

13th ANNUAL ADVISOR WORKSHOP

DIRECTIONS FOR ON-LINE REGISTRATION



You do not need to be an affiliated member in order to attend

1. Go to National HOSA website: www.hosa.org
2. In the blue area, upper right hand of screen, click on: *LOGIN*
3. In top right of next screen click on: *Login*
4. Under local chapter advisor: Enter charter # and password
 - a. If this information is needed contact State Advisor Janet Nelson @ 717.273.8605 or janetnelsonhosa@gmail.com
 - b. If doing this for the first time and after entering your password, the prompt asks “Would you like to remember the password?” click on this to save your password so you won’t need to re-enter it each time you login.
5. Click on: *Login*
6. Click on: *Proceed to Chapter Membership and Conference Registration*
7. Click on: *Conference Registration* in the second blue box
8. Under *HOSA Conference System Login* enter your charter number in *Login* and enter your chapter’s password in *Password* (same information you used when initially logging into the online system)
9. Click on box titled: *PENN HOSA Annual Advisor Workshop*
10. Next screen is the registration screen
 - a. Affiliated member directions (this means you already completed the affiliation process)
 - i. To access your name on a list of registered members you have two (2) options
 1. Option #1 – click on the **red +** to the right in the blue “Registrations” bar
 2. Option #2 – click on the blue box “Register Members” in the black bar at the bottom of the screen
 - ii. Click on: *Register* in the blue box to the left of your name to proceed
 - b. Nonaffiliated member directions (this means you have not completed the affiliation process)
 - i. Click on: the blue box *Register Family/Guest/Other* in the black bar at the bottom of the screen

11. Workshop Registration Fields

- a. Registration Type – click on the day(s) you will be attending
- b. Contact Information
 - i. Need to complete all fields
 - ii. Organization is your school/HOSA chapter name
- c. Options/Activities
 - i. Click on grey box *Add Options/Activities* to the right of this bar
 - ii. From drop down menu you must click on each applicable item
 - iii. By clicking on “Dietary Restrictions” restrictions will be entered and relayed to the hotel staff

12. Click on: *Save*, at the bottom right of the screen, to be returned to main registration screen

13. To access an Invoice/Current Registration Summary

- a. Locate the black bar at the very bottom of the page
- b. Click on: *Reports* to the left of the screen
- c. Click on: *Current Invoice* and print a copy to give to your Business Office for processing payment
 - i. **This serves as your official invoice since PENN HOSA does not issue purchase orders for any sponsored event**
- d. Click on *Registration Summary* for a complete listing of each person’s registered activities
- e. Save a copy of all printed documents for your records

14. To pay registration fee: make check payable to: PENN HOSA, Inc.

- a. **Include** your charter number and New Advisor Workshop in “memo” section of the check

15. Send payment to: Janet E. Nelson, PENN HOSA Executive Director/State Advisor | 293 Fonderwhite Road | Lebanon, PA 17042



Please contact your State Advisor

THANK YOU FOR REGISTERING..... See you at the workshop!