

Updated 02-Sept-2025 v4

Middleville Fair is open to online entries but emailing of entry forms and paper copies will be accepted on Friday for Homecraft and Livestock on Saturday if preferred.

FIRST Create an account

How to make an AssistExpo Account

Step 1 – Go to <https://www.assistexpo.ca/middleville-ag-society> NOTE: You will need to either type this address in your browser bar or use the live link button on our WEB site under page EXHIBITOR’S CORNER/ RULES AND ENTRY FORM

Ensure when your page comes up it has the “Middleville Ag Society” in the top right corner

The screenshot shows the AssistExpo website interface. At the top, there is a navigation bar with the AssistExpo logo on the left, a small illustration of a barn in the center, and the text "Middleville Ag Society Online Entries" on the right. Below the navigation bar is a dark grey bar with a "Help" link on the right. The main content area has a heading "Welcome to AssistExpo for your online entries." followed by instructions: "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*." Below this text are two input fields: "Email address:" and "Password:". Underneath the input fields are three buttons: "Start session" (grey), "I forgot my password" (grey), and "Create an account" (orange). At the bottom left of the page is a larger illustration of a barn with the text "Traditional Centuries" below it. At the bottom right, there is contact information for Middleville Ag Society: "613-259-2719", "middlevillefair1867@gmail.com", and "http://middlevillefair.ca". A footer bar at the very bottom contains the copyright notice: "© Copyright 1996-2025 AssistExpo inc. All rights reserved. The software on this website is protected by copyright laws. Privacy Policy".

Step 2 – Enter your email and a password then click the orange rectangle that says "Create an account", the page will reload with a prompt to re-enter your password and click "Create the account".

Step 3 – You will then be prompted to log-in and upon refreshing the page, you will then be prompted to create a "Participant Profile". Click the orange rectangle that says "Add

participant" **You must do this for each person in your home that is entering any exhibit in the fair.**

le. John Smith (Dad) has a profile to enter his hay crops

le. Danielle Smith (Mom) has a profile to enter the home crafts

le. Brittany Smith (Daughter) is 5 and is entering the Junior Section.

Step 4 – Enter all relevant information (fields with the red *) then click the orange box "Create this new participant"

SECONDLY

How to enter entries with an AssistExpo Account

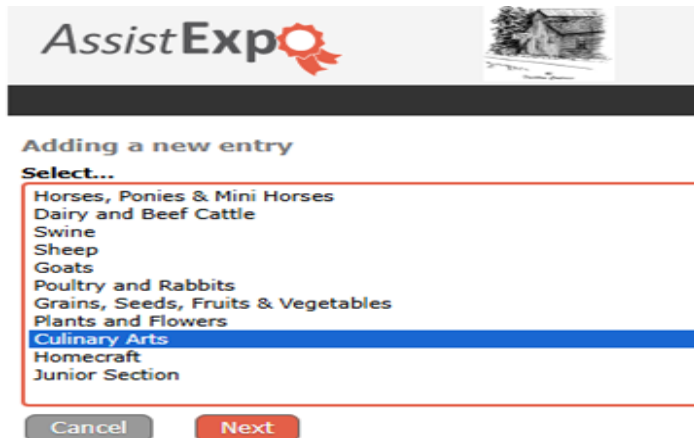
Step 1 – Go to <https://www.assistexpo.ca/middleville-ag-society#>

Step 2 – Enter your login information, click the orange "Start session"

Step 3 – Click the orange "Ok", followed by clicking the orange "Add entry"

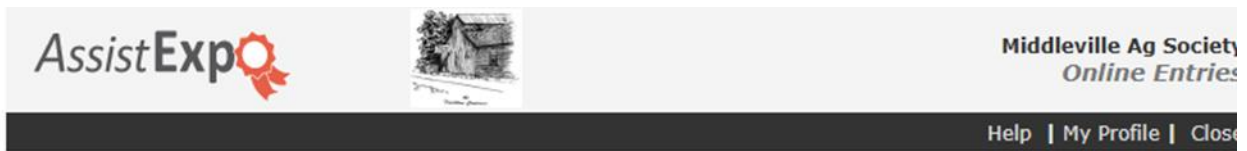
Step 4 – Select which Division you would like to enter, followed by the orange "Next"

NOTE: In the drop down list for the Divisions.....



..... Under the “Culinary Arts” Division, is where you’ll find Baking, Home Canning & Honey and Maple Syrup Classes

Choose the Class you want, and then click on the drop down arrow for the list of Sections to choose from



Adding a new entry

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

Exhibitor's Name: Rosemary WARK -- N/A

Class: 25: Baking

Section: 25: Baking

Description: 26: Home Canning and Honey

27: Maple Syrup



Adding a new entry

Select...

- Horses, Ponies & Mini Horses
- Dairy and Beef Cattle
- Swine
- Sheep
- Goats
- Poultry and Rabbits
- Grains, Seeds, Fruits & Vegetables
- Plants and Flowers
- Culinary Arts
- Homecraft**
- Junior Section

Cancel

Next

..... Under the "Homecraft" Division, is where you'll find Woodworking, Antiques & Collectables, Photography, Quilting, Needlecrafts, Arts & Crafts Classes

Choose the Class you want, and then click on the drop down arrow for the list of Sections to choose from



Adding a new entry

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

Exhibitor's Name:	Rosemary WARK -- N/A
Class:	33: Photography
Section:	28: Woodworking
Description:	29: Antiques and Collectibles
	30: Quilting
	31: Needlecrafts
	32: Arts & Crafts
	33: Photography

- Read the rules and regulations, enter your name and select the orange "Yes, I have read and I accept the terms, rules and conditions" or the grey " No, I don't accept if you do not wish to proceed.

- Select your participant, section and fill out any remaining required information. FOR LIVESTOCK THAT IS NOT PUREBRED OR YOU DO NOT WISH TO ENTER THE INFORMATION, SIMPLY PUT N/A

- Follow prompts through each page ie. If you have livestock, who is responsible for animals onsite, Emergency Contact Information, Parent/ Guardian Info (if applicable), and proof of insurance is all required. You must also check off "Release from Liability".

Step 5 – Repeat through from the beginning of Step 4 for each of the classes you would like to enter for each participant. You can always go back and modify and or delete entries as needed **before** you submit.

Step 6 – **Once completed, click the orange "Submit"**. You will be emailed a list of your entries, and the fair will also receive a copy. On this email you will see a line “ Participant ID#: will be sent later” Your Exhibitor number will not be stated on this first email.

Step 7 – When the fair receives your submitted entry, the Administrator will Approve it and then Transfer it in AE to Confirm your Entry. You will then

receive another Confirmation email that is the same as the first one. However, the Participant ID # will now show you your Exhibitor Number.

Step 8 – If you have submitted your entry and would like to add some more sections, add them in the same way as before. You will need to re-submit where it will go through the Approve & Transfer process again before they become active items.

Step 9 - You cannot delete any sections after you have submitted. This is not an issue. If you do not bring an entry to the fair for that section, then it is ignored in the reporting. Having to make last minute changes to what you are bringing to the fair is common.... Like the deer ate the last of the tomatoes in the garden last night, now you have none to bring to the fair !!

If you have some last minute adds on fair entry day & don't have time to go online to update your entry form.... The Fair Administrators can add those for you when you bring in your entries on the Friday before the Fair.

NOTE: If you have any questions, suggestions for more instructions that we should include any comments on this online entry process, please send to middlevillefair1867@gmail.com

Good luck and enjoy your fair experience!