

Wisconsin HOSA 2020 State Leadership Conference (SLC) On-line Registration Instructions

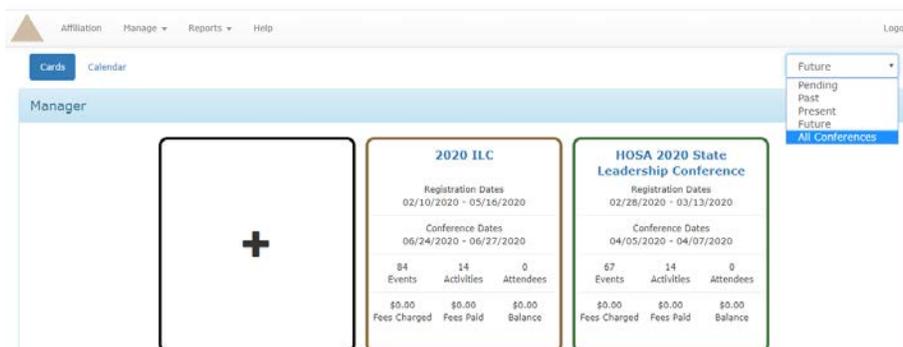
Before Registering for SLC

- For secondary HOSA chapters, please review your **list of SLC Qualifiers** as provided via email from Christina Patrin on February 24. This list identifies secondary members that may be registered in their SLC qualifying event. All members may be registered with recognition events. If you have members that did not qualify to compete at the SLC, you may also consider registering them for one of the following leadership opportunities.
- Designate two members to be registered as **Voting Delegates**. They will be required to attend the Meet the Candidate Session and Business Meeting to cast votes for state officer candidates and approve any proposed by-law changes.
- Designate two members to be registered as **Courtesy Corps** volunteers. Think of student leaders that could serve as volunteers to help with various roles such as breakout session assistants, event timers, staffing the SLC help desk, directing members to competition rooms and sessions, etc.
- Each attendee receives a **conference t-shirt** as part of their SLC registration fee paid, so please obtain the requested size for each participant.
- Ask attendees if they must **identify special dietary restrictions** for their conference meals. All participants will receive regular conference meals unless selecting one of these menu options: *food allergy/special meal request, gluten free, no pork, or vegetarian*. Please focus upon actual dietary necessity rather than preference. Anticipate that on-site requests may not be honored.
- Are there any **special accommodations** that may need to be requested? If there may be something unique that may need to be provided on-site, such as a wheelchair, please be prepared to provide this information so that we may attempt to provide such accommodations.
- **Prepare** to submit final SLC registration by midnight on March 13, 2020.

SLC Registration Instructions

Begin by logging into <http://hosa.org/>

1. Select "Login" link, located near top-right corner
2. Go to Local Chapter Advisors section, and select "Access Chapter Advisor Services" link
3. Enter Charter ID and Password. *These are the same for affiliating your chapter members.*
4. Select "Conference Registration" link. *You may be prompted to re-enter your logins again.*
5. Select "HOSA 2020 State Leadership Conference." *If you do not see this available, please change the drop-down menu to show All Conferences – see sample below.*



The screenshot shows a web application interface for HOSA registration. At the top, there is a navigation bar with 'Affiliation', 'Manage', 'Reports', and 'Help' menus, and a 'Logout' link. Below the navigation bar, there are tabs for 'Cards' and 'Calendar'. The main content area is titled 'Manager' and displays a grid of three cards. The first card is a placeholder with a plus sign. The second card is titled '2020 ILC' and shows registration dates from 02/10/2020 to 05/16/2020, conference dates from 06/24/2020 to 06/27/2020, and statistics for 04 Events, 14 Activities, and 0 Attendees. The third card is titled 'HOSA 2020 State Leadership Conference' and shows registration dates from 02/28/2020 to 03/13/2020, conference dates from 04/05/2020 to 04/07/2020, and statistics for 67 Events, 14 Activities, and 0 Attendees. Both the second and third cards show a summary of fees: \$0.00 Fees Charged, \$0.00 Fees Paid, and \$0.00 Balance. On the right side of the interface, there is a dropdown menu currently set to 'Future', with options for 'Pending', 'Past', 'Present', 'Future', and 'All Conferences'.

This will bring you to the main registration summary view.

Note: Depending upon your Internet connection speed, you may experience short delays as you progress through registration steps. As these occur, the system may temporarily display a rotating triangle that appears similar to the image shown to the right here.

Register Members: SLC Qualifiers, Middle School Members, and Advisors



Select the blue “**Register Members**” button at the bottom.

Select the blue “Register” button located to the left of a member’s name.

Verify the member’s Registration Type is accurate, or select the appropriate type shown below. *This should be automatically selected for affiliated members.*

Registration Type
<input type="radio"/> Advisor \$75.00
<input type="radio"/> Advisor - Middle School \$65.00
<input type="radio"/> Middle School \$65.00
<input type="radio"/> Postsecondary/Collegiate \$75.00
<input type="radio"/> Secondary \$75.00
<input type="radio"/> State Officer 2019-2020 \$0.00

Verify the member’s contact information is accurate. *Again, this should auto-fill with their membership affiliation data.*

Options/Activities:

Options/Activities		Add Options/Activities ▾
Option/Activity	Schedule	
Not registered for any Options/Activities		ACCOMODATIONS: (send to erik.sitts@dpl.wi.gov)
		Courtesy Corps
		GLUTEN FREE MEALS
		NO PORK MEALS
		SPECIAL MEAL REQUEST/FOOD ALLERGY
		State Officer Candidate
		T-Shirt 2X-Large
		T-Shirt 3X-Large
		T-Shirt Large
		T-Shirt Medium
		T-Shirt Small
		T-Shirt X-Large
		VEGETARIAN MEALS
		Voting Delegate

Select the “**Add Options/Activities**” button, and a drop-down menu of available options will appear.

1. Select one t-shirt size, and it will be added below (*required*).
2. Additional options may be added by selecting the “Add Options/Activities” button again, and then select the next option. *For example, each chapter may have two Courtesy Corps volunteers and two Voting Delegates.*
3. All participants will be provided regular conference meals unless you select one of the four meal options here.
4. If you need to delete an option, you may select the red “Delete” button.

If this member will be competing or registering for recognition events, please continue to the Competitive Events section below. If not, then select the blue “Save” button at the bottom.

Competitive Events:



To register members as competitors and in recognition events, select the “Register for Competitive Events” button, and drop-down menu will appear. *You may have to scroll-down to see the entire list of available events and recognition.* Please refer back to the list of SLC Qualifiers for secondary members that competed at the RLC – see email from Christina Patrin on February 24.

Select the title of the SLC Competitive Event or Recognition Event in the drop-down menu, and it will become added to this section. Repeat for any additional Recognition Events. When complete, select the blue “Save” button at the bottom, and this student’s SLC registration will be submitted. Repeat these steps for each student member and advisor attending the SLC.

Select Team Members

For team event entries, you also need to identify team members. Register each team member for the event first. Notice that a “Select Team Members” text-box will appear. If other team members have already been registered for this event, you can search for their team member’s name by typing into that text-box. As you begin to type, the site begins searching for team members’ names. Once you select a team member’s name, the site links them to a team by assigning them a unique 5-digit team number. The site also notifies you when additional team members are necessary to meet the minimum requirement. If team members have yet to be registered, you can still edit registration later – see “Edit SLC Registration” instructions below. *If you forget to identify team members, their team number will display as a question mark in your Registration Summary view.*

Register All Other Participants – Chaperones and Guests

Register Family/Guest/Other

To register all other SLC participants, please select the blue, “Register Family/Guest/Other” button at the bottom. This includes: Chaperones, Family, and Guests. Select a Registration Type in the first section: Chaperone, or Guest/Family. Fill-in available contact information for each participant in the next section. Register any additional options (i.e., t-shirt size and meals) in the same way as done for other members. *Do not register these individuals for Competitive Events.* Select the blue “Save” button at the bottom. Repeat for each remaining participant.

View SLC Registration Summaries

Select “View” from the bottom black menu, and a drop-down menu will appear including: Registrations, Competitive Events, Options/Activities, and Unregistered Members. Click on one of these titles, and a summary view of those registrations will appear. You may return to the main screen by selecting “View” and then “Registrations.”

Edit SLC Registration

From the main registration summary view, click on the button with an icon shaped like an eye that is located left of a participants’ name. While the registration-window remains open, you can make changes including: Options,

Competitive Events, and Delete Registration. You may also designate team members [where applicable] by typing a team member's name in the "Select Team Members" text-box that would appear. Select the blue, "Save" button when changes are complete, and the participant's registration will become revised. If you need to delete an SLC Event, you may select the red "Delete" button. *[If removing a student entirely, please first delete their event and Save. Then delete the participant.]*

Print SLC Invoice or Registration Summary

Select "Reports" from the bottom black menu, and a drop-down menu will appear including: Current Invoice, Invoice #, and Registration Summary. Select "Registration Summary" to review a report of your SLC registration including: participant types, competitive events, and options. Select "Current Invoice" to view your SLC Invoice. *If you have multiple invoices, you may click on each invoice number separately.* Please print a copy or two of your SLC Invoice. Select the print icon, or use the keyboard shortcut keys of Control + P. *[Note: the report may print an extra page or two, so you may want to set the pages to only print the first page(s) based upon the preview displayed.]* Select the Print or Cancel button; do not close your Internet browser tab here. You may close this Report view by selecting the X at the top of your SLC Invoice, not your Internet browser tab that is titled "HOSACMS" or your session will close. Please see the following illustration for examples of where to select the "X" to close this report window.



Logout

Logout

After registering participants, you may select "Logout" at the top-right. This will close your SLC registration session.

Questions

- SLC Registration – contact [Erik Sitts](mailto:erik.sitts@dpi.wi.gov) at erik.sitts@dpi.wi.gov or (608) 267-2280.
- Competitive Events – contact [Christina Patrin](mailto:christina.patrin@dpi.wi.gov) at christina.patrin@dpi.wi.gov or (608) 266-2347.

Next Steps

- Review SLC lodging information and submit your [SLC lodging reservations](#) (due March 13).
- Submit your SLC Invoice(s) for payment. Checks may be made payable to "Wisconsin HOSA" and mailed to the address shown at the top of your SLC Invoice. Payment is due at the State Office on March 30, 2020. After registration closes, your local HOSA chapter is obligated to pay the SLC registration fees, regardless of actual number in attendance – no refunds. Please be prepared to provide documentation as proof of payment at the conference – if your payment may not arrive before the SLC.
- Begin collecting SLC [Code of Conduct/Participant Forms](#) and [Chapter Advisor Participant Authorization Forms](#). These forms are required for all participants, and must be received at the State Office on March 30, 2020.
- Revisit the [SLC webpage](#) often to stay informed.