

OLT and Spring Competition Event Conference Registration Instructions

Hello! Below are the steps to make sure that you can successfully register your students for Online Testing and the Spring Competition Event Conferences! If you have any questions during this process, please contact the state office at 602-228-5281 or at elizabeth.carnesi@azed.gov.

1. Go to apps.hosa.org and enter your username (charter number) and password to access the membership system.

HOSA Apps Login

Login

Password [Forgot Password?](#)

Judges
Alumni Registration
Member Activity Tracking
Online Testing
Login

2. Scroll to the bottom of the page to the conferences area and click on the "2020 State Online Testing and CE Conference" card (circled in red).

Conferences

2020 Middle School Online Testing

Registration Dates
2021-01-04 - 2021-01-29

Conference Dates
2021-02-01 - 2021-02-19

16	0	0
Events	Activities	Attendees

\$0.00	\$0.00	\$0.00
Fees Charged	Fees Paid	Balance

2020 State Online Testing and CE Conference

Registration Dates
2020-12-07 - 2021-01-08

Conference Dates
2021-01-11 - 2021-02-19

45	5	0
Events	Activities	Attendees

\$0.00	\$0.00	\$0.00
Fees Charged	Fees Paid	Balance

- Click either the red plus (+) button on the registrations section or click the blue "Register Members" button at the bottom of the page to begin registering members for online testing and the conferences (both options are circled in red).

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

- Only members that are already registered HOSA members will be able to be registered to compete. If you haven't registered your members, you will need to go back and do that at this time.
- Once you click to register members, a list of your chapter members will appear. Click the "Register" button to the left of the student's name that you wish to register.

Members not Registered for 2020 State Online Testing and CE Conference

	Member ID	Name	Type	Email
Register	2240306	Barnes, Karly		region1vp@azhosa.org
Register	2244082	Carlson, Michala		michala@azhosa.org
Register	2007068	Carnesi, Elizabeth		elizabeth.carnesi@azed.gov
Register	2240307	Gandhi, Spandan		parliamentarian@azhosa.org
Register	2240308	Husted, Alexandra		region4vp@azhosa.org



- 5. When you hit the "Register" button, you will need to check which division the student is in under "Registration Type".
 - a. Postsecondary/Collegiate is for students that are no longer in high school or that are in college or trade school
 - b. Secondary is for students in high school or a CTE program catered to high school students

Registration Type

- Postsecondary/Collegiate \$0.00
- Secondary \$0.00

- 6. You will then need to make sure that the student's contact information is correct. **PLEASE double check the email is correct as we will need this to send important conference information to your students.**

Contact Information

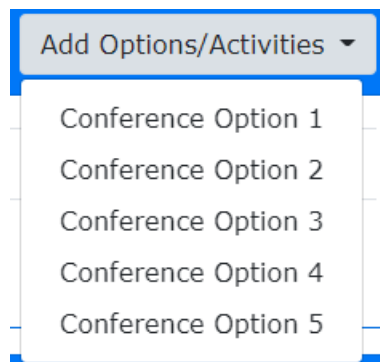
First Name	<input type="text" value="Karly"/>	Last Name	<input type="text" value="Barnes"/>
Email	<input type="text" value="region1vp@azhosa.org"/>		
Organization	<input type="text"/>		
Title	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text" value="v"/>
Zip	<input type="text"/>		
Gender	<input type="text" value="Female"/>	Home Phone	<input type="text"/>
		Mobile Phone	<input type="text"/>

- 7. If you are planning on registering your student for conferences, you will do so by adding an option/activity via the dropdown menu "Add Options/Activities".

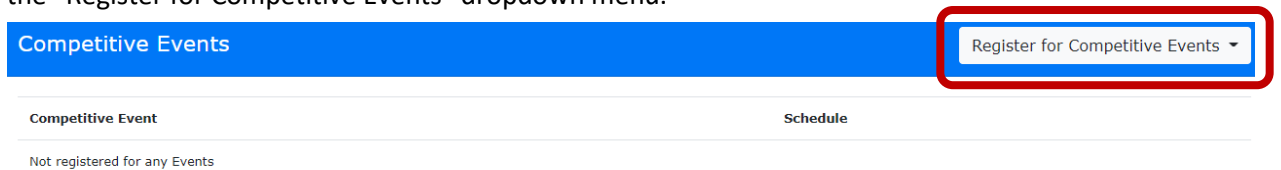
Options/Activities	<input type="text" value="Add Options/Activities"/>
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Option/Activity	Schedule	Cost
Not registered for any Options/Activities		

8. When you click on the dropdown menu, it will give you five (5) conference options. The options correlate to the following choices (also found in the email):
- a. Conference Option 1 – one (1) event practice and feedback workshop February 13 and March 6 Conference
 - b. Conference Option 2 – February 13 Only
 - c. Conference Option 3 – one (1) event practice and feedback workshop February 27 and March 6 Conference
 - d. Conference Option 4 – February 27 Conference Only
 - e. Conference Option 5 – March 6 Conference Only



- i. After adding a conference, it will show the option/activity and the cost (\$10.00) as part of the registration.
9. To register your students for Competitive Events, scroll to the bottom of the page and click on the "Register for Competitive Events" dropdown menu.



10. When you click the dropdown menu, all competitive events with an online test (all events excluding IDEA act events and Recognition Events) will appear in alphabetical order. Select the test(s) that your student will be taking.

Competitive Events	
Competitive Event	Schedule
Not registered for any Events	

- Parliamentary Procedure
- Pathophysiology
- Pharmacology
- Pharmacy Science
- Prepared Speaking
- Public Health

a. Once tests are selected, they will show in Competitive Events section of the registration for that student.

Competitive Events		Register for Competitive Events ▾
Competitive Event		Schedule
Forensic Science	<input type="text" value="Select Team Members"/>	Delete
Health Career Photography		Delete
Nutrition		Delete

b. Some events require team members in order to be eligible to compete! If this is the case, the competitive event will have an option that says “Select Team Members” in it.

Competitive Events		Register for Competitive Events ▾
Competitive Event		Schedule
Forensic Science	<input type="text" value="Select Team Members"/>	Delete

c. You will need to type the name of the team member in this field. If you haven’t registered that member yet (e.g. if this is the first team member you are registering, you can skip this step until you register the next team member)

11. Once you have the student registered correctly, click the blue “Save” button at the bottom of the screen.



12. If you need to make adjustments to your registration, you will be able to do so during the registration window. Any changes to registration after registration closes will need to be approved by the State Advisor at elizabeth.carnesi@azed.gov.