



PENN HOSA STATE LEADERSHIP CONFERENCE (SLC) 2018 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 March 2, 2018 in order to attend SLC.

SLC REGISTRATION CLOSES: February 9, 2018 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 or by calling 717.273.8605. All changes are due February 16, 2017.

LAST DAY FOR ADDITIONS/DELETIONS: February 16, 2018 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.

CONFERENCE REGISTRATION FEE:

- \$80.00 per person
- **March 2, 2018:** All registration fees 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

ONLINE TESTING DATES:

- January 22-26, 2018 – **optional** Healthcare Issues Exam
- February 26-March 2, 2018 – **required** Round One testing and State Officer Test

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

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 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 HOSA website: 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 2018"
8. In "Conference System Login": complete the required fields with your charter # and password and then click "Login"
9. On next screen click on: "PENN HOSA State Leadership Conference 2018"

TO REGISTER AS THE ADVISOR:



- We need you to register for each applicable area (Bingo basket, Outstanding HOSA advisor, Penn HOSA Foundation donation etc.) as listed in the directions below.
 - By doing so you help us have accurate reports and this will serve as a check and balance with our conference forms.
1. In the Registrations box click on: "Red + sign" at the right of the screen
 2. Click on: "Register" to the left of your name
 3. Under Registration Type click on: "Advisor"
 4. Under Contact information complete all fields, including "Mobile Phone"
 5. Under "Options/Activities" click on: "Add Options/Activities" to the right of the screen
 6. Click only on those activities applicable to you as the local chapter Advisor
 - a. **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
 - b. **Dietary Restrictions** – list specific restrictions in the field by this option
 - c. **Outstanding HOSA Advisor Postsecondary/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

- d. **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
- e. **Penn HOSA Foundation Donation**- Click on this if your chapter plans to make a donation to the Foundation
 - i. February 1, 2018 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
 - ii. February 9, 2018 is the last date for the receipt of monetary donations by the Foundation for chapters to be recognized at the Recognition Session
 - iii. Monetary donations will continue to be accepted after this date but will not receive recognition at SLC
 - iv. Checks payable to: Penn HOSA Foundation
 - v. Checks and donor form mailed to: The Foundation for Enhancing Communities (address found on the donor form)
 1. **Please do not make checks payable to PENN HOSA or mail them to PENN HOSA**
 - vi. 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. Every donation, no matter the amount, counts and is appreciated.
 - vii. All chapters making a donation by the designated dates will be recognized at SLC
7. Click on: "Save" at the bottom right of the screen when all information has been added
8. Click on "black arrow pointing to the left" at the top left of the screen to return to the Registration page and proceed to register next HOSA member/chaperone/family/guest/other



TO REGISTER A COMPETITOR: Make sure you are on the Conference Registration screen

****Before registering any HOSA member:**



- **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!**

1. In the Registrations box click on: "Red + sign" at the right of the screen
2. Click on: "Register" to the left of HOSA member's name
3. Under Registration Type click on: "SS" or "PS/C"
4. Under Contact information complete all fields - Organization is the school
5. Under "Options/Activities" click on: "Add Options/Activities" to the right of the screen
6. Click only on those activities applicable to the student member being registered
 - a. **Dietary Restrictions** – list specific restrictions in the field by this option
 - b. **Event Assistant** – MUST be a non-competitor; there is no set limit to the number of Event Assistants a chapter may register

- c. **National Anthem Singer** – any student member 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
 - d. **PENN HOSA 101 Leadership Workshop – New & Exciting Activity at SLC 2018**
 - i. Online testing allows us to offer our student members this fantastic leadership development workshop and is a great well to have students occupied (AKA staying busy) while advisors attend other activities
 - ii. Patrick Grady, our Keynote Speaker and well known presenter at several of HOSA’s International Leadership Conferences will present this workshop
 - iii. Tentatively this activity will occur on Wednesday from 2:00 – 4:30 p.m.; time dependent upon registration numbers
 - iv. The minimal registration fee of \$3.00 affords the student member the opportunity to network and participate in fun team building activities while engaging in leadership development
 - v. Strongly encourage your members to register for this once-in-a-conference lifetime opportunity
 - vi. Watch for more details under separate mailing
 - e. **State Officer Candidate** – click on this if the student member is seeking a position on the PENN HOSA Executive Council Officer
 - i. Officer candidates may not compete in a competitive event
 - ii. Application packet found on State website at pahosa.org (blast will be sent when it is posted online)
 - f. **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 submit at the Registration Table
 - g. **Voting Delegate** – each chapter is REQUIRED to have a minimum of one (1) Voting Delegate
 - i. Delegate may not be a competitor
 - ii. One (1) Voting Delegate per 10 chapter members with a maximum of five (5) Voting Delegates per chapter
 - h. **Voting Delegate Alternate** – chapter may have an Alternate Delegate(s) but are not required
 - i. Alternate Delegate may not be a competitor
 - ii. Number of Alternate Delegates sent to SLC corresponds with the number of Voting Delegates attending conference
7. Under Competitive Events click on: “Register for Competitive Events” to the right of the screen
- Competitive Event Reminders**
- A member may compete in only one (1) event but as many Recognition Events that he/she desires



- Registration for mandatory Round One online testing and optional Healthcare Issues Exam testing online testing is completed separate from SLC registration; more details will be provided for this registration
- **PENN HOSA will not sponsor the following events at SLC:**
 - Clinical Nursing
 - Clinical Specialty
 - Pharmacy Science (Pilot Event at International Leadership Conference)
 - MRC Partnership
 - MRC Volunteer Recognition
- Recognition Events include:
 - Barbara James Service Award
 - Healthcare Issues Exam
 - HOSA Happenings
 - HOSA Service Project – note the name change of this event
 - Outstanding HOSA Chapter
- Follow all guidelines for submission of required event materials (upload to STEM Premier)
- Follow PENN HOSA requirements for submission of required materials to Liz Toigo (resumes and cover letters) and to State Advisor (Eligibility Forms and HOSA Happenings)

Competitive Events Registration Reminders

- a. **Team events** – MUST type team member’s name in the box by the registered competitive event
 - b. **Barbara James Service Award** – Any student member meeting the required approved 50 hours of health-related volunteer service will receive recognition
 - i. All certificates will be placed in the Advisor’s conference registration packet for advisor to distribute
 - ii. Member will be recognized on stage during the Recognition Session
 - c. **Healthcare Issues Exam**
 - i. We encourage all members to register to take the Healthcare Issues Exam to test their knowledge of current health issues impacting our society
 - ii. Recognition will be given for the Top 3 highest score winners in both secondary and postsecondary divisions
 - d. **HOSA Happenings** – Register one student member for this chapter recognition
 - e. **HOSA Service Project** (*new name for National Service Project*) – register one student member for this event if your chapter qualifies for recognition
 - f. **State Officer Test** – MUST register any officer candidate(s) here
8. Click on: “Save” at the bottom right of the screen when all information has been added
 9. Click on “black arrow pointing to the left” at the top left of the screen to return to the Registration page and proceed to register next HOSA member/chaperone/family/guest/other

TO REGISTER CHAPERONE/FAMILY/GUEST/OTHER: Make sure you are on the Conference Registration screen

This is the area where you will register:

- a chaperone – anyone from your school who is not an affiliated advisor
 - an administrator from your school
 - family member or anyone not listed on your chapter affiliation roster
 - any individual attending only one (1) of the conference General Sessions (Opening Session/Recognition Session/Grand Awards Session)
1. At the very bottom right of the registration screen click on: “Register Family/Guest/Other”
 2. Under “Registration Type” click on: applicable type
 3. Under “Contact information” complete the fields
 - a. Mobile phone MUST be filled in for all Chaperones
 4. Under “Options/Activities” click on: any applicable areas
 5. Click on: “Save” at the bottom right of the screen when all information has been added
 6. Click on “black arrow pointing to the left” at the top left of the screen to return to the Registration page

TO ACCESS A REGISTRATION REPORT: Make sure you are on the Conference Registration screen

1. At very bottom left area of screen click on: “Reports”
2. Click on: “Current Invoice”
 - a. Print a copy for your Business Office
 - b. Print a copy for your personal records
 - c. This serves as your official invoice since PENN HOSA does not issue conference invoices
3. Click on: “Registration Summary”
 - a. **Print a copy and send to PENN HOSA with your conference forms**
 - b. Print a copy for your personal records

CHANGES TO REGISTRATION:

Refer to page one for this information

THANK YOU FOR REGISTERING!

See you at PENN HOSA’s 39th SLC!