



## Wisconsin HOSA Fall Leadership Conference (FLC)

### Registration Instructions

#### LOGIN AND REGISTER

- Select “Login” link at top of HOSA-FHP website – <http://www.hosa.org/>
- Enter HOSA charter number and password to login
- Go to “Conferences” section and select “2023 Fall Leadership Conference”. Choose the conference date/location you wish to attend, Milwaukee – October 26, 2023 **OR** Eau Claire – October 27, 2023. 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:

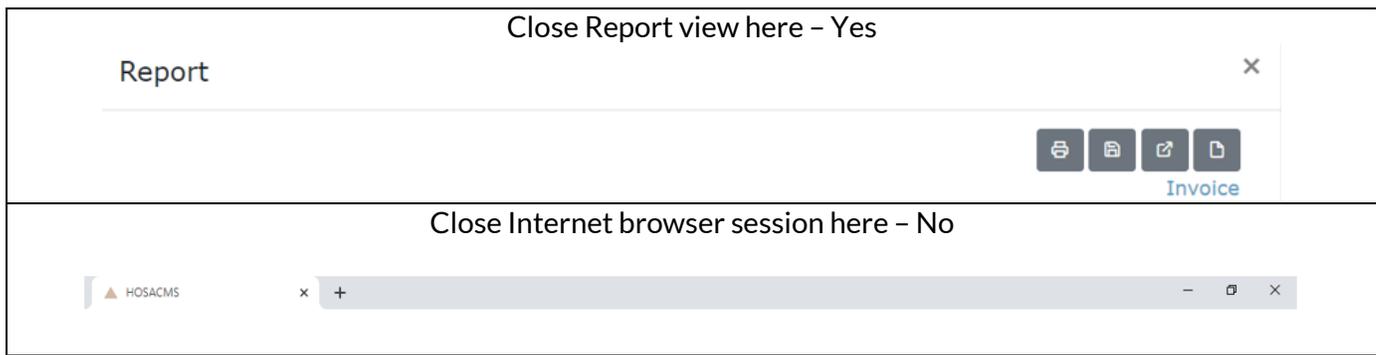
1. Select **Registration Type** – *Advisor, Secondary, Middle, etc. (\$30.00/each)*
2. **Verify** affiliated member information – *name, email and gender*
3. Select **Add Options/Activities**:
  - a. **Food**: Choose the “**FOOD:**” drop-down option to indicate attendee meal preferences. If an option not listed is needed, select “**FOOD: Other (email [contactus@wihosa.org](mailto:contactus@wihosa.org))**” and email the attendee name, location/date, and meal restrictions to [contactus@wihosa.org](mailto:contactus@wihosa.org)
  - b. **Parking (Eau Claire Only Location)**: Choose the “**PARKING**” drop down option to indicate you will need a parking pass for a car or van on campus. **Add this option to the advisor, guest/chaperone registrations only.** If you need more than one parking pass, email [christina.patrin@dpi.wi.gov](mailto:christina.patrin@dpi.wi.gov). All vehicles must have a parking pass to park on campus. Parking details will be emailed later to collect plate information. Note, buses will need to drop off students and find parking off campus.
    - i. **Parking information for the Milwaukee location will be emailed to advisors.**
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.

Print icon: 	Download icon: 
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### **EDIT REGISTRATION**

After the registration window closes, you're unable to remove registrations. If you need to remove, edit, or substitute attendees, please [christina.patrin@dpi.wi.gov](mailto:christina.patrin@dpi.wi.gov). 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 10<sup>th</sup>, and the chapter will be charged an additional \$25.00 late fee. No registrations will be accepted after this date. Please [christina.patrin@dpi.wi.gov](mailto:christina.patrin@dpi.wi.gov) 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 [kelly.fanning@dpi.wi.gov](mailto:kelly.fanning@dpi.wi.gov) to inquire about establishing this alternative payment method. *Credit card payments are not accepted.*

### **CAMPUS TOUR REQUESTS**

Campus / Health Science Tours are available upon request following the HOSA conference. The tours will run from 1:45 - 2:45PM. Only chapters advisors can request tours for their group. Space is limited, if you are interested, please email the following information by October 18<sup>th</sup> to

UWEC Contact: Angie Rankin, [rankinal@uwec.edu](mailto:rankinal@uwec.edu)

UWM Contact: Mark Mentele, [mentele@uwm.edu](mailto:mentele@uwm.edu)

- Name and email of main contact for group (emails will be sent to this address on visit details)
- School
- Number of students in group

### **ATTENDING CONFERENCE**

Chapter advisors will receive an email 7 days prior to the event with final 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](#). There will not be a chapter advisor session during the conference. Chapter advisors are expected to attend conference sessions and chaperone students throughout the day.