



Instructions for Registering for 2012 Spring Conference

1. ____ Complete PO Worksheet and submit for PO Request.
2. ____ Make a list all students participating including your online test winners. List their events and any recognitions events they want to participate in. (Outstanding HOSA Chapter, Barbara James etc)
3. ____ Choose your Voting Delegates. You are entitled to 2 delegates per chapter attending. These students will be required to attend the Annual Business meeting on Friday morning to help choose the state pin, the state National theme and elect the new officers. There is no conflict with competitions.
4. ____ Log in to the Conference Registration Site
<https://www.registermychapter.com/hosa/az/Login.asp?From=Register.asp>
5. ____ Log in using your chapter number and password
6. ____ Add yourself, and then add your students, chaperones. Remember you must have a 1:10 ratio of adults to students.
7. ____ Choose their events. You will enter your online test qualifiers and I will verify them. Submit your registration.
8. ____ Print out the invoice and submit for a PO #. Submit PO # to AzHOSA Office.
9. ____ Contact the hotel and make your reservations
10. *****ALL schools must have paid their HOSA dues, online test and fall conference fees to be eligible to compete.*****

Please contact me if you have any questions. 602-228-5281