

# Important Registration Information



Schools will be responsible for all registration

fees (paid or unpaid) that are in the

HOSA System at

11:59PM Thursday, February 11<sup>th</sup>

If you have deletions, get them deleted before



the above deadline.

# Important Registration Information, cont'd...

**Friday (2/11/2022) at 12:00 AM**

**begins the \$25 administration fee for  
changes made to your chapter's  
registration for each occurrence.**

# Registration

1

Check and re-check ensuring ALL students/ advisors/ chaperones are registered.

To view a summary of your registration, Click on "REPORTS", then click on "Registration Summary" or "Generate an Invoice" -

ID	Date	Description	Amount
1410700	10/24/2024	Courtesy Corps T-Shirt, Medium Conference Attendance, YES, this registrant will be attending in person	\$85.00
1410607		Secondary Registration Medical Spelling T-Shirt, XL Conference Attendance, YES, this registrant will be attending in person	\$85.00
1416756		Secondary Registration Medical Terminology T-Shirt, Medium Visiting Delegate, Visiting Delegate Conference Attendance, YES, this registrant will be attending in person	\$85.00

Payments

ID	Date	Description	Amount
Emp			

view Reports Register Members Register Family/Guest/Other

# Registration, cont'd...

2

To see a list of your chapter's  
“**competitive events** and/or  
a list of your  
“**options/ activities**”

Click on the “View” and  
choose the option you want  
to see

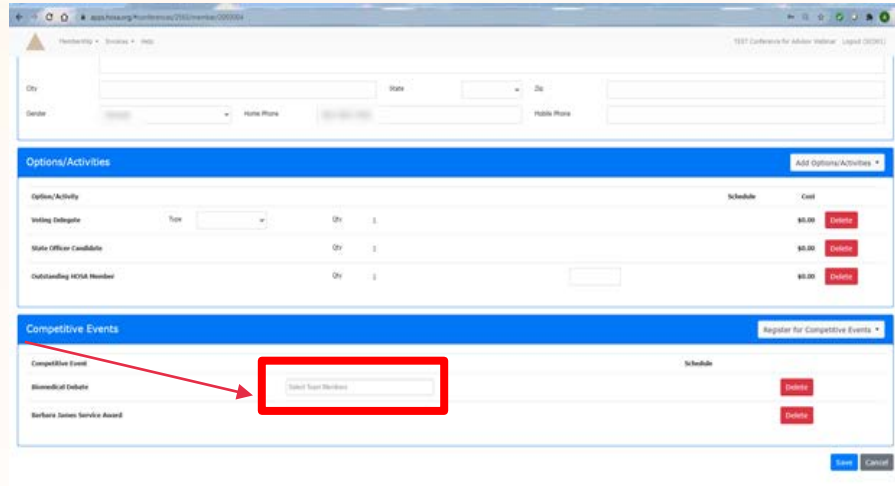
The screenshot shows a web application interface with a navigation bar at the top containing 'Membership', 'Conferences', 'Reports', and 'Help'. The main content area displays a list of items, each with a small icon and a price of '\$85.00'. Below this list is a blue header for the 'Payments' section. Underneath the header is a dropdown menu with the following options: 'Registrations', 'Competive Events', 'Options/Activities', and 'Unregistered Members'. At the bottom of this dropdown menu, the word 'View' is highlighted with a red box. A red arrow points from the text 'Click on the “View” and choose the option you want to see' to this 'View' button. To the right of the dropdown menu is a table with columns for 'Date', 'Description', and 'Amount'. At the bottom of the page, there are two buttons: 'Register Members' and 'Register Family/Guest/Other'.

# Registration, cont'd...

3

## Team Events

Make sure if your students are in team event, you have selected their team members here. On your registration summary, make sure the team numbers are the same for each team.



The screenshot shows a web-based registration form. At the top, there are fields for City, State, Zip, Gender, Home Phone, and Mobile Phone. Below this is a section titled "Options/Activities" with a table of items and their costs. A red arrow points to a "Select Team Members" input field in the "Competitive Events" section.

Options/Activity	Schedule	Cost
Meeting Delegate	Qty: 1	\$0.00 <a href="#">Delete</a>
State Officer Candidate	Qty: 1	\$0.00 <a href="#">Delete</a>
Outstanding HOSA Member	Qty: 1	\$0.00 <a href="#">Delete</a>

Competitive Events	Schedule
Competition Event	<input type="text" value="Select Team Members"/> <a href="#">Delete</a>
Workshop/Ed Debate	<a href="#">Delete</a>
Workshop Service Award	<a href="#">Delete</a>

# Options/ Activities

4

**Conference Attendance:**  
**This Option/ Activity is VERY IMPORTANT** and should be chosen for **EVERYONE** registered.

- Yes, attending the conference in person
- No, Not attending in person

5

Have you designated **Courtesy Corp** members? Select in the Options/ Activities..

6

Have you designated an **Outstanding HOSA Member** for your chapter? Select in the Options/ Activities.

7

Have you designated your chapter's **voting delegates**? You can select those in the Options/ Activities

\*\*\*Each chapter is required to designate voting delegates on their online registration form. You should assign the correct number of voting delegates based on the chart below.\*\*\*

HOSA Members	Voting Delegates
1- 10 HOSA members	2
11- 20 HOSA members	3
21- 30 HOSA members	4
31 or more HOSA members	5 (no chapter shall have more than five voting delegates)

# All Other Conference Information can be found here”

**hosa** future health professionals  
SOUTH CAROLINA

## State Leadership Conference

Everything you need to know about...

- 1 State Conference Info**
  - Registration Fees
  - Who should attend
  - Who can compete
  - Competitive Events
  - Recognition Events
  - GUIDELINES
  - DressCode, etc...
- 2 Step-by-step Registration Process**
  - PowerPoint with visuals of the registration process & other IMPORTANT info.
- 3 Other Conference Information**
  - General Session
  - Awards Ceremony
  - Scholarships
  - State Officers
  - Special Requirements
  - Reminders
- 4 Forms Photos Options**
  - Required forms & turn in process
  - Outstanding HOSA Member Photo
  - HOSA Chapter Photo
  - Courtesy Corp
  - Voting Delegates
- 5 TALLO Information**
  - Events requiring TALLO uploads
  - TALLO uploading directions
  - TALLO deadline
- 6 Conference HOTELS**
  - Description
  - Pricing & amenities
  - Conference Verification Form (Form you MUST complete to secure your hotel rooms)
- 7 DEADLINES AND REMINDERS**
  - Make sure you pay close attention to all deadlines listed here.
  - Reminders for important information will be listed here as well.

<http://www.schosa.org/wp-content/uploads/2021/12/InfoGraphic10-26-213.pdf>

**All Registration fees are  
due by  
March 1st.**

**All fees should be mailed  
to:**

**SC HOSA, PO Box 866,  
Lexington, SC 29071**