HATS (HOSA Activity Tracking System)

Barbara James Service Award and HOSA Service Project

http://www.hosa.org/CEUsefulTools

Advisors
All members must be affiliated with a valid current email address. HATS is the approved documentation for the Barbara James Service recognition and the HOSA Service Project recognition on a state and international level.

Members
www.hosa.org
Click “Login” in upper right corner
Click on “Member Activity Tracking System”
If not already registered, click on “Registration”
   Enter Chapter Number (get this from your advisor) and email address linked to your HOSA affiliation
   Click “Register”
If already registered, enter Email and password
Login
Enter Date of Activity, Activity description, Activity Code, Hours and/or Dollars
Click on Save
You will then see everything that you have enter and its status (approved, pending, or declined).
Logout
Advisor
www.hosa.org
Click on “Login” in upper right corner
Login to your Local Advisor account
Click on “Activity Review” in upper right corner
Choose Activity Code, Status, and Student, you are wanting to review
If you want to review all entries of a particular member, enter their name in “Name” box and then “Search”
If you want to review all entries for a particular activity (BJ or NS), click on “Activity Code” and choose either BJ or NS and then “Search”
If you want to review all entries in a particular status (Pending, Approved, or Declined), click on “Status” and choose either Pending, Approved, or Declined and then “Search”
If you want to review all entries of a particular member, click on Student for a drop down box and click on their name and then “Search”
Whichever way you search, you will then get a list according to your search criteria.
If activities are in “Pending” status, you will need to click on check mark to “approve” entry or “X” to “decline” entry.
Barbara James Service Award is an individual recognition so each student must enter their own hours BUT HOSA Service Project is a CHAPTER recognition so only ONE student should enter the chapter donation.