

Welcome to AssistExpo for your online entries.

AssistExpo is a complete software application for agricultural fairs and shows. AssistExpo offers a feature allowing these shows to receive entries/entries online (Internet). The exhibitors go to the AssistExpo web site, create a user account and enter their entries. It is possible to modify or add entries until the entry period for the show is over. The show receives the entries directly; and no one else has access to the information.

Your information is safe and secure with AssistExpo. Please review our Privacy Policy using the link at the bottom of this page

Who can use the Online Entries?

Any exhibitor at a show which uses AssistExpo and has decided to offer online entries can use the service as long as they have Internet access and a valid email. It works on any device; even older computers. The AssistExpo service is free for the exhibitors but exhibitors may have to pay applicable fees to the show or fair.

How to use the Online Entries?

Online entries can be entered on the AssistExpo webpage: <https://www.assistexpo.ca/entries> and you will need to select the show or fair you want to enter. The whole AssistExpo webpage is bilingual, but the show you have selected chose to offer the service in English only. The AssistExpo website for online entries uses the most recent Internet technologies. All your information is safe and secure. Once on the AssistExpo page for online entries, use the orange buttons to navigate the different pages. Do not use the buttons of the web browser to *go back* or *refresh the page*. At any time, you can click on the *Help* link located in the upper right corner to show this information page.

To start, you need an "account"...

An "account" allows you to identify yourself as an online user of AssistExpo. An account allows you to enter to multiple shows. It is not necessary to have an account for each show. Your account is based on the email address that you regularly use. To create an account, enter your email address and press *Create an account*. AssistExpo will then ask you to enter a password for the account; you will have to enter it twice. The password must have at least 7 characters of only letters and numbers. It is recommended that you use one that is different than what you use on your other accounts. If you already have an account but have forgotten your password, you can enter your email address and click on *I forgot my password* and AssistExpo will send you a temporary password by email; it is then recommended that you change it again with the command *My Profile*. To start using the system, enter the email address, the password and press *Start session*.

If you went directly to the AssistExpo site without going through the website of your show, AssistExpo will ask you to choose your show by selecting it from the list. You need to select it before clicking on *Start session*.

The same account allows you to access the online entry system of AssistExpo for several shows but also for several "exhibitors". An account is an email address and a password. An "exhibitor" is generally the owner of animals that are exhibited with their coordinates (name, address, telephone, Premises ID...). In most cases, you will need only one exhibitor but in some cases of joint-ownership you will need an exhibitor for each case and each of these exhibitors can be in the same "account".

After starting the session...

A new session starts after having clicked on *Start session*. You can then change your password. If the period for entries is not yet finished, you can add exhibitors and entries, modify the coordinates of exhibitors or modify or delete entries. During the whole session, it is important not to use the buttons from the browser for *back* or for *refresh*; use the orange buttons on the page instead. Once the entries are finished, you need to use the link *Close* in the upper right hand corner to close your session and to ensure all of your data is saved correctly. You can come back at any time to modify the entries as long as the entry period is not over; after which, you can go back only to review your entries.

The "Summary" page.

This page displays a summary of your entries. It also allows you to navigate to a page with all of the details of your entries with the link *Detailed list*, you can also modify your password with the link *My Profile*, and if the entry period is not over, you can add an exhibitor or entries with the link *Add exhibitor* or *Add entry*. All of these links are located in the black bar at the top of the page.

In the section *Your online entries with AssistExpo*, AssistExpo lists the exhibitors names and entries for your show. AssistExpo also shows the deadline for entries to this show (or a message indicating that the entries are over).

If you have created exhibitors but you don't have any entries yet, these will be listed in the section *List of your exhibitors without entries*. You can modify or remove exhibitors with the link *Modify exhibitor contact info* or *Delete exhibitor* located at the right of each exhibitor. It is not necessary to erase the unused exhibitors. You can leave them in the system for next year or a future show.

If you have created exhibitors and entries, the exhibitors used for entries of the chosen show will be posted in the list *All your entries are with the following exhibitors*. You can modify the exhibitors with the link *Modify exhibitor contact info* but you cannot erase them. You can only erase an exhibitor if there are no entries for the show.

The section *Summary list of your entries*: posts the entry number and the name of the animal for each entry. For the entries where there is no name for the animal (for example, a class of a group), the number of the class and section is posted instead of the animal. You can modify or erase entries with the link *Modify entry* or *Delete entry* located at the right of the name of each entry.

The "Detailed list" page.

This page is very similar to the page "Summary". Please read the previous section for more details. The difference is in the section *Summary list of your entries*: that displays all the information for each entry.

Add, modify or delete an exhibitor.

You can only add, modify or delete an exhibitor if the entry period for the selected show is not over. You can add an exhibitor with the *Add exhibitor* button at the top of the page. You can modify an exhibitor with the *Modify exhibitor contact info* link next to each exhibitor in the *List of your exhibitors without entries*: or in the list *All your entries are with the following exhibitors*:. You can delete an exhibitor with the *Delete exhibitor* link next to each exhibitor in the *List of your exhibitors without entries*:. You cannot delete an exhibitor with entries. It is not necessary to delete exhibitors without entries, you can keep them in the system for next year or next show.

An exhibitor is usually the owner of the animal or exhibit and in most cases, you will need only one exhibitor, your own name. In cases of joint-ownership, you might have to create a new exhibitor for each case of joint-ownership. For most shows, an animal or exhibit must be presented by the owner so the exhibitor name must be the owner name (or owners' names). For each exhibitor, you need to enter the name, the address and the phone number. The show must be able to recognize the information to identify you and in some cases, the information will be used directly in the judging catalogues. It is important that the show be able to recognize your information especially if you already participated to that show in the past.

The Premises ID is necessary for exhibitors of bovine or ovine breeds, you need to enter the Premises ID of the exhibitor, not the producer number nor the animal's identification number. If the animals are not kept on the premises of the exhibitor, you need to enter the Premises ID where the animals will be coming from.

Add, modify or delete an entry.

You can only add, modify or delete an entry if the entry period for the selected show is not over. You can add an entry with the link *Add entry* at the top of the page. You can modify or delete an entry with the links *Modify entry* or *Delete exhibitor*; those can be found next to each entry in the section *Summary list of your entries* or in the section *Detailed list of your entries*.

In the page *Adding a new entry* or *Changing an entry* depending on the case, you need to at least select the exhibitor, the class and section for the entry.

Livestock and Horses (halter) entries

You need to add a new entry for each animal. In most cases, you will need to enter the animal's pedigree and depending on the breeds or species, some information is optional. For bovine and ovine breeds, you need to enter the ATQ identification number of the animal; and the Premises ID of the exhibitor is also required.

Search animal's information on the Internet

For faster entry, AssistExpo can try to find the animal's information on the Internet. To use this service, you need to select the exhibitor, the class and section and you need to enter the full entry number like "HOCANF123...", "AYCANF456..." or other depending on the breed. You then have to click on the link *Search animal's information on the Internet* and then AssistExpo will display a message with the information that was found about the animal.

Light Horses (Western, Hunter/Jumper) entries

When adding an entry, you will need to select an exhibitor first; the exhibitor is usually the owner of the horse; or it can also be the rider. For most shows, the exhibitor is the person that will pay the applicable entry fee and will receive the prize money if any. Then you need to select a rider. If you already created one, you can select it in the rider box. Otherwise, you can click the *Add Rider* button to add one. The rider can be the same as the exhibitor, but the name still needs to be added as a rider.

Then you need to select a horse. If you already created one, you can select it in the horse box. Otherwise, you can click the *Add Horse* button to add one.

Once the exhibitor, rider and horse are selected, then you can check the boxes for the classes you want to enter and when you're done selecting classes, you need to click the *Add this entry* button at the bottom of the class list.

Arts, Crafts, Vegetables, Cooking, Photography, Small animals and other similar entries

When adding an entry, you will need to select a category and then place a check mark in the classes or sections you want to enter. For some categories, additional details may be required.

Ambassador, Parade or other contest entries

For those entries, you need to select a category and depending on the show, there will be additional information or answers to provide; it depends on the show itself and the information they need to collect.

How to enter a showmanship contest.

To register yourself or your child to a showmanship contest, please create a new exhibitor with the name of the presenter, enter the birth date of the presenter and the name of the farm or the name of the parent in the 'Farm' box; then add an entry, select the appropriate class and section, enter the animal's name and birth date; other information are optional.

Online Payment

Some shows may allow or require you to pay your entry fees online. If that's the case, a short statement of account will be shown with the total amount you need to pay. There will also be a "Pay now with your credit card" orange button to make your payment. Your payment and credit card information is safe and secure. Once a payment is made, you will receive a confirmation by email.

Confirmation email.

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. You will receive a copy of your entries by email. After submitting your entries, you will no longer be able to modify your existing entries but you will still be able to add more entries. If you do not click 'Submit', the show will still receive your entries but online when the deadline expires.

For more information...

If you need help about the rules, classes, terms and conventions of the show, please contact **Provincial Exhibition of Manitoba** by email: info@provincialex.com; by phone: 204-726-3590; or visit their website: <http://www.provincialexhibition.com/>.

For information on how to use this site, or problems with this site, please contact AssistExpo at 1-855-916-9846 or by email at info@assistexpo.ca.

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