

2021-22 Regional Registration

- Log into the [HOSA Portal](#) to register for regional conferences.
- Choose your regional conference using [this chart](#).
- Add each advisor and:
 - **Registration Type:** Advisor (No charge this year)
 - Double check your **email address**. This will be used to send out regional information and student testing credentials.
- Add each competitor **and**:
 - **Registration Type:** Secondary (\$5 per competitor)
 - **Email address** (this email is used to send out all passwords for testing) Each student needs their own email address. Do not submit one email for every competitor. It is best to use a non-school email address to avoid potential firewall issues. The testing email will come from (1) Christina.Isong@tn.gov or (2) @hosa.org
 - **Options/Activities:** add if student is a State Officer Candidate
 - **Competitive Event**
 - For all events with a test, please click on “**Send Online Testing Credentials**”
 - This will automatically send an email with testing information. Testing does **not open** until **December 7**.
 - If it is a *team event*:
 - Enter the first competitor without any additional names in the box.
 - For each additional team member, add the individuals that have already been submitted within the system. This will populate all team members and give the team one team number.
- Print a “Registration Summary” via Reports in the bottom left hand corner of the screen.
- Have all competitors initial the Registration Summary to verify they are registered for the correct event.
- After completion of registration, print the Invoice (via Reports in the bottom left hand corner of the screen).
 - Accounting codes (Add in Memo line of Check)
 - Upper East (4000)
 - Lower East (4010)
 - Upper Middle (4020)
 - Lower Middle (4030)
 - Upper West (4040)
 - Lower West (4050)
- Mail a copy of the registration with your check to: (Please note the address change!)
 - Tennessee HOSA
 - Attn: Christina Isong
 - 710 James Robertson Parkway
 - **9th Floor**, Andrew Johnson Tower
 - Nashville, TN 37243