


## TIPS FOR USING ASSIST EXPO

If you are a first-time user for Assist Expo, click on create an account. If you used it last year, log in with your credentials.



AssistExpo

St. Lawrence Valley 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*. If you 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](#)



St. Lawrence Valley Agricultural Society

[info@williamstownfair.ca](mailto:info@williamstownfair.ca)

<https://williamstownfair.ca/>

To create an exhibitor, click on add exhibitor. You can create multiple exhibitors under one email account. Example: I have myself, my husband and two children under one e-mail. **\*\*Remember to input any children under 12s birth date. Children under 12 exhibit for free.**



AssistExpo

St. Lawrence Valley Agricultural Society  
Online Entries

Summary | Detailed list | [Add entry](#) | [Add exhibitor](#)

### Creating a new participant

A participant is usually the owner of the animal or exhibit and in most cases, you will need only one participant, your own name. **In cases of joint-ownership, you might have to create a new participant for each case of joint-ownership.** Please enter all the requested information below. The show must be able to recognize this information to identify you and in some cases this information will be used in the show's program.

Reminder: With one family e-mail, multiple exhibitors can be listed under that e-mail!

**Participant first name:** \*  **Last name:** \*

**Farm name:**

**Email address:**

**Mailing Address:** \*

**City:** \*  **Province:**

**Postal code:** \*

**Telephone:** \*  **Cell:** \*

**Participant's birthdate:**  (YYYY-MM-DD) (required for children to get the reduced participant fee)

**Web site:**

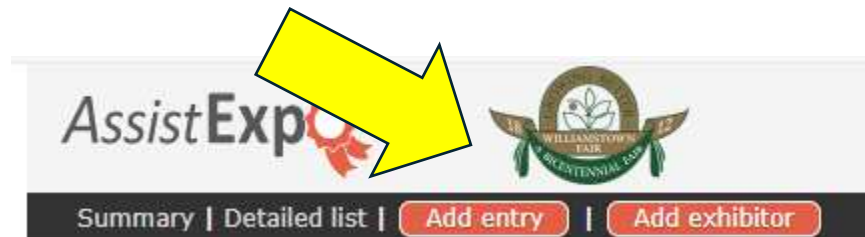
**Facebook:**  **Instagram:**

**Other information:**

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**REMEMBER TO INCLUDE THE AGES OF CHILDREN 12 and under. This ensures they will not pay a fee of \$5.**

Once you have all your exhibitors, you can start adding entries. **Do not hit submit or pay until all exhibitors and entries are entered. Continue to click add entry at the top of the page to add more entries.**



**Remember to click the correct participant for the entry. There is a dropdown with all participants under the account.**

### Adding a new entry

Please make your entry by selecting a participant, a class and a section and by entering a short description of the animal or exhibit.

**Participant's Name:**

**Class:**

**Section:**

**Description:**

## IMPORTANT : Membership vs. Exhibitor

There are many options for payments. The key for a child exhibitor is to input their birthday in the participant information.

Are you a member of St. Lawrence Valley Agricultural Society:

Please select what best describes your situation:

You are already a member and would like to pay/renew your membership online now ▼

Click here to select...

- 1 You are not a member and do not wish to become one
- 2 You are already a member and your membership has been paid already
- 3 You are already a member but you do not want to pay your membership now
- 4 You are already a member and would like to pay/renew your membership online now
- 5 You would like to become a member and pay your membership online now

1. Exhibitor Fee of \$5 – You wish you only exhibit with the Williamstown Fair and not be a \$10 member.
2. Member or Child – If you are already a paying member of the SLVAS or on the Board of Directors or a CHILD. Select this option.

**Are you a member of St. Lawrence Valley Agricultural Society? \***

Please select what best describes your situation:

You are already a member and your membership has been paid already ▼

Please select your membership category: Click here to select... ▼

Click here to select...

Child Exhibitor 12 and under

Member

Save these answers

Do not save

3. Pay in person – you do not wish to pay online and want to pay in person on Judging Night.
4. Member of the SLVAS – you wish to renew your \$10 membership fee as a paying member.
5. Become a member of the SLVAS – you wish to become a Member of the SLVAS for 10\$. This entitles you to enter exhibits AND vote about the Fair's future.

## OTHER TIPS:

- You can build your entries list over time. Assist Expo will save your entries.
- When you first create an account and participants, give Assist Expo time to produce your exhibitor number. It will not show up immediately.
- You do not need a printer to exhibit online. We will have a record of your exhibits; however, you may still fill out the paper copy in the Fair book.
- **You will still need exhibitor tags on your items.**
- Click on HELP in Assist Expo for immediate inquires.
- E-mail [homeandgarden@williamstownfair.ca](mailto:homeandgarden@williamstownfair.ca) if you have any questions.