

Registration Procedures

1. Registration begins Monday, January 2, 2012 through Friday, February 17, 2012. Late registration will be taken February 20th through February 24th for a \$100 late fee. No registrations will be accepted after March 2nd.
 - a. There are NO refunds or substitutions after February 24th.
2. The following pieces are essential for registration:
 - a. Online registration must be completed. The online procedure is listed below.
 - b. The registration form must be completed with check and registration summary. This must be sent to Jennifer Christensen, postmarked no later than Friday, February 17, 2012.
 - c. Hotel registration must be complete with the individual hotel of your choice. Please mark which hotel you have reserved rooms with on your registration form.
3. Online Registration Instructions:
 - a. Go to the HOSA website at www.hosa.org.
 - b. Select advisor services from the menu on the left.
 - c. Click the Chapter Advisor link listed under National Affiliation in the middle of the screen.
 - d. Find the link that says Click Here to proceed to Chapter Affiliation and click.
 - e. Enter your Charter Number and Password and login.
 - f. Select Conference Registration from the menu.
 - g. You will be prompted to enter your Charter Number and Password again.
 - h. The screen will have a set of instructions for you to read. On the upper right-hand corner, there is a drop down box where you can select the conference "Utah State Conference" and then click "Begin Registration".
 - i. A complete list of your students that have been registered for HOSA will appear. Beside each student's name, there is a link to register that student for the conference. Click register for the person / student you want to enter and a screen with all of the options will come up.
 - j. Don't forget that ALL advisors and chaperones must be registered for the conference.
 - k. You will need to do the following for each person:
 - i. Specify Male or Female
 - ii. Select classification (i.e. Secondary, Professional, Alumni or Postsecondary)
 - iii. Select the event(s) or activities the person will participate.
 - iv. Once you have made all of the above selections, you will click **submit** at the bottom of the page.
 - l. If you need to register a guest, family member or chaperone that is not a member, there is a box to click to add that information on the main registration page where all of the names can be viewed.
 - m. **Once again if the ADVISOR or STUDENT has not registered as a member of HOSA, he or she MUST be registered.**
 - n. For online technical support, please call Denise Abbott at 801.400.5600 or email at denisea@provo.edu.