



Registration Hints and Reminders

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Before completing your school's registration for any HOSA function, please read through each bullet point to ensure you have completed registration with no errors.

- To register students for conferences, they must be affiliated as a member FIRST in order to show up in the conference registration system.
- Be aware of the registration deadline for the event and give your students a "chapter deadline" which is a few days before the state deadline.
- Use the calendar of events from Delaware HOSA at the beginning of the year to publish your local chapter deadlines for all of your members.
- Do NOT register any students from your chapter until you have received their registration fee. Act as if this is a "deposit" that needs to be paid first. No refunds will be given after registration closes.
- Reference the list of information needed from attendees that is given for each event to minimize the risk of missing a student and/or options and activities such as t-shirt sizes and/or competitive events.
- Once finalizing all registrations, print the Invoice/Registration Summary from the bottom left-hand corner to double check all competitive events, teams, shirt sizes, and any other options that may be available for that conference.
- Complete your registration the day before the state deadline, so that you have a day to think through registration, see students, etc. If you have missed a student this will still give you some time to add them.
- After the registration deadline, nobody will be added or removed. If you have a student that is not attending, you can replace that student with student. Simply email Brooke Ccyk at bccyk@delawarehosa.org with the details. Special options that have been ordered/selected for the original student registered (t-shirt, meal plan, etc.) cannot be changed as that is what we go by when ordering for the event.

The following scenario gives you some control and options for event registration. If your deadline is (in this example) 4 days before the state deadline then you can still offer flexibility, if desired, to students who bring in money a day or two after your deadline. Even if a student comes in several days late (using our example of chapter deadlines) you could still register them if you so desired.

SLC Registration Deadline:	Tuesday, February 4 th (8pm)
\$\$ From Students to Advisor:	Monday, January 27 th
Advisor Completes Registration:	Monday, February 3 rd (5pm)