HOSA Virtual International Leadership Conference Registration Instructions

IMPORTANT DATES
May 5, 2021 Chartered Association registration closes at 7:00 p.m.
May 15, 2021 All VILC registration fees MUST be received.
June 1, 2021 Virtual Code of Conduct MUST be received.

REGISTRATION FEES

Local Chapter Instructions
- Method of Payment in the form of a school check or personal check.
- Payable to MS HOSA.
- Include the charter number and “VILC” on the check memo.
  - This makes it easier to “Enter Payment” in the HOSA CMS (Conference Management System).
- Include a copy of the invoice with the payment.
- Mail to MS HOSA – MS Department of Education P.O. Box 771 Jackson, MS 39201. (DO NOT OUT MY NAME ON THE CHECK).
- Registration fees must be received by May 15, 2021.

INSTRUCTIONS FOR VILC REGISTRATION

- Every HOSA member and advisor can attend the conference.
- All HOSA members registered for the conference must be affiliated with HOSA and registered through the local chapter.
- Registration is integrated with affiliation; therefore, chapter advisors will login the same way they do for online affiliation.
- Link to Conference Registration to access general Conference Registration Information.

1. Access the HOSA homepage @ www.hosa.org.
2. In the blue area, upper right corner of screen, click on “LOGIN.”
3. On the next screen, enter “Charter # and Password” - Click “Login” to access the Chapter Home Page.
4. Under the Conferences Tab, click on the block for the “2021 Virtual International Leadership Conference.”

5. To begin registration, click the RED Plus Sign or the BLUE Register Members button (bottom of page). To register affiliated members, click the BLUE Register button to the left of each student/advisor name, enter in the correct information, and click “Save.” Follow the process for each conference delegate.
   - Be sure to select the correct registration type, options/activities, and competitive event for each student member.
   - IMPORTANT: When registering members,
     i. A valid email address and cell phone number that will be accessible in June MUST be included.
     ii. DO NOT use the advisor’s email address.
     iii. The email and cell phone number will only be used for competitive events.
     iv. A valid mailing address for each student MUST be included so that any finalist medallions may be shipped directly to the student. HOSA does not recommend using a school mailing address in case mail is not checked over the summer months.

6. Team Events: To register competitors for a team event, follow these instructions:
   - Click Register next to the first competitor team member.
   - Select their competitive event from the drop-down list.
   - You will see a box asking for teammate’s names - leave this blank - you will link all other teammates to this team member.
   - Click Register for the second competitor team member
   - Select their competitive event from the drop-down list.
   - In the team member field put the name of first team member.
   - Repeat this process for each member of the entire team.

7. To register non-affiliated members (i.e. guests, family members), click the “Register Family/Guest” button, complete the information requested, and click “Save.”

8. Chapter advisors may review their registrations at any time by clicking on the “2021 Virtual International Leadership Conference.”

9. A summary of the registrations is visible on the screen or you may use the Reports button at the bottom left to view and print a registration summary and/or invoice.

Online registration for MS HOSA closes at 7:00 p.m. on May 5, 2021.
VIRTUAL CODE OF CONDUCT FORM

- All VILC attendees must submit the Virtual Code of Conduct Form found [here](#).
- Forms should be completed, scanned and emailed to sappleberry@mdek12.org.
- The deadline for the form submission is **June 1, 2021**.
- **State Advisor use only**…