

FLORIDA HOSA STATE LEADERSHIP CONFERENCE (SLC 2019)

March 28 - 31, 2019 at the Marriott Orlando World Center

REGISTRATION INFORMATION

- o **DEADLINE** to register on-line and remit to the State Office your Registration Summary (*not Current Invoice - that is for the school bookkeeper's use*), SLC Checklist, forms, and check/money order (no cash or personal checks, please) is **February 22, 2019**. **All Registration Fees should be included in one payment. All names in the Registration System after it automatically closes on February 22nd must be paid for - no exceptions.** **When a name is entered into the system, a commitment is being made for that person to attend the conference and final decisions regarding supplies, materials, breakout rooms, contractual agreements, etc. are made based on the conference registration as of the deadline.** Please see Cancellation Policy below.

IF ANY CHANGES ARE MADE TO YOUR ON-LINE REGISTRATION AFTER SENDING YOUR FORMS AND PAYMENT TO THE STATE OFFICE, PLEASE NOTIFY MANDY MEMOLO (MMemolo@flhosa.org)!!!!

- o If payment, Registration Summary, and all forms are not received by **March 1st**, the school's registration will be cancelled and a **Past Due Invoice for the school's Registration Fees will be sent.**
- o **NO Registration Fee Refund Requests will be accepted after March 1st.** Requests for refunds because of cancellations must be made in writing on or before this date. A \$25.00 processing fee per e-mail request will be assessed whether or not your initial payment has been received by the State Office for all names registered in the system on the deadline date. **In short, schools are responsible for payment of all Registration Fees even if they cancel after the deadline date of March 1st.**
- o ALL schools, **including postsecondary**, MUST be accompanied by a registered advisor/chaperone. If the advisor is unable to attend, ONE chaperone/parent/alternate advisor should be designated by the Chapter Advisor as lead contact during the conference. This designation should be noted on the registration documents and should include a cell phone number. The designee will sign in at registration and be given conference materials/information to disperse to the chapter registrants, and must stay on-site for conference related issues concerning the chapter for the duration of the event.

Conference Registration Fee: \$85.00 for each affiliated student member, advisor, and chaperone
\$15.00 Non-Attending Barbara James and MRC Volunteer ONLY (see Memo Letter)
\$50.00 for each family member/guest
(For a delegation of families with 5 or more and no Chapter Advisor attending, one parent must be designated as a registered chaperone [\$85].)

Options/Activities: **Advisor Breakfast (March 29th)** (Advisors and Chaperones only) - \$25.00 per person
Leadership Academy (March 30th) - \$5.00 per student
SLC T-shirt - \$10.00 (**Preorder policy - Once a t-shirt has been ordered it must be paid for, even if that person cancels his/her registration. If possible, we will try to accommodate a change in t-shirt size for a substitute. Unclaimed t-shirts may be resold.**)

Send SLC Checklist, Registration Summary, forms, and payment to:

Florida HOSA
13570 NW 101st Drive
Suite 200
Alachua, FL 32615

Fax: (386) 518-6875

E-mail: MMemolo@flhosa.org

Please make checks payable to Florida HOSA and verify that your school's bookkeeper enters the correct address if utilizing previously saved records or when generating a purchase order.

The Florida HOSA State Association is a resource and support organization that does not select, control, or supervise local chapter or individual member activities except as expressly provided in the Florida HOSA Bylaws.

On-line Registration Instructions

To register on-line, you will need your chapter's Charter Number and password. Through the Global/National HOSA website, www.hosa.org, in the upper right corner above the search bar, click on "LOGIN." On the next page, scroll down and select "Access Chapter Advisor Services" on the right side of the screen under "Local Chapter Advisors." Then on the next page, enter your Charter Number and password in the appropriate fields under "Local Chapter Advisors." The direct link to that log-in page is: <http://www.hosa.org/hosaconf/login.jsp>.

Once you are logged-in, from the bottom of the Main Menu, select "Conference Registration." On the next page, you will need to again enter your Charter Number in the "Login" field and your password. On the following page, you will see "cards" with names of specific conferences/ HOSA events; you are looking to click on the card titled "FL HOSA SLC 2019." Once you have selected the card, the next screen will show a "Registration Summary" field and a "Registrations" field (please disregard the "Payments" field). In the "Registrations" field, on the right side of the screen, there is a red "+" sign (or you can select the "Register Members" button in the bottom right of the screen); when selected, a list of your affiliated members will be displayed. If not, the students' names may have been typed into the Affiliation side of the system (the top half of the Main Menu after logging into the system), but the final "Done" button may not have been selected to send the names to National HOSA. Just go back to the Main Menu by clicking on "Affiliation" in the upper left corner of the screen and select "Complete the Affiliation Application", advance all the way to the last page, and hit "Done" (after reading the agreement) to submit the names.

If your chapter members' names appear, click on the word "Register" next to the name of the person you would like to register. On the next page, verify the "Registration Type" in the upper left for the conference, the correct spelling of the name under "Contact Information", select any additional opportunities by clicking the "Add Options/Activities" button on the right side of the screen, and finally, registering the member for the specific competitive event he/she will be participating in by selecting the "Register for Competitive Events" button on the right side of the screen. When entering members in team events, the event should be selected in the pull-down menu, and once selected, a "Select Team Members" box appears. For the first member of any team that is being registered, you should not enter anything in the box because no other teammate name will be in the system yet to be recognized. Starting with the second teammate registered, you would begin to type his/her teammate's name in the box (not their own name) and the system should recognize it for you to select.

Once the information is entered and verified, hit the "Save" button in the bottom right corner of the screen to save. If a parent, or someone else who is not affiliated as a member, 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.

In the bottom left corner of the Conference Registration Page, click on the "Reports" tab and generate a Registration Summary and a Current Invoice for your school's bookkeeper. Please remit a copy of the Registration Summary (not invoice), your school's payment (check/money order - no cash or personal checks, please), the completed SLC Checklist, and a Code of Conduct and Medical Liability Form for each person attending (including advisors, chaperones, family and guests). Send payment and all paperwork before the deadline.

Thanks; we hope to see you at SLC 2019!