

Online Conference Registration Instructions
2020 Oklahoma State Leadership Conference
Registration Open---February 3-14, 2020

1. Go to the HOSA web site at: www.hosa.org
2. In upper right corner, click on "Login"
3. Click on and watch "The Local HOSA Advisor CMS4 Tutorial"
<https://www.youtube.com/watch?v=jGkxjizqRiY>
4. Under Local Chapter Advisors, click on "Access Chapter Advisor Services"
5. In the Local Chapter Advisor section, enter your Charter Number 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
6. Log in with your charter/password
7. Click "Conference Registration"
8. Log in to Conference Registration System with your chapter number and password
9. You will boxes, select "2020 OK HOSA State Leadership Conference"
10. You will see a screen that has:
 - a. Registration Summary
 - b. Registrations
 - c. Payments
11. Click the red "plus sign" to view your membership list
12. Click "Register" next to the member you want to register for conference
13. Choose appropriate "Registration Type"
14. Confirm information in "Contact Information" section
15. Under Options/Activities, select "Add Options/Activities"
16. Select appropriate polo type and size
17. Under Competitive Events, click on "Register for Competitive Events"
18. Choose event
19. 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 "2020 OK HOSA State Leadership Conference" in upper right corner and then click on "Register Member" in bottom right corner
20. If you need to edit a competitor's registration prior to registration deadline (Feb 14) – press the button on the left of the competitors name that looks like an eye.
21. When you complete your registration, at bottom left corner-
 - a. Click on "Report" to get
 - i. Registration Summary
 - ii. Current Invoice
 - b. Click on "View" to get
 - i. Registration summary
 - ii. Competitive Events summary
 - iii. Options/Activities summary
 - iv. Unregistered Member list
22. 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.
23. If you need to register a family member/guest that is not a HOSA member, click on "Register Family, ..." Chaperones/guests must choose the Advisor polo.
24. **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 "Logoff" 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