**STEP 1 in the Registration Process:**

- Register your HOSA Members (students and advisors). Make sure you register your chaperones and guests as well
  - Conference fee is $85 per student/advisor/guest/chaperone
  - When you register your HOSA Members for the State Leadership Conference, you will need to designate members for the following:
    1. **Outstanding HOSA Member** (OHM) - Only one member per chapter
    2. **Courtesy Corps members** - 4 members per chapter
    3. **Voting Delegates and Alternates** (click on the hyperlink for more information)
  - If your Chapter has participated in Recognition events, select one student to represent your chapter in National Service Project, Outstanding HOSA Chapter or HOSA Happenings.

- Registration Deadline is February 10th. (You will no longer have access to your registration)
  - You may request additions or changes **after** February 10th for an administrative charge of $25 per occurrence. A form will be posted on the website for these requests.

- No additions or changes may be made **AFTER** February 24th – SUBSTITUTIONS ONLY (through March 1st.)
- Deletions accepted anytime without a fee.

- **NO REFUNDS after February 24th.** All registrations in the online system, paid or not paid will be due to SC HOSA.
IMPORTANT REGISTRATION INFORMATION, CONTINUED

- Schools are limited to 3 competitors/3 teams per event/ per school.
- Health Career Display is limited to 2 teams per school.
- Healthcare Issues Exam competitors **must** be registered for the exam in the online registration.
  - Ten students per chapter to take the exam.
  - First come, first served on the testing time/day.

**Competitive Event Notes:**
- Parliamentary Procedure, Dental Science, Clinical Nursing, Outstanding HOSA Chapter will **NOT** offered.
- Cultural Diversity and Disparities in Healthcare is REPLACING Transcultural Health
- Medical Innovation Original and Existing are now MEDICAL INNOVATION.
2021 State Leadership Conference Registration opens December 14, 2020 and closes February 24, 2021
To register, go to: http://apps.hosa.org/
Log into your SC HOSA account

Type in your login information.
login: charter number and password
Click the conference you are registering for.
If you don’t see the conference you are looking for, make sure you click on the “All conferences” in the box, top right.
Click on “Register Members”
Choose the member you would like to register. Click on “Register.”
Members name will appear here

Make sure you select the correct Registration Type. Secondary is High School

This information should populate, just the way you entered it when registering them as a HOSA Member
Click here for the different options. Click on each option that applies
- T-shirt size
- If your student will be a Courtesy Corp Member
- If your student is a State Officer Candidate
- If your student will be a voting delegate.
- If you are designating one of your students as an Outstanding HOSA Member
If applicable, click the Competitive Event and/or Recognition Event for your student.

Students can only compete in:
One Competitive Event and/or one or more Recognition Events.

EVENT NOT OFFERED
Parliamentary Procedure
Dental Science
Clinical Nursing or
If the Competitive Event is a Team Event, you will type in your student’s team member(s) here.
When you’ve completed the registration,
- You should have entered:
  - Member
  - Registration Type (Secondary is High School, Post-Secondary is Collegiate)
  - Add “Options/Activities
  - Register for Competitive Event
  - If it is a team event, make sure you select the team member(s)
  - Make sure you click “Save”

If you have more to register, duplicate the process.
If you are entering any guests/chaperones that are not HOSA members, you will click on “Register Family/Guest/Other”, enter all required information as prompted.
When you’ve completed your registration, you can click on the “View” button. You will be able to view your:

- Registration
- Competitive Events you registered for your students
- Options/Activities
- Un-registered members

When you’ve completed your registration, you can click on “Reports” button to view your most recent:

- Invoice
- Summary of your registration (you will want to keep a copy of your summary for your records).
After completing all registrations, save a copy of the Summary Report/Invoice, for your files.
Forms needed for the conference.

~Advisor/Guest Chaperone Code of Conduct Form
~Student Code of Conduct Form
~Medical Form (EVERYONE ATTENDING THE CONFERENCE)

• You need to have 2 copies of each
  • one to turn in at registration
  • one to keep with you during the conference.

All forms can be found on the schosa.org website on the “State Leadership Conference” page.
Medical Form INSTRUCTIONS

Bring all forms to registration. Have all Medical Forms in one manila envelope, clearly labeled with your school name and form name. Forms must be alphabetized. EVERY attending Advisor, Student, Guest and Chaperone MUST have a Medical Form in your envelope.

Continued, next page....
Bring all forms to registration. Have all Code of Conduct Forms in one manila envelope, clearly labeled with your school name and form name. Forms must be alphabetized. EVERY attending Advisor, Student, Guest and Chaperone MUST have a Code of Conduct Form in your envelope.
Conference Registration payment should be made payable to: SC HOSA

Payment should be mailed to:
SC HOSA, PO Box 866, Lexington, SC 29071

DO NOT MAIL TO NATIONAL HOSA at the Texas address

Or you may pay your conference fees, via credit card plus $3 processing fee per registration.
The payment link can be found on the State Leadership Conference page. Link will be coming soon.