



Below are the instructions for registering for the 2019 HOSA International Leadership Conference. We will be using the HOSA Registration System. You will need the following to register:

- Charter Number and Password
- Attendee’s Registration Type

1. Go to apps.hosa.org
2. Enter your charter number and password (the same that you used to register for SLC and to register members)

HOSA Apps Login

Login

Password

[Forgot Password?](#)

[Judges](#) [Alumni Registration](#) [Member Activity Tracking](#) [Online Testing](#)

Login

3. Scroll toward the bottom of the page and click on the International Leadership Conference Card

Conferences

2021 State Leadership Conference

Registration Dates
2021-02-22 - 2021-03-19

Conference Dates
2021-04-07 - 2021-04-09

65	0	0
Events	Activities	Attendees

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

2021 Virtual International Leadership Conference

Registration Dates
2021-04-11 - 2021-05-16

Conference Dates
2021-06-20 - 2021-06-27

89	2	1
Events	Activities	Attendees

\$60.00	\$0.00	(\$60.00)
Fees Charged	Fees Paid	Balance

4. If you have already registered the attendees as HOSA members in the membership system, click on the red plus button or on “Register Members” at the bottom of the page
 - ∨ 2021 Virtual International Leadership Conference Registrations for Az Department Of Education (AZ001), Arizona HOSA

Registration Summary

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
1	0	0	\$60.00	\$0.00	(\$60.00)

Registrations +

ID	Name	Type	Registration Details and Fees	Total Fee
1311946	Carnesi, Elizabeth	AV	Advisor Registration	\$60.00
				\$60.00

View + Reports -
Register Members
Register Family/Guest/Other

- a. If you are registering chaperones or any other attendee that isn't a member of your chapter (e.g. school administration), click on the “Register Family/Guest/Other” button circled in yellow above. You will need to enter their information manually.
5. If you are registering members, select the member that you want to register from the list and click the “Register” button to the left of their name

	Member ID	Name
Register	2240306	Barnes, Karly
Register	2244082	Carlson, Michala
Register	2240307	Gandhi, Spandan
Register	2240308	Husted, Alexandra
Register	2240309	Jabar, Mina
Register	2240310	Khalaf, Fatma



- 6. Make sure to select the correct registration type – this impacts competition, registration numbers, and is incredibly important. Please make sure it is correct.

Registration Type

- Advisor (\$60.00 National + \$0.00 Arizona HOSA)**
- Alumni (\$60.00 National + \$0.00 Arizona HOSA)**
- Alumni (\$60.00 National + \$0.00 Arizona HOSA)**
- CE Staff (\$0.00 National + \$0.00 Arizona HOSA)**
- Middle School (\$60.00 National + \$0.00 Arizona HOSA)**
- Postsecondary/Collegiate (\$60.00 National + \$0.00 Arizona HOSA)**
- Secondary (\$60.00 National + \$0.00 Arizona HOSA)**
- State Staff (\$60.00 National + \$0.00 Arizona HOSA)**

- 7. Once you have selected the registration type, you can start the process of registering for competitive events. This year, the ILC registration comes with one free National Geographic Learning Academic Testing Center test that you can register your students for here. Click on the “Register for Competitive Events” button to begin.

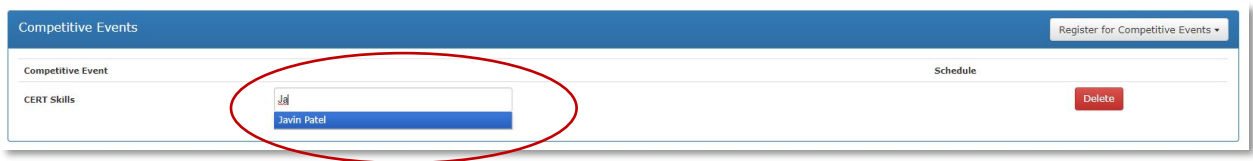
Competitive Events Register for Competitive Events ▾

Competitive Event	Schedule
Not registered for any Events	

- a. The ATC tests can be found at the top of the competitive event list. They are denoted with a leading ATC.

- ATC - AAFP Family Medicine Career Test
- ATC-Allied Health Statistics
- ATC-Anatomy & Physiology
- ATC-Biochemistry
- ATC-Bioengineering
- ATC-Biology
- ATC - Career Development
- ATC-General Chemistry
- ATC-Human Heredity
- ATC - Leadership
- ATC-Medical Math
- ATC-Microbiology
- ATC - Occupational Health & Safety
- ATC-Organic Chemistry
- ATC-Physics College

8. If your student is competing in an event and they qualified through the State Leadership Conference as one of the top 3, you can register them. Please make sure to still submit an ILC commitment form for your chapter
 - a. If your student placed 4th or 5th, please hold off on registering them for competition until you have heard if they have been bumped up.
9. If your student is competing in a team event, make sure they are teamed up with their partner. To do this, all team members must be registered for the competitive event first, then go into one of their registrations and begin to type the name of their teammate(s) in the window and the names should show up. Simply click on the name(s) of the members you want to add to that team.



Competitive Events Register for Competitive Events

Competitive Event Schedule

CERT Skills Javin Patel Delete

10. Once you have your team set up, hit the save button.



Competitive Events Register for Competitive Events

Competitive Event Schedule

CERT Skills Javin Patel x Delete

Delete Registration Save Cancel

11. Repeat the process for each member you wish to register for SLC.
12. After saving, you will return to the “International Leadership Conference Registration” screen. Everyone you register will appear under registrations. You can edit their registration until the registration deadline.
13. To print a registration summary (confirmation), click on “reports” on the bottom left of the page and click “registration summary”
 - a. You can print or save the registration summary as proof of registration or to begin a Purchase Order.