

We hope that you are looking forward to the 2023 Washington HOSA Fall Leadership Conference! In order to best assist you register students, please refer to these instructions to allow you to get set up.

1. Log in at [apps.hosa.org](https://apps.hosa.org) with your username (chapter number) and password.
2. Scroll to the bottom of the page to the "Conferences" section and click on the 2023 Fall Leadership Conference card
  - a. Please make sure to click the correct conference as we are hosting an Eastern and Western Fall Conference this year.

**Eastern Washington Fall Leadership Conference**

Registration Dates  
Open 08/15/2023 05:00 AM  
Close 10/13/2023 11:59 PM

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Conference Dates  
2023-10-28 - 2023-10-28

0	1	0
Events	Activities	Attendees
\$0.00	\$0.00	\$0.00
Fees Charged	Fees Paid	Balance

**Western Washington HOSA Fall Leadership Conference**

Registration Dates  
Open 08/15/2023 05:00 AM  
Close 10/13/2023 11:59 PM

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Conference Dates  
2023-11-18 - 2023-11-18

0	1	0
Events	Activities	Attendees
\$0.00	\$0.00	\$0.00
Fees Charged	Fees Paid	Balance

3. To register members that are already affiliated members, click on either the red "+" or on "Register Members" at the bottom right of the screen.

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				

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

- Once you click either of those options, you should see a list of all registered members for your chapter. Click the blue "Register" button next to the name of the member you wish to register.

Member ID	Name	Type
2496585	Carnesi, Elizabeth	

**Register**

- After clicking the blue "Register" button, please choose the correct registration type. If you have questions regarding these options, please contact the Executive Director at [executivedirector@wahosa.org](mailto:executivedirector@wahosa.org)

**Registration Type**

- Advisor \$40.00**
- Middle School \$40.00**
- Postsecondary/Collegiate \$40.00**
- Secondary \$40.00**

- Once you have the correct registration type, please confirm that all contact information for the student is correct, specifically their email address.

- If your student has dietary restrictions, you will also need to indicate that under the "Options/Activities" drop down menu and on the "Dietary" drop down menu.

- If you have a student whose dietary restriction is not listed, please remove the dietary restriction option using the red "Delete" button and contact the Executive Director at [executivedirector@wahosa.org](mailto:executivedirector@wahosa.org)
- Once you have completed these sections, scroll to the bottom and hit the blue "Save" button.
  - Repeat steps 3-8 for each registered member.
  - If you are wanting to bring a student who is not an affiliated member to Fall Conference to show them more about HOSA or if you are registering a chaperone, you can do so by clicking the "Register Family/Guest/Other" option on the Registration Summary page.

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

ID	Name	Type	Registration Details and Fees	Total Fee
Empty				

12. Choose the Registration Type for the non-member or chaperone that you are wanting to register for Fall Leadership Conference.

## Registration Type

- Chaperone \$40.00**
- HOSA Advisor (non member) \$40.00**
- Middle School (Non-Member) \$40.00**
- Secondary (Non-member) \$40.00**

13. When you register a non-member or a chaperone, you will need to enter their Contact Information, specifically, their name, email address, and gender.

The screenshot shows a web form titled "Contact Information" with a blue header. The form includes the following fields:

- Membership ▾ Invoices ▾ Help
- 2022 Fall Leadership Conference Logout (WA001)
- First Name [text input] Last Name [text input]
- Email [text input]
- Organization [text input]
- Title [text input]
- Address [text input]
- City [text input] State [dropdown] Zip [text input]
- Gender [dropdown] Home Phone [text input] Mobile Phone [text input]

14. Enter Dietary Restrictions if necessary (see step 7)

15. Once they have been entered, hit the blue "Save" button at the bottom right of the screen.



## 2023 WA HOSA Fall Leadership Conference Registration Instructions

16. Members that you have registered will show up on the Registration Summary for you to keep track of. Please make sure to double check that all members and individuals that you plan to bring to FLC are registered.
  
17. Washington HOSA will issue you an invoice from QuickBooks after the registration deadline.