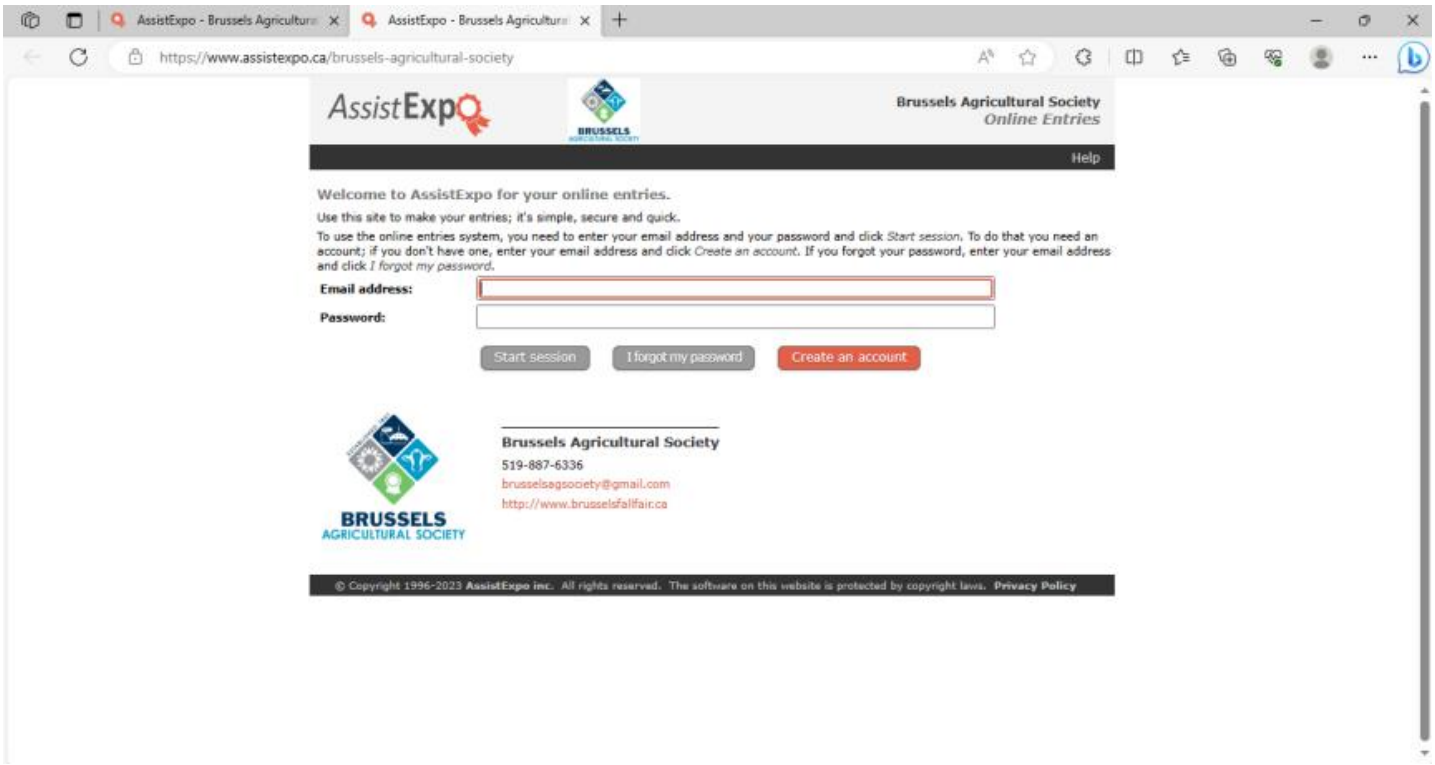


Logging into your Account

Once you have an account, you can log into your account to access your "Control Panel".

1) Enter your email address and a password.

2) Select "Start session"

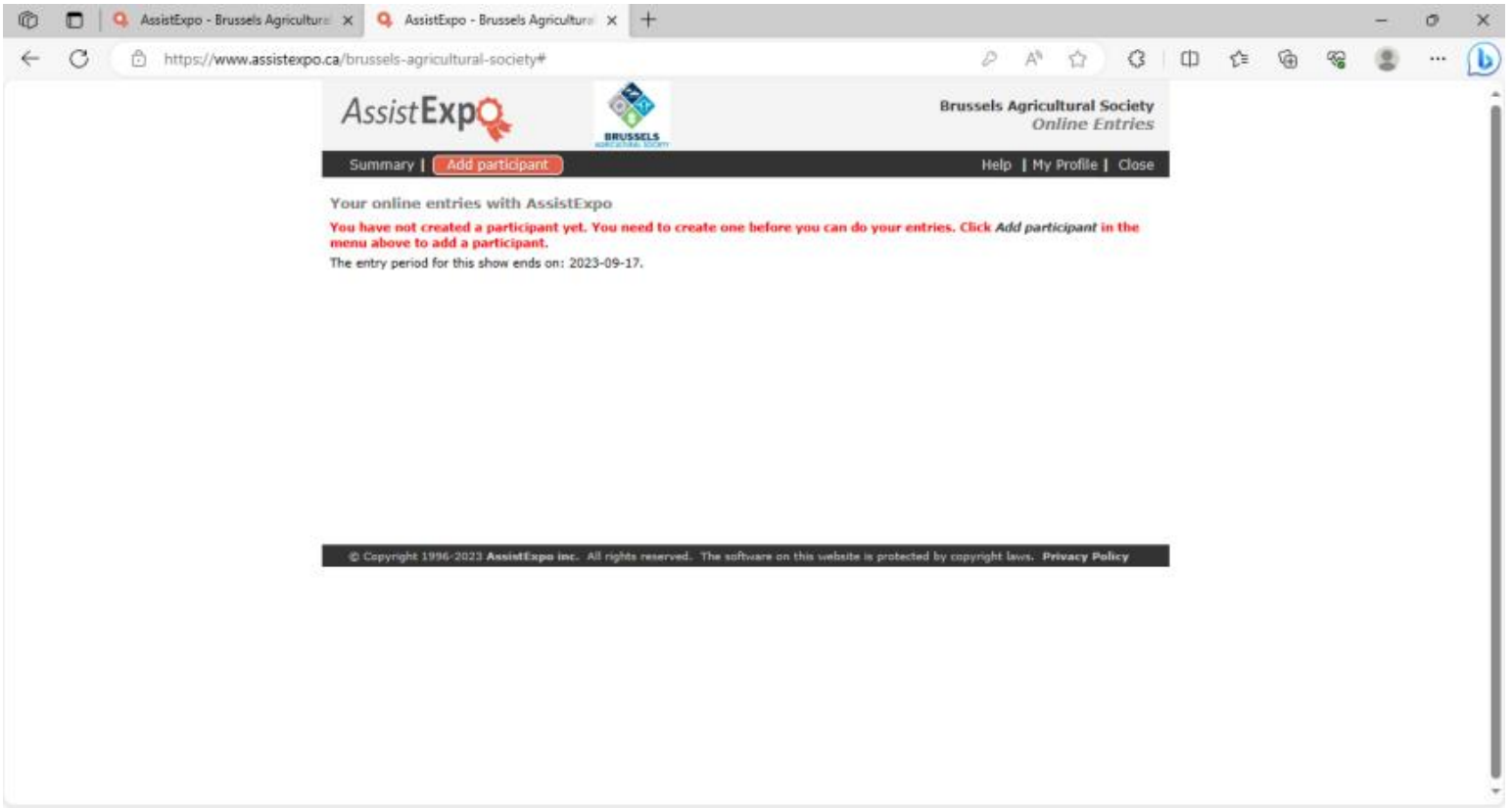


Adding Participants

Once you've successfully logged into your account, you'll have to add the exhibitors that'll be connected to the account.

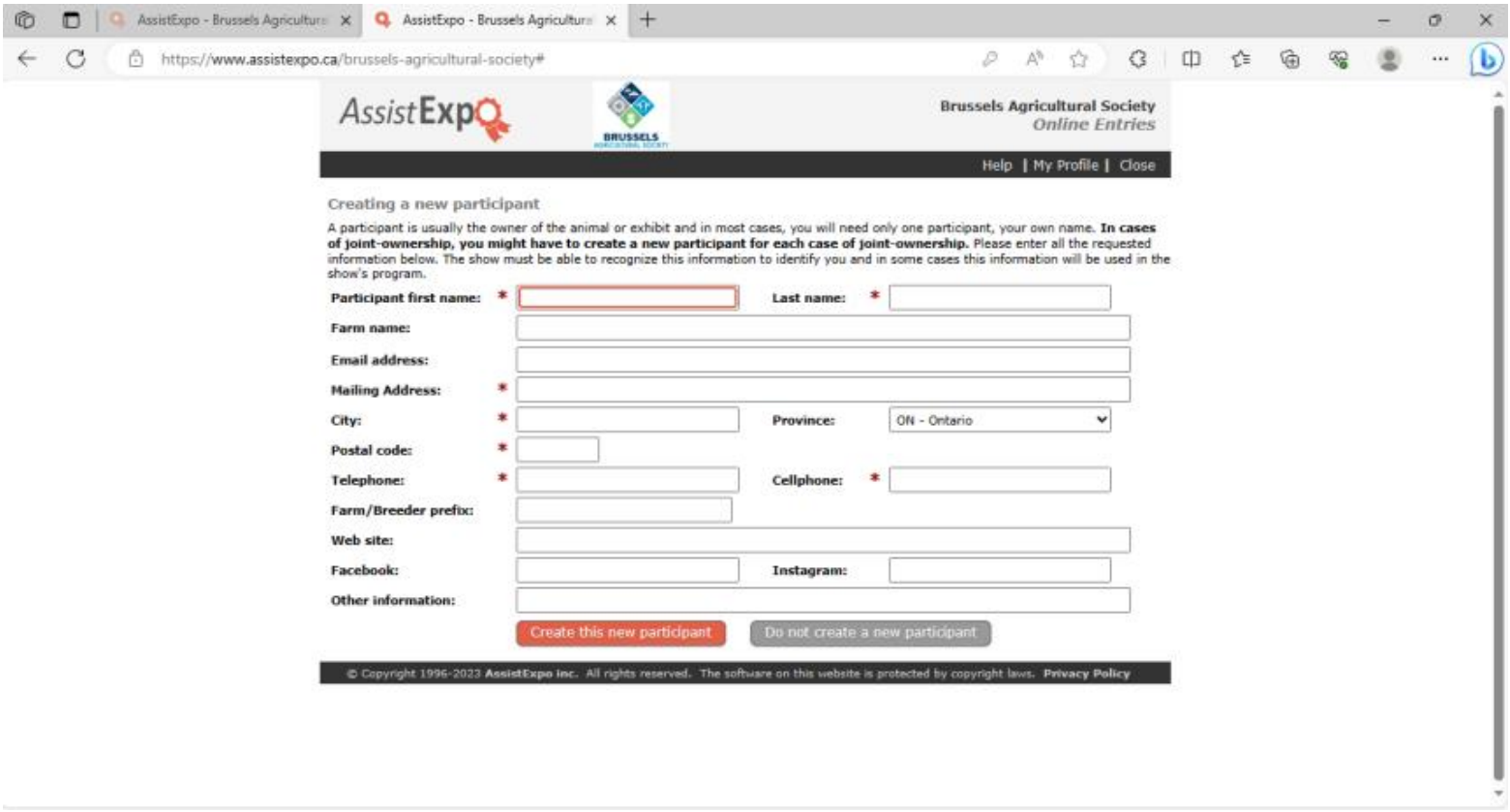
As a reminder, the account can be used to enter all members of your family. You only need one account per family.

1) Select "Add Participant"



2) Fill in all the required fields for the participant. You can optionally fill in any non-required fields to provide additional contact information. All the information collected is done so in accordance to our **Privacy Policy**.

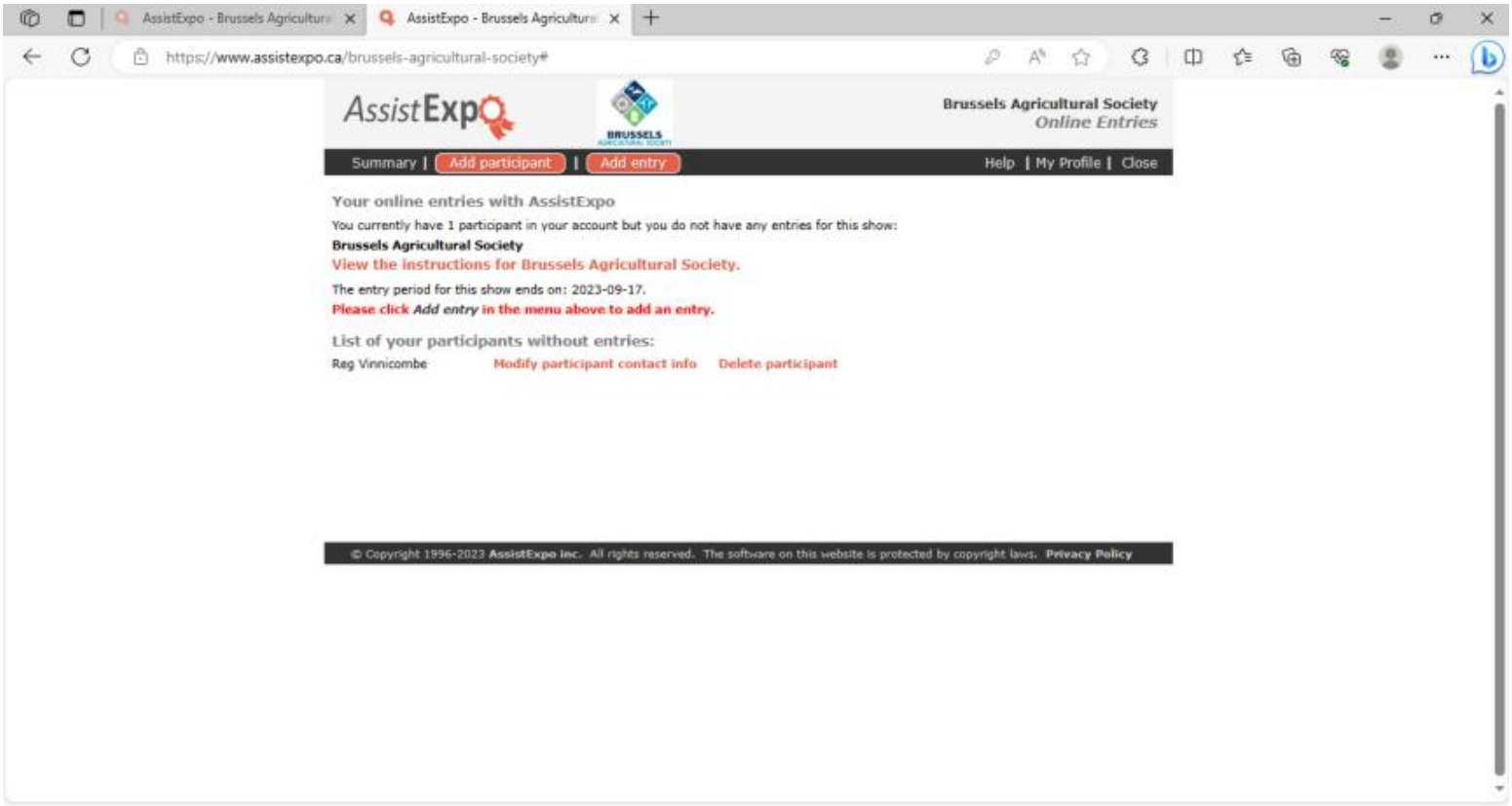
3) Select “Create this new participant”



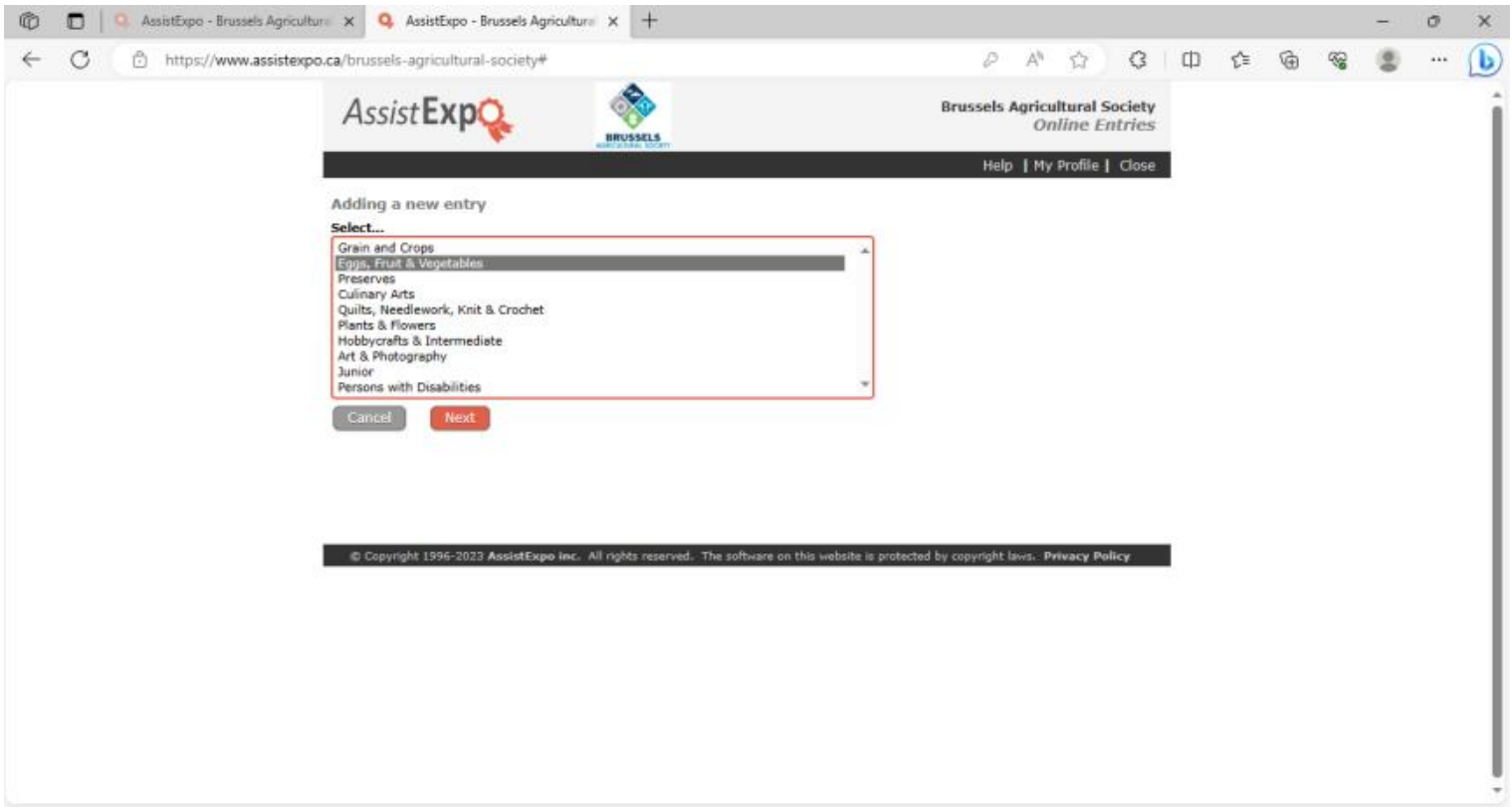
Adding Entries

Once you've successfully logged into your account and you've added participants to the account, you can add your fair entries into the system. As noted on the website, you still have to complete an entry tag and bring the actual article to the Fall Fair during one of the *Registration Periods*.

1) Select "Add Entry". You can only add one entry at a time.

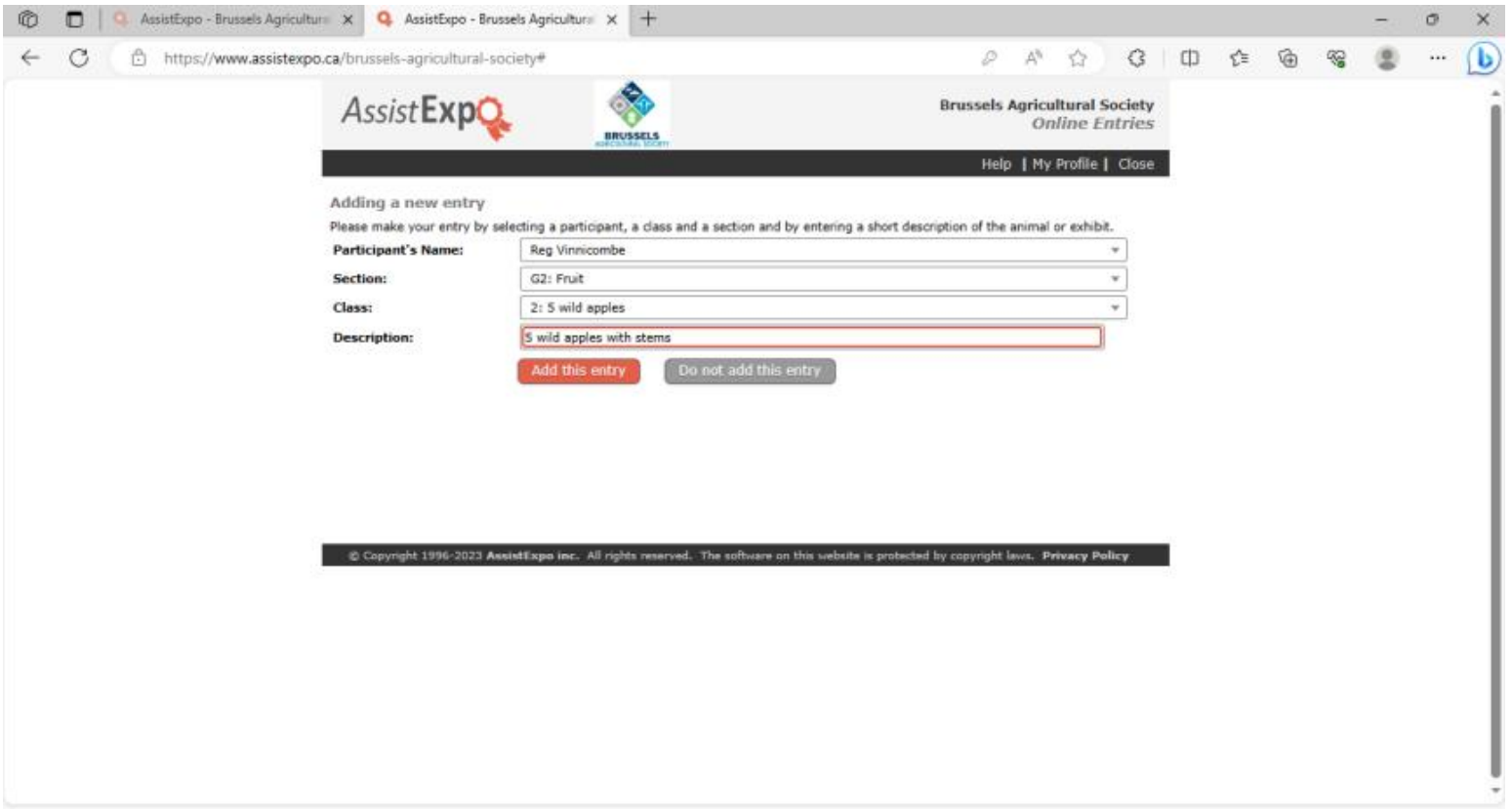


2) From the dropdown list, select the “Section” for the entry you are registering. After selecting the section, click “Next”.



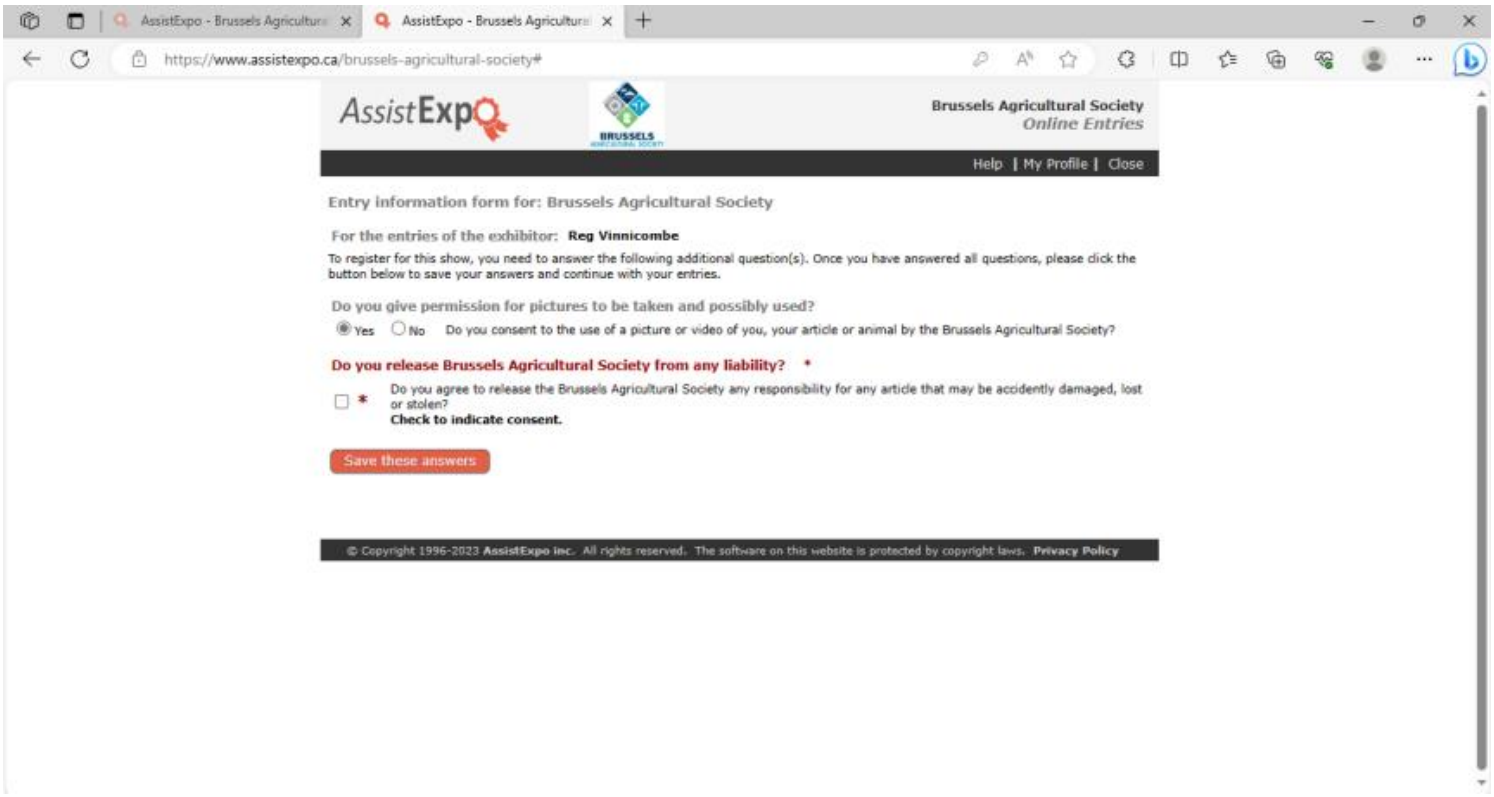
3) Select the Participant's Name
   Select the Section
   Select the Class
   Insert an optional description, if appropriate

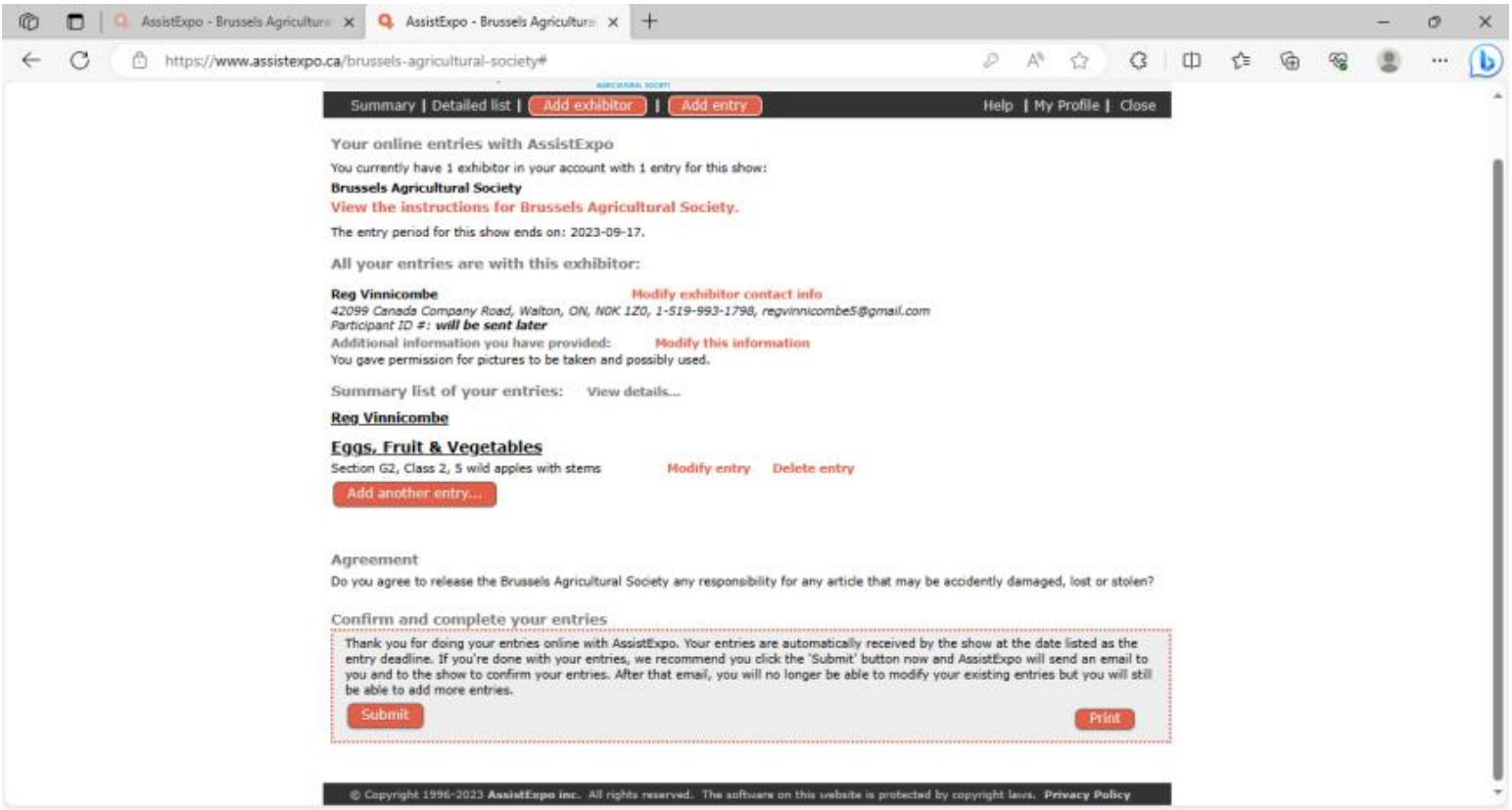
4) After selecting the appropriate information, click "Add this entry".



5) Complete the entry form.
   Select if you give consent to take pictures of your entry.
   Select the liability waiver.

6) After selecting the appropriate options, click “Save these answers”.



7) Repeat this process to add additional entries by clicking “Add another entry” or “Add entry”. If needed, you can also modify any of the existing information or delete an entry by selecting the “Modify entry” or “Delete entry” buttons, respectively.

8) When you’re done adding entries, you can submit your entries for the fair by selecting “Submit”. You will receive an email confirmation from AssistExpo.