

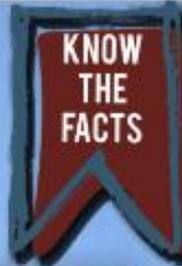
2025 State Leadership Conference Guide

March 5 - 7, 2025





EVERYTHING YOU NEED TO KNOW...



STATE LEADERSHIP CONFERENCE

State Conference Info

- Registration Fees
- Who should attend
- Who can compete
- Competitive Events
- Recognition Events
- GUIDELINES
- DressCode
- On-Line Testing
- IDs

1



Step-by-step Registration Process

- PowerPoint with visuals of the registration process & other IMPORTANT info.

2



Other Conference Information

- General Session
- Awards Ceremony
- Scholarships
- State Officers
- Special Requirements
- Reminders

3



Forms Photos Options

- Required forms & turn in process
- Outstanding HOSA Member Photo
- HOSA Chapter Photo
- Courtesy Corp
- Voting Delegates

4



DIGITAL UPLOAD Information

- Events requiring digital uploads
- Uploading directions
- Uploading deadlines

5



Conference HOTELS

- Description Pricing & amenities
- Conference Verification Form (Form you MUST complete to secure your hotel rooms)

6



DEADLINES AND REMINDERS

- Make sure you pay close attention to all deadlines listed here.
- Reminders for important information will be listed here as well.

7



Click on each box to learn more!

Check out the 2025 “Conference Guide”- this will answer most of your questions.



2025 State Leadership Conference Registration

NOW OPEN!

Closes February 10, 2025

Click [here](#) to register



Information You NEED to know Before You Register

Conference registration is OPEN!

Conference fee is \$90 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 & SC 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 (**limited to 5 members of you chapter**)
 - 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 NOW limited to 3 teams per school

The Healthcare Issues Exam is limited to 5 students from each chapter

Competitive Events Offered/NOT Offered?

**WHAT EVENTS ARE
OFFERED?**



Click on #1 in the “Conference Guide” for all of this information

Registration Timeline

November 15
~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 subject 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.



Deletions accepted anytime without a fee



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

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

Manager

Once logged in, click on the “2025 SC HOSA State Leadership Conference”

The screenshot shows a list of two conference cards. The first card, '2025 SC HOSA State Leadership Conference', is highlighted with a red border. A red arrow points from a plus sign in a box to the top of this card. The second card, '2024 Fall Leadership Conference', is highlighted with a green border.

2025 SC HOSA State Leadership Conference			2024 Fall Leadership Conference		
Registration Dates Open 11/01/2024 08:00 AM Close 02/10/2025 11:59 PM			Registration Dates Open 07/18/2024 01:00 PM Close 10/03/2024 11:59 PM		
Conference Dates 03/05/2025 - 03/07/2025			Conference Dates 10/10/2024 - 10/10/2024		
65 Events	6 Activities	0 Attendees	0 Events	1 Activities	559 Attendees
\$0.00 Fees Charged	\$0.00 Fees Paid	\$0.00 Balance	\$18,965.00 Fees Charged	\$0.00 Fees Paid	(\$18,965.00) 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 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

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](#). Make sure to check how many your chapter is eligible for and assign the appropriate number of delegates.

(click on the hyper links if you need more information)

hosa SOUTH CAROLINA

EVERYTHING YOU NEED TO KNOW... KNOW THE FACTS

STATE LEADERSHIP CONFERENCE

1 State Conference Info
Registration fees, what should attend, who can compete, Competitive Events, Recognition Events, Deadlines, On-Line Testing, etc.

2 Step-by-step Registration Process
Proceed with visuals of the registration process & other FACTS/TIPS

3 Other Conference Information
-General Session
-District/Chapter Subleadership
-State Officer
-Special Requirements
-Reminders

4 Forms Photos Options
-Related forms & links to process
-Outstanding HOSA Member Photo
-HOSA Chapter Photo
-Courtesy Corp Member

5 DIGITAL UPLOAD Information
-Events require digital uploads
-Uploading directions
-Uploading deadlines

6 Conference HOTELS
-Description
-Pricing & amenities
-Conference registration form (Form you MUST complete to receive your hotel rooms)

7 DEADLINES AND REMINDERS
-Make sure you pay along with registration
-All deadlines listed here
-Registration form for important information will be listed here as well.

Click on each box to learn more!

Membership > Services > Help

TEST Conference for Advisor WebSite - 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 Candidate
- Voting Delegate
- Voting Delegate Alternate

Make sure you complete this step.

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/registration/2561/member/2393304`. 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. The table has columns for "Option/Activity" and "Schedule". Below the table, it states "Not registered for any Options/Activities".
- Competitive Events:** A blue header section with a table. The table has columns for "Competitive Event" and "Schedule". Below the table, it states "Not registered for any Events".

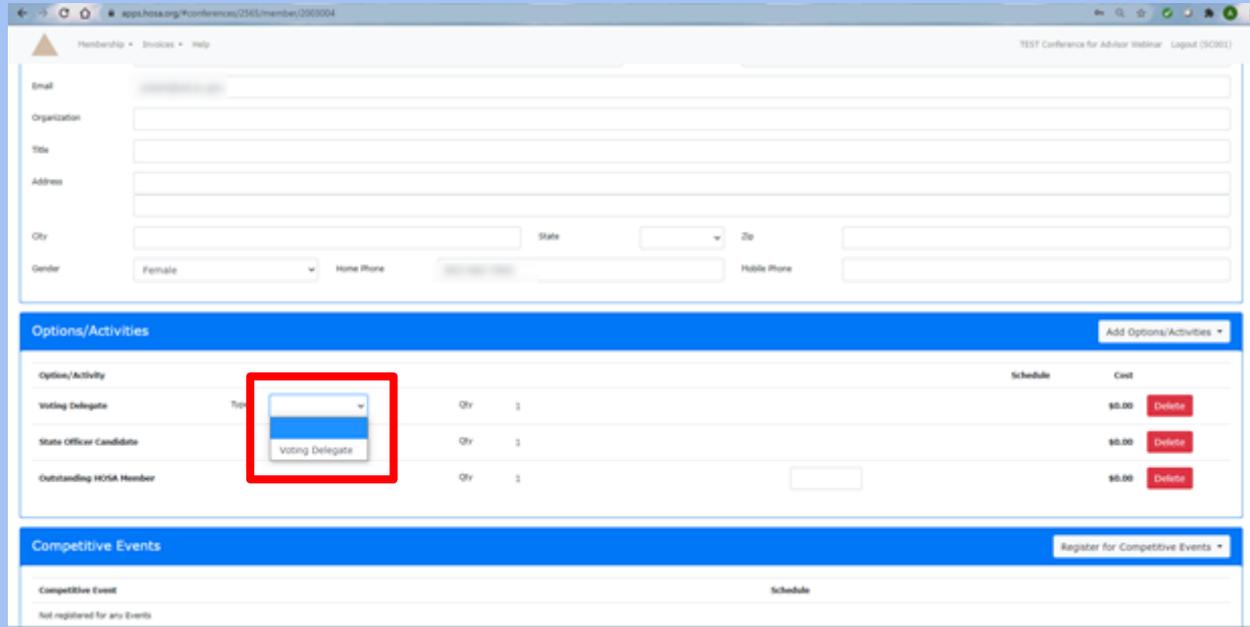
A red box highlights a dropdown menu in the "Options/Activities" section. The dropdown is titled "Add Options/Activities" and contains the following options:

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

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/234E/member/2982004`. The page is titled "2023 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 contains a table with the following data:

Options/Activity	Type	Schedule	Cost	Actions
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 HOSEA Member	<input type="text" value="Type"/>	Qty: 1	\$0.00	Delete

The "Competitive Events" section is currently empty, displaying "Not registered for any Events" and a "Schedule" link.

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	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

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

2023 Conference for Advisor Webinar Logout (SC001)

City: State: Zip:

Gender: Home Phone: Mobile Phone:

Options/Activities

Add Options/Activities

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

Competitive Events

Register for Competitive Events

Competitive Event	Schedule	Delete
Biomedical Debate	<input type="text" value="Select Team Members"/>	Delete
Barbara James 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 (30961)

City State Zip

Gender Home Phone Mobile Phone

Options/Activities Add Options/Activities ▾

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

Membership > Events > Info

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
10000	TEST USER	0	TEST USER	\$0.00

Payments

ID	Date	Description	Amount
Empty			

View > Reports >

Register Member 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 a web application interface for managing registrations. The main content area is titled "TEST Conference for Advisor Webinar Registrations for South Carolina HOSA Inc. (SC001)". It features three primary sections:

- Registration Summary:** A table with columns: Attendees (1), Options/Activities (0), Events (0), Amount Due (\$0.00), Amount Paid (\$0.00), and Balance (\$0.00).
- Registrations:** A table with columns: ID, Name, Type, Registration Details and Fees, and Total Fee. It shows one registration with a total fee of \$0.00.
- Payments:** A table with columns: ID, Date, Description, and Amount. It is currently empty.

At the bottom left, a navigation menu is visible with the following items: Registrations, Competitive Events, Options/Activities, and Unavailability of Members. A red box highlights the "View" and "Reports" buttons in this menu. At the bottom right, there are buttons for "Register Members" and "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 informatio

EVERYTHING YOU NEED TO KNOW... KNOW THE FACTS

STATE LEADERSHIP CONFERENCE

1 State Conference Info	2 Step-by-step Registration Process	3 Other Conference Information	4 Forms Photos Options
5 DIGITAL UPLOAD Information	6 Conference HOTELS	7 DEADLINES AND REMINDERS	

Click on each box to learn more!

WHERE?

WHAT?

HOW?

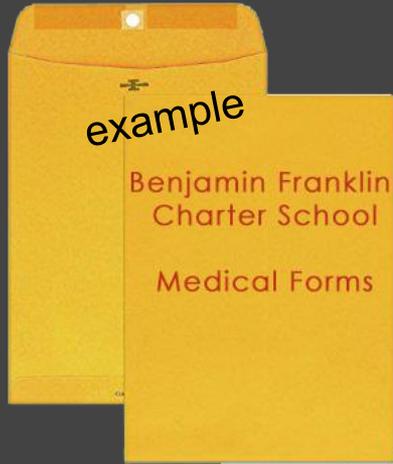
WHO?

WHY?

WHEN?

Turn in your forms

Medical Form Instructions

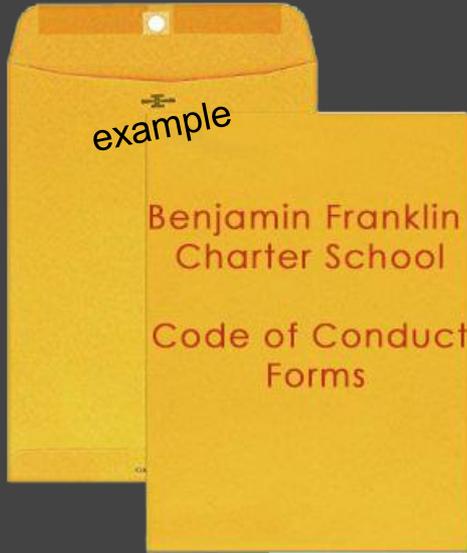


1. All Medical Forms should be in one manila envelope
2. Clearly label your envelope with school name & form name
3. All Medical forms must be alphabetized!
4. EVERY attending Advisor, Student, Guest/Chaperone **MUST** have a Medical form in your envelope.

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 open 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, 2025. 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. All uploads will go through the Conference Management System (CMS)
2. Deadline for SLC Uploads is February 17, 2025. 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 February 17th deadline!

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



2025 State Leadership Conference Guide

March 5- 7, 2025

