

NEVADA HOSA

CONFERENCE REGISTRATION INSTRUCTIONS

Related information

- ❖ On-line registration will be open from January 4th through Feb 19th 2010.
- ❖ Use proper upper and lower case in registering all participants.
- ❖ All registration fees are \$75 per person and are nonrefundable.
- ❖ Encourage alumni to register. They go to www.hosa.org and sign them up as a alumni member. This is free. Their registration is only \$20.00. This is a cheaper way to register other adults attending as chaperones or guests.
- ❖ Conference registration closes on Feb 19th, 2010. This means that you will be unable to access the web site.
- ❖ Up to Feb 19th, 2010 registrations may be revised, deleted, or edited.
- ❖ Any late registrations (after Feb 19th) will be assessed \$10 per person and student eligibility may be jeopardized
- ❖ After Feb 19th, a list of participants will be sent to you for verification via e-mail by March 3rd.
- ❖ All changes after Feb 19th (excluding registrations) will be assessed a \$5 change fee for each person and for each change.
- ❖ Competitive event changes will not be accepted after 11 am on Sunday March 14th at 11 am.
- ❖ State officers must be registered with their chapters but their SLC fees will be waived.
- ❖ The recommended student to advisor/chaperon ratio is 10:1to comply with National Association of Secondary School Principals (NASSP) and Cal-HOSA Safety Regulations.
- ❖ Conference registration is completed on-line however, there are other forms included in this packet that must be sent to Nevada-HOSA Headquarters.
- ❖ For registration questions/help - e-mail Diane at hosalc05@yahoo.com or Randi at rhunewill@doe.nv.gov with your questions and leave your phone number and the best time for a return call.

**MAKE COPIES OF ALL FORMS FOR YOUR RECORDS
AND BRING TO THE SLC**

Getting ready!

In starting your on-line SLC registration, you will need to have:

1. Your chapter membership completed on-line @ www.hosa.org
2. Your chapter number and password from national HOSA (this is the same information you used to register your chapter membership on-line).
3. All of the information regarding the SLC – names of all members attending, what events students are competing in, team assignment numbers*, guests, and chaperones

* All members of the same team must have the same team number. For example: for 2 CPR/First Aid teams, team 1 is Sam and Jody and team 2 is George and Tom. When their information is entered, Sam will be #1 and so will Jody while George and Tom will both be #2. Team numbers can be reused in a different event.

On-line Registration Directions

1. All SLC registration will be completed on-line.
2. Go to the Web site - www.hosa.org.
3. Select "advisor services".
4. Select "chapter advisors".
5. Select "chapter affiliation" and log-in using your chapter user ID # and password (all lower case).
6. On the main menu, select "conference registration".
7. Log-in again using the chapter ID and password.
8. On the menu, select "conference registration instructions".
9. On the right hand side of the screen, select "conference" and "SLC"
10. Select "begin registration" - all HOSA members names will be displayed.

Important – membership registration must have been completed in order to register for the conference!

11. Select the name of the SLC participant and select "register" in the action column.
12. The next screen will display the Conference Registration Data.

13. Complete the following – “gender” and indicate whether “secondary or post secondary, state staff, professional/collegiate, or alumni”.
14. The first and last name of the participant is listed.
15. Skip to “activities/options”.
16. Choose participant’s activities.
17. Go to “events” and select the competitive events the students will be participating in.
18. Competitors may be in one (1) event in the following events Health Science, Health Professions Events, Emergency Preparedness events, Leadership Events, Teamwork Events and as many as they wish in Recognition Events.
19. Team events - indicate what team the competitor is on
20. All events are at both the secondary (S) and post-secondary (PS) levels with the exception of Practical Nursing (PN) that is only at the PS level.
21. When registration for that person is complete, select “submit”.
22. The top of the screen displays all of the SLC registrants and the bottom of the screen shows the bottom of the screen displays the chapter membership.
23. Using the membership list, continue to register all SLC participants in the same manner.
24. In the bottom of the entire list, in the right hand corner is a selection for family members, guests, friends, and chaperons. Select this for their registrations.
25. After completing the registration, return to the main menu and log off.

The registration process:

- **The chapter registers on-line by Feb 19th, 2010.**
- **Other designated forms in this packet will be sent to Nevada-HOSA Headquarters by Feb 19th 2010.**
- **A list of the on-line registration submitted will be sent via e-mail to the advisor**
- **The advisor will verify the registration via e-mail**