



Florida HOSA  
**VIRTUAL FALL LEADERSHIP  
DEVELOPMENT ACADEMY  
(VFLDA 2020)**  
November 14<sup>th</sup>, 15<sup>th</sup>, 21<sup>st</sup>, or 22<sup>nd</sup>  
on the Zoom Platform

**ON-LINE REGISTRATION INSTRUCTIONS**

- o The **ON-LINE REGISTRATION DEADLINE** is October 13<sup>th</sup> and the **POSTMARK DEADLINE** to remit to the State Office your Registration Summary (*not Current Invoice – that is for the school bookkeeper’s use*) and school check/money order (no cash or personal checks, please) is October 16<sup>th</sup>. All Registration Fees should be included in one payment. **All names in the Registration System after it automatically closes on October 13<sup>th</sup> must be paid for.** Please see the Cancellation Policy below.
- o **If the Registration Summary and payment do not have a postmark of October 16<sup>th</sup> or before, the school’s registration will be cancelled and a Past Due Invoice for the school’s Registration Fees will be sent.**
- o Each school (not chapter) may register current members based on the sliding scale listed in the Cover Letter which uses their 2019 - 2020 Chapter Membership total. For brand new schools joining HOSA this year, up to 3 members may be registered for the FLDA.
- o **NO Registration Fee Refund Requests will be accepted after October 30<sup>th</sup>.** Requests for refunds because of cancellations must be *made in writing* on or before this date. A \$5.00 processing fee 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 if they cancel after the deadline date of October 30<sup>th</sup>.**

Conference Registration Fee: \$20.00 per person

Options: FLDA Long Sleeve T-shirt - \$20.00 per t-shirt **(Pre-order policy - Once a t-shirt has been ordered it must be paid for, even if that person cancels his/her registration. The long-sleeve t-shirt can only be purchased through pre-ordering; no extra t-shirts will be available. Pre-ordered t-shirts will be mailed to the Chapter Advisor’s attention at the member’s school.)**

Send Registration Summary and payment to:

**Florida HOSA**  
13570 NW 101<sup>st</sup> 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 Office 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](http://www.hosa.org), in the upper right corner above the search field, click on "LOGIN." On the next page, enter your Charter Number in the "Login" field and your password in the next field. The direct link to that log-in page is: <https://apps.hosa.org/>.

Once you are logged-in, towards the bottom of the page, you will see "cards/tiles" with names of specific conferences/HOSA functions (you may need to use the pull-down menu on the right side of the blue "Conferences" bar and select "All"); you are looking to click on the card entitled "FL HOSA VFLDA 2020-[Specific Date] (Reg. closes 10/13)" – please be sure to select the correct date that your member(s) would like to participate on. Once you have selected the appropriate 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 you do not see your members' names, they may have been typed into the Affiliation side of the system (the top part of the Main Menu after logging into the system), but the final "Submit Application" button may not have been selected to send the names to Global/National HOSA. Just go back to the Main Menu by clicking on the red triangle in the upper left corner of the screen and select the red "Finish Application" button under the blue "Membership" bar, then advance to the last page and hit the "Submit Application" button in the bottom right corner (after reading the agreement) to submit the names and complete the Affiliation Process (not the Conference Registration process). Return to the conference card you were registering for.

When 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", THE MEMBER'S E-MAIL ADDRESS (Please double-check for accuracy), and select any additional opportunities by clicking the "Add Options/Activities" button on the right side of the screen (this is where t-shirt pre-ordering will occur). Once the information is entered and verified, hit the "Save" button in the bottom right corner of the screen to save.

**Options:** - Long Sleeved T-Shirt (Small - 3XL) - \$20 If ordering, please select size while registering each member.

**Pre-order policy - Once a t-shirt has been ordered it must be paid for, even if that person cancels his/her registration. The long-sleeve t-shirt can only be purchased through pre-ordering; no extra t-shirts will be available. Pre-ordered t-shirts will be mailed to the Chapter Advisor's attention at the member's school.**

Once all names have been entered into the system, in the bottom left corner of the Conference Registration Page on the black bar, click on the "Reports" tab and generate a "Registration Summary" for the Florida HOSA State Office and a "Current Invoice" for your school's bookkeeper (please do not send the Current Invoice to the State Office).

Please remit a copy of the Registration Summary and your school's payment (school check/money order - no cash or personal checks, please) with a postmark of October 16<sup>th</sup> or before to:

**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.

Florida HOSA  
13570 NW 101<sup>st</sup> Dr.  
Suite 200  
Alachua, FL 32615

Thanks; we hope to "see" our members!