

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 advance for pre-registering your entries and we wish you the best of luck with your fair entries!

Guide Contents:

Creating your Account.....	2
Logging into your Account	5
Adding Participants	6
Adding Entries	8



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>

AssistExpo - Brussels Agricultural Society

AssistExpo - Brussels Agricultural Society

https://www.assistexpo.ca/brussels-agricultural-society

AssistExpo

BRUSSELS AGRICULTURAL SOCIETY

Brussels Agricultural Society
Online Entries


Help

Welcome to AssistExpo for your online entries.
Use this site to make your entries; it's simple, secure and quick.
To use the online entries 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.

Email address:

Password:

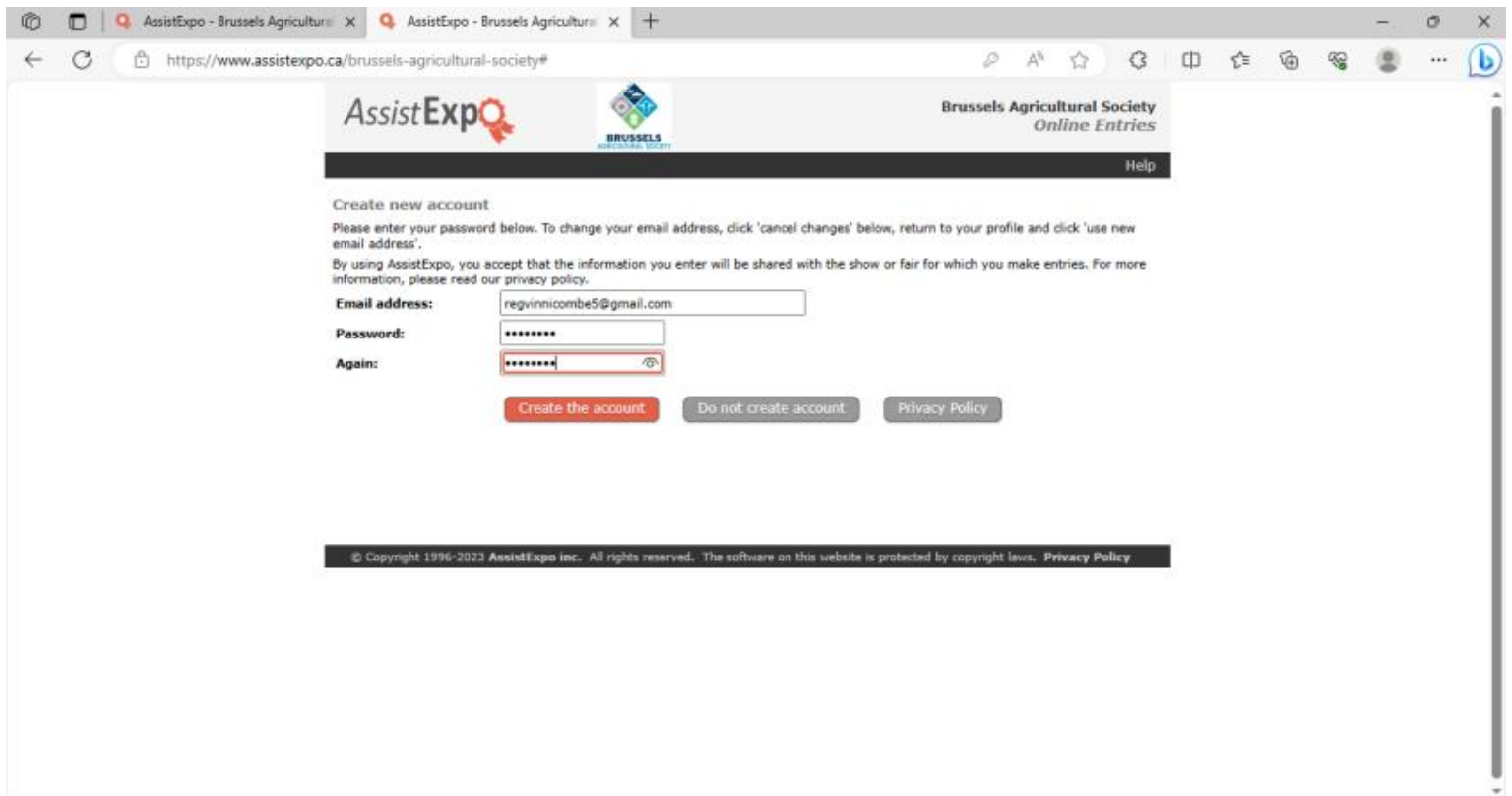
Start session I forgot my password Create an account


BRUSSELS AGRICULTURAL SOCIETY

Brussels Agricultural Society
519-887-6336
brusselsegsociety@gmail.com
http://www.brusselsfallfair.ca

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- 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.

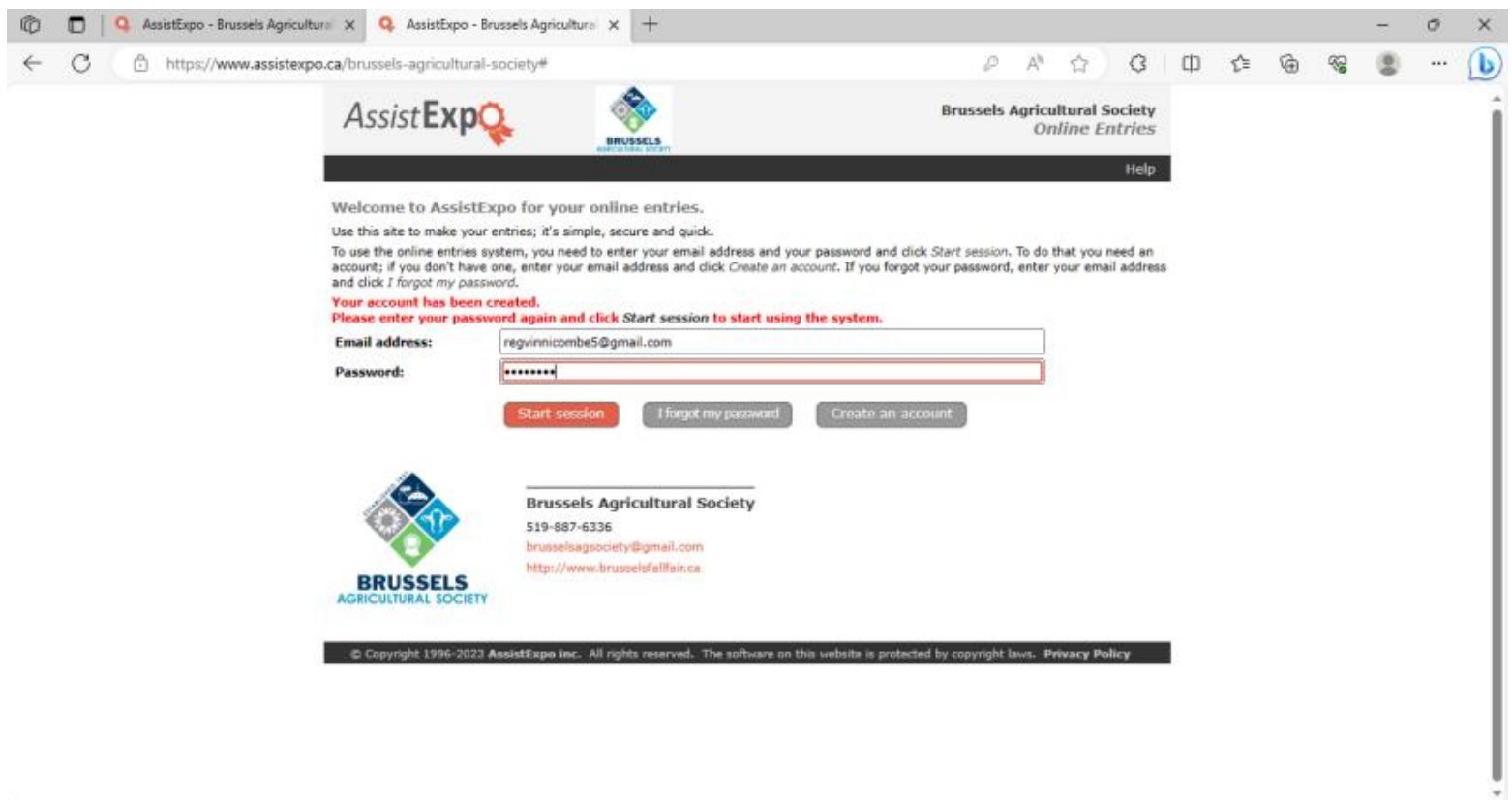


The screenshot shows a web browser window with the URL <https://www.assistexpo.ca/brussels-agricultural-society#>. The page header includes the AssistExpo logo, the Brussels Agricultural Society logo, and the text "Brussels Agricultural Society Online Entries" with a "Help" link. The main content area is titled "Create new account" and contains the following text: "Please enter your password below. To change your email address, click 'cancel changes' below, return to your profile and click 'use new email address'." Below this, a disclaimer states: "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." The form fields are: "Email address:" with the value "regvinnicombe5@gmail.com"; "Password:" with a masked field of seven asterisks; and "Again:" with a masked field of seven asterisks. At the bottom of the form are three buttons: "Create the account" (highlighted in red), "Do not create account", and "Privacy Policy". A footer at the bottom of the page reads: "© Copyright 1996-2023 AssistExpo Inc. All rights reserved. The software on this website is protected by copyright laws. Privacy Policy".



5) Select “Create an Account”

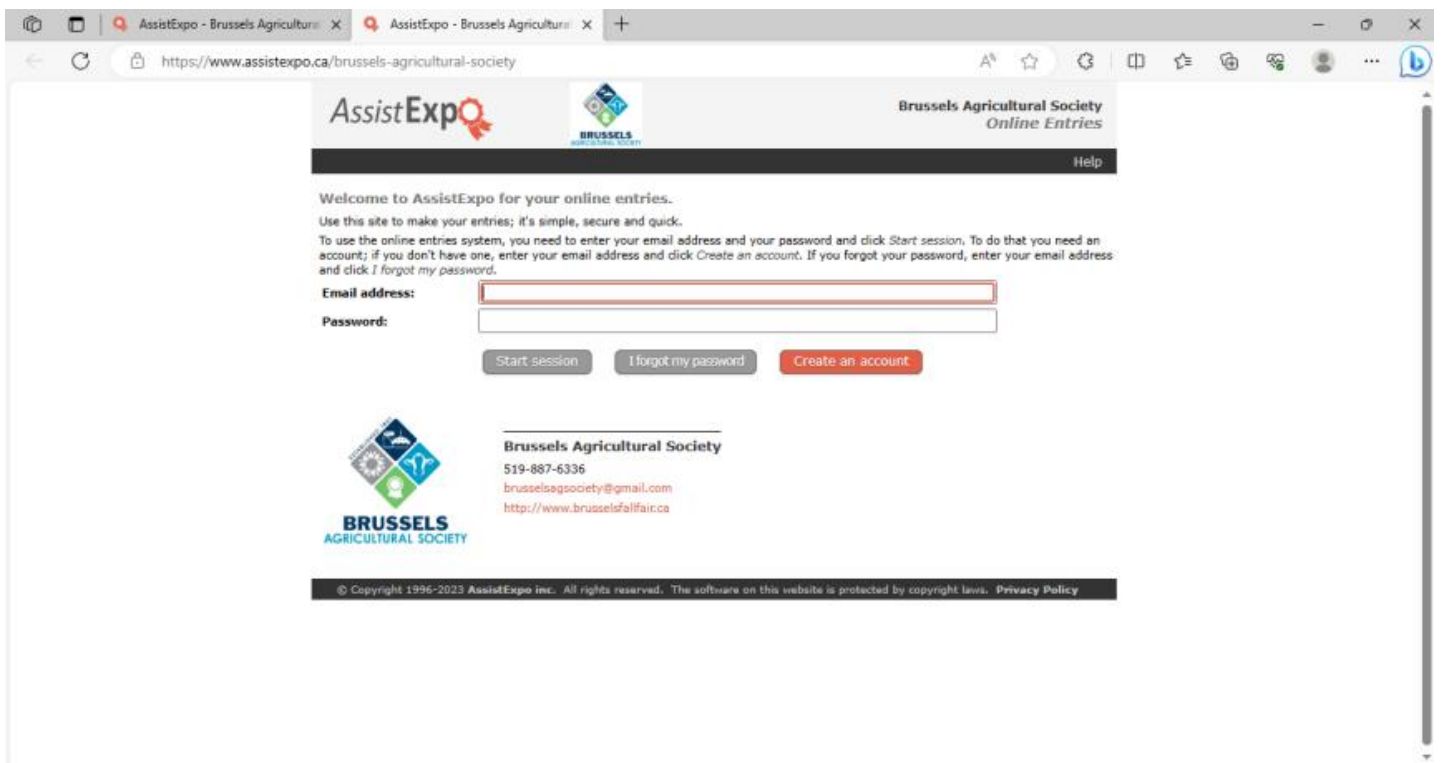
6) The window will update and a message stating “Your account has been created” will appear. After doing so, you will be able to log into your account.



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”

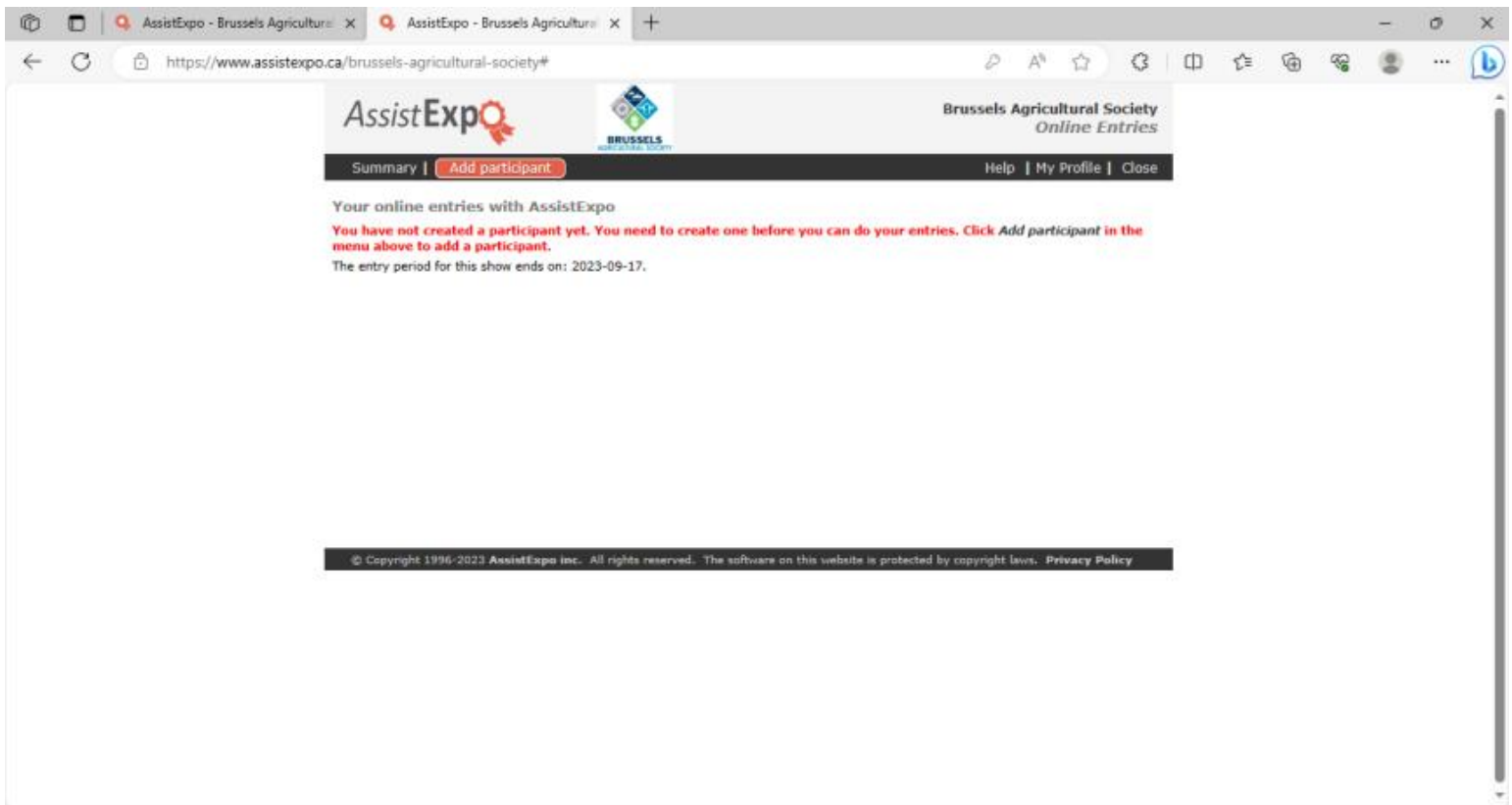


Adding Participants

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"



The screenshot shows a web browser window with two tabs open, both titled "AssistExpo - Brussels Agricultural Society". The address bar shows the URL "https://www.assistexpo.ca/brussels-agricultural-society#". The page header includes the "AssistExpo" logo, the "BRUSSELS AGRICULTURAL SOCIETY" logo, and the text "Brussels Agricultural Society Online Entries". Below the header is a navigation bar with "Summary | Add participant | Help | My Profile | Close". The main content area displays the text: "Your online entries with AssistExpo", "You have not created a participant yet. You need to create one before you can do your entries. Click **Add participant** in the menu above to add a participant.", and "The entry period for this show ends on: 2023-09-17." At the bottom of the page, there is a copyright notice: "© Copyright 1996-2023 AssistExpo Inc. All rights reserved. The software on this website is protected by copyright laws. Privacy Policy".



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”

The screenshot shows a web browser window with the URL <https://www.assistexpo.ca/brussels-agricultural-society#>. The page title is "AssistExpo" and the page content is "Brussels Agricultural Society Online Entries". The form is titled "Creating a new participant" and includes the following fields:

- Participant first name: *
- Last name: *
- Farm name:
- Email address:
- Mailing Address: *
- City: *
- Province: ON - Ontario (dropdown menu)
- Postal code: *
- Telephone: *
- Cellphone: *
- Farm/Breeder prefix:
- Web site:
- Facebook:
- Instagram:
- Other information:

At the bottom of the form, there are two buttons: "Create this new participant" (highlighted in red) and "Do not create a new participant".

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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.

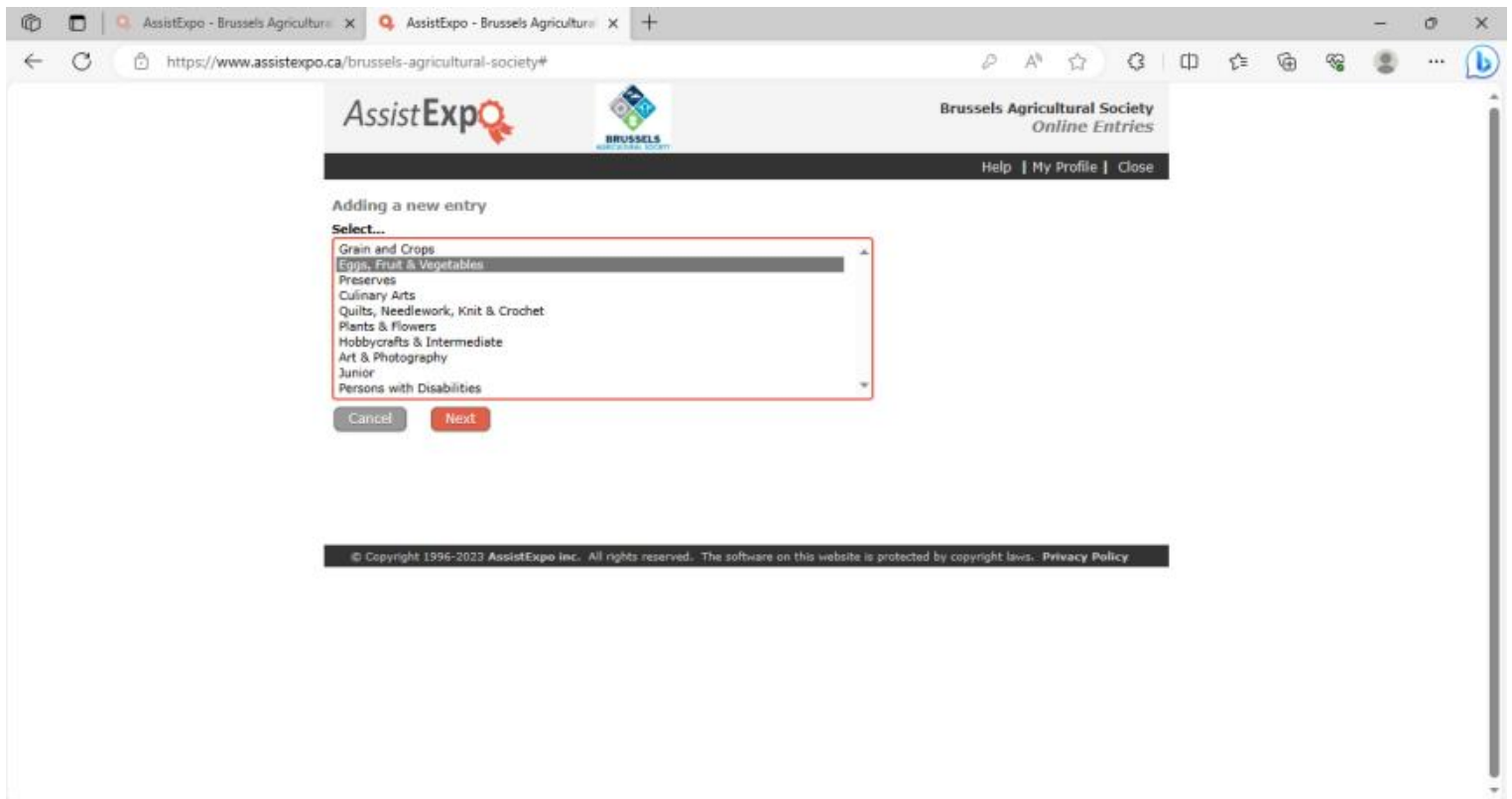
The screenshot shows a web browser window with two tabs open, both titled 'AssistExpo - Brussels Agricultural Society'. The address bar shows the URL 'https://www.assistexpo.ca/brussels-agricultural-society#'. The page content includes the AssistExpo logo and the Brussels Agricultural Society logo. A navigation bar at the top contains the following links: Summary | Add participant | Add entry | Help | My Profile | Close. The main content area displays the following text:

Your online entries with AssistExpo
You currently have 1 participant in your account but you do not have any entries for this show:
Brussels Agricultural Society
[View the instructions for Brussels Agricultural Society.](#)
The entry period for this show ends on: 2023-09-17.
Please click *Add entry* in the menu above to add an entry.

List of your participants without entries:
Reg Vinnicombe [Modify participant contact info](#) [Delete participant](#)

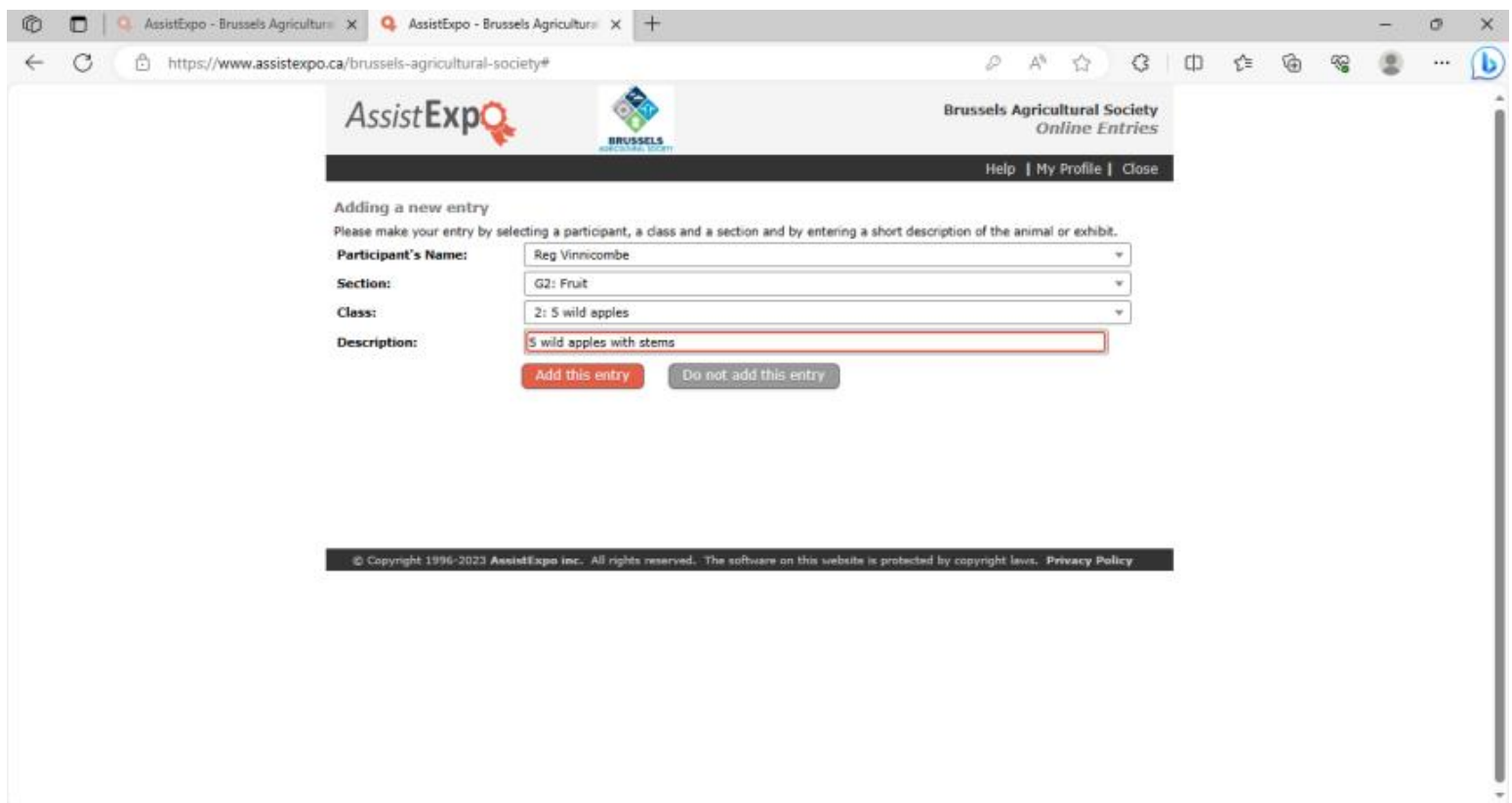
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2) From the dropdown list, select the “Section” for the entry you are registering. After selecting the section, click “Next”.



- 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”.



The screenshot shows a web browser window with the URL <https://www.assistexpo.ca/brussels-agricultural-society#>. The page header includes the AssistExpo logo, the Brussels Agricultural Society logo, and the text "Brussels Agricultural Society Online Entries". Below the header, there is a navigation bar with links for "Help", "My Profile", and "Close". The main content area is titled "Adding a new entry" and contains the following instructions: "Please make your entry by selecting a participant, a class and a section and by entering a short description of the animal or exhibit." The form fields are as follows:

- Participant's Name:** Reg Vinnicombe
- Section:** G2: Fruit
- Class:** 2: 5 wild apples
- Description:** 5 wild apples with stems

At the bottom of the form, there are two buttons: "Add this entry" (highlighted in red) and "Do not add this entry". The footer of the page contains the copyright notice: "© Copyright 1996-2022 AssistExpo Inc. All rights reserved. The software on this website is protected by copyright laws. Privacy Policy".



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”.

AssistExpo - Brussels Agricultural Society x AssistExpo - Brussels Agricultural Society x +

https://www.assistexpo.ca/brussels-agricultural-society#

AssistExpo  Brussels Agricultural Society
Online Entries

Help | My Profile | Close

Entry information form for: Brussels Agricultural Society

For the entries of the exhibitor: **Reg Vinnicombe**

To register for this show, you need to answer the following additional question(s). Once you have answered all questions, please click the button below to save your answers and continue with your entries.

Do you give permission for pictures to be taken and possibly used?

Yes No Do you consent to the use of a picture or video of you, your article or animal by the Brussels Agricultural Society?

Do you release Brussels Agricultural Society from any liability? *

* Do you agree to release the Brussels Agricultural Society any responsibility for any article that may be accidently damaged, lost or stolen?
Check to indicate consent.

[Save these answers](#)

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- 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.

The screenshot shows a web browser window with the URL <https://www.assistexpo.ca/brussels-agricultural-society#>. The page has a navigation bar with "Summary | Detailed list | Add exhibitor | Add entry" and "Help | My Profile | Close".

Your online entries with AssistExpo
You currently have 1 exhibitor in your account with 1 entry for this show:
Brussels Agricultural Society
[View the instructions for Brussels Agricultural Society.](#)
The entry period for this show ends on: 2023-09-17.

All your entries are with this exhibitor:

Reg Vinnicombe [Modify exhibitor contact info](#)
42099 Canada Company Road, Walton, ON, N0K 1Z0, 1-519-993-1798, regvinnicombe5@gmail.com
Participant ID #: **will be sent later**
Additional information you have provided: [Modify this information](#)
You gave permission for pictures to be taken and possibly used.

Summary list of your entries: [View details...](#)

Reg Vinnicombe
Eggs, Fruit & Vegetables
Section G2, Class 2, 5 wild apples with stems [Modify entry](#) [Delete entry](#)
[Add another entry...](#)

Agreement
Do you agree to release the Brussels Agricultural Society any responsibility for any article that may be accidently damaged, lost or stolen?

Confirm and complete your entries
Thank you for doing your entries online with AssistExpo. Your entries are automatically received by the show at the date listed as the entry deadline. If you're done with your entries, we recommend you click the 'Submit' button now and AssistExpo will send an email to you and to the show to confirm your entries. After that email, you will no longer be able to modify your existing entries but you will still be able to add more entries.

[Submit](#) [Print](#)

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