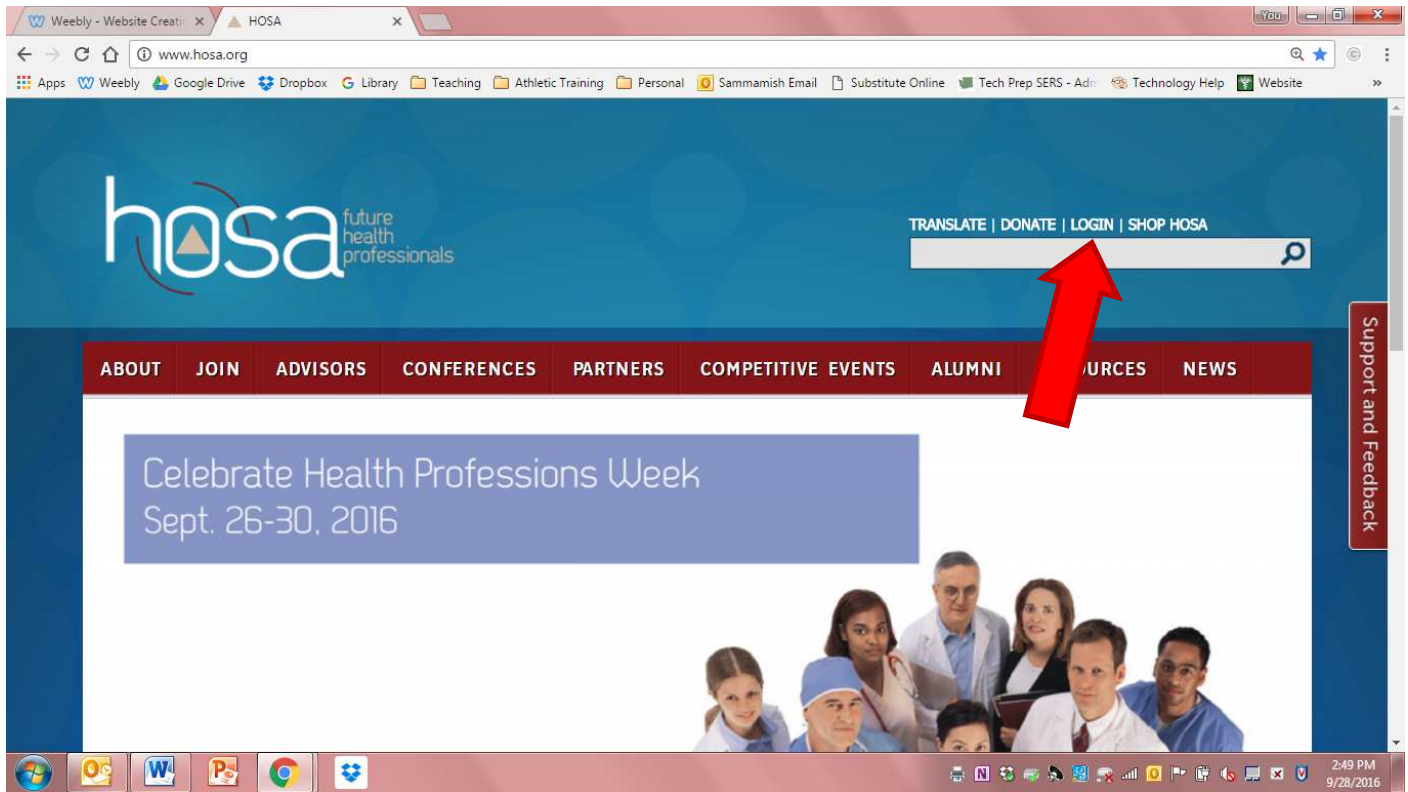
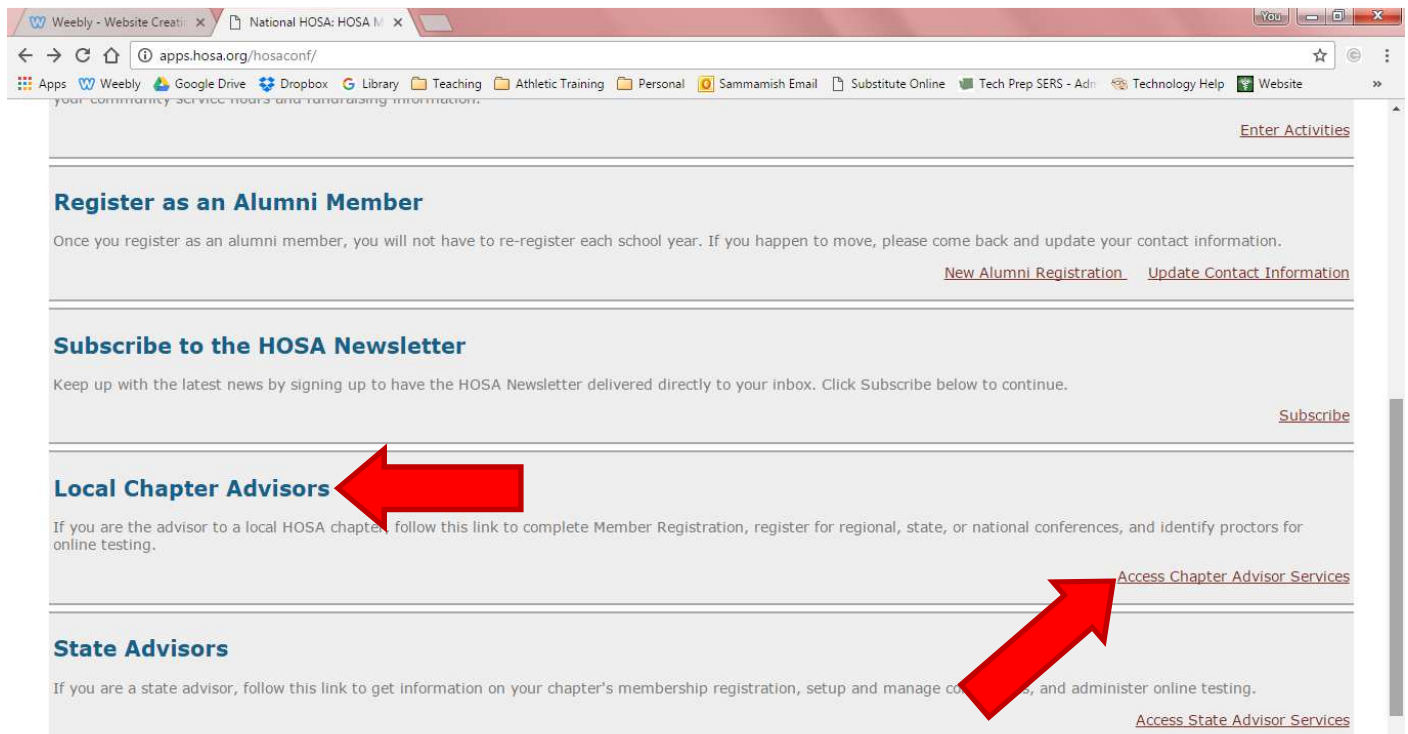


Accessing Local Chapter Advisor Services for Member Affiliation & Conference Registration

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



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

NOTE: Charter numbers and passwords are administered by state advisors and/or national HOSA.

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](#)

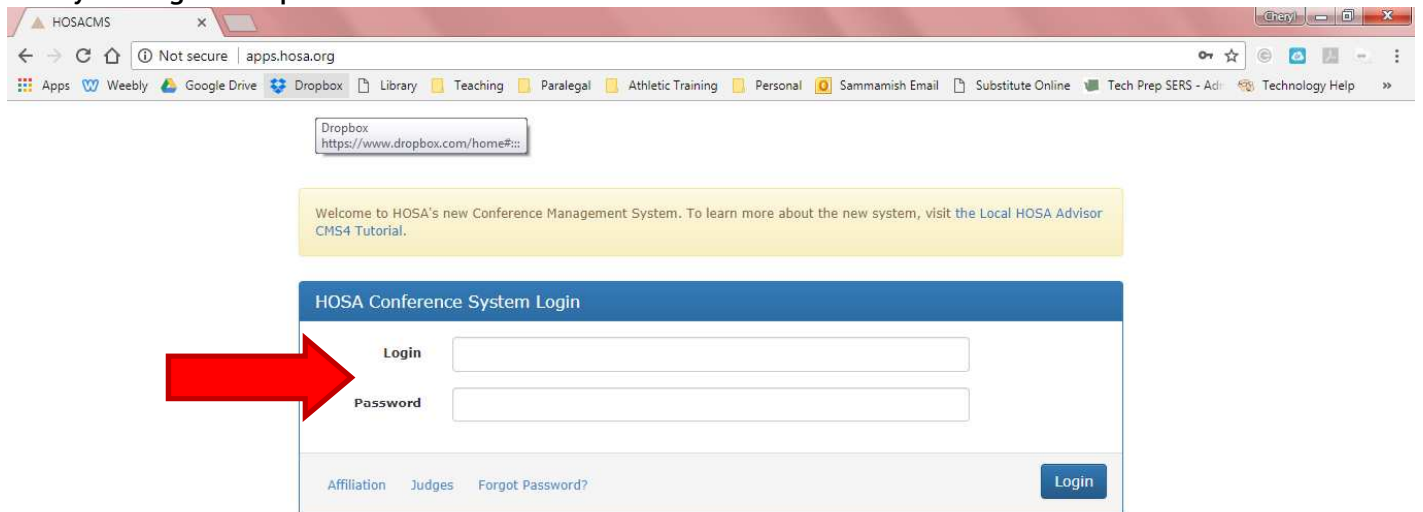
Chapter Affiliation

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

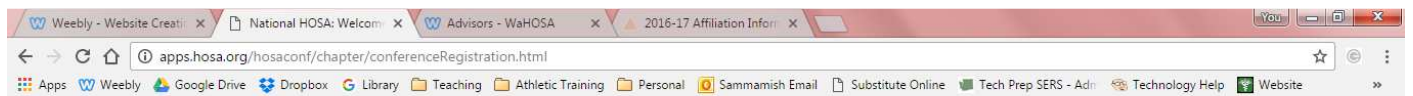
Conference Registration

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

Enter your login and password.



To register participants/members for a conference, click the appropriate link(s) to the right.
Note: Members must be affiliated with a chapter each year. Therefore, if no "HOSA Members" appear in the registration window (as the arrow points out), they must be affiliated with your chapter prior to being registered. To affiliate members, click the "Main Menu" 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.



Washington HOSA Fall Leadership Conference on 11/05/2016

Conference Registration -- Members [Invoice](#) [Registration Report](#)

Participant ID	Member ID	Name	Delegate Type	Events	Activities	Fee	Actions
Conference Registration -- Family/Guest/Other Register Family/Guest/Other							
Participant ID	Name	Delegate Type	Activities	Fee	Actions		
HOSA Members							
* Register HOSA members for the conference by clicking the "Register" link in the appropriate row.							
Member ID	Name	Action					

