

2024 State Leadership Conference Guide

March 13 -15, 2024



2024 SC HOSA “Conference Guide”



#1 General Conference Information
(Includes on-line testing information)



#2 Step-by-Step Registration Process



#3 Other Conference Information



#4 Forms/Photos/Options



#5 Digital Uploads



#6 Conference Verification form & HOTELS



#7 DEADLINES & REMINDERS



Information You NEED to know Before You Register

Conference registration starts December 1, 2023

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

Who will be your Outstanding HOSA Member (OHM)

- Only 1 person per chapter, if you are designating

Who will you designate and register as your chapter's your voting delegates?

Who will you designate and register as your student for Courtesy Corp Members?



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 tracking 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 tracking 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:

EVENTS NOT OFFERED

- Clinical Laboratory Science
- Clinical Nursing – Not offered to SS (high school) students. Only Open to PS (college) students
- Community Awareness
- Dental Science
- Emotional Well-Being Challenge (Recognition event- National HOSA Only)
- Family Medicine Physicians
- MRC Partnership
- Organizational Leadership
- Outstanding HOSA Achievement
- Outstanding HOSA Leader
- Parliamentary Procedure
- Phlebotomy
- Research Poster
- Respiratory Care



Click on #1 in the "Conference Guide" for more information

Registration Timeline

December 1st
~Conference registration opens!

~State Officer & Scholarship Applications open

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

*Last day to submit your Conference verification form and secure your conference hotel.

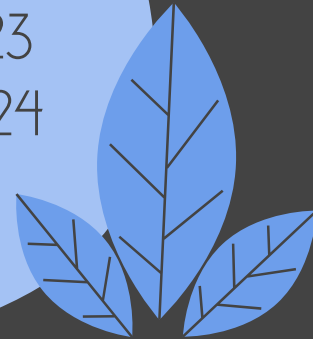
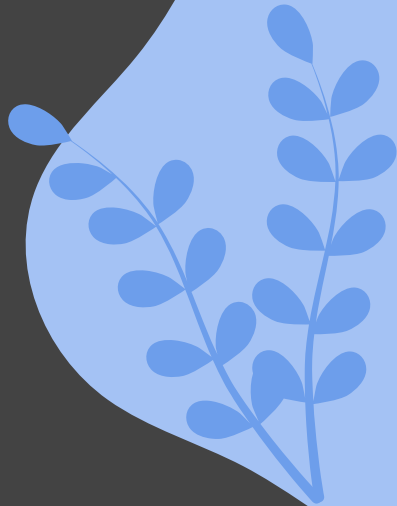
For more information, Click on #7 of the "Conference Guide"



! 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

Conferences

Future

Manager

Once logged in, click on the “2024 State Leadership Conference”

+

2024 SC HOSA State Leadership Conference		
Registration Dates		
Open 12/01/2023 01:00 AM		
Close 02/10/2024 11:59 PM		
Conference Dates		
03/13/2024 - 03/15/2024		
60	6	0
Events	Activities	Attendees
\$0.00	\$0.00	\$0.00
Fees Charged	Fees Paid	Balance

If you don't see the conference you are looking for, make sure you use the dropdown box and click on “future” or “all conferences”

Step 3

Once logged in, click on “Register Members”. If you don’t have any registered members, you will need to affiliate them as members before you can register students or advisors.

Membership - Invoices - Help

TEST Conference for Advisor Webinar - Logout (30363)

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

Registration Summary

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

Registrations

ID	Name	Type	Registration Details and Fees	Total Fee
Empty				

Payments

ID	Date	Description	Amount
Empty			

View - Reports -

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

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	[Name]	[Type]	[Email]
Register	[Name]	[Type]	[Email]
Register	[Name]	[Type]	[Email]
Register	[Name]	[Type]	[Email]
Register	[Name]	[Type]	[Email]
Register	[Name]	[Type]	[Email]

Home | Register | [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 • Invoicing • Help

TEST Conference for Advisor Webinar Logout (30001)

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 Last Name

Email

Organization

Title

Address

City State Zip

Gender Home Phone Mobile Phone

Options/Activities

Add Options/Activities

What are “Options/Activities”? Click on # 4 of the “Conference Guide” for information.

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)



Membership > Events > Help

TEST Conference for Advisor Webinar Logout (202002)

Email:

Organization:

Title:

Address:

City: State: Zip:

Gender: Home Phone: Mobile Phone:

Options/Activities

Options/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

Register for Competitive Events >

Step 6

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

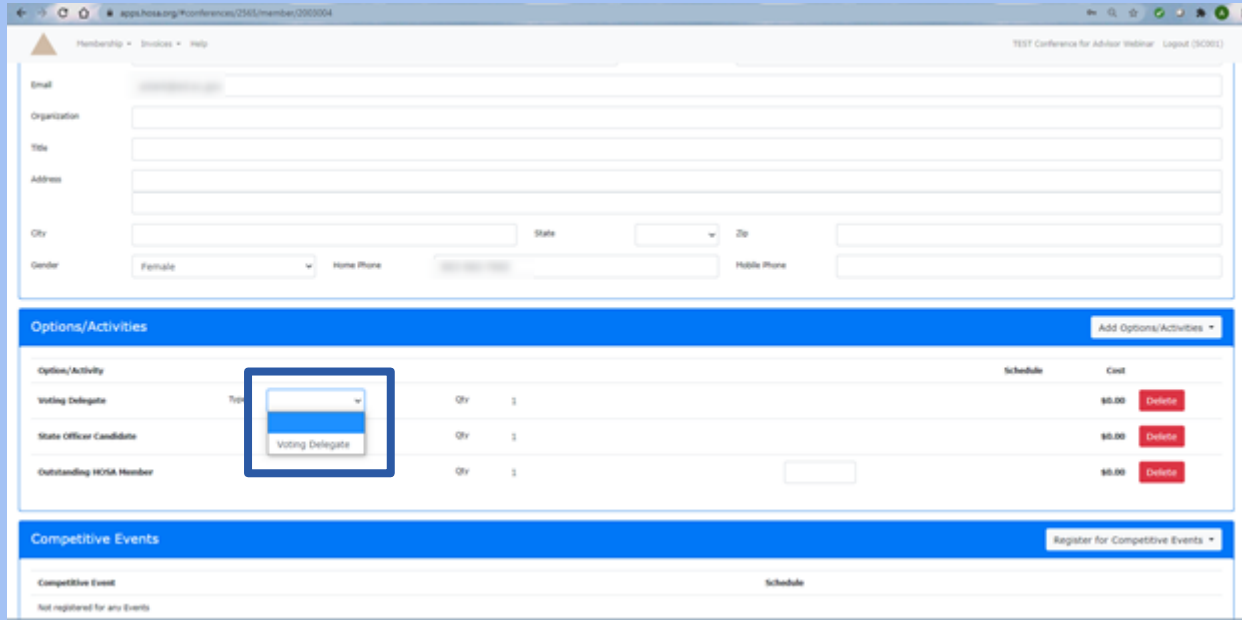
The screenshot shows a web browser window with the URL `apps.hosa.org/#conferences/2561/member/2983004`. The page title is "TEST Conference for Advisor Webinar" and it includes a "Logout (30SEC)" link. The form is divided into several sections:

- Personal Information:** Fields for Email, Organization, Title, Address, City, State (dropdown), Zip, Gender (dropdown), Home Phone, and Mobile Phone.
- Options/Activities:** A blue header section with a table containing a "Schedule" column. Below the table, it states "Not registered for any Options/Activities". A dropdown menu is open, listing the following options:
 - Add Options/Activities
 - Outstanding HOSA Member
 - State Officer
 - State Officer Candidate
 - Voting Delegate
 - Voting Delegate Alternate
- Competitive Events:** A blue header section with a table containing a "Schedule" column. Below the table, it states "Not registered for any Events".

At the bottom right of the form, there are "Save" and "Cancel" buttons.

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 `apps.hosa.org/*conferences/2345/member/2992004`. The page is titled "TEST Conference for Advisor Webinar" and includes a "Logout (30301)" link. The main content area is divided into sections: "Options/Activities" and "Competitive Events".

The "Options/Activities" section features a table with the following data:

Options/Activity	Type	Schedule	Cost	Action
Voting Delegate	<input type="text" value="Type"/> (dropdown menu open showing "Voting Delegate")	Qty: 1	\$0.00	Delete
State Officer Candidate	<input type="text" value="Type"/>	Qty: 1	\$0.00	Delete
Outstanding HOSA Member	<input type="text" value="Type"/>	Qty: 1	\$0.00	Delete

The "Competitive Events" section is currently empty, displaying "Competitive Event" and "Schedule" headers, and a note: "Not registered for any Events".

Step 7

Membership Invoices Help Demo 2022 SLC Logout (SC001)

Title

Address

City State Zip

Gender Other Home Phone Mobile Phone

Options/Activities Add Options/Activities

Option/Activity	Schedule	Cost
T-Shirts Sizes	Qty 1	\$0.00 Delete

Competitive Events Send Online Testing Credentials Register for Competitive Events

Competitive Event Schedule

Not registered for any Events

Save Cancel

select appropriate size for
Each person registered

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

Step 8

Membership > Invoices > Help

7537 Conference for Advisor Webinar Logout (30301)

City: State: Zip:

Gender: Home Phone: Mobile Phone:

Options/Activities

Add Options/Activities

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

Competitive Events

Register for Competitive Events

Competitive Event	Schedule	Cost
Biomedical Debate		<input type="text"/> <input type="button" value="Delete"/>
Barbara James Service Award		<input type="text"/> <input type="button" value="Delete"/>

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 (30961)

City: State: Zip:

Gender: Home Phone: Mobile Phone:

Options/Activities

Add Options/Activities

Option/Activity	Schedule	Cost
Writing Delegate	Type: <input type="text"/> Qty: 1	\$0.00 Delete
State Officer Candidate	Qty: 1	\$0.00 Delete
Outstanding HOVA Member	Qty: 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 displays the registration interface for the 'TEST Conference for Advisor Webinar Registrations for South Carolina HOSA Inc. (SC001)'. It features three main sections: a 'Registration Summary' table, a 'Registrations' list, and a 'Payments' table. At the bottom, there are two buttons: 'Register Members' and 'Register Family/Guest/Other'. Blue arrows from the text point to these buttons and to the 'Registrations' table.

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

ID	Name	Type	Registration Details and Fees	Total Fee
1000	John Doe	Member	Registration Fee	\$0.00

ID	Date	Description	Amount
Empty			

Buttons: Register Members, Register Family/Guest/Other

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 contains a table with one 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 'Register: Members' and 'Register: Family/Guest/Other' buttons.

Membership - Invoice - 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	TEST	REG	TEST	\$0.00

Payments

ID	Date	Description	Amount
Empty			

Registrations
Competitive Events
Options/Activities
Universities of 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 \(EVERYONE\)](#)

Click on # 4 of the
"Conference Guide" for information.



WHERE?

WHAT?

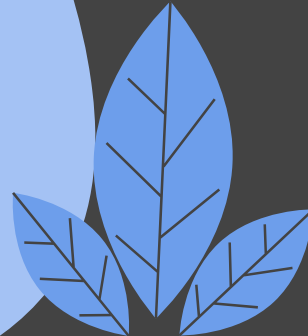
HOW?

WHO?

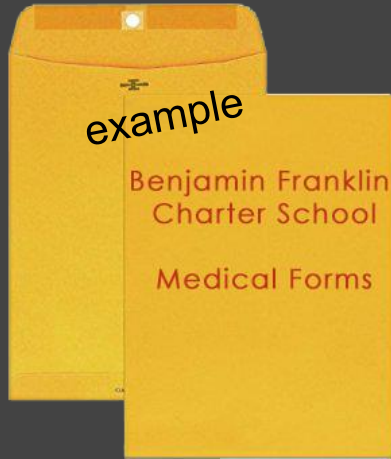
WHY?

WHEN?

**Turn in your
forms**



Medical Form Instructions

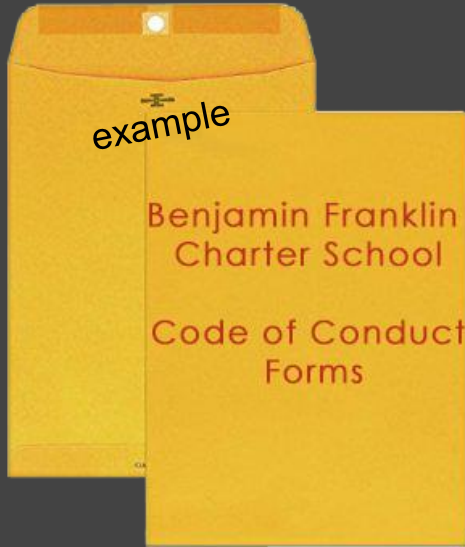


1. All Medical Forms should be in one manila envelope
2. Clearly label your envelope with school name & form name
3. All Medical forms must be alphabetized!
4. EVERY attending Advisor, Student, Guest/Chaperone **MUST** have a Medical form in your envelope.

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



State Officer Application and Scholarship Applications

1. All applications opened November 15th.
2. Deadline is February 1st.
3. All applications will be submitted through SC HOSA website.
4. References will be submitted through an on-line process and will be emailed out to the designated reference person based on what the applicant submits. All on-line references must be submitted by February 1, 2024. No paper copies of reference letters will be accepted.

All State Officer and Scholarship information can be found by clicking on # 3 of the “Conference Guide”



Digital Uploads

1. TALLO is no longer being used!
2. All uploads will go through the Conference Management System (CMS)
3. Deadline for SLC Uploads is March 1, 2024. NO EXCEPTIONS!!!! Tell your students do NOT wait until the night before to try and submit. If there is a problem, there are NO EXCEPTIONS to the March 1st deadline!

All State Officer and Scholarship information can be found by clicking on # 5 of the “Conference Guide”



2024 State Leadership Conference Guide

March 13 – 15, 2024

