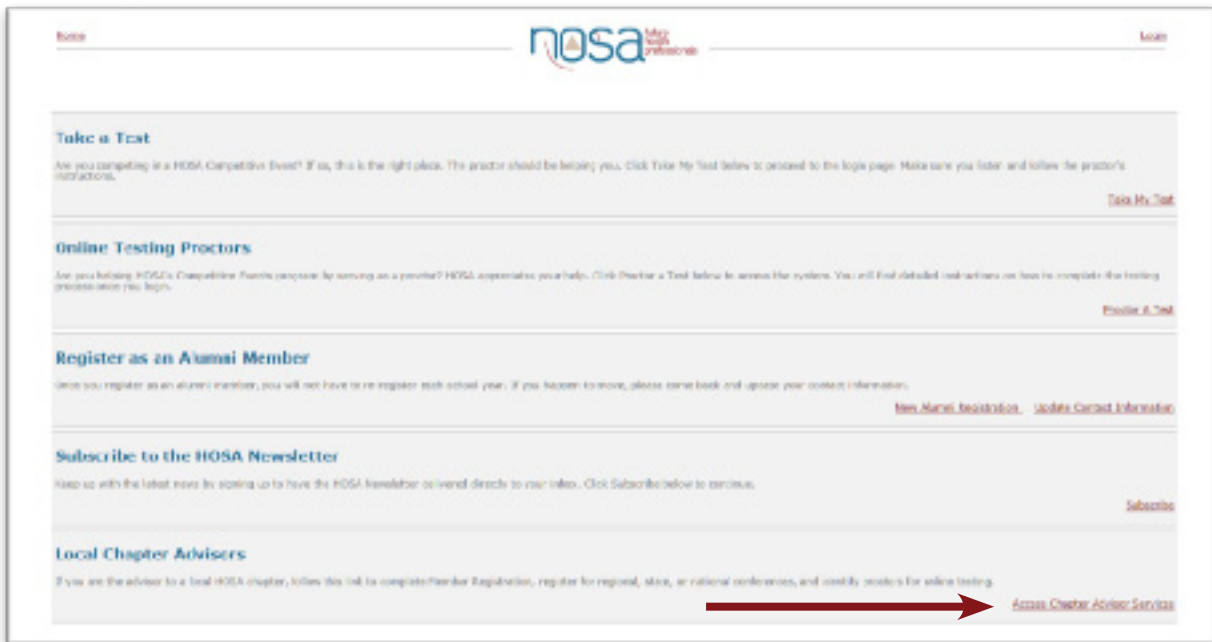


TENNESSEE HOSA CONFERENCE REGISTRATION INSTRUCTIONS

1. Go to HOSA.org and click "Login" in the upper right.



2. Click "Access Chapter Advisor Services."



3. Enter your charter number and password and click "Login."

Local Chapter Advisors

Charter: Password:

Take a Test

The test proctor will either enter your access ID and password for you or will provide both to you for you to enter. The ID and password are case sensitive and consist of the letters A-F and digits 0-9. If you have any trouble typing it, ask the proctor for assistance.

ID: Password:

Online Testing Proctors

You should have received an e-mail including both a direct link to the proctor page and security credentials in case you do not have e-mail access on the computer available while you are proctoring the test. Enter those credentials below to access the system. Usernames and passwords are both case sensitive. The password consists of the letters A-F and the digits 0-9.

Username: Password:

Update Alumni Registration

Please note you use the e-mail address you provided during registration.

Email Address: Password:

4. Select "Conference Registration" from the Conference Registration menu.

Main Menu

hosa future health professionals

Logoff

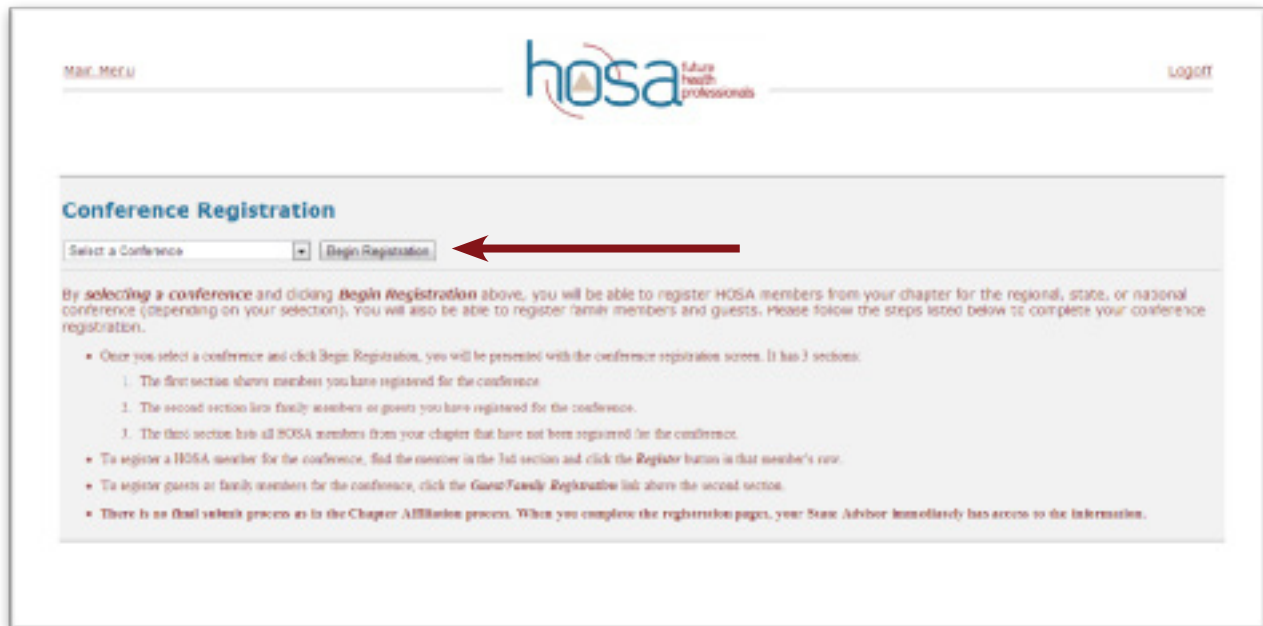
Chapter Affiliation

- [Read the Chapter Affiliation Instructions](#)
- [Complete the Affiliation Application](#)
- [View and Print an Affiliation Account Statement \(PDF\)](#)
- [View and Print a Membership Directory \(PDF\)](#)
- [Export Chapter Data](#)

Conference Registration

- [Conference Registration](#)
- [Identify Proctors for Online Testing](#)

5. Read the instructions on the screen then select a conference to begin the registration process.



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Logout

Conference Registration

Select a Conference

By **selecting a conference** and clicking **Begin Registration** above, you will be able to register HOSA members from your chapter for the regional, state, or national conference (depending on your selection). You will also be able to register family members and guests. Please follow the steps listed below to complete your conference registration.

- Once you select a conference and click **Begin Registration**, you will be presented with the conference registration screen. It has 3 sections:
 1. The first section shows members you have registered for the conference.
 2. The second section lists family members or guests you have registered for the conference.
 3. The third section lists all HOSA members from your chapter that have not been registered for the conference.
- To register a HOSA member for the conference, find the member in the 3rd section and click the **Register** button in that member's row.
- To register guests or family members for the conference, click the **Guest/Family Registration** link above the second section.
- There is an **final select** process as in the **Chapter Affiliation** process. When you complete the registration pages, your **State Advisor** immediately has access to the information.

6. Each affiliated member of your chapter will appear at the bottom of your screen. To add a student or advisor to the conference registration, click on "Register" beside the appropriate name. Once you have added an affiliated member, they will appear at the top of the screen under "Conference Registration-Members."
7. To add a family member or other guest, click on "Register Family/Guest/Other."
8. Carefully select the following required items for each person registered (if applicable):
 - Gender
 - Type
 - T-Shirt Size
 - Fun Night Time Slot
 - Competitive Event (Students only)
 - Courtesy Corps
 - Voting Delegates
 - Chapter President (One per Chapter)
 - State Officer Candidate
 - Cell Phone Number (Advisors only)
 - Email Address (All advisors attending)
9. Indicate the appropriate team number for competitive events.
 - REGIONAL CONFERENCE - Enter "1" for each team member for each team event.
 - STATE AND NATIONAL CONFERENCES - Enter the number that corresponds with the team's placement at the Regional Conference (i.e. if your Forensic Medicine team placed third at Regional Conference, then you would enter "3" as the team number for both students).
10. After completing your chapter's registration, print a copy of the "Invoice/Registration Report."
11. Carefully review the registration report for errors. It is recommended you have your students check to ensure that they are registered, the correct events are selected, and that their names are spelled correctly. Make any necessary changes and corrections.
12. Your invoice will open as a PDF document. You must have Adobe Reader (free) installed on your computer in order to view a PDF document.
13. Print a copy of your registration invoice.
14. Have each of your students (who are attending the conference) check to ensure that their name appears correctly on the invoice, and their competitive event, t-shirt size, etc. are correct.
 - If a student's parent or family member is attending as a guest, then the student should also verify the same information for those individuals.
 - It is recommended that you have the student initial next to their name on the invoice in order to ensure that all students have validated their registration.
15. Log back in to the Conference Registration System and make any necessary additions or corrections.
16. Print an updated copy of your invoice, and have any necessary students/adults validate the corrections.
17. Once your chapter's conference registration is correct and validated, print two final copies: one for your records and one to submit to your school bookkeeper with a purchase order requesting payment. All conference and event registration fees should be sent directly to:

Pamela Sieffert
 Tennessee HOSA
 11th Floor, Andrew Johnson Tower
 710 James Robertson Parkway
 Nashville, TN 37243

Note: The correct accounting code for the conference/event (page 5) must appear in the memo line of the check.

18. Carefully review the required HOSA Dress Code for each of the competitive events, general sessions, Fun Night, etc. and share this information with your students, chaperones, and guests. This will ensure that all attendees are allowed to compete and participate in all conference-related activities and events.