

Online Conference Registration Instructions
2021 Oklahoma State Leadership Conference
Registration Open---February 15-19, 2021

1. Go to the HOSA web site at: www.hosa.org
2. In upper right corner, click on "Login"
3. Enter your Charter Number (Login) and Password and click "Login". If you are unsure of your Charter Number and Password, please call Debbie Bennett at 405-743-6843 for assistance
4. Under Conferences, Click on "#2021 OK HOSA State Leadership Conference" Box.
5. If no conference boxes show up, click on drop down box to left and click on "Future". Then click on "2021 OK HOSA State Leadership Conference" box
6. You will see a screen that has:
 - a. Registration Summary
 - b. Registrations
 - c. Payments
7. Under Registration, click the red "plus sign" to view your membership list
8. Click "Register" next to the member you want to register for conference
9. Choose appropriate "Registration Type"
10. Confirm information in "Contact Information" section
11. Under Options/Activities, select "Add Options/Activities"
12. Select appropriate polo type (Advisor VS Student) and size
13. Under Competitive Events, click on "Register for Competitive Events"
14. Choose event
15. Press "Save" and you will be brought back to your membership list.

If the "save" button does not take you back to your membership list, click on "2021 OK HOSA State Leadership Conference" in upper right corner and then click on "Register Member" in bottom right corner
16. Repeat steps #8-15 for each conference registration
17. If you are registering a non-member for conference, click on "Register Fmaily/Guest/Other" in bottom right corner and choose the Advisor polo.
18. If you need to edit a competitor's registration prior to registration deadline (Feb 19) – click on the button on the left of the competitors name that looks like an eye.
19. When you complete your registration, at bottom left corner-
 - a. Click on "Report" to get
 - i. Registration Summary
 - ii. Generate Invoice---THIS IS THE INVOICETHAT YOU NEED TO PAY
 - b. Click on "View" to get
 - i. Registrations
 - ii. Competitive Events
 - iii. Options/Activities
 - iv. Unregistered Member
20. To register teams—
 - a. Register team member #1 in event and then click "save"
 - b. Register team member #2 in event and then click "Select Team Members" box and start typing in team member #1's name.
 - c. Click on team member #1's name
 - d. This should join team member #2 with team member #1

- e. Click “save” again and the team members should be joined in the box
 - f. To add more team members, repeat steps b-e.
21. **CONFERENCE REGISTRATION INVOICE** Once you have completed your registration, click on “Reports” in bottom left corner for your chapter conference registration invoice. Print three copies. Verify the information on the report and then take two copies to your school accounts payable clerk for payment. **This report is considered your invoice. Payment should be made out to “OK HOSA” and mailed to the Oklahoma CareerTech, 1500 W. 7th Ave. , Stillwater, OK 74074 “Attention: Valerie McBane”.** Bring the third copy with you to on-site registration. To exit the program, click on “Logout” in the upper right corner.

If you have any questions concerning the registration process, please call Debbie Bennett at 405-743-6843 or email at debbie.bennett@careertech.ok.gov