

HATS (HOSA Activity Tracking System)

Barbara James Service Award and HOSA Service Project

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 Instructions

www.hosa.org

Click "Login" in upper right corner

Click on "Member Activity Tracking"

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 Name, Chapter # (get this from your advisor), Date of Activity, Activity description, Activity Code (use drop down box at far right), Hours and/or Dollars

Click on Save

You will then see everything that you have enter and its status (approved, pending, or declined).

Click on Home in Upper Left to Logout

Advisor Instructions

www.hosa.org

Click on "Login" in upper right corner

Login to your Chapter account

In order to Approve/Deny a Member's Activity,

Click on Membership in Upper Left Corner

Click on Activity Review from Drop Down List

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.**

Click on the Tan Triangle in Upper Left to return to Chapter Page