



WBR 2025 Online Registration Instructions

Registration should **ONLY** be completed by a chapter's affiliated advisor. To register for WBR on the HOSA CMS, you will need your chapter's charter number and password. Visit the Florida HOSA website (www.flhosa.org), and click "Login" on the red navigation bar. You will then be directed to the HOSA CMS login page where you will enter your charter number in the "Login" field and your password in the "Password" field. The direct link to the HOSA CMS is: <https://apps.hosa.org/>.

Once you are logged-in, towards the bottom of the page under the "Conferences" section, you will see cards/tiles with names of specific conferences/HOSA functions (you may need to use the pull-down menu under the blue "Conferences" bar and select "Pending"); you are looking to click on the card titled "Welcome Back Rally '25 – FL Panthers." After you have selected the WBR registration card, the next screen will show a "Registration Summary" field and a "Registrations" 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. 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). Then, 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 online 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 (this is where the vegetarian meal preference can be selected).

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 their registration.

If you have any questions regarding online registration, please refer to the "2025-2026 Welcome Back Advisor Webinar" under the Advisor Webinars section of the Advisor & Teacher Resources page on our Florida HOSA website (<https://www.flhosa.org/resourcespublications/advisor-resources/>).