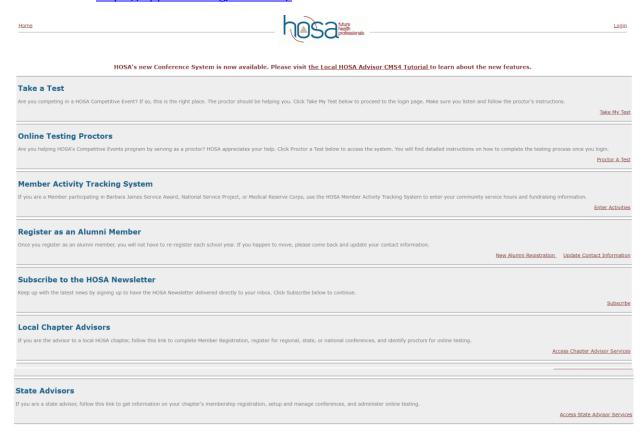
HOSA NATIONAL SITE REGISTRATION STEPS:

1. Go to the https://apps.hosa.org/hosaconf/ website



- 2. Log-into your account with your Charter# and your Password under "State Advisors"
- 3. Click on Proceed to State Membership & Conference Management

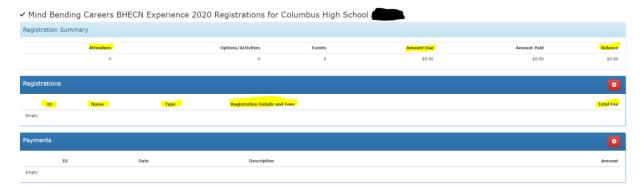


4. Click on Conference Registration (will be a list of current open registrations)



Mind Bending Careers BHECN Experience 2020

5. Begin Clicking on your registered advisors/students attending the event. Non-Registered members are allowed to attend for an additional amount (this includes students, advisors, and chaperones).





Once you have Registered Members or Registered Non-Members, the registered names will populated in the Registrations location with the active members ID and Name along with the fee amount. Your total number of attendees will be located at the top so you know that you have registered everyone you needed to. Be SURE an Advisor is registered to Attend!

- 6. Once you have registered your members to attend the event. Click the Submit button and you should be able to print out your invoice to send into Grafton.
- 7. You are only able to add or remove members while the Registration is OPEN! Once it is closed, you need to contact Sarah at <u>sarah.pracheil_nebraska.gov</u> or 402.471.0953 to see if there is enough space to add more students.
- 8. Once registration has closed, if you have not removed someone registered that can no longer attend, you will either have to find another student to take the place or that student will still have to pay the amount due for their placement at the event.