ONLINE CONFERENCE REGISTRATION INSTRUCTIONS

2. Select Login in the top right corner of the HOSA home page.
3. Select the link that says access local chapter advisor.
4. Enter your Charter Number and Password to login.
5. Select Conference Registration from the menu.
6. You will be prompted to enter your Charter Number and Password again.
7. Click on the box with the conference “ILC 2020.” At the bottom of the next screen, select Register Members.
8. After you select Register Members, a complete list of your students will appear. On the left side of each student’s name is a box with Register option. Click on the box to register that student for the conference. Click “save” at the bottom right corner of each student’s registration page to complete the registration.
9. You will need to do the following for each person:
   - Select the correct Registration Type from the list provided
   - Select the Options/Activities and/or Competitive Event the member will participate in
   - To assure team members are placed on the correct team for competition, you must link team members together. The process is detailed below:
     1) Register the first competitor for the team event
     2) Register the second competitor, in the box beside the event that says “Select Team Members,” type the name of the first competitor registered
     3) The teammates name will populate in the box to link them together
     4) For events with more that 2 competitors continue the process for each additional team member as detailed above.
10. If you have individuals to register that are not affiliated HOSA members, use the Register Family/Guest/Other button in the bottom right corner of the screen
11. Once you have completed the registration for your chapter, you will click Logout in the top right corner of the web page.

REGISTER CAREFULLY: State Advisors will verify registration periodically. Once delegates are verified, chapters will be charged for all registered delegates. Chapters will be billed for all registered delegates in the system at midnight on May 15, 2020.

Important Reminders:
- Payment deadline: Once a chapter advisor registers online and the State Advisor verifies the information on OR after midnight on May 15, a chapter will be charged for each delegate registered. **Cancellations after May 15 will not be refunded.**
- Any changes to names, spelling, competitive events, leadership workshops, etc. after May 15 MUST go through the State Advisor. Chapters should NOT email HOSA directly. Only the State Advisor can make any corrections, additions or substitutions to registrations after the deadline.
- Membership Types – Middle School, Secondary, Postsecondary/Collegiate, Professional, Alumni, or Guest/Family.