Quick Reference Guide

REGISTERING FOR CAL-HOSA
FALL LEADERSHIP CONFERENCE

This quick reference guide is for advisors’ use only. Registering for Cal-HOSA Fall Leadership Conference must be done by advisors, NOT the students. Check the Important Dates Calendar on the Cal-HOSA website to know the deadlines.

1. You, your students, and your chapter must first be affiliated with HOSA before you can register for FLC. To know how to affiliate your chapter, refer to the quick reference guide on Starting or Reactivating a Cal-HOSA Chapter.

2. To register yourself and your students, access your chapter's account at the HOSA website. You will need your chapter's login and password.

3. Scroll to find “Fall Leadership Conference” under the Conferences panel.

4. Register your students by clicking the + button on the Registrations panel and choose the appropriate ‘Registration Type’.

5. Ensure that an advisor or approved school personnel is registered with the students.

6. You will find the amount you will have to pay under the Registration Summary panel.

7. To generate an invoice, click the Reports button on the bottom left of your screen.

8. Process your FLC Registration payment promptly with the check made payable to California HOSA. The address where the check will be mailed is found on the header of the invoice.

9. Refer to the Important Dates Calendar to know the payment deadline. This document is available at the Cal-HOSA website.

10. Check your email regularly for conference updates including information about workshops.

Email headquarters.calhosa@gmail.com for questions or concerns.