



Wisconsin HOSA Affiliation Instructions

Join HOSA!

The affiliation process is online! All chapters affiliate through the HOSA web site at www.hosa.org or directly at <https://apps.hosa.org/>. Email HOSA for technical assistance at support@hosa.org or call 800.321.4672 if you have any questions. To edit member information after you submit an application, contact your State Advisor.

Membership Dues are \$17.00 per member. Be sure to collect dues and the following information prior to affiliating members. Use the [membership form template](#) to collect member information.

- Legal Name - First and Last (correct spelling and capitalization)
- Member Type (Division), Gender, Race, Class/Grade Level, Phone Number, Email Address (important for HOSA Activity Tracking System and Tallo)
- Other Student Demographics (disadvantaged, disability, displaced, nontraditional status)

Take the time to read the information provided before you proceed. It is particularly important to understand a few unique features of online affiliation:

- You may exit the program at any time and finish the process later.
- When your information is complete, you will click the "Submit Application" button. Once you submit an application, you will not be able to remove affiliated members.
- Your chapter is obligated to pay for all students and adults submitted in the system. It is strongly recommended that you collect each person's affiliation dues prior to adding them to the affiliation system.

General Overview for HOSA Online System

1. The first step in using the online system is to obtain your chapter's ID and password. If your chapter is new, contact the State Advisor to obtain this information. Next, go to the following link and enter your charter number and password at <https://apps.hosa.org/>.
2. After successfully logging in, you should reach your chapter's main menu. Here you will find the following sections: Membership, Member Activities, and Conferences. The top menu bar allows you to access membership and help information, invoices, and to log out.

Step by Step Instructions for Chapter Affiliation

1. Go to the <https://apps.hosa.org/>. Enter your Chapter Number in the "Login" section and Password. Then click the blue "Login" button.
2. This brings you to the main menu / chapter dashboard. Click the "+" sign to begin the affiliation process
3. **STEP 1: Instructions** - Read the welcome message, review the process steps and click "Next Step Chapter Information"
4. **STEP 2: Chapter Information** - Enter or update Chapter information. Click "Next Step Member Information"
5. **STEP 3: Member Information** – Add returning member from last year or enter new members. Check list for accuracy and then click "Next Step Demographics"
 - **Be sure to spell the student's name correctly.** The **member email is very important** to the HOSA Activity Tracking System for adding volunteer hours and Tallo when uploading competitive event information for the State and International Leadership Conferences. Additionally, **student demographics are important** to Carl Perkins data collection and fund development for HOSA (obtaining grants, scholarships, philanthropic donors, etc.). **It is important to affiliate all students who identify themselves as a chapter member**
6. **STEP 4: Chapter Demographics** – Enter demographic data. Try to be as accurate as possible. Click "Next Step Fees"
7. **STEP 5: Fees** – Review member roster. Read, check "I agree" box and click "Submit Application Payment (Optional)"
8. **STEP 6: Payment (Optional)** – Obtain an electronic or printable Pdf invoice to submit to your Business Office invoice for check or AHC payment to HOSA-FHP or pay with a credit card immediately. Follow the instructions to submit payment type. Be sure to print or save a copy for your records. Payment is due within 30 days.
9. Click ▲ in the upper left corner to go back to the main menu or chapter dashboard. At any time, you can view your membership directory, account statement, or update your chapter information and add new members.
10. Once you have completed entering your information, click "Logout" in the upper right corner of the screen.