



State Leadership Conference Online Registration Instructions

To register online, you will need your chapter's charter number and password. Through the Global/National HOSA website, 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 either on the card titled "FL HOSA **Middle School SLC 2026 (Reg. closes 3/6)**" or "FL HOSA **Sec/PSC SLC 2026 (Reg. closes 3/6)**." After you have selected the appropriate 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, 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 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). Then, follow the instructions for payment from the first page.