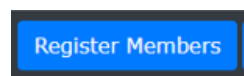




Wisconsin HOSA Fall Leadership Conference (FLC) Registration Instructions

LOGIN

- Select “Login” link at top of international HOSA website – <http://www.hosa.org/>
- Enter HOSA charter number and password to login
- Go to “Conferences” section and select “2022 Fall Leadership Conference”. Choose the conference location you wish to attend, Stevens Point or Mequon. Click on the conference.



Select the blue “**Register Members**” button at the bottom to **display affiliated members**.
[Selecting the red box with “+” symbol in the middle also performs the same function.]

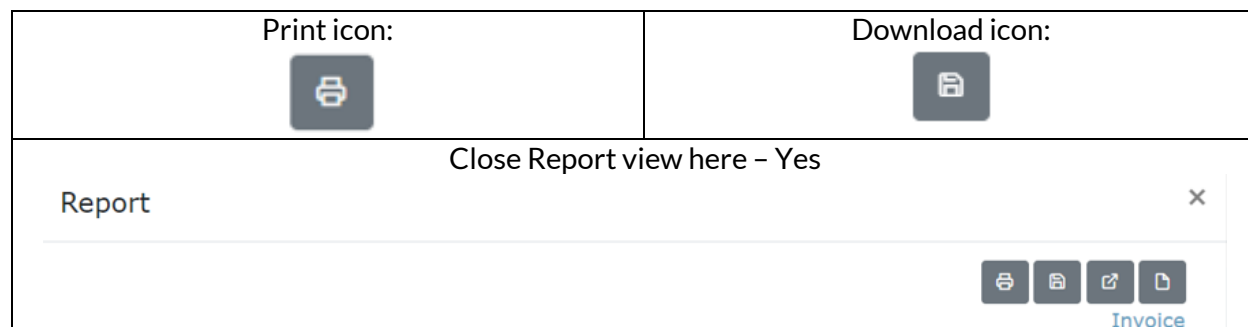
Select the blue “**Register**” button next to the affiliated member’s name to:

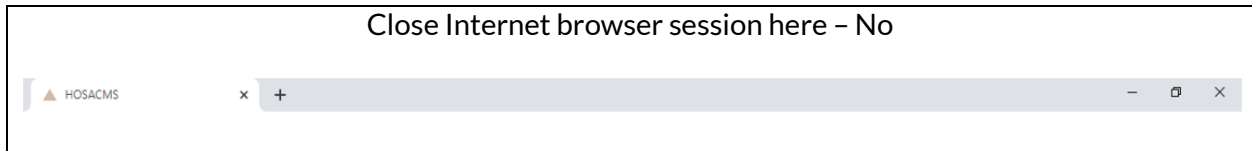
1. Select **Registration Type** – *Advisor, Secondary, Middle, etc. (\$25.00/each)*
2. **Verify** affiliated member information – *name, email and gender*
3. Select **Add Options/Activities** and choose the “**FOOD:**” drop-down option to indicate attendee meal preferences. If an option not listed is needed, select **FOOD: Other (email contactus@wihosa.org)** and email the attendee name, location/date, and meal restrictions to contactus@wihosa.org
4. *Skip the Competitive Events section*
5. Select the blue “**Save**” button at the bottom to submit registration.

Repeat for each affiliated member. [If a HOSA member’s name does not appear, you must affiliate them before registering for the FLC. Please refer to [step-by-step affiliation instructions](#).]

PREVIEW REGISTRATION

To preview FLC registration, select “Reports” from the bottom menu, and then select “Registration Summary.” You may select Print and Download icons in this view. Select the black “X” icon on the Registration Summary Report or click elsewhere in the background view to return to the main screen. Clicking on the far top-right “X” may close your Internet browser session, so be careful which one you select.





EDIT REGISTRATION

After the registration window closes, you're unable to remove registrations. If you need to remove, edit, or substitute attendees, please [contact Christina at the HOSA State Office](#). Regardless of actual number of attendees at the FLC, your chapter will be obligated to pay all registration fees after registration closes – no refunds. If you do not complete all registrations during the same session, the registration system generates separate invoices. Please remember to print and process payment for all invoices – see below.

LATE REGISTRATION

Late registrations will be accepted through October 12th, and the chapter will be charged an additional \$25.00 late fee. No registrations will be accepted after this date. Please [contact Christina at the HOSA State Office](#) and provide a list of your participants to submit registration on your chapter's behalf.

INVOICE

You can view registration invoices by selecting the "Reports" menu at the bottom. If you have multiple invoices, they will be listed in the menu indicating Current Invoice or Invoice Number(s). After registration closes, your local HOSA chapter is obligated to pay the FLC registration fees, regardless of actual number of attendees – no refunds. Please print your invoice(s) and send a copy along with your payment to the Wisconsin HOSA State Office by the payment due date. Checks may be made payable to Wisconsin HOSA and sent to the address shown on your invoice.

ACH-payments [electronic funds transfer] are also accepted. Please [contact our CTSO Accountant](#) to inquire about establishing this alternative payment method. *Credit card payments are not accepted.*

ATTENDING CONFERENCE

Chapter advisors will receive an email 3-4 days prior to the event with event-day instructions.

Please remember to have ALL attendees [students and adults] read the Attendee Code of Conduct and complete the Participant Form, which is available along with additional conference information, via the [FLC website](#).