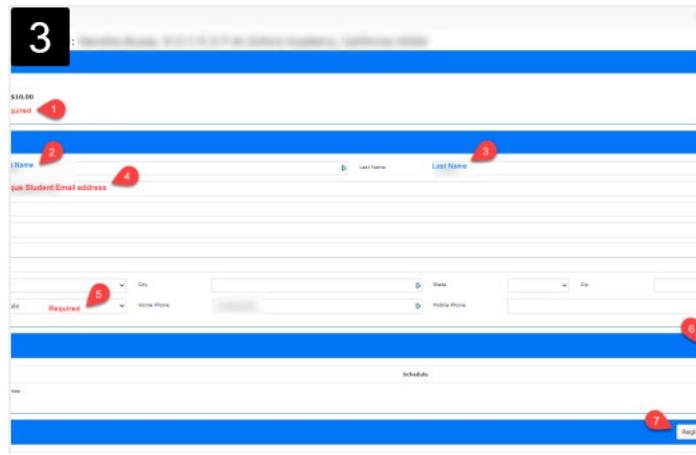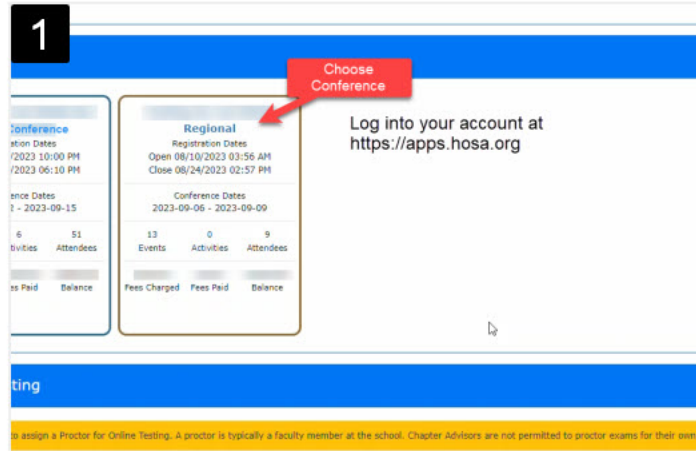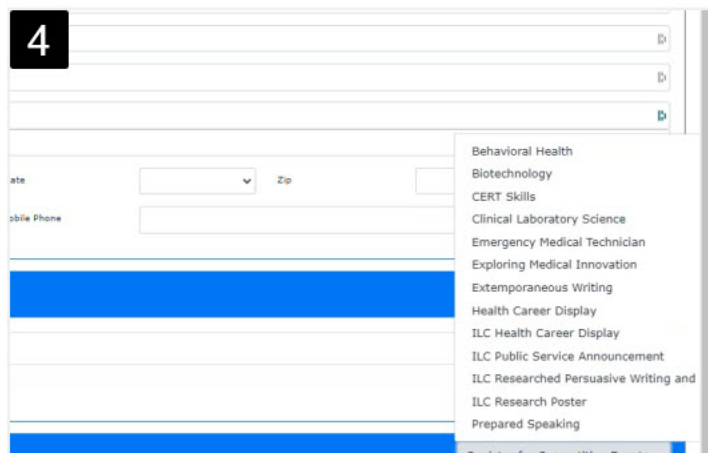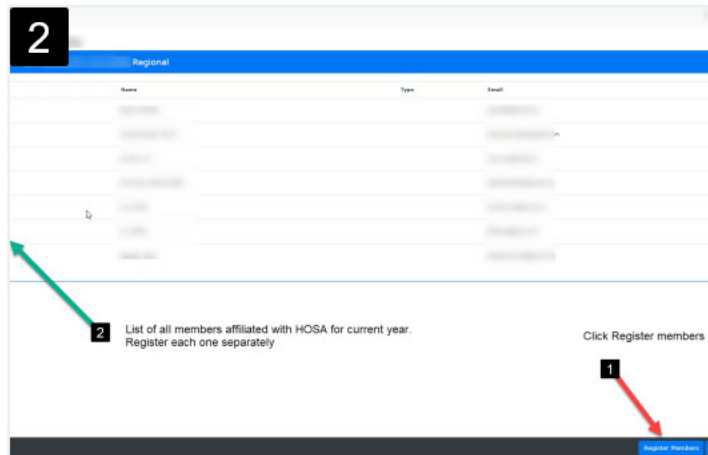# Need to watch Video Tutorial to completely understand the photos in this document

Chapter Advisor Quick Glance Conference Registration

Recap of Video

Click Here to watch Video Tutorial

1

Log into your account at https://apps.hosa.org

2

Regional

List of all members affiliated with HOSA for current year. Register each one separately

Click Register members

3

$10.00

4

Behavioral Health
Biotechnology
CERT Skills
Clinical Laboratory Science
Emergency Medical Technician
Exploring Medical Innovation
Extemporaneous Writing
Health Career Display
ILC Health Career Display
ILC Public Service Announcement
ILC Researched Persuasive Writing and
ILC Research Poster
Prepared Speaking

Register for Competitive Events

5

Secondary Registration

ILC Research Poster — Uploads (1)

ILC Public Service Announcement: Team #10024 — Uploads (0)

Secondary Registration

ILC Researched Persuasive Writing and Speaking — Uploads (1)

Secondary Registration

Behavioral Health

Biotechnology

Secondary Registration

1
1. Log in at https://apps.hosa.org
2. Choose Conference tile

2
Register each Member for conference
Option of registering Guest/Family members

3
Each student/advisor
1. Type
2-3. First, Last Name
4. Unique Email
5. Gender,
6. Options/Activities
7. Register Competitive events

4
Choose events from drop down list

5
If your student is in an event with a required digital upload, there will be a blue upload link with a 'copy' button next to it.

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Page 1 of 3

(Continued)

Chapter Advisor
Quick Glance
Conference Registration
Recap of Video

6 Start typing the 1st Team member in this box

7 Health Career Display: Team #10039

Advisor Registration

Secondary Registration

Health Career Display: Team #10039

8 Only one team member uploads a file
1 will be 0 uploads, the other member will

Health Career Display: Team #10018 Uploads (0)

Uploads (0)

Health Career Display: Team #10018 Uploads (1)

Uploads (1)

9 (Copied Public Upload Location to Clipboard)

Uploads (1)

10 Check CE Guidelines for instructions on required digital uploads

Round #1

File — once saved, you will see the file here

**for team events only the person that uploaded can delete the file

Choose which button to click depending on the guidelines

Deadline 09/02/2023 12:00 AM — make sure you know the deadline date to submit

---

Note for team events:
6 Register first Team member, then next and type in first team member name in blank field

7 Once you have all team members - the team will be assigned a Team number

8 Only One team member will upload. Chapter advisor is to ensure that ONLY one team member uploads

9 Chapter advisor has the ability to copy upload link and paste into email. ** Each link is unique to each student
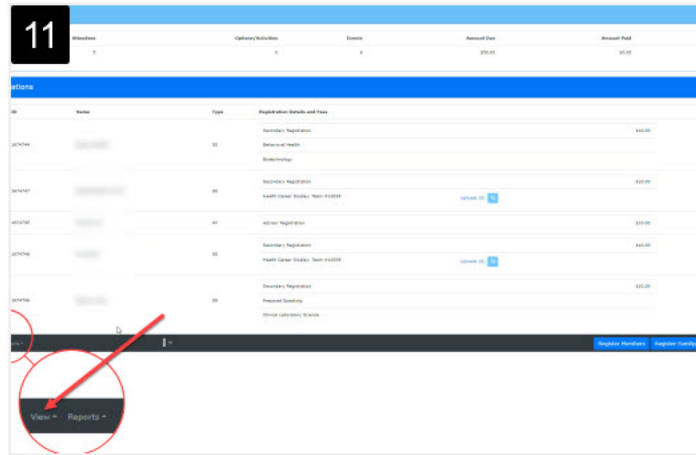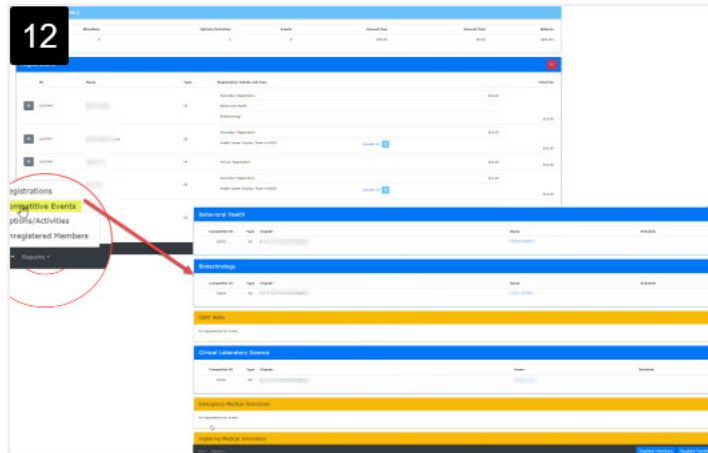
10
1. Read guidelines for required digital uploads.
2. Choose either document or link.
3. Check for deadline.
4. View file saved

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(Continued)

**Chapter Advisor
Quick Glance
Conference Registration
Recap of Video**

11 Click on **View**:
Options:
  1. Competitive events
  2. Options/Activities
  3. Unregistered students

12 View of the competitive events screen

13 Click on **Reports**
Print
  1. Summary registration
  2. Invoice

14 Sample of Summary Registration Report

15 Sample of an Invoice Report

Step-by-Step guide for Chapter Advisors to register for a conference using the CMS system:

1. **Login to the Chapter Account:** Go to apps.hosa.org and log in to your chapter account.

2. **Choose a Conference:** Select the conference you're registering your students for.

3. **Register Members:** On the bottom right, click on "Register Members."

4. **Select Students and Advisors:** A list of affiliated individuals will appear. Click on each student and advisor you're registering for the conference.

5. **Complete Seven Steps:** Under the registration screen, complete the seven steps:
    a. Registration Type- Required field
    b. First name (correct spelling)
    c. Last Name (correct spelling)
    d. **Ensure Unique Student Email:** Make sure each student has a unique email that won't be blocked by the school district.
    e. Provide Gender Information: Gender is required.
    f. Choose Options and Activities: If applicable, click on "Options and Activities."
    g. Register for Competitive Events: Use the drop-down menu to select events students can register for. Follow your state procedures if they differ from HOSA.

6. **Team Event Example:** For team events, select the first team member, then select the second team member. Type the first name in the blank box to generate a team number.

    a. Notice there is a link for a required digital upload per the guidelines

    b. ONLY ONE team member will upload the required documents for the team.

7. **Share Upload Links:** As a chapter advisor, you can copy and email the digital upload link to a team member for ONE Team member to upload required files.

    a. **ONLY the team member that uploaded the file will be able to delete the file if needed.**

    b. **Each link is specific for that student, confirm you are sending the link to the correct student.**

8. **Student Uploads:** Students will be able to click on the link in the email that was generated by the CMS or the link in the email that you as a chapter advisor emailed them. Students should follow event guidelines to upload files. Students will upload a file or add a link depending on the guidelines.

    a. Click on upload file or Add Link – check the guidelines for what is required

    b. Select the file or paste in a link

    c. Click the blue Save button

     d.   Files saved will be visible in their account. Reminder Only the student who uploads files for team events can delete them.

9. **Monitor Uploads:** Chapter advisors can monitor student uploads on the dashboard. Students with zero uploads will be indicated.

     a.   You will notice that one team member will have a 0 for upload and the other team member will have a 1 for uploads. If you were to click on the 0 upload you will still be able to view the file the other team member uploaded.

     b.   Chapter Advisors are responsible to ensure that ONLY one team member uploaded the required documents.

10. **View Registration:** Check your registration details. You can View

     a.   View Competitive Events

     b.   View unregistered members.

11. **Generate Reports:**

     a.   Registration summary.
         You can print out the summary and have students initial their chosen events.
     b.   Create an invoice.
         Information about where to mail your payment will be provided on invoice.

12. **Review and Confirm:** Review your registration and confirm details. Remember to follow these steps carefully and adjust as needed based on the specific conference and state procedures.