



Instructions for Entering Your Students for 2013-14 HOSA Membership

1. Complete AzHOSA Chapter Registration paperwork listed on the www.azhosa.org website
2. New chapters obtain a chapter number and password from the AZ State Advisor
3. Log onto www.hosa.org
4. On the top menu, **CLICK** on **Advisors**
5. **CLICK** on **Local**
6. Click on **On-line Affiliation**
6. Scroll down to Internet Affiliation Instructions - #2
7. **CLICK** on **Affiliate**
8. **Under Local Chapter Advisor, enter** your Charter number and password and **Click** on **LOGIN**
8. Under Chapter Affiliation **CLICK** on Complete the Affiliation Application
9. Read Welcome Screen and **CLICK** on Next.
10. Complete the following screens:
 - a. Chapter Information
 - b. Billing Information
 - c. Shipping Information
 - d. Chapter Demographics
11. Click Next
12. Membership List and Member Information
 - a. Your name as advisor will appear in the window box on the left.
 - b. **CLICK** on ADD MEMBER
13. Continue to add your students
 - a. Complete Member Type – All Students are Secondary, Postsecondary or Collegiate
 - b. Advisors are Advisors
 - c. Any other healthcare professional should be listed under Professional
 - d. Classification – Enter grade level for students N/A for Advisors
 - e. Enter Name, Last and First (**correct spelling is important**) **Please do not use all CAPS**
 - f. Enter Students email address
 - g. **CLICK** on SAVE and ADD
14. After last student is entered **CLICK** on SAVE and RETURN

15. Check Membership List
 - a. All members entered will appear in a window box on the left side of the screen.
 - b. Check for correct number
 - c. Check for **proper spelling**
 - d. **CLICK** on Update to EDIT
 - e. **CLICK** on DELETE to remove a name
 - f. **CLICK** on NEXT
 - g. **CLICK** on NEXT
16. Chapter Affiliation Application Agreement
 - a. ******Read contract agreement******
 - b. Scroll to the bottom of the page and **CLICK** on **DONE**
 - c. **Clicking on done (One Time ONLY) is an electronic contract and you are responsible for payment.**
17. Main Menu
 - a. Click on VIEW AND PRINT AN AFFILIATION ACCOUNT STATEMENT
18. Choose a Membership Plan on www.azhosa.org under Membership tab.
19. Log OFF

In a few weeks you will receive membership cards for all your students.

Please call me at 602-228-5281 if you need assistance.