

How to register members for a conference

1. Log-In on www.hosa.org
2. Find the appropriate conference & click the blue title
 - a. Click the drop down to find “past”, “present” or “future” conferences

The screenshot shows the HOSA website's 'Conferences' page. At the top, there's a navigation bar with 'Membership', 'Invoices', and 'Help'. The main header is 'Conferences' with a 'Future' dropdown menu. Below this, there are two conference cards. The first card is for the '2023 Washington Leadership Academy' with registration dates from 08/02/2023 to 08/31/2023 and conference dates from 09-23 to 09-26. The second card is for the 'Fall Leadership Conference - November 3, 2023' with registration dates from 09/18/2023 to 10/11/2023 and conference dates from 11-03 to 11-03. Both cards show a table with columns for Events, Activities, and Attendees, and a table with columns for Fees Charged, Fees Paid, and Balance. A yellow arrow points to the 'Future' dropdown menu.

3. Click “Register Member”

The screenshot shows the HOSA website's '2023 Washington Leadership Academy Registrations for Minnesota HOSA (MN001), Minnesota' page. The page has a navigation bar with 'Membership', 'Invoices', and 'Help'. The main header is '2023 Washington Leadership Academy Registrations for Minnesota HOSA (MN001), Minnesota'. Below this, there's a 'Registration Summary' section with a table showing the number of Attendees (10), Options/Activities (10), Events (0), Amount Due (\$5,000.00), Amount Paid (\$0.00), and Balance (\$5,000.00). Below the summary, there's a 'Registrations' section with a table showing columns for ID, Name, Type, Registration Details and Fees, and Total Fee. At the bottom, there's a navigation bar with 'View', 'Reports', and two buttons: 'Register Members' and 'Register Family/Guest/Other'. A yellow arrow points to the 'Register Members' button.

4. Select the student you wish to register
5. For **Fall Leadership** Conference – use the “Options/Activities” button to indicate if the student you are registering is a LOCAL OFFICER.

6. For **Mid-Winter & State Leadership** – click “*Register for Competitive Events*” to find the list of offerings and to register students for their events
 - a. **If the student is in a partner or team event** – utilize the “How to register members for a team event” document.

Membership ▾ Invoices ▾ Help 2023 Mid-Winter - St. Paul (January 4, 2023) 

Options/Activities Add Options/Activities ▾

Option/Activity	Schedule	Cost
Not registered for any Options/Activities		

Competitive Events  Register for Competitive Events ▾

Competitive Event	Schedule
Not registered for any Events	

Save Cancel

7. Click SAVE and you are ready to register your next student!

BEST PRACTICE: Use the “[Conference Reg and Roster Form](#)” or create your own form, to obtain the information you need to register your students. Your chapter student leaders can, and should, assist with this process.