

# FLORIDA HOSA STATE LEADERSHIP CONFERENCE (SLC 2023)

April 13 - 16, 2023 at the Marriott Orlando World Center

## REGISTRATION INFORMATION

- o **DEADLINE to register on-line is March 3, 2023.** The packet containing your school's 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) **must be postmarked on or before March 6, 2023.** All Registration Fees should be included in one payment. **All names in the Registration System after it automatically closes on March 3<sup>rd</sup> 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 the packet with your payment, Registration Summary, and all forms does not have a postmark of March 6<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 **NO Registration Fee Refund Requests will be accepted after March 10<sup>th</sup>.** 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 whether they cancel after the date of March 10<sup>th</sup> or not.**
- 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 (non-student 25 years of age or older) 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 the duration of the conference regarding any conference related issues concerning the chapter.

**Conference Registration Fee:** \$100.00 for each affiliated student member, advisor, and chaperone  
\$20.00 Non-Attending Barbara James Service Award ONLY (see Memo Letter)  
\$50.00 for each family member/guest  
(For a delegation comprised of family/guests and student members only with no Chapter Advisor attending, one parent must be designated as a registered chaperone [\$100].)

**Options/Activities:** Leadership Academy (April 15<sup>th</sup>) - \$5.00 per student  
SLC T-shirt - \$15.00 (Preorder policy - **Once a t-shirt has been ordered, it must be paid for, even if that person cancels his/her/their 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 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 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](http://www.hosa.org), on the blue bar 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 "Future"); you are looking to click on the card titled "FL HOSA SLC 2023 (Reg. closes 3/3)." After 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 tan 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 blue "Register" button to the left of the person's name 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" (nametags will be printed from the on-line registration system), **THE MEMBER'S E-MAIL ADDRESS (Please double-check for accuracy)**, 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/they 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 the already registered first teammate's name in the box (not the person's own name) and the system should recognize it for you to select.**

After the information has been 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.

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 (not invoice), your school's payment (check/money order - no cash or personal checks), the completed SLC Checklist, a Code of Conduct (Code of Ethics for Advisors/Chaperones/Parents/Guests), and Medical Liability Release for each person attending (including advisors, chaperones, family and guests), as well as the Abuse Prevention Handbook Statement of Acknowledgement and Agreement (last page only), and the Volunteer Screening and Training Certification Form for each advisor/chaperone attending. Send payment and all paperwork on or before the postmark deadline of March 6<sup>th</sup>.

Thanks; we hope to see you at SLC 2023!