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](http://apps.hosa.org) and enter your username (charter number) and password to access the membership system.

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).
3. 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).

   a. 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.

4. 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.
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]

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]

   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.

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

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.

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.