2021 Virtual State Leadership Conference Guide
March 7 - 13, 2021
Information Before You Register

Conference registration starts December 5, 2020

Conference fee is $25 per student/advisor

Designate an Outstanding HOSA Member (OHM)

- Only 1 person per chapter, if you are designating

Designate and register your voting delegates
Has your chapter participated in Recognition Events?

- **Chapter Recognition Events** (for recognition purposes, please register these events to a student registered for the conference.
  - HOSA Happenings
  - HOSA Service Project (to ensure hours & dollar amounts are counted, they must be submitted via the HOSA activity review system. See the guidelines for instructions)

- **Individual Recognition Events**
  - Healthcare Issues Exams
  - Barbara James Service Award (to ensure hours & dollar amounts are counted, they must be submitted via the HOSA activity review system. See the guidelines for instructions)

(If the student is not registered for the event, the student/chapter will NOT be recognized at the conference.)
Before You Register cont’d

- 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
- Competitive Events NOT offered:
  - Parliamentary Procedure
  - Dental Science
  - Clinical Nursing
  - Outstanding HOSA Chapter
Registration Timeline

December 5th
Conference registration opens!

February 10th
Registration Deadline
• NO REFUNDS after February 10th
• All registrations in the online system, paid or not paid, will be due to SC HOSA
• You will no longer have access to your registration
• Additions or changes may be requested after February 10th for an administrative charge of $25 per occurrence
• A form will be posted on the website, under the SLC page, for these requests

February 24th
Last day to make additions or changes
• After February 24th, substitutions ONLY, through March 1st

March 1st
Last day to make substitutions

Deletions accepted anytime without a fee
2021 Virtual State Leadership Conference
Registration
Opens December 5, 2020
Closes February 24, 2021
Click here to register
Log in to your HOSA account

Choose the conference

Choose members you are registering

Add their “Options & Activities”

Select their competitive and/or recognition events

SAVE
Step 1
Login to your HOSA account.
You will need your chapter number and password
https://apps.hosa.org/
Once logged in, click on the 2021 Virtual State Leadership Conference.

If you don’t see the conference you are looking for, make sure you use the dropdown box and select “All.”
Step 3
Once logged in, click on “Register Members”
Step 4
A full list of your affiliated members will be shown here. Click “Register” by the HOSA member you would like to register.
Step 5
Choose The “Registration Type”
(Secondary is High School, Postsecondary is Collegiate)

Most information should automatically populate below. PLEASE make sure a personal email address is entered. DO NOT enter a school email address.
Step 6
Add “Options/Activities” to the registration
Step 6 cont’d

If you are choosing a “voting delegate”* under the Options/Activities for your student, you must click on the dropdown box and choose “voting delegate” again.

*To learn more about voting delegates, go to http://www.schosa.org/voting-delegates/
Step 7

If your student is in a team event, the team members must be listed here. They will not show up as an option, unless the team member is also registered.

Register for Competitive Events and Recognition Events. Students may only compete in one Competitive Event and/or one or more Recognition Events.
Step 8
Click the SAVE button
Additional Registrations
You will see a list of your registrations here.
If you want to continue with other registrations, just click “Register Members” and repeat the process.
After Completing your Registrations
Click the “View” button to look at your registrations, competitive events, etc.
By clicking on the “Reports” option, you can see a current invoice and a registration summary, save both of these for your records.
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