All Instructions can be found in the guidelines of each Recognition Event
https://hosa.org/guidelines/

HOSA Activity Tracking System (HATS)

Barbara James Service Award – HOSA Service Project

Chapter Advisor Instructions

Please be sure to watch the Member Instructions HERE, so you understand the process from their side.

Please Note: In order for members to create accounts and track their activities, they first must be affiliated as part of your chapter. They also must have a valid email address attached to their name in the affiliation system. This email address must match the email the student uses to create their account. If students are having problems creating an account, you should double-check that they are 1) affiliated and 2) have an email address attached to their name. If you have already affiliated your student(s) WITHOUT an email address, please send an email to hosa@hosa.org with your charter number, list of student names, and their email address and HOSA will input the emails for you.

Email Notifications:

a. When students submit an activity, you will receive an email from info@hosa.org.
b. You will only receive one email per week from HOSA, whether you have 2 pending activities or 50. This is to avoid cluttering your inbox.
c. The email will notify you that you have activity entries 'pending'.
d. You will need to follow these instructions to either approve or decline the activities.
e. At any point, you can login to your account to view and approve activities. You do not need to wait for email notification. Sample email below:

HOSA Activity Tracking System

Hello HOSA Advisor,

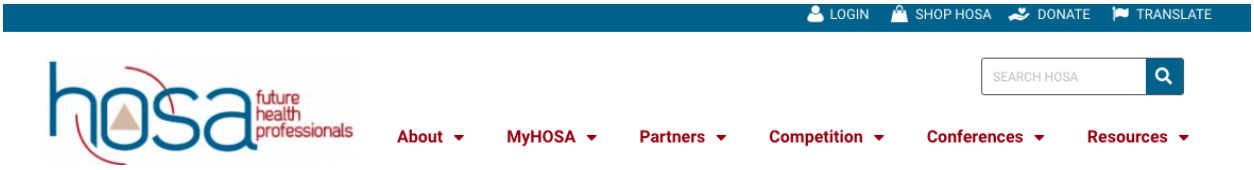
One or more of your HOSA members have submitted activities for Barbara James Service Award, MRC Volunteer Recognition, or National Service Project.

Please login to your local advisor account at hosa.org to either approve or decline these entries.

Instructions for this process can be found at: http://www.hosa.org/node/117 under the Recognition Events Category.

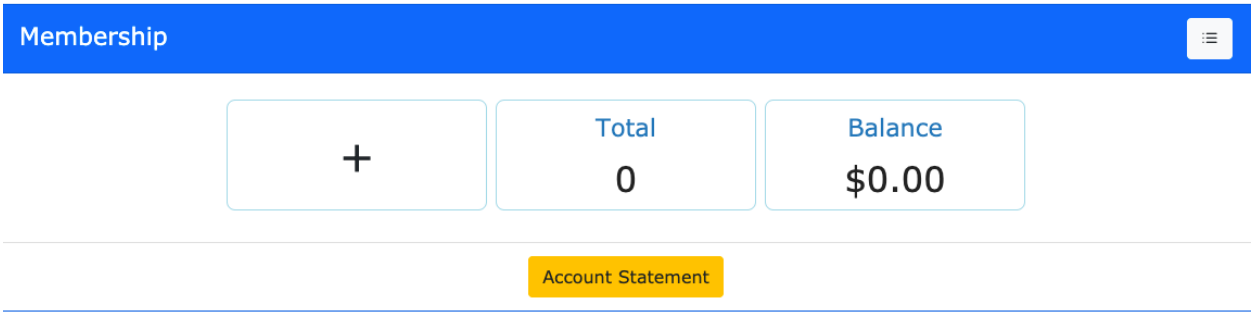
Please contact 1-800-321-HOSA with any questions.

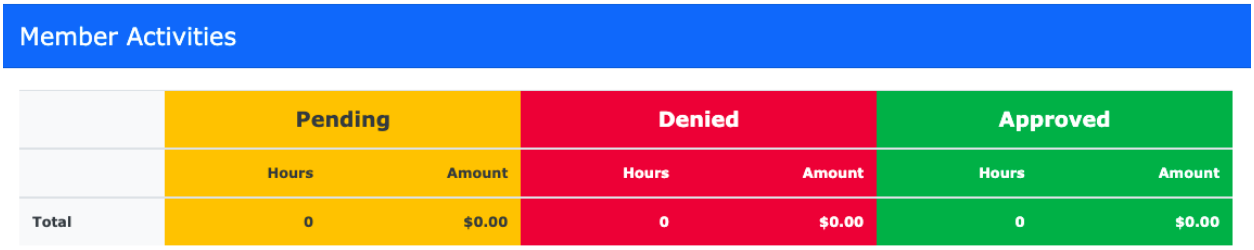
Thank you for all you do for HOSA - Future Health Professionals!



1. Login to your chapter advisor account using your Charter # and Password, just like you do for affiliation and conference registration.

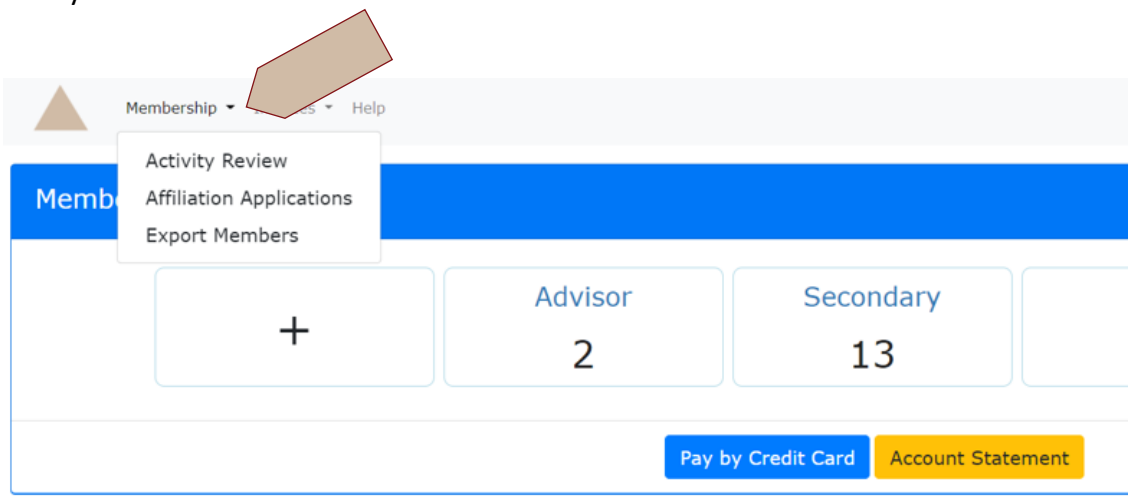
2. The home page in your account will appear as below.



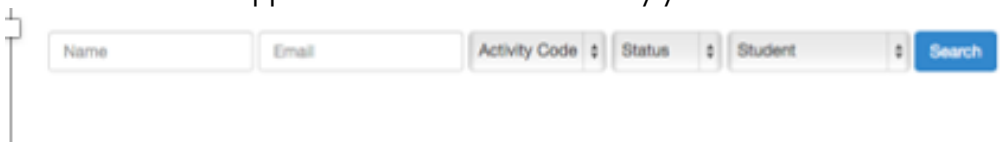


	Pending		Denied		Approved	
	Hours	Amount	Hours	Amount	Hours	Amount
Total	0	$0.00	0	$0.00	0	$0.00

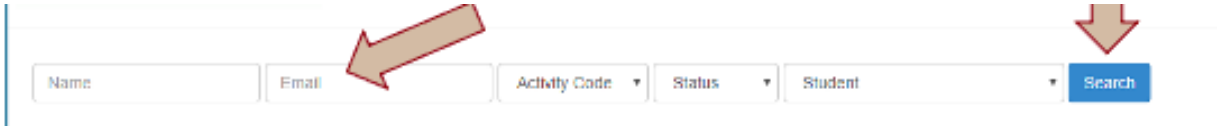
3. In the upper left corner click on Membership. The dropdown will give you the option for 'Activity Review'.



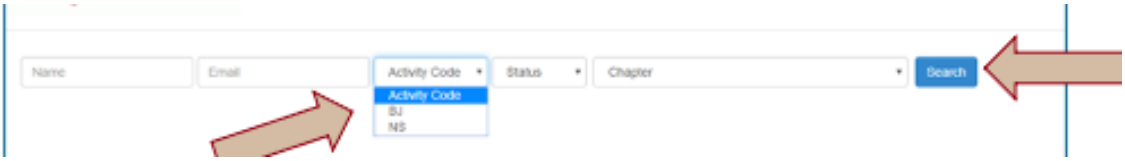
4. a. You can use this screen to view and approve/decline entries from your members.
   b. You need to either approve or decline EVERY entry your members make.



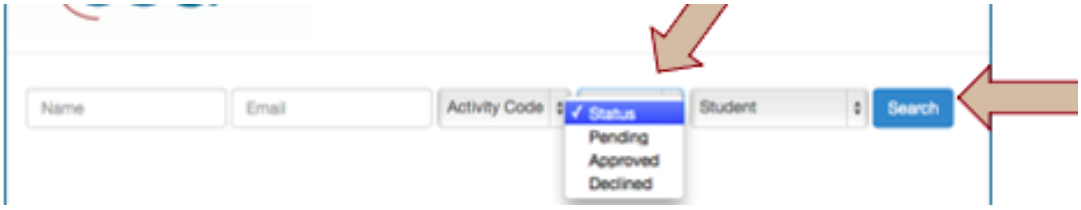
5. You can search for entries in a number of ways.
   a. Type in the name or email address of the member whose activity you need to approve and click search.



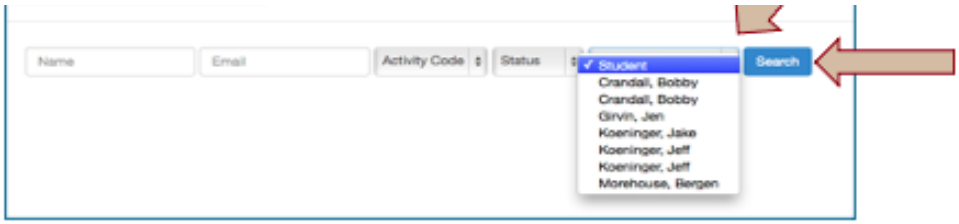
b. If you want to review all hours from a recognition event at one time, use the Activity Code dropdown and select BJ (Barbara James Service Award) or NS (HOSA Service Project) and click search.



c. If you want to review all hours that are in a certain status, use the Status drop-down menu. You can view all pending activities that are waiting for your approval, activities that you have already approved, or activities that you have already declined.
   Click 'Search'



d. Finally, you can search for entries using the Student drop-down menu. This drop-down will pre-populate a list of all the members in your chapter. Click 'Search'



6. Whatever method you choose to search for entries (outlined in steps 5a-5d) you will have a similar screen displayed. The screen below is displayed when all 'pending' activities are searched.
   a. You can see a running total at the bottom bar of the screen that lists the total hours for BJ or NS and the total dollar amount raised for NS in this 'pending' filter.
   b. If you want to see totals for a certain student, apply that filter as outlined in step 5a or 5d, and the bottom bar will reflect their total hours.
   c. If you want to see the total hours for your entire chapter, apply the 'approved' status filter in 5c, and the bottom bar will reflect your chapter's totals.
   d. If you want to see the total hours for one event only, apply that filter as outlined in step 5b, and the bottom bar will reflect your chapter's totals for the specified event.

7. Note About Applying Filters:
   a. You can apply more than one filter at a time. So be sure to check all drop-down menus before searching.
   b. For example, if you want to search using Activity Code ONLY, the rest of the fields need to be blank or in 'status' or 'student' mode.
   c. If you want to apply more than one filter, simply select the applicable fields. For example, you could search for the student, 'Jane Doe', in the name field, and also for Barbara James hours in the Activity Code field. This would give you all BJSA hours for Jane Doe.

9. A Note about HOSA Service Project:
   a. NS is a **CHAPTER** recognition event. Your chapter receives recognition for hitting levels of 100 and 500 volunteer hours and $100 and $500 donations to *Be The Match*.
   b. Volunteer hours can be tracked by individual students, as described above, for NS.
   c. Monetary donations need to be tracked **AS A CHAPTER**! For example, if you do a car wash and raise $250, this total amount can only be entered in ONE student's account, not in every student's account who helped! You can see where that would skew the data and make the total amount of money raised seem much higher than it actually was. We suggest you instruct your 'team captain' or 'Service Project Chairman' as titled in the guidelines, to enter the total amount of money raised by each event/activity.