Conference Registration Tutorial

How to register HOSA members for Conferences

After reviewing this tutorial, if you have any trouble registering members for conferences, feel free to reach out to Georgia HOSA. We are here to serve you.

Note: There are many ways to register for an event. This is just one way. We recommend empowering your chapter secretary to handle conference registration. We recommend that the advisor verifies all registrations before the conference deadline to avoid errors and unnecessary charges.

1. Go to www.hosa.org
2. Click “Login” in the top right hand corner of the page.
3. Click “Login” in the top right hand corner of the page. (Yes, you will click “Login” twice)

4. This will take you to the HOSA Conference Management System where you will type in your Charter Number and Password. Type in your provided Charter number and Password in the “Local Chapter Advisors” section.

5. Georgia HOSA gives this number to you from Nationals upon starting a chapter. The password is case sensitive, so be aware of capital and lowercase letters. If you have trouble accessing your account, feel free to reach out to us by emailing the address below. We have a list of all charter numbers and passwords and are more than willing to give them out if you accidently misplace yours or have trouble logging in.
6. You will now click “Proceed to Chapter Membership and Conference Registration.”

7. Now a screen will appear that has Conference Registration and you will click on “Conference Registration.”
8. The next screen is “Select a Conference”. This is where you will choose which conference you are registering for. For this tutorial’s purpose we will choose JumpStart. After choosing which conference you are registering for, click “Begin Registration.”

9. This screen has a list of all affiliated chapter members. To the right of their names you will see the word “Register” under Action. This is what you will click when you are registering that particular student.

* Keep in mind that students MUST be registered members of HOSA to be registered for a conference. If a student that you are trying to register does not show up, double check to make sure the student is an affiliated member.
10. Once you have clicked on “Register” a new screen pops up with the students first and last name already pulled from the membership affiliation system. You will need to select gender and the type.

11. Now you will need to click on any extra items in the Activities/Options section and Events.
   a. If you are registering for the State Leadership Conference, remember to pay special attention to the Events section. If they are competing in a particular event you will need to check the box accordingly. Only select one event per person unless the additional event(s) is/are Recognition Event(s). If the competitive event is a team event you will need to check the box to the left and to the right, write the team number in it. If two members are on the same team, they will have the same number. (The team number can be “1”, “2”, “3”).
   b. If there is an option for T-Shirt size, please check the box accordingly to ensure a shirt is ordered for each student.

12. Once you have confirmed all information you will click submit.
13. Now you will see the student’s name on the “Conference Registration” list above the membership list. In the “Action” section you will see “Delete”, “Edit”. As long as the registration deadline has not passed then you will be able to edit or delete students. Once the deadline occurs, there will be no additions or subtractions. Chapters will be charged for the registration as of the deadline. The only change is either removing a student from an event so they are an attendee with no event or replacing a student who cannot attend with someone who can. With this type of replacement, the new student can remain in the original event if applicable or not compete in the event and attend as a non-competitor.

14. In certain events, non-HOSA members are able to attend such as the Fall Leadership Rally because this is a recruiting event. If you are bringing a guest then you'll need to register them manually. First you will click “Register Family/Guest/Other” button. This is the blank template for guests. You will need to select Gender/Type/First Name/Last Name. As soon as you finish, you need to click on any of the activities/options such as T-Shirt size. Then you will click submit.
15. Once you have finished registration you will be able to get the total cost by clicking “Invoice/Registration Report” in the top right of the screen. You can print this and give this to your bookkeeper as the invoice. Notice the Georgia HOSA mailing address is on the invoice. Make sure that your bookkeeper sends it to this address.

Congratulations! You now know how to register students for conferences!