



# PENN HOSA STATE LEADERSHIP CONFERENCE (SLC) 2017

## DIRECTIONS FOR ONLINE REGISTRATION

### CRITICAL INFORMATION

**CHAPTER AFFILIATION:** You MUST have completed your Chapter Affiliation in order to register for SLC. The online registration system will not allow any registrations of individuals who are not affiliated HOSA members!

**MEMBERSHIP FEES:** \$16.00 per chapter member MUST be paid by February 10, 2017 in order to attend SLC.

**SLC REGISTRATION CLOSES:** February 10, 2017 at midnight.



**CHANGES TO SLC REGISTRATION *PRIOR* TO FEBRUARY 10 AT MIDNIGHT:** Changes may be made any time until midnight via the online registration process. You may return to the site at any time to make changes as long as online registration is “open”.

**CHANGES TO SLC REGISTRATION *AFTER* FEBRUARY 10 AT MIDNIGHT:** After this date and time, any additions/deletions MUST be made by contacting your State Advisor via email @ [janetnelsonhosa@gmail.com](mailto:janetnelsonhosa@gmail.com) or by calling 717.273.8605. All changes are due February 17, 2017.

**LAST DAY FOR ADDITIONS/DELETIONS:** February 17, 2017 is the last day for changes using the process listed above.

**ALL CHANGES REQUIRED @ TIME OF SLC REGISTRATION IN LANCASTER MUST BE MADE BY 3:00 PM:**

Member will be assigned to serve as an Event Assistant; no additional chapter Delegates may be added on site.

**CONFERENCE REGISTRATION FEE:**

- \$80.00 per person
- **March 3, 2017:** All money owed for attendance at SLC is due on or before this date
- **Make check payable to:** PENN HOSA, Inc.
- **Send payment to:** Janet E. Nelson, PENN HOSA Executive Director/State Advisor  
PENN HOSA, Inc. Corporate Headquarters  
293 Fonderwhite Road  
Lebanon, PA 17042

**QUESTIONS:** Please do not hesitate to contact us with any concerns/questions/comments that you may have. Office: 717.273.8605 Cell: 717.507.8040 Fax: 717.450.5658

Email: [janetnelsonhosa@gmail.com](mailto:janetnelsonhosa@gmail.com)

## **PENN HOSA SLC ONLINE REGISTRATION DIRECTIONS**

### **BEFORE YOU BEGIN THE PROCESS MAKE CERTAIN THAT YOU HAVE:**

1. **Your charter # and password;** contact PENN HOSA State Advisor Janet Nelson @ 717.273.8605 or [janetnelsonhosa@gmail.com](mailto:janetnelsonhosa@gmail.com) if you need this information
2. **A list of members attending SLC and their events/activities**

### **DIRECTIONS FOR COMPLETING THE ONLINE SLC REGISTRATION PROCESS:**

1. Go to National HOSA website: [www.hosa.org](http://www.hosa.org) Home page
2. In the blue area, upper right corner of screen, click on: LOGIN
3. In top right of next screen click on: Login
4. Under local chapter advisor fill in the fields of "Charter # and Password"
5. Click on "Log In" **NOTE:** a pop-up in the top left of the screen will ask to save your password; if you have not already done this, we strongly recommend clicking "yes" since this will prevent you from having to enter your password each time you enter the system
6. Click on "Click to Proceed to Chapter Membership and Conference Registration"
7. Under Select a Conference: Drop down box and select "PENN HOSA SLC 2017"
8. Click on: Begin Registration
9. Conference Registration Screen: This screen shows a list of the chapter members
  - a. Refer to this screen to register Advisor/chapter member/family/guest/other
  - b. Refer to this screen to access a registration report and an invoice

### **TO REGISTER AS THE ADVISOR:** Click on "Register" by your name



We need you to register for each applicable area (National Service Project, bingo basket, outstanding HOSA advisor, Penn HOSA Foundation donation etc.) as listed in the directions below. By doing so you help us to have accurate reports and this will serve as a check and balance with our conference forms.

#### **Complete all fields that are listed**

- a. Under "Type" click on "Advisor"
  - b. The organization is the school
  - c. **Advisor cell phone number MUST be listed for a generated list of cell phone numbers for use at SLC. Thank you for helping us with this!!!!**
2. Under "Activities/Options" ***DO NOT CLICK ON BARBARA JAMES SERVICE AWARD or EVENT ASSISTANT (FOR STUDENT MEMBERS ONLY)***
    - a. **Click only on the areas listed below** that are applicable for 1) your chapter as an entity or 2) as an Advisor
      - i. **Bingo Basket** - Click on this if the chapter plans to donate a bingo basket; this helps us get an idea of how many baskets we can anticipate having for the Bingo Bash
      - ii. **Dietary Restrictions** – list specific restrictions in the field by this option
      - iii. **National Service Project** – Click here if your chapter qualifies for recognition; any member may receive the chapter certificate during the Recognition session



- iv. **Outstanding HOSA Advisor Collegiate** – Click on this if you are the local advisor to a collegiate HOSA chapter and plan on submitting an application for consideration by the committee
- v. **Outstanding HOSA Advisor Post-Secondary** - Click on this if you are the local advisor to a post-secondary HOSA chapter and plan on submitting an application for consideration by the committee
- vi. **Outstanding HOSA Advisor Secondary** - Click on this if you are the local advisor to a secondary HOSA chapter and plan on submitting an application for consideration by the committee
- vii. **Penn HOSA Foundation Donation-** Click on this if your chapter **plans** to make a donation to the Foundation

- a. February 7, 2017 is the last day for monetary donations to be received by the Foundation if the chapter name is to appear in the SLC Program Book
- b. February 10, 2017 is the last date for the receipt of monetary donations by the Foundation for chapters to be recognized at the Recognition Session.
- c. Monetary donations will continue to be accepted after this date; every donation, no matter the amount, counts and is appreciated



- d. **Checks payable to:** Penn HOSA Foundation  
**Checks and donor form mailed to:** The Foundation for Enhancing Communities (address found on the donor form)
  - i. **please do not make checks payable to PENN HOSA or mail them to PENN HOSA**



- e. If you have not done so, please consider making a donation to the Foundation so the awarding of scholarships continue to be a reality for PENN HOSA secondary/post- secondary/collegiate members
- f. All chapters making a donation by the designated dates will be recognized at SLC

- 3. Click on : “Submit” at the bottom of the page when all information is entered
  - a. This returns you to the Conference Registration page
- 4. Proceed to register the next affiliated member/family/guest/other

**TO REGISTER A COMPETITOR:** Return to Conference Registration screen

- 1. Click on: Register by member’s name

**Check each member’s name for 1) correct spelling and 2) upper/lower case. The name badge will be generated the way it appears in the registration system! Notify PENN HOSA with the request for any name edits right away!**

- a. Under “Type” click on: Secondary or Post-Secondary/Collegiate
- b. Complete all fields that are listed
- c. The organization is the school

- 2. Under “Activities/Options”

- a. Click only on any areas that are applicable for the student member being registered





- i. **Barbara James Service Award** – Any student member meeting the required approved 50 hours of health-related volunteer service will receive recognition; all certificates will be placed in the Advisor’s conference registration packet for advisor to distribute; member will be recognized on stage during the Recognition Session
- ii. **Dietary Restrictions** – list specific restrictions in the field by this option
- iii. **Event Assistant** – MUST be a non-competitor; there is no set limit to the number of Event Assistants a chapter may register
- iv. **God Bless America Singer** - any student interested in singing the song *God Bless America* at our Recognition Session should be registered here; also remember that he/she must send a recording via a DVD or Facebook; instrumental accompaniment only
- v. **National Anthem Singer** – any student interested in singing the National Anthem at our Opening Session and/or Grand Awards Session should be registered here; also remember that he/she must send a recording via a DVD or Facebook; instrumental accompaniment only
- vi. **State Officer Candidate** – click on this if the student is seeking a position on the PENN HOSA Executive Council
  - a. Officer application packet found online at [www.pahosa.org](http://www.pahosa.org) ; to access application click [HERE](#)
  - b. Officer candidates **may not compete** in a competitive event
- vii. **T-shirt Design** – click on this if student member is submitting a T-shirt design – remind him/her to bring a copy of the design to turn in at the Registration Table
- viii. **Voting Delegate** – each chapter is REQUIRED to have a minimum of one (1) Voting Delegate and the Delegate **may not be a competitor**; one (1) Voting Delegate per 10 chapter members with a maximum of five (5) Voting Delegates per chapter
- ix. **Voting Delegate Alternate** – chapter may have an Alternate Delegate(s) but are not required; the Alternate Delegate **may not be a competitor**; number of Alternate Delegates sent to SLC corresponds with the number of Voting Delegates attending conference

### 3. Under Events

- a. Click on the applicable competitive event (CE) for the member
- b. REMEMBER: a member may compete in only one (1) event but as many Recognition Events that he/she desires
  - i. **PENN HOSA will not sponsor the following events at SLC:**
    - a. Clinical Nursing
    - b. Clinical Specialty
    - c. MRC Partnership
    - d. MRC Volunteer Recognition
  - ii. Recognition Events include: Barbara James Service Award; Healthcare Issues Exam; HOSA Happenings; National Service Project; HOSA Chapter Reflection

- iii. **NOTE:** we encourage all members to register to take the Healthcare Issues Exam to test their knowledge of current health issues impacting our society; if they are registered for the test please see that they actually sit for the test; a great deal of time and man power are invested to insure that forms are prepared for this testing; recognition will be given for the Top 3 winners in both secondary and postsecondary divisions



- c. **NOTE:** with all team events, put the number one (1) in the field next to the Team
  - d. REMEMBER: State Officer Candidates:
    - i. MAY NOT COMPETE in a competitive event
    - ii. Must register online for the State Officer Exam
4. Click on : Submit at the bottom of the page when all information is entered
    - a. This returns you to the Conference Registration screen
  5. Proceed to register the next affiliated member

**TO REGISTER CHAPERONE/FAMILY/GUEST/OTHER:** Return to the Conference Registration screen

- a. This is the area where you will register:
  - i. a chaperone – this is anyone from your school who is not an affiliated advisor
  - ii. an administrator from your school
  - iii. family member or anyone not listed on your chapter affiliation roster
  - iv. any individual attending only one (1) of the conference General Sessions (Opening Session/Recognition Session/Grand Awards Session)
- b. Click on: Family/Guest/Other in the upper right hand side of the screen
- c. Under “Type” click on the appropriate type for each person being registered
- d. Complete the fields as listed, **including any Dietary Restrictions**
- e. Click on: Submit when finished to return to the Conference Registration screen

**TO ACCESS A REGISTRATION REPORT:** Return to the Conference Registration screen

Click on: “Registration Report” in the upper right of the screen

- a. Print a copy of the School Registration Summary Report/Invoice
- b. Double check your work for accuracy
- c. Return to the appropriate screen if changes are needed
- d. Remember to print a new copy for your records after any changes are made
- e. Contact State Advisor if changes are made after you submit all paper work to PENN HOSA
- f. **\*\*\*Send a copy of the School Registration Summary Report/Invoice with your SLC forms**



**TO ACCESS AN INVOICE:** Return to the Conference Registration screen

Click on “Invoice” in the upper right of the screen

- a. Print a copy of the School Registration Summary Report/Invoice for your records
- b. Print a copy the School Registration Summary Report/Invoice for your Business Office

- c. **NO OTHER INVOICES WILL BE ISSUED FROM PENN HOSA; THIS IS THE OFFICIAL INVOICE THAT NATIONAL HOSA USES FOR THE HOSA International Leadership Conference (ILC) SO IT WILL SERVE THE SAME PURPOSE IN PENNSYLVANIA FOR OUR SLC**

**THANK YOU FOR REGISTERING! See you at PENN HOSA's 38<sup>th</sup> SLC!**