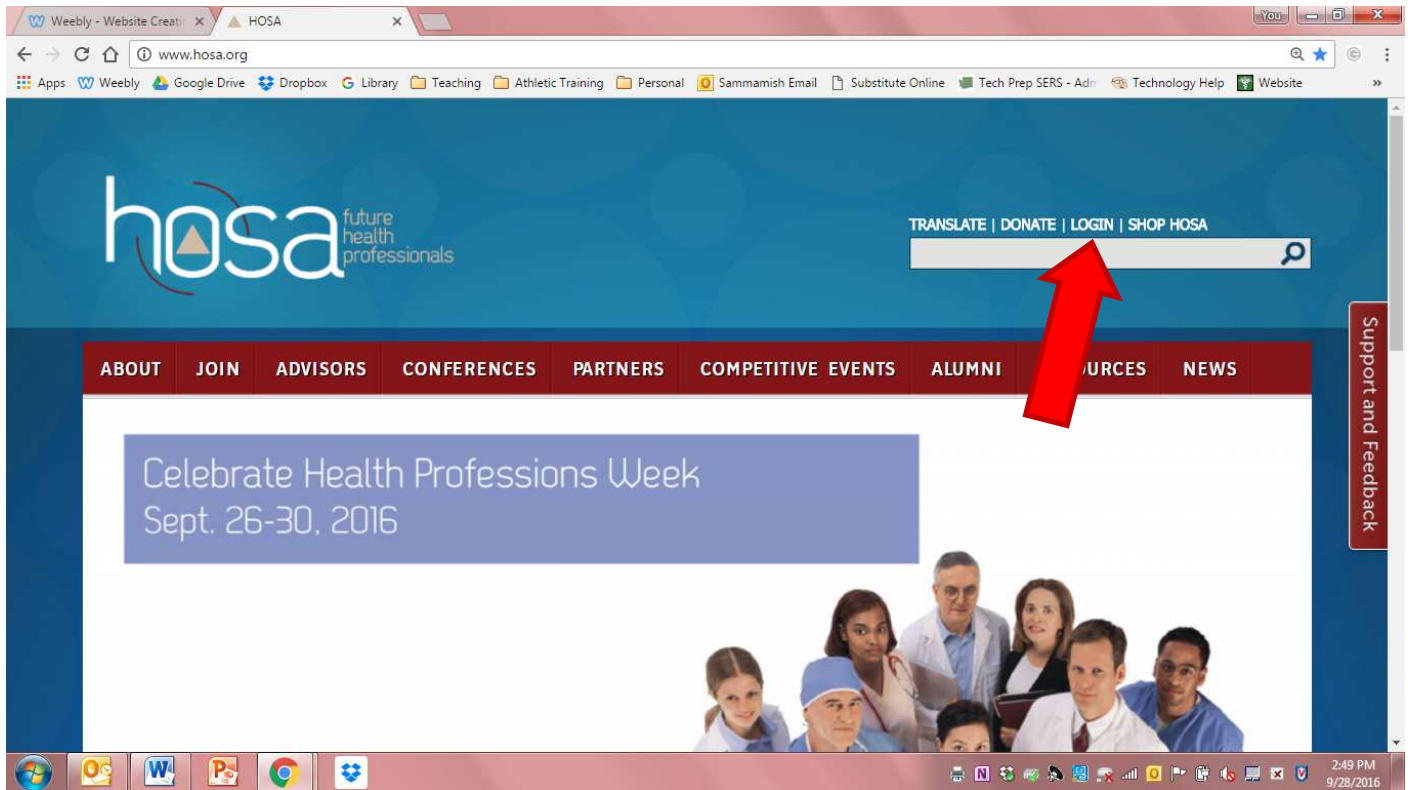


Accessing Local Chapter Advisor Services for Member Affiliation & Conference Registration

Go to hosa.org and click on the “LOGIN” link in the upper right hand corner of the screen.



Scroll down to the “*Local Chapter Advisors*” section of the screen and click on the link, “*Access Chapter Advisor Services*” to the right

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 conference registration, and administer online testing.
[Access State Advisor Services](#)

In the “*Local Chapter Advisors*” section, enter your charter number and password to login.

NOTE: Charter numbers and passwords are administered by national HOSA once a new chapter has completed the affiliation process.

Home  Login

Local Chapter Advisors

Charter: Password:
[Login](#) [Forgot Password?](#)

Take a Test


The test proctor will either enter your access ID and password for you or will provide both to you for you to enter. The ID and password are case sensitive and consist of the letters A-F and digits 0-9. If you have any trouble logging in, ask the proctor for assistance.

ID: Password:
[Login](#)

Online Testing Proctors

You should have received an e-mail including both a direct link to the proctor page and security credentials in case you do not have e-mail access on the computer available while you are proctoring the test. Enter those credentials below to access the system. Usernames and passwords are both case sensitive. The password consists of the letters A-F and the digits 0-9.

Once logged in, advisors have access to their chapter affiliation information and conference registration. To register for regional/state/international conferences, click on the “*Conference Registration*” link.

Main Menu  Logoff
Activity Review

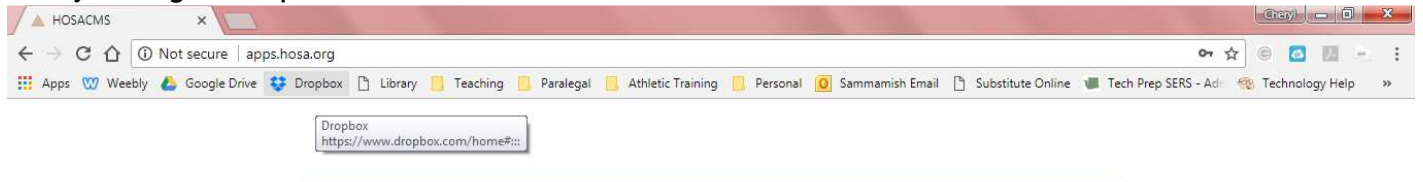
Chapter Affiliation

- [Read the Chapter Affiliation Instructions](#)
- [Complete the Affiliation Application](#)
- [View and Print an Affiliation Account Statement \(PDF\)](#)
- [View and Print a Membership Directory \(PDF\)](#)
- [Export Chapter Data](#)

Conference Registration

- [Conference Registration](#)
- [Identify Proctors for Online Testing](#)

Enter your login and password.

HOSACMS x 

Not secure | apps.hosa.org

Apps Weebly Google Drive Dropbox Library Teaching Paralegal Athletic Training Personal Sammamish Email Substitute Online Tech Prep SERS - Ad Technology Help

Dropbox
https://www.dropbox.com/home#:::

Login

[Affiliation](#) [Judges](#) [Forgot Password?](#) [Login](#)

Select the desired conference.

The screenshot shows the HOSACMS website interface. At the top, there is a navigation bar with 'Affiliation' and 'Help' links. Below this, there are tabs for 'Cards' and 'Calendar', and a 'Pending' dropdown menu. The main content area is titled 'Chapter' and contains a card for the 'Fall Leadership Conference'. A red arrow points to this card. The card displays the following information:

Fall Leadership Conference		
Registration Dates 09/15/2019 - 10/03/2019		
Conference Dates 10/12/2019 - 10/12/2019		
0 Events	7 Activities	11 Attendees

To register participants/members for a conference, click the appropriate buttons to the bottom right.

- Student delegates and advisors should be registered using the “Register Members” button.
- Chaperones and other guests should be registered using the “Register Family/Guest/Other” button.

You DO NOT need to fully complete the “Contact Information” for each registrant.

Note: Members must be affiliated with a chapter each year. Therefore, if no “HOSA Members” appear in the registration window, they must be affiliated with your chapter prior to being registered for a conference. To affiliate members, click the “Affiliation” link in the upper left hand corner. This will return you to the screen with affiliation and conference registration links. Click on the “Complete the Affiliation Application” link and follow the instructions provided. When finished affiliating members, you can then return to the conference registration portion and your members’ names should now appear.

The screenshot shows the HOSACMS website interface for the 'Fall Leadership Conference'. At the top, there is a navigation bar with 'Affiliation' and 'Help' links. Below this, there are tabs for 'Cards' and 'Calendar', and a 'Pending' dropdown menu. The main content area is titled 'Chapter' and contains a card for the 'Fall Leadership Conference'. A red arrow points to this card. The card displays the following information:

Fall Leadership Conference		
Registration Dates 09/15/2019 - 10/03/2019		
Conference Dates 10/12/2019 - 10/12/2019		
0 Events	7 Activities	11 Attendees

Below the card, there is a section titled 'Fall Leadership Conference Registrations for High School'. This section contains a 'Registration Summary' table and a 'Registrations' table. The 'Registration Summary' table has the following data:

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
11	14	0	\$440.00	\$0.00	(\$440.00)

The 'Registrations' table has the following data:

ID	Name	Type	Registration Details and Fees	Total Fee
1067046		SS	Secondary Registration T-Shirt Large	\$40.00 \$0.00 \$40.00
1067047		SS	Secondary Registration T-Shirt Medium	\$40.00 \$0.00 \$40.00
1067048		SS	Secondary Registration T-Shirt Medium	\$40.00 \$0.00 \$40.00
1067049		SS	Secondary Registration T-Shirt Small	\$40.00 \$0.00 \$40.00
1067050		SS	Secondary Registration T-Shirt Small	\$40.00 \$0.00 \$40.00

At the bottom of the page, there are two buttons: 'Register Members' and 'Register Family/Guest/Other'. A red arrow points to the 'Register Members' button.

Remember to select a t-shirt size and meal preference using the “Add Options/Activities” drop down menu to complete registration for each attendee.

Affiliation Help Fall Leadership Conference Logout

City State Zip

Gender Home Phone Mobile Phone

Options/Activities Add Options/Activities ▾

Option/Activity	Schedule	Cost
Not registered for any Options/Activities		

Competitive Events Register for Competitive Events ▾

Competitive Event	Schedule
Not registered for any Events	

For State Leadership and International Leadership Conferences, the competitive event(s) in which student delegates will be participating must be selected using the “Register for Competitive Events.”

- For events in which multiple student delegates will be competing (i.e. team events), double check that all members of a team/group have the same team/group number.

Affiliation Help Fall Leadership Conference Logout

City State Zip

Gender Home Phone Mobile Phone

Options/Activities Add Options/Activities ▾

Option/Activity	Schedule	Cost
Not registered for any Options/Activities		

Competitive Events Register for Competitive Events ▾

Competitive Event	Schedule
Not registered for any Events	

Once you have all attendees registered for a conference, print off an invoice to include with payment. Invoices can be found clicking the “Reports” menu in the lower left hand corner of the screen. Select the appropriate invoice and print as prompted.

Affiliation Help Fall Leadership Conference Logout

▼ Fall Leadership Conference Registrations for High School

Registration Summary

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
11	14	0	\$440.00	\$0.00	(\$440.00)

Registrations +

ID	Name	Type	Registration Details and Fees	Total Fee
1067046		SS	Secondary Registration T-Shirt Large	\$40.00 \$0.00 \$40.00
1067047		SS	Secondary Registration T-Shirt Medium	\$40.00 \$0.00 \$40.00
1067048		SS	Secondary Registration T-Shirt Medium	\$40.00 \$0.00 \$40.00
	Affiliation Application by Charter Current Invoice	SS	Secondary Registration T-Shirt Small	\$40.00 \$0.00 \$40.00
	Invoice #99431602 Registration Summary	SS	Secondary Registration T-Shirt Small	\$40.00 \$0.00 \$40.00

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

