

2024 State Leadership Conference Guide

March 13-15, 2024



Information Before You Register

Conference registration starts December 1, 2023

Conference fee is \$85 per student/advisor/chaperone/family member

Designate an Outstanding HOSA Member (OHM)

- Only 1 person per chapter, if you are designating

Designate and register your voting delegates

Designate and register students for Courtesy Corp

Information Before You Register cont'd...

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 [HATS](#) (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 [HATS](#) (HOSA activity review system). See the specific guidelines for instructions)
 - National Geographic Testing

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

Competitive Events NOT offered:

- ❖ Clinical Laboratory Science
- ❖ Clinical Nursing – Not offered to SS (high school) students. Only Open to PS (college) students
- ❖ Community Awareness (Check out Health Education or Public Service Announcement event)
- ❖ Dental Science
- ❖ Emotional Well-Being Challenge (Recognition event- National HOSA Only)
- ❖ Family Medicine Physicians
- ❖ National Geographic Learning Academic Testing
- ❖ Organizational Leadership
- ❖ Outstanding HOSA Achievement
- ❖ Outstanding HOSA Leader
- ❖ Parliamentary Procedure
- ❖ Research Poster

Registration Timeline

December 1st
**Conference
registration
opens!**

February 10th
REGISTRATION DEADLINE
(NO REFUNDS after February 10th)

* All registrations in the CMS, paid or not paid, will be due to SC HOSA

*After this date, additions, changes & substitutions will be accepted through February 24th with a \$25 administrative fee per occurrence.

**Deletions are NOT subjected to the \$25 administrative fee at any time & will continue through the conference. However, registration is still applicable.

***You will no longer have access to your registration after this date.**

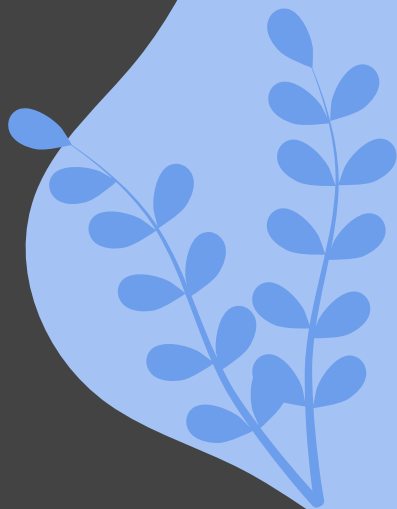
February 24th
*No Additions, Changes or Substitutions after this date
*Hotel registration deadline is Feb 24th.

!

Deletions accepted anytime without a fee

2024 State Leadership Conference Registration

Opens December 1, 2023
Closes February 10, 2024
Click [here](#) to register



Registration Summary

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/>

Welcome to HOSA Apps

If you are Proctoring a Test or Taking a Test, please continue to [HOSA's Online Testing System](#).

All other users may sign in below to access HOSA's Membership and Conference Management Services.

HOSA Apps Login

Login

Password

•••••

[Forgot Password?](#)

[Judges](#)

[Alumni Registration](#)

[Member Activity Tracking](#)

[Online Testing](#)

Login

Step 2

The screenshot shows the app.hsc.org/Member Activities page. The top navigation bar includes 'Membership', 'Invoices', and 'Help'. The user is logged in as 'SC, SC001 South Carolina HOSA Inc.' with a 'Logout (SC001)' link. The 'Membership' section has a blue header and a table with columns: '+', 'Advisor', 'Professional', 'Secondary', 'Total', and 'Balance'. Below this is an 'Account Statements' button. The 'Member Activities' section has a blue header and a table with columns: 'Pending', 'Denied', and 'Approved'. Each column has sub-columns for 'Hours' and 'Amount'. The 'Conferences' section has a blue header and a table with columns: 'Global Leadership Academy (State Officers Only)', 'TEST Conference for Advisor Webinar', and 'Conference Dates'. Each conference entry has a 'Conference Dates' dropdown menu. The 'Pending' dropdown menu is highlighted with a blue box. The 'TEST Conference for Advisor Webinar' entry is also highlighted with a blue box. The 'Global Leadership Academy (State Officers Only)' entry is highlighted with a blue box. The 'TEST Conference for Advisor Webinar' entry is highlighted with a blue box. The 'Conference Dates' dropdown menu is highlighted with a blue box.

Membership					
+	Advisor	Professional	Secondary	Total	Balance
					\$0.00

Account Statements

Member Activities						
	Pending		Denied		Approved	
	Hours	Amount	Hours	Amount	Hours	Amount
Total	0	\$0.00	0	\$0.00	0	\$0.00

Conferences					
Global Leadership Academy (State Officers Only)			TEST Conference for Advisor Webinar		
Registration Dates: 2020-09-29 - 2020-09-29			Registration Dates: 2019-11-30 - 2019-12-02		
Conference Dates: 2020-11-14			Conference Dates: 2020-11-30 - 2020-12-05		
2	0	0	50	12	0
Events	Activities	Attendees	Events	Activities	Attendees
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fees Charged	Fees Paid	Balance	Fees Charged	Fees Paid	Balance

Once logged in, click on the “2024 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”

The screenshot displays a web application for HOSA Inc. The browser address bar shows `apps.hosa.org/#conferences/2561/view/chapters/1800`. The page title is "TEST Conference for Advisor Webinar Registrations for South Carolina HOSA Inc. (SC001)".

The interface includes a navigation bar with "Membership", "Invoices", and "Help" links. The main content area is divided into three sections:

- Registration Summary:** A table with columns: Attendees, Options/Activities, Events, Amount Due, Amount Paid, and Balance. All values are 0 or \$0.00.
- Registrations:** A table with columns: ID, Name, Type, Registration Details and Fees, and Total Fee. The table is currently empty.
- Payments:** A table with columns: ID, Date, Description, and Amount. The table is currently empty.

At the bottom of the page, there is a footer with "View" and "Reports" links. A blue box highlights the "Register Members" button, which is located next to the "Register Family/Guest/Other" button.

Step 4

A full list of your affiliated members will be shown here.
Click “Register” by the HOSA member you would like to register.

South Carolina HOSA Inc.

Members not Registered for TEST Conference for Advisor Webinar

Member ID	Name	Type	Email
Register	123456	Advisor	123456@hosa.org
Register	123457	Advisor	123457@hosa.org
Register	123458	Advisor	123458@hosa.org
Register	123459	Advisor	123459@hosa.org
Register	123460	Advisor	123460@hosa.org
Register	123461	Advisor	123461@hosa.org

[Home](#) [Reports](#) [Register Members](#) [Register Family/Guest/Other](#)

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.

The name listed here is how it will appear on name badges, certificates, etc. If you have spelling corrections to make, make them here.

Membership • Invoices • Help

TEST Conference for Advisor Webinar: Angel Clark, South Carolina HOSA Inc., South Carolina

Registration Type

- ☐ Advisor \$25.00
- ☐ Alumni \$25.00
- ☐ Postsecondary/Collegiate \$25.00
- ☐ Secondary \$25.00
- ☐ State Staff \$0.00

Contact Information

First Name: [Text Field] Last Name: Clark

Email: [Text Field]

Organization: [Text Field]

Title: [Text Field]

Address: [Text Field]

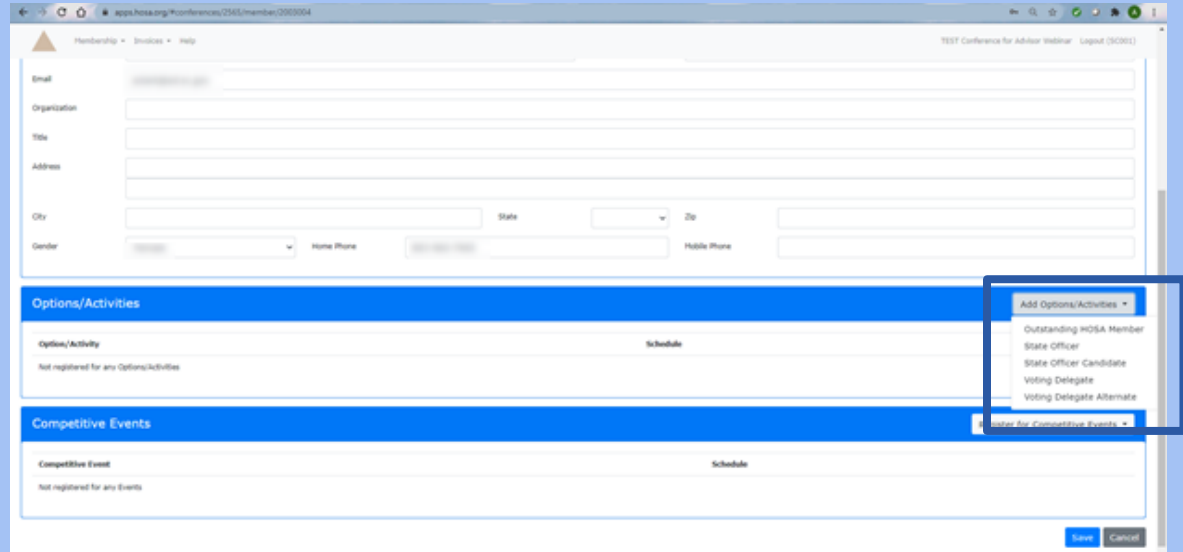
City: [Text Field] State: [Dropdown] Zip: [Text Field]

Gender: [Dropdown] Home Phone: [Text Field] Mobile Phone: [Text Field]

Options/Activities Add Options/Activities

What are “Options/Activities” ??

1. [Outstanding HOSA Member](#) (OHM)-if applicable. Only one student from your chapter can be an OHM
2. [Courtesy Corp Member](#)- if applicable
3. If your student is a STATE OFFICER
4. If your student is a state officer CANDIDATE
5. T-shirt (everyone you register, should have a t-shirt size)
6. If your student is a [voting delegate or an alternate voting delegate](#)
(click on the hyper links if you need more information)



The screenshot shows a web browser window with the URL apps.hosa.org/#/conference/2545/member/2003004. The page is titled "TEST Conference for Advisor Webinar" and includes a "Logout (3001)" link. The form contains several input fields for personal information: Email, Organization, Title, Address, City, State (dropdown), Zip, Gender (dropdown), Home Phone, and Mobile Phone. Below these fields are two main sections: "Options/Activities" and "Competitive Events". The "Options/Activities" section has a table with columns "Options/Activity" and "Schedule". A dropdown menu is open next to the "Options/Activities" header, showing a list of options: "Add Options/Activities", "Outstanding HOSA Member", "State Officer", "State Officer Candidate", "Voting Delegate", and "Voting Delegate Alternate". The "Competitive Events" section also has a table with columns "Competitive Event" and "Schedule". At the bottom right of the form are "Save" and "Cancel" buttons.

Options/Activity	Schedule
Not registered for any Options/Activities	

Competitive Event	Schedule
Not registered for any Events	

Step 6

Add “Options/Activities” to the registration. For an explanation for each, see the previous slide.

The screenshot shows a web browser window with the URL `apps.hosa.org/#conference/2565/member/2983004`. The page is titled "TEST Conference for Advisor Webinar Logout (30081)". The form includes fields for Email, Organization, Title, Address, City, State, Zip, Gender, Home Phone, and Mobile Phone. Below these fields are two sections: "Options/Activities" and "Competitive Events". The "Options/Activities" section has a table with columns "Option/Activity" and "Schedule", and a message "Not registered for any Options/Activities". The "Competitive Events" section has a table with columns "Competitive Event" and "Schedule", and a message "Not registered for any Events". A dropdown menu is open next to the "Options/Activities" section, showing the following options: "Add Options/Activities", "Outstanding HOSA Member", "State Officer", "State Officer Candidate", "Voting Delegate", and "Voting Delegate Alternate". At the bottom right of the form are "Save" and "Cancel" buttons.

Membership | Invoices | Help

TEST Conference for Advisor Webinar Logout (30081)

Email:

Organization:

Title:

Address:

City: State: Zip:

Gender: Home Phone: Mobile Phone:

Options/Activities

Option/Activity	Schedule
Not registered for any Options/Activities	

Competitive Events

Competitive Event	Schedule
Not registered for any Events	

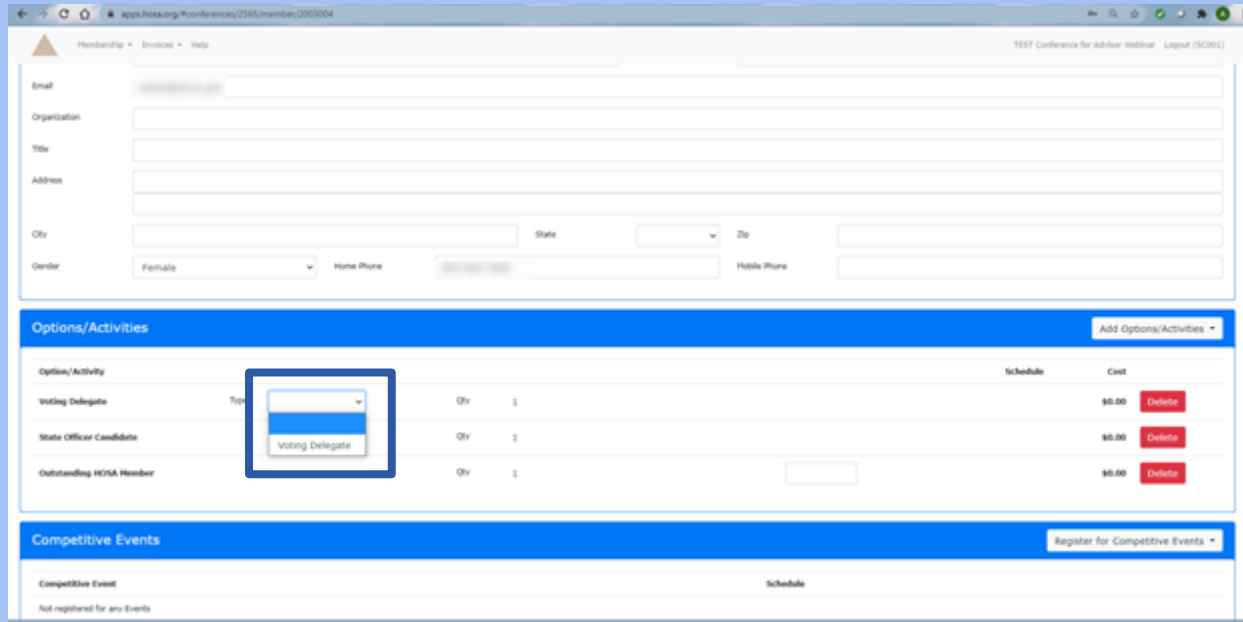
Save Cancel

Add Options/Activities

- Outstanding HOSA Member
- State Officer
- State Officer Candidate
- Voting Delegate
- Voting Delegate Alternate

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.



The screenshot shows a web browser window with the URL `app.hosa.org/*conferences/2345/member/2000004`. The page has a navigation bar with 'Membership', 'Invoices', and 'Help'. The main content area is divided into three sections: a form for personal information, an 'Options/Activities' table, and a 'Competitive Events' section.

Personal Information Form:

- Email:
- Organization:
- Title:
- Address:
- City: State: Zip:
- Gender: Home Phone: Mobile Phone:

Options/Activities Section:

Options/Activities Add Options/Activities

Options/Activity	Type	Schedule	Cost
Voting Delegate	<div><div></div><div>Voting Delegate</div></div>	Qty 1	\$0.00 Delete
State Officer Candidate		Qty 1	\$0.00 Delete
Outstanding HOSA Member		Qty 1 <input type="text"/>	\$0.00 Delete

Competitive Events Section:

Competitive Events Register for Competitive Events

Competitive Event Schedule

Not registered for any Events

Step 7

Membership ▾ Invoices ▾ Help Demo 2022 SLC Logout (SC001)

Title

Address

City State Zip

Gender Home Phone Mobile Phone

Options/Activities Add Options/Activities ▾

Option/Activity	Schedule	Cost
T-Shirts		
<div>Sizes <input type="text"/></div>	Qty <input type="text" value="1"/>	\$0.00 Delete

Competitive Events ■ Send Online Testing Credentials Register for Competitive Events ▾

Competitive Event	Schedule
Not registered for any Events	

select appropriate size for Each person registered

Save Cancel

under the
Options/Activities
click on T-shirt and
select the appropriate
size for EACH person
you register.

Step 8

Membership > Invoices > Help

TEST Conference for Advisor Webinar Logout (50301)

City State Zip

Gender Home Phone Mobile Phone

Options/Activities Add Options/Activities ▾

Options/Activity	Type	Qtr	Schedule	Cost
Working Delegate	<input type="text"/>	1		\$0.00 Delete
State Officer Candidate		1		\$0.00 Delete
Outstanding HOSEA Member		1	<input type="text"/>	\$0.00 Delete

Competitive Events Register for Competitive Events ▾

Competitive Event	Schedule
Biomedical Debate	<input type="text"/> Delete
Bertrams Service Award	Delete

[Save](#) [Cancel](#)

Register for Competitive Events and Recognition Events.
Students may only compete in one Competitive Event and/or one or more Recognition Events.

If your student is in a team event, the team members must be listed here. If this is the first team member for this event, you will not see anything here.

Step 9

Click the SAVE button

Membership | Invoices | Help

TEST Conference for Advisor Webinar Logout [30391]

City: State: Zip:

Gender: Home Phone: Mobile Phone:

Options/Activities

Add Options/Activities

Option/Activity	Type	Qty	Schedule	Cost
Visiting Delegate	<input type="text"/>	1		\$0.00 Delete
State Officer Candidate		1		\$0.00 Delete
Outstanding HOYA Member		1	<input type="text"/>	\$0.00 Delete

Competitive Events

Register for Competitive Events

Competitive Event	Schedule
Biomedical Debate <input type="text"/>	Delete
Barbara Jones Service Award	Delete

[Save](#) [Cancel](#)

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.

The screenshot shows a web application for HOSA registrations. At the top, there's a navigation bar with 'Home', 'Events', and 'Help'. The main heading is 'TEST Conference for Advisor Webinar Registrations for South Carolina HOSA Inc. (SC001)'. Below this is a 'Registration Summary' section with a table:

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
1	0	0	\$0.00	\$0.00	\$0.00

Below the summary is a 'Registrations' section with a table:

ID	Name	Type	Registration Details and Fees	Total Fee
1	John Doe	Member	Registration Fee: \$0.00	\$0.00

Below the registrations is a 'Payments' section with a table:

ID	Date	Description	Amount
Empty			

At the bottom right, there are two buttons: 'Register Members' and 'Register Family/Guest/Other'. Arrows from the text blocks point to these buttons and the registration table.

If registering chaperones or family members, click here & follow the prompts. Remember to list their t-shirt size under the options/activities

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 for your records.

The screenshot displays the 'TEST Conference for Advisor Webinar Registrations for South Carolina HOSA Inc. (SC001)' page. It features three main sections: 'Registration Summary', 'Registrations', and 'Payments'. The 'Registrations' section shows a table with one registration entry. The 'Payments' section is currently empty. At the bottom, a navigation bar includes a 'View' button (highlighted with a red box), a 'Reports' button, and two registration buttons: 'Register Members' and 'Register Family/Guest/Other'.

Membership • Dashboard • Help

TEST Conference for Advisor Webinar • Logout (SC001)

▼ TEST Conference for Advisor Webinar Registrations for South Carolina HOSA Inc. (SC001)

Registration Summary

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
1	0	0	\$0.00	\$0.00	\$0.00

Registrations

ID	Name	Type	Registration Details and Fees	Total Fee
1	John Doe	SC	SC001-SC001-001	\$0.00

Payments

ID	Date	Description	Amount
Empty			

Registrations
Competitive Events
Options/Activities
Unregistered Members

View • Reports •

Register Members Register Family/Guest/Other



**Below Conference Forms
must be completed by
EVERYONE attending the
conference.**

- [Code Of Conduct form \(STUDENTS\)](#)

- [Code Of Conduct form \(ADVISORS/CHAPERONES\)](#)

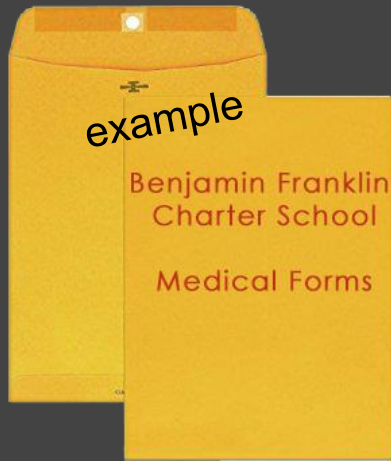
- [Medical form \(EVERYONE\)](#)





**Turn in your
forms**

Medical Form Instructions

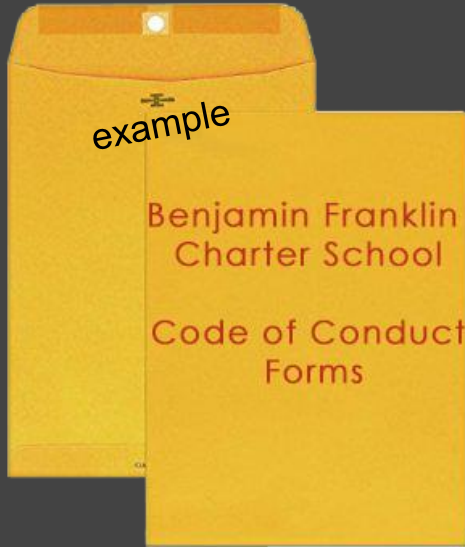


1. All Medical Forms should be in one manila envelope
2. Clearly label your envelope with school name & form name
3. All Medical forms must be alphabetized!
4. EVERY attending Advisor, Student, Guest/Chaperone **MUST** have a Medical form in your envelope.

Note: An advisor for your chapter
Must also keep a copy in their possession
throughout the conference



Code of Conduct Form Instructions



1. All Code of Conduct Forms should be in one manila envelope
2. Clearly label your envelope with school name & form name
3. All Code of Conduct forms must be Alphabetized!
4. EVERY attending Advisor, Student, Guest/Chaperone **MUST** have a Code of Conduct form in your envelope.

Note: An advisor for your chapter Must also keep a copy in their possession throughout the conference

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