



CONFERENCE MANAGEMENT REGISTRATION GUIDELINES

Important things to keep in mind are;

1. Students must be registered as National HOSA members in order to register and participate in the State Leadership Conference.
2. Round Two registrations will be handled internally through the HOSA Management Team. The top eight (8) competitors from Round One will proceed on to Round Two. Winners from Round One will be posted on delawarehosa.org within 24 hours after the event.
3. If your school has an Activities Coordinator please forward your memberships and registrations to them so they can enter the information in the system.
4. Entering students' demographics and race are MANDATORY this year. Please make sure you have this information ready prior to beginning registering students for membership.

STEP ONE- Log in to the Conference Management System

1. Go to <http://hosa.org>
2. Under the Advisors tab, select 'State Advisor'
3. Log in (located at the top left under STATE ADVISOR)
4. Under Local Chapter Advisors select 'Access Chapter Advisor Services' (Save to favorites and skip the first three steps in the future: (<http://apps.hosa.org/hosaconf/login.jsp>))
5. Enter Charter and Password for your Local Chapter (case sensitive)

The next menu displayed provides the options to register students as National HOSA members or to register already existing members for the event. If you have already registered students for National HOSA membership go to STEP FOUR.

STEP TWO- Register students for National HOSA membership

Before you can start registering students for the conference, they MUST be affiliated with National HOSA. The system will not allow you to register students otherwise.

(\$10.00 membership fee per student, ***paid to National HOSA***)

1. Under 'Chapter Affiliation' select 'Complete the Affiliation Application'
2. Verify Chapter Information. Make corrections as needed and continue to NEXT once complete
3. Verify Billing Information and make corrections as needed, continue to NEXT
4. Chapter Demographics-enter the total number of Health Science Education participants, # of disadvantaged students, # of handicapped students, # of displaced students, and # of non-traditional students. Continue on to NEXT
5. Previous year members are listed on the next screen. If you have returning members you will not have to reenter all their information just simple select the check box by their name and continue on to NEXT
6. Add new members by entering their data in the chart fields as requested. For members continuing from last year, complete any missing or modified data and click "Save All Changes".
To delete a member, click the "-" button at the end of the member's row.
7. After completing member information click NEXT.

8. The next page reflects the Schedule of Affiliation Application Fees. Please verify information. Names will not be listed, only overall total number of members to be registered. Names and their spelling must be confirmed on the previous page (***NOTE: Once you submit your membership registration, any changes to misspelled names will have to be done through the National HOSA office***). Once complete, click NEXT
9. Please read the Chapter Affiliation Application Agreement and click DONE. Payment for membership is due within 30 days to **National HOSA**.

STEP THREE- State Leadership Conference Registration

1. Return to Main Menu. If you have logged off, you will need to log back on to access the main menu (*see STEP ONE*)
2. Select 'conference registration'
3. Select the conference date you are registering for using the drop down box, then click 'Begin Registration'
4. A list of your Chapter members will be displayed. Select the student you would like to register and click REGISTER, to the right under ACTION.
5. Provide type of registrant (HOSA Member).
6. Verify students first and last name and make corrections as needed. Changes made will only be reflected for this conference. If there are any errors with the students' name, please contact National HOSA to have permanently corrected.
7. Select event. For team events make sure the same team number corresponds with the same team members. Any number can be entered as it will change once registration closes, but we need to know what students are a part of what team.
8. SUBMIT once all information is entered.
9. Once a student has been registered their name will appear under 'Conference Registration-members.' An invoice will be available once names are added to the conference registration. Advisors will need to register as well.