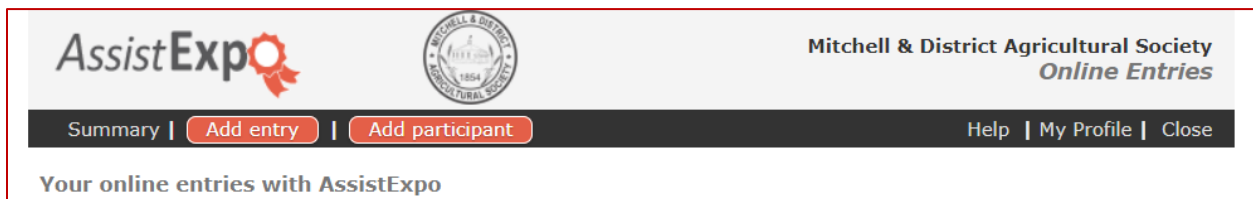# Mitchell & District Agricultural Fair online entries using AssistExpo

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.

Getting Started

- Once your account is setup you can use it to enter any show that uses AssistExpo for online entries. 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*. Enter a password, minimum of 7 characters using letters and numbers. Enter it again.
- When you setup your account, you will not have an exhibitor number assigned. You will receive an email within a few days with your existing exhibitor number, or if you have not exhibited in our fair before, you will receive a new exhibitor number.
- Exhibitors and entries can be added/deleted anytime up until the online entries close.
- No need to delete exhibitors if they are not entering this year.
- The first-time adding participants/exhibits you will be asked to confirm that you have read the fair rules and regulations, be sure to read these. If you have any questions, see the contact information at the end of these instructions. The fair rules and regulations can also be found at the front of the prize book.

Adding Exhibitors

- Click on the *Add participant* button at the top of the page to add family members.
- Follow the on-screen instructions.

Entering Exhibits

- Click on the *Add entry* at the top of the page to register for classes/sections
- Select the Division, click *Next*

Adding a new entry

Select...

Youth Division
Adult Division
Horses
Beef Cattle
Dairy Cattle
Talent Division

Cancel   Next

- Select the Class to register for. If this is the first time registering, you will be requested to agree to the Rules and Regulations of the Fair. These are the same rules and regulations that appear at the front of the prize book.
- Once you select the class, the sections will display.
- Select all the sections within the class that you want to enter.
- Click *Add this entry*

Class: 15A: Amateur Photography

Section:

Class 15A - New Exhibitors Only
- ☐ 1: Family
- ☐ 2: Animal(s)
- ☑ 3: A day at the beach
- ☐ 4: Any subject

Class 15A - A Print 4"x6"
- ☐ 6: Up close
- ☑ 7: Looks too good to eat
- ☐ 8: Laneway, roadway, path, or trail

Add this entry   Do not add this entry

You will be returned to the main page where you will see your selections.

Adult Division

Class 15A, Section 3	Modify entry	Delete entry
Class 15A, Section 7	Modify entry	Delete entry
Class 15A, Section 1	Modify entry	Delete entry
Class 15A, Section 6	Modify entry	Delete entry

Add another entry...

- You can modify or delete an entry with the links *Modify entry* or *Delete entry*; 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*. Once you submit your entries you can no longer modify or delete them. Contact the office if changes are needed.

- When registering for Livestock classes, fill in all the required fields marked with a red * asterisk.
- Below are sample screens that you may see:

You need to provide proof of insurance. *
In order to participate in Mitchell & District Agricultural Society, you need to provide the following information: details about your insurance.

Specify the following information about your insurance: policy number, value, coverage, expiration date...

Insurance details:	*	*Insurance value, insurance coverage, other details...*
Insurance Company:	*	
Policy Number:	*	
Expiration Date:	*	*YYYY-MM-DD* (YYYY-MM-DD)

Exhibitor's Name:	▼
Class:	23A: Dairy Cattle ▼
Section:	1: Tiny Tot under 9 years old as of Jan 1st - Born after January 1st, 2015 ▼
Animal's Reg#:	
Animal's Name: *	
Animal's birthdate:	*YYYY-MM-DD* (YYYY-MM-DD)
Sex:	▼
Animal's NLID #: *	*124 000 000 000 000*
Premises ID:	(if the animal is not coming from the exhibitor's own premises)
Sire's Reg#:	
Sire's Name:	
Dam's Reg#:	
Dam's Name:	

[Add this entry] [Do not add this entry]

Submitting Entries

Agreement
I agree to allow Mitchell & District Agricultural Society to publish my name on the winners lists on the MitchellFair.com website if I win 1st, 2nd or any championships.

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]

When you have completed selecting the classes/sections you wish to enter into, click the *Submit* button at the bottom of the screen.

Once you click submit, you will receive an email listing your entries. You will no longer be able to modify your entries, but you can still add more entries. If you want an entry removed, contact the office to have it removed.

If you do not click submit, your entries will be automatically submitted when the deadline expires.

Payment

Entry Fees for Adult Classes are $5. Fees are to be paid at the office at the time you drop off your exhibits. Junior Classes are Free (check age restrictions).

For more information…

If you need help about the rules, classes, terms and conventions of the show, please contact **Mitchell & District Agricultural Society** by email: secretary@mitchellfair.com; by phone: 519-272-7976; or visit their website: https://mitchellfair.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.