

HOSA NATIONAL SITE REGISTRATION STEPS:

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

Home Login

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HOSA's new Conference System is now available. Please visit the [Local HOSA Advisor CMS4 Tutorial](#) to learn about the new features.

Take a Test
Are you competing in a HOSA Competitive Event? If so, this is the right place. The proctor should be helping you. Click Take My Test below to proceed to the login page. Make sure you listen and follow the proctor's instructions. [Take My Test](#)

Online Testing Proctors
Are you helping HOSA's Competitive Events program by serving as a proctor? HOSA appreciates your help. Click Proctor a Test below to access the system. You will find detailed instructions on how to complete the testing process once you login. [Proctor A Test](#)

Member Activity Tracking System
If you are a Member participating in Barbara James Service Award, National Service Project, or Medical Reserve Corps, use the HOSA Member Activity Tracking System to enter your community service hours and fundraising information. [Enter Activities](#)

Register as an Alumni Member
Once you register as an alumni member, you will not have to re-register each school year. If you happen to move, please come back and update your contact information. [New Alumni Registration](#) [Update Contact Information](#)

Subscribe to the HOSA Newsletter
Keep up with the latest news by signing up to have the HOSA Newsletter delivered directly to your inbox. Click Subscribe below to continue. [Subscribe](#)

Local Chapter Advisors
If you are the advisor to a local HOSA chapter, follow this link to complete Member Registration, register for regional, state, or national conferences, and identify proctors for online testing. [Access Chapter Advisor Services](#)

State Advisors
If you are a state advisor, follow this link to get information on your chapter's membership registration, setup and manage conferences, and administer online testing. [Access State Advisor Services](#)

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

Home Logout

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[Click to Proceed to State Membership and Conference Management](#)

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

↓ OPEN EVENT

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).

✓ Mind Bending Careers BHECN Experience 2020 Registrations for Columbus High School

Registration Summary						
Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance	
0	0	0	\$0.00	\$0.00	\$0.00	

Registrations				
ID	Name	Type	Registration Details and Fees	Total Fee
Empty				

Payments				
ID	Date	Description	Amount	
Empty				

View - Reports - Register Members Register Family/Guest/Other

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 sarah.pracheil@nebraska.gov 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.