

Utah HOSA 2018 State Leadership Conference Online Registration Procedures

1. Registration begins Monday, January 1, 2018 and will remain open through Friday, February 23, 2018. Late registration will be taken February 24 through the 28th, with a \$100 per chapter late fee. No registrations will be accepted after February 28. There are NO refunds after February 28.
2. Instructions for Online Registration:
 - a. Go to the HOSA website at www.hosa.org.
 - b. Select login from the menu on the top of the screen.
 - c. Click the Access Chapter Advisor Services link listed under Local Chapter Advisors in the middle of the screen.
 - d. Enter your Charter Number and Password and login.
 - e. Select Conference Registration from the menu.
 - f. You will be prompted to enter your Charter Number and Password again.
 - g. The screen will have a set of instructions for you to read. On the upper right-hand corner, there is a drop down box where you can select the conference "Utah State Conference" and then click "Begin Registration".
 - h. A complete list of your students that have been registered for HOSA will appear. Beside each student's name, there is a link to register that student for the conference. Click register for the person / student you want to enter and a screen with all of the options will come up.
 - i. Don't forget that ALL advisors and chaperones must be registered for the conference.
 - j. You will need to do the following for each participant:
 - i. Specify Male or Female
 - ii. Select classification (ie. Middle School, Secondary, Professional, Alumni or Postsecondary)
 - iii. Select the event(s) or activities the person will participate.
 - iv. All team members must be added to the event.
 - v. Once you have made all of the above selections, you will click **submit** at the bottom of the page.

- k. If you need to register a guest, family member or chaperone who is not a HOSA member, there is a box to click to add that information on the main registration page where all of the names can be viewed.
- l. **ADVISORS and STUDENTS must be registered as HOSA members and registered for the conference.**
- m. To print an invoice, look at the bottom left of the screen to where it says REPORTS. Click on it and select current invoice. The invoice will show up on your screen where it can be printed or emailed and given to the financial office for payment. Print a copy for your files.
- n. Payment forms include asking the state to INVOICE you, check or credit card or p-card. Please include a 3.75% bank fee if choosing the credit card or p-card option.

*For online technical support, please call **Denise Abbott** at **801.400.5600** or email at denisea@provo.edu.*