

2010 HOSA STATE CONFERENCE INFORMATION

TO: *HOSA Advisors*

FROM: Marilyn Contreras

DATE: February 15, 2010

SUBJECT: **Texas HOSA State Leadership Conference, April 14-17, 2010**

Texas HOSA State Leadership Conference will be held at the Hilton Houston North at Greenspoint, 2400 Greenspoint Drive, Houston, Texas. Wednesday, April 14, with officer candidate exam at the Hilton Hotel at 4:00 p.m. and ending Saturday, April 17th at approximately 5:00 p.m. at the close of the awards ceremony at The M.O. Campbell Center.

REGISTRATION

All participants (students, advisors, and chaperones) must be registered. Advisors **must** be registered as advisors. Follow the directions on the "How to complete the Online Registration" document to register your participants found at the end of this document.

Only HOSA members whose membership was entered using the online affiliation program may be registered as conference participants. Please bring a copy of your chapter membership (printed from the online affiliation program) to the conference in case there are any questions regarding a student's HOSA membership.

<https://www.registeryourchapter.com/hosa/tx/State/>

Use the online conference registration program to register your participants.

Fees for this conference are:

Advisor-**\$50.00**
Secondary- **\$50.00**
Post Secondary Students-**\$50.00**
Chaperone-**\$0**

**Registration deadline is:
March 10, 2010**

**Late registration will be held
March 11-18, 2010**

Fees for late registration are:

Advisor-\$75.00

Secondary & Post Secondary Students-\$75.00

**Make all registration fees checks payable to: HOSA, TA.
No PO's will be accepted. Send registration fees and a copy
of the your invoice to:
Wanda Senning, CPA
P. O. Box 65364
Lubbock Texas 79464**

**All Registration Fees Due
by: April 7, 2010**

**Any school or chapter with an outstanding balance
owed to Texas HOSA will not be able to register until
all balances have been cleared.**

**You are required to pay a registration fee for every student and advisor on your
original online registration. No deletions or refunds will be made after the conference
registration deadline.**

ONSITE CHECK-IN

Onsite check-in will be from 7:30 a.m. to 11:00a.m.on April 15th at Hilton Hotel Atrium
Lobby. Each advisor will be issued their conference registration printout, nametags,

programs, maps, etc. Team substitutions may be made **only** during onsite check-in. During onsite check-in, the following items will be collected:

- Career Health Posters
- Student Eligibility forms
- Medical release forms and Code of Conduct for students and advisors (**please make sure these are complete and a copy of both should be placed in a brown envelope with the school name, advisor and chapter number on the outside**)

RECOGNITION EVENTS, SCHOLARSHIPS AND OFFICER PACKETS

All of the following listed below must be mailed on or before state conference registration deadline (**March 10, 2010**) to Janet Villarreal, 205 Palm Circle, Laredo, Texas 78041. All participants entering any recognition category must be registered for the conference.

- Barbara James Service Award
- Blood Drive
- Chapter Newsletter
- HOSA Week
- Karen Batchelor Outstanding State Officer Application
- National Recognition Program
- National Service Project
- Officer Application Packet
- Outstanding Alumni Member
- Outstanding State Leader
- State Scholarship Application

PARKING

School buses may park in the assigned location at the M.O. Campbell Center and there is free parking for buses at all hotels.

COURTESY SHUTTLES

Buses will be shuttling students and advisors from the hotels to the M.O. Campbell Center and the H&H Ranch. A schedule will be provided at all hotel front desks and at on-site registration. All hotels also have courtesy shuttles to the airport.

HOTEL RESERVATIONS

Each advisor will make his/her own room reservations using the Hotel Rooming List provided on Texas HOSA Website. Please read all directions carefully. Telephone reservations will not be accepted.

Fire code prohibits more than 4 occupants per room unless otherwise specified. Please be reminded that all Delegates must be housed in approved conference housing to be eligible for competition. If you encounter problems with your rooming please contact Janet Villarreal at 1-877-728-0150.

Reservations must be made by **March 31, 2010** to get the conference rate. After the deadline date, any uncommitted rooms on the HOSA block will be released and additional reservations will be honored on a rate and space available basis, as would be for the case of early arrivals and late departures.

Miscellaneous Room Information: Reservations are held until 6:00PM on the day of arrival, unless accompanied by a deposit or an individual's credit card. Check-in time is 3 p.m. and check-out time is 12:00 p.m. Upon request, the hotel will be happy to arrange for baggage storage for luggage until actual departure from the hotel.

Do not unload luggage until you have obtained room keys. This will avoid overcrowding in the lobby. Please remind your students of the following:

1. No phone calls from the rooms.
2. No room service/meals charged to the room.
3. No movies unless an advisor prepays at the front desk.
4. There will be other guests in the hotel - be courteous.

No students are to be left at the hotel without a designated advisor/chaperone.

Airport Information

BUSH INTERNATIONAL AIRPORT

2800 North Terminal Road,
Houston, TX 77032
(281-443-2310).

HOBBY AIRPORT

7800 Airport Boulevard
Houston, TX 77061-4129
(713) 641-4000

FOOD

Some of the near-by restaurants by the hotels are:

McDonalds, Wendy's, Jack in the Box, I-HOP, Fuddruckers, Cajun Town, Pizza Hut/Taco Bell, Popeyes, Arby's, Quiznos, Subway, Cracker Barrel, Joe's Crab Shack, Saltgrass Steak House, Zio's, Pappasitos, Mamacitas, Murphy's Deli, and the Eclipse Food Court in Greenspoint Mall

SOCIAL

The State Officers have planned a fun-filled evening for Friday night, April 16th. There will be a HOSA picnic at the H&H Ranch from 6pm to 10pm. Food, dancing, a casino, sports of all kinds, tubing if the weather permits, and much more.

Dress Code

Remember, professional dress is required at opening and closing ceremony. Students are not to wear, denim, jeans, hats, flip flops, tennis shoes, spaghetti straps, strapless tops and dresses, leggings, short skirts, t-shirts, etc. This also applies to courtesy corps, and students wearing scrubs and EMT uniforms. Knowing that students participating in courtesy corps and certain skills events don't necessarily dress in professional business attire, those students will need to change into appropriate dress for opening and closing ceremony. Students who manage to get in wearing inappropriate dress are not allowed on stage when their name is called. It is difficult to name every possible situation we may encounter when comes to inappropriate dress so please explain to your students what business attire entails.

NAME TAGS

Conference nametags must be worn at all times during all HOSA activities.

VOTING DELEGATES

Each chapter may register **one** voting delegate for the state conference. It is best to a select student that will not be competing. Voting delegates must wear their ribbon and sit in the reserved section during the business session.

COMPETITIVE EVENTS

Read carefully the HOSA, TA Advisor Handbook regarding competitive events. Please prepare students to have a positive attitude. They should understand that the true benefit of competition is in the preparation, participation, and networking - and not only winning.

COURTESY CORPS

Each advisor may but is not required to register two students to serve as courtesy corps. These students will be given an assignment. Courtesy Corp students will receive their assignment 2 weeks prior to the conference date via their advisor. Courtesy Corp students should not be involved in competitive events.

ADVISOR RESPONSIBILITY

All advisors must participate in conference management by sharing in conference duties. Failure to complete designated duties may result in a conference with the Board of Directors. Consequences to be determined by the Board of Directors, up to notification sent to the appropriate administrators.

CODE OF CONDUCT AND MEDICAL LIABILITY RELEASE FORMS

Advisors are responsible for having their students complete the HOSA Code of Conduct form and Medical Liability Release form. A parent or guardian's signature is required on both forms. Advisors and Chaperones should sign the Advisor's Code of Ethics form. Please have all of these forms in your possession during the conference. A copy of the Medical Liability forms/ HOSA Code of Conduct forms should be placed in an envelope labeled clearly with school name, chapter number and advisor name to be turned in at registration.

SPECIAL NEEDS STUDENT EVENTS

Student Eligibility Forms for students participating in First Aid/Rescue Breathing, Personal Skills, Speaking Skills and Interviewing Skills must be turned in during onsite packet pickup. **If special accommodations need to be made for your special needs student, please email Janet Villarreal @ texashosa@stx.rr.com**

AWARD PRESENTATION

All participants should plan to attend the closing ceremony. If a competitor is unable to attend the awards ceremony to receive his/her medal, the advisor should designate someone to receive the medal for the student

CHAPERONES

The **required** ratio for adult supervision of students is 1 adult sponsor (who is not a HOSA Board of Directors member) per 10 students for all HOSA activities.

LOST & FOUND

Any items (notebooks, purses, money, etc.) found should be taken to the Tabulation Room. Individuals having lost an item may claim said item from the Tabulation Room at least one hour prior to the start of Closing Ceremony. Any items not claimed prior to the start of the closing ceremony will be discarded.

POSTER & NOTEBOOK PICK-UP

All Health Careers Posters, Extemporaneous Health Posters, Outstanding HOSA Chapter scrapbooks, etc. must be picked up from the Tabulation Room **at least one hour prior** to the start of the closing ceremony. Any unclaimed posters or notebooks will be discarded.

OFFICER PACKETS

All officer applications and forms **MUST** be mailed to the Executive Director, Janet Villarreal, 205 Palm Circle, Laredo, Texas 78041. All applications **MUST** be postmarked on or before the conference deadline (**March 10, 2010**). All officer candidates must be registered for the conference.

THOA Sue Alder Scholarship Applications

All Sue Alder Scholarship Applications will be turned in at State Conference on site registration. Information for scholarship can be found at <http://www.thoainc.org/scholarships>

Area Meetings

In August 2009 the Texas HOSA Board of Directors voted to move New Board Member elections from PDC Conference to State Conference. Make plans to attend your Area Meeting. New Board Elections will be held at this meeting

CONTACT NUMBERS

Conference Chair:

Marilyn Contreras

Cell: 915-433-0929

mwcontreras@aldine.k12.tx.us -(school)

contreras78@aol.com -(personal)

School Phone: 281-443-7480

School Fax: 281-233-4331

Executive Director:

Janet Villarreal

Email: texashosa@stx.rr.com

1-877-728-0150 (toll free)

State Advisor:

Belinda Mahone

Email: Bmahone03@yahoo.com

1-877-7TX-HOSA (toll free)

2010 Texas State Conference Tentative Agenda

Wednesday, April 14, 2010

12:00pm - 2:30pm	Officer Meeting	Hilton –Salon 9
1:00pm- 2:00pm	Pre-conference Meeting	Hilton- Salon 8
2:00pm- 4:00pm	State Officer Practice	MOC
2:00pm- 4:00pm	Tabulation Room Set Up	Hilton-Salon 2
2:00pm- 4:00pm	Tabulation Back Room Set Up	Hilton- Salon 3
2:00pm- 4:00pm	Host office, Courtesy Corp, etc	Hilton-Salon 1
4:00pm-12:00am	Board Meeting and Dinner	Salon- 12
4:30pm-5:30pm	Officer Testing	Salon 10
6:30pm-9:30pm	Officer Credentialing	Salon-9

Thursday, April 15, 2010

5:00am-11:00pm	Host office	Salon 1
5:00am-11:00pm	Tabulation Room	Salon 2
5:00am-11:00pm	Tabulation Back Room	Salon 3
7:00am-8:00am	Executive Council Breakfast	Salon 12
7:30am-11:00am	Registration	Hilton-Atrium Lobby Hilton-Donatello Room
11:00am-12:00pm	Advisor Orientation and Luncheon	
12:00pm-1:00pm	Area Meetings	
	Area I	Salon 12
	Area II	Galley 3
	Area III	Galley 4
	Area IV	Galley 5
	Area V	Galley 6
	Area VI	Salon 11
	Area VII	Donatello
1:45pm-2:45pm	Kaiser HealthCare Issues Exam	Rafael A
3:30pm-5:00pm	Written Exams	Rafael Ballroom

Only Top 10 Competitors/Teams will advance to Round 2.

Advancing competitors/teams will be posted outside tabulation room.

Written Exams

Biotechnology	HOSA Bowl
CERT	Medical Assisting
Clinical Nursing	Medical Laboratory Assisting

CPR	Medical Reading
Creative Problem Solving	Medical Spelling
Dental Assisting	Nursing Assisting
Dental Spelling	Parliamentary Procedure
EMT	Physical Therapy
Epidemiology	Sports Medicine
Forensic Medicine	Veterinary Assistant
Home Health Aide	

Thursday, April 15, 2010

COMPETITIVE EVENTS-HOLDING ROOM

Donatello

1:00pm -5:30pm	Job Seeking Skills/Interviewing Skills Orientation and Applications	Salon 4
1:30pm-5:30pm	Job Seeking Skills/Interviewing Skills Presentation	Salon 5
1:30pm-5:30pm	Prepared Speaking/Speaking Skills	Salon 6
1:30pm-5:30pm	Medical Photography	Salon 7 & 8
1:30pm-5:30pm	Outstanding Chapter/Recognition Events	Salon 9
1:30pm-5:30pm	Community Awareness	Salon 10
1:30pm-5:30pm	Public Service Announcement	Holding Gallery 4 Present-Gallery 1
1:30pm-5:30pm	Health Education	Holding Gallery 4 Present- Gallery 2
5:00pm-6:00pm	Officers Academy	Salon 11
7:30pm-8:30pm	Opening Ceremony	MOC Arena
8,30pm-9:30pm	Business Meeting/Election of Officers	MOC Auditorium
8:30Pm-10:00pm	Dancing, Entertainment	MOC Arena
11:00PM	Curfew	All Hotels

Friday, April 16, 2010

Holding Room for

8-12Am Skills-

Donatello Room

8:00am-12:00pm	Veterinary Assistant	Salon 4
8:00am-12:00pm	Nursing Assistant	Salon 5
8:00am-12:00pm	Personal Care	Salon 6
8:00am-12:00pm	Physical Therapy	Salon 7
8:00am-12:00pm	Medical Laboratory Tech.	Salon 8
8:00am-12:00pm	Extemporaneous Speaking	Prep Salon 10
8:00am-12:00pm	Extemporaneous Speaking	Speak-Salon 11,12

8:00am-12:00pm	HOSA Bowl-Presentation	Rafael A
8:00am-12:00pm	HOSA Bowl-Before Holding	Rafael C
8:00am-12:00pm	HOSA Bowl-After Holding	Rafael D
8:00am-12:00pm	Extemporaneous Health Poster	Rafael B

Holding Room for Gallery Events is Gallery IV

8:00am-12:00pm	Researched Persuasive Speaking	Gallery I and II
8:00am-12:00pm	Dental Spelling	Gallery III
8:00am-12:00pm	Career Health Display	Gallery V
8:00am-12:00pm	Extemporaneous Writing	Gallery VI

Holding Room for Skills scheduled from 1-5 is the Donatello Room

1:00pm-5:00pm	Medical Assisting	Salon 4
1:00pm-5:00pm	Clinical Nursing	Salon 5
1:00pm-5:00pm	Forensic Medicine	Salon 6
1:00pm-5:00pm	Sports Medicine	Salon 7
1:00pm-5:00pm	Dental Assistant	Salon 8
1:00pm-5:00pm	Home Health Aide	Salon 9
1:00pm-5:00pm	Creative Problem Solving Prep	Salon 10/11
1:00pm-5:00pm	Creative Problem Solving Presentation	Salon 12
1:00pm-5:00pm	Medical Reading	Rafael A
1:00pm-5:00pm	Parliamentary Procedure Presentation Room	Rafael B
1:00pm-5:00pm	Parliamentary Procedure Preparation Rooms	Rafael C&D

Gallery Events from 1-5 Holding Room is Gallery IV

1:00pm-5:00pm	Biomedical Debate –Prelims	Gallery IV
1:00pm-5:00pm	Medical Spelling	Gallery II

6-10PM HOSA PICNIC AT H&H RANCH-

BUSES WILL START TRANSPORTING FROM FRONT OF HOTELS AT 5:30PM.

11:00PM CURFEW AT ALL HOTELS

SATURDAY, APRIL 17, 2010

8:00am-12pm HOLDING ROOM FOR SALON EVENTS is Salon 6

8:00am-12pm	Biotechnology	Salon 4
8:00am-12pm	Clinical Specialty	Salon 5
9:00am - 11:00am	KNOWLEDGE EXAMS	
	Concepts of Health Care	Salon 7
	Human Growth & Development	Salon 8

Nutrition	Salon 9
Pathophysiology	Salon 10
Pharmacology	Salon 11
Medical Math	Salon 12
Dental Terminology	Rafael A
Medical Terminology	Rafael A

HOLDING ROOM FOR EMERGENCY EVENTS is Gallery IV

8:00am-1:00pm	CERT	Gallery IV
8:00am-1:00pm	First Aid/ Rescue Breathing	Gallery I
8:00am-10:30AM	MRC	Gallery II
10:30am-1:00pm	Public Health Emergency Preparedness	Gallery III
8:00am-1:00pm	CPR	Gallery V & VI
8:00am-1:00pm	EMT	Campobello
8:00am-1:00pm	Biomedical Debate Finals	Holding Rafael B Debate Rafael C
3:30-5:30pm	CLOSING CEREMONY	MOCAMPBELL

STATE LEADERSHIP CONFERENCE DIRECTIONS
mapquest.com, google.com, yahoo.com, or bing.com: type in your
departing address and type the arrival address: Hilton Houston North
12400 Greenspoint Drive, Houston, Texas, United States 77060

<i>State Conference Registration Checklist</i>	
	<p>1. Completed the online registration process by March 10, 2010</p> <p style="margin-left: 20px;">a. Choose correct events for each participant</p> <p style="margin-left: 20px;">b. Emailed and accommodations your special needs event competitor will need.</p> <p style="margin-left: 20px;">c. Confirmed 1 adult chaperone for every 10 students</p>
	<p>2. Make two printouts of your online registration</p>
	<p>3. Mail printout of your online registration to Wanda Senning, CPA with a check made payable to HOSA, TA by April 7, 2010</p> <p style="margin-left: 40px;">Wanda Senning, CPA P.O. Box 65364 Lubbock, Texas 79464</p>
	<p>4. Make Hotel Reservation by : March 31, 2010</p> <p style="margin-left: 20px;">Make a copy of rooming list and tax exempt form for hotel to help expedite check- in.</p>
	<p>5. Sign Advisor and Chaperone Code of Ethics and Medical Liability form.</p>
	<p>6. Have students sign Code of Conduct and Medical Liability, make sure that the forms are completely filled out (make sure to have a copy of these forms to turn in at registration table. Advisor must be in possession of the original forms while at the conference). Place forms in an envelope and write the name of the school, chapter number and advisor's name on the front.</p>
	<p>7. Mail the following on or before March 10, 2010 to Executive Director, Janet Villarreal, 205 Palm Circle, Laredo, Texas 78041.</p> <ul style="list-style-type: none"> • Barbara James Service Award • Chapter Newsletter • HOSA Week • National Recognition Program • National Service Project • Officer Application • Outstanding Alumni Member • Outstanding State Leader • State Scholarship Applications

ON-SITE CHECK IN

To expedite On-Site Check in please make sure that you have the following ready to turn in

	Student Code of Conduct and Medical Liability Forms (Place copies inside an envelope with your school name and chapter number on the front of envelope)
	Student Eligibility forms for Special Needs students
	Health Career Poster
	THOA Sue Alder Scholarship Applications
	Contact Information Card
	<u>You will Receive Hand Out</u> Conference Packet Shuttle Schedule Initial Advisor Assignment Direct to T-shirt Area

HOSA CODE OF CONDUCT

A good reputation enables members to take pride in their organization. HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

HOSA Conference participants are AWARE THAT:

1. HOSA follows the UIL rules and regulations established for secondary high schools.
2. STUDENTS, your behavior should at all times be a positive reflection of your school, state and HOSA, Texas.
3. Student conduct is the responsibility of the student in the local chapter and their advisor.
4. STUDENTS will abide by the HOSA Conference Attire Policy at all business sessions, general sessions, competitive events, and other conference activities. HOSA conference name badges shall be worn at all times.
5. STUDENTS are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
6. STUDENTS shall keep their advisors informed of their activities and whereabouts at all times.
7. STUDENTS who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified. The Board of Directors will determine the disciplinary action to be taken according to the disregarded rules.
8. STUDENTS may not purchase, consume, or be under the influence of alcohol or drugs; smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property is prohibited at any time.
9. STUDENTS are to report any incidents, injuries or illness to their local or state advisor immediately.
10. STUDENTS are expected to observe the designated curfew. (Curfew is defined as being quietly in your own assigned room by the designated hour.)
11. The student and his/her parents will be expected to pay for any and all damage relating to student behavior that results in loss or damage to property.
12. Any long distance phone calls, charges to the room, etc., will be the responsibility of the individual student and/or their parents.
13. **I have read the above Code of Conduct for HOSA Conferences and agree to abide by the rules.**

I, _____, hereby grant Texas HOSA permission to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and/or sound recordings for educational and promotional purposes on any delivery system.

Printed Name of Parent / Guardian Parent / Guardian Signature Date

Printed Name of Student Student's Signature Date

HOSA, TA

Advisor's and Chaperone's CODE OF ETHICS

HOSA ADVISORS ARE EXPECTED TO:

1. Project a positive and professional image of Texas HOSA to all those with whom they interact.
2. Promote HOSA as a positive student experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Be accountable to and for their students in all HOSA-related activities.
4. Understand and follow established processes within the HOSA organization that protect the rights of all members.
5. **PERFORM** all assigned duties. Failure of an advisor to perform their duties may result in their chapter being disqualified from conference activities by the Board of Directors.

HOSA advisors are proud of the standard of excellence they maintain for themselves and their students. Attendance at any HOSA function implies acceptance and practice of these standards.

I have read the above Code of Ethics for HOSA Advisors and agree to accept and practice these standards.

Advisor Signature

Chapter number

Date

Plan of Action: For failure to follow the Advisor's Code of Ethics.

- Conference with the Board of Directors.
- Consequences to be determined by the Board of Directors, up to notification sent to the appropriate administrators.

I, _____, hereby grant Texas HOSA permission to make photographs, videotapes, broadcasts, and/or sound recording, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and /or sound recordings for educational and promotional purposes on any delivery system

Advisor signature/date

MEDICAL LIABILITY RELEASE FORM

DIRECTIONS: Due to legal restrictions, it is necessary that all delegates, Chaperons, guest and HOSA advisors complete this form as a prerequisite for eligibility to attend any HOSA Leadership Conference. The HOSA chapter advisor should keep the original copy for Area and State Conferences. For National Conference, the original forms are sent to the State Advisor who forwards them to National HOSA.

PLEASE TYPE OR PRINT ALL INFORMATION

Delegate's Name: _____

Parent/Guardian's Name: _____

Home Address: _____

Parent/Guardian Telephone: Home: _____ Work: _____

Delegate's Physician: _____ Phone Number: _____

Physician's Address: _____

Alternate Contact: _____

Telephone Number: Home: _____ Work: _____

Local Advisor: _____

School Name: _____

Student is covered by group or medical insurance? _____ Yes _____ No.

If yes, complete the following information:

Name of insured: _____

Insurance Company: _____ Group #: _____ Policy#: _____

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergy: _____

b. Physical Handicap: _____

c. Convulsions: _____

d. Medicine Reactions: _____

e. Blackouts: _____

f. Disease of any kind: _____

g. Heart or lung problems: _____

h. Other (Be Specific): _____

If currently taking medication, please provide the following information:

* Name of medication: _____

* Prescribing Physician and Phone Number: _____

LIABILITY RELEASE: I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the National HOSA Board of Directors, the National Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

_____ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

_____ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature _____ Date _____

(the above line is applicable for delegates under the age of 18 and must be signed by the parent or legal guardian.)

Delegate's Signature _____ Date _____

<http://www.registermychapter.com/hosa/tx/ac/>

1. Click on the link above for registration.
2. Please read all directions carefully



3. Click the **CONFERENCE REGISTRATION** button to begin registration. You will be brought to the log in screen, but if you have never registered before, you'll notice text that says, "If you have never registered **this chapter** before, please click [here](#) to add your school". Click the **here** link to add your school to our database. *If you have registered before, please log in with your previous User Name and Password.* If you add a duplicate school record to the database it could cause additional work for yourself and possibly your state advisor. If you have forgotten your user name and/or password, type in your e-mail address in the blank provided at the bottom of the screen, and click **Submit**. Your user name and password will be e-mailed to you.
4. Click the **ADD NEW NAME** button to add a new name to the list. Provide the participant's last name, first name, and select their status from the drop down list. Click the Submit button (either of them), and the name will be added for you.
5. Continue adding names until you have entered all of your participants. At any point, you may press the **VIEW REGISTRATION** button to get an idea of your total invoice amount, and a better understanding of who is registered.
6. When you are finished, press the **SUBMIT TO HOSA** button at the bottom. You may be presented with a red error message. For instance, if you forgot to enter an Advisor, a message will appear letting you know that. Click the **Back to Registration** link to go back and add an advisor to the invoice. Once you have done that, click the **SUBMIT TO HOSA** button again.
7. Be sure to **Print** a copy of this invoice to send in with your payment. Next, press the **CONFIRM** button at the bottom to confirm that the invoice is correct. A copy of the invoice

will be e-mailed to you, and to the administrator.

8. If you need to edit your registration, you may come back to this web site as you did above and make changes up until the registration deadline. In order to make changes, click on the **CONFERENCE REGISTRATION** link at the left, and log in using your user name and password. The list of registered individuals will appear. Simply click the **Edit** link, and make any changes you need. When you do this, remember to press the **SUBMIT TO HOSA** button to check for problems, and to resubmit the invoice.
9. Once you are finished with your registration, be sure to either click the **LOG OUT** button to make sure that the connection is securely closed, or exit your browser. This will ensure that no one can get in and make changes to your registration.