

Florida HOSA
STATE LEADERSHIP CONFERENCE (SLC 2010)
ON-LINE REGISTRATION INSTRUCTIONS
DoubleTree Hotel, Orlando, FL
April 8 - 11, 2010

- o **DEADLINE** to register on-line and to send Registration Report, forms, and check/money order is **March 8, 2010**.
- o **If payment, Registration Report, and all forms are not received by March 15, the school's registration will be cancelled.**
- o **NO Registration Fees will be refunded after March 22.** Requests for refunds must be made in writing by this date. There will be a \$25.00 processing fee for all refunds accepted.
- o ALL schools **MUST** be accompanied by a registered advisor/chaperone.

Conference Registration Fee: \$77.00 per person attending

Send Registration Report, forms and payment to: **Florida HOSA**
14646 NW 151st Blvd.
Please make checks payable to Florida HOSA **Alachua, FL 32615**

On-line Registration Instructions

To register on-line, you will need your chapter's Charter Number and password. Through the National HOSA website, www.HOSA.org, under "Advisor Services," proceed to log-in to the system as if you were affiliating your members. The direct link to that log-in page is:

<http://www.hosa.org/hosa/advisor/chapter/login/login.jsp>.

Once you are logged-in, select "Conference Registration" in the menu. On the next page, pull down the menu in the upper right corner of the screen where it says "Select a Conference." Next, click on "FL HOSA SLC 2010" and then click on "Begin Registration."

On the next page, you will see a list of the members in that chapter. If not, the students' names may have been typed into the system for affiliation, but the final "Done" button may not have been selected to send the names to National HOSA. Just go back to the Main Menu and select "Affiliation Application;" advance all the way to the last page, and hit "Done" to submit the names.

If your chapter members' names appear, all you need to do is click on each name and complete the rest of the information **making sure to enter his/her correct team number if participating in a team event.** If a parent, or someone else who is not affiliated, will be attending and acting as a chaperone, simply click on "Register Family/Guest/Other" on the right side of the screen and complete the information. **You will need to generate two Invoice/Registration Reports**, one for your bookkeeper and the other to send to the State Office with the rest of your forms. Just click on "Invoice/Registration Report" in the upper right corner of the screen.

Please remit to the address above, a copy of the Registration Report, the SLC Checklist (enclosed), your school's payment, and a Code of Conduct and Medical Liability Form for each person attending, including advisors and chaperones.

Thanks; we hope to see you at SLC 2010!