

How to Use the Conference Management System

- Go to hosa.org
- Click “Login” on the top right of the screen
- Log in with safely stored Login (Charter Number) and Password

Affiliating Members at the Start of the Year

- Only add people to the system for affiliation if you have already received their dues.
 - Prevents financial issues on your end - there is no ‘unaffiliate’ option.
- On the main screen click the “+” button under the blue membership tab.
 - This will bring you to a screen where there is 6 steps.
- The following is the information that will be asked:
- 1st Step: Instructions
- 2nd Step: Chapter Information
 - Charter #, Chapter Name (School name), Program Type (your membership division), and the CIP (if you do not have this it does not need to be filled out)
 - Faculty Information- Your advisor’s name (and second advisor if you have one) as well as the Principal’s Name and Email. For PS/C institutions, you may put the faculty advisor’s name for the Principal as well.
 - Recognition and Activities Section- read through these and see if your chapter qualifies.
 - Communications- you can put your Chapter advisor’s information as appropriate.
 - Address- put your school’s address and/or the address for your advisor’s office.
- 3rd Step: Member Information
 - This step is where you will input the information for each member you wish to affiliate with HOSA
 - If you have returning members, they will already show up and can be clicked on to add.
 - Information you can input per new member:
 - Member Type (membership division), Gender, Race, Class (Grade/Class Year), Name, Phone Number, Email
 - Member Type, Name, Gender, and Email are the only REQUIRED input fields
- **Common Question: Am I Postsecondary or Collegiate?** Postsecondary students are those enrolled in a postsecondary health science education program less than the baccalaureate level. Collegiate students are those enrolled in an institution pursuing a baccalaureate degree.
- 4th Step: Chapter Demographics Information
 - Total # of members who are: Health Science Education Participants, Economically Disadvantaged, Disabled, Out-of-Workforce, Non-traditional
 - This information is *not* required but is helpful for International HOSA to get a better understanding on the demographics of the membership
- 5th and 6th Step: Review and submit fees

- You can mail a check to HOSA Headquarters or electronically pay (through the HOSA CMS 6th step or over the phone with Headquarters) membership dues with a credit card.*
- *There is an additional fee of \$2.76 for using a credit card.

Registering Members for Conferences

- This can be done once you have affiliated your members for the year.
- Two blue tabs below the “Membership” Tab previously discussed are the “Conferences” tab.
 - Here you will find the conferences you can register for in your state.
 - Registration for certain conferences like the State Leadership Conference or the International Leadership Conference may not be available on this screen until a certain date. Be sure to check state websites for a calendar of registration windows.
- Click on the conference you would like to register your members for.
- Click the red plus next to the Registrations tab.
 - Fill out the necessary information and register as many members as necessary. Information that is asked varies on the event. For example, some conferences might require a competitive event or shirt size to be selected.
 - Depending on your Chartered Association, you may be able to perform electronic payments or you may have to mail a check to your Chartered Associations Headquarters.