Conference Registration Instructions

Process

- Using the <u>HOSA CMS</u>, on the Main Menu, under the blue "*Conferences*" bar, select the appropriate conference tile/card before the deadline.
- On the specific conference registration page, click the red "+" sign to see affiliated members.
- Select each member individually by clicking "*Register*" button to the left of their name.
- Enter applicable information (conference nametags are printed from the system).
- Select "*Add Options/Activities*" for any available conference options.
- Select the member's competitive event using the "*Register for Competitive Events*" button (*only one regular competitive event per competitor*).
- Team Events (detailed in Event Guideline):
  - For the first member of a team, do not enter anything in the "*Select Team Members*" box.
  - Starting with the second teammate, type the first teammate's name in the box to link them.
- Click "Save" at the bottom of the screen when a member's registration page is complete.
- Please view <u>this tutorial</u> on how to link teams together and properly check your conference registration for any errors.

Invoice for Conferences

- Once everyone is registered, click the "*Reports*" tab on the black bar in the bottom left corner of the Conference Registration Page.
- Generate a "*Registration Summary*" and a "*Current Invoice*" for your school's bookkeeper to cut a check.
- The Global/National HOSA's online system only accepts credit card payments for affiliation, <u>*not*</u> for conference registrations.