

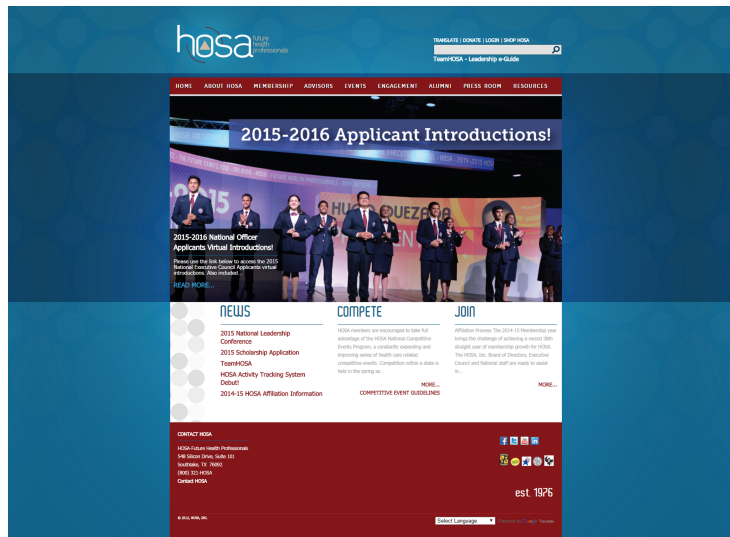
## Membership Affiliation Tutorial

*How to register students as HOSA members*

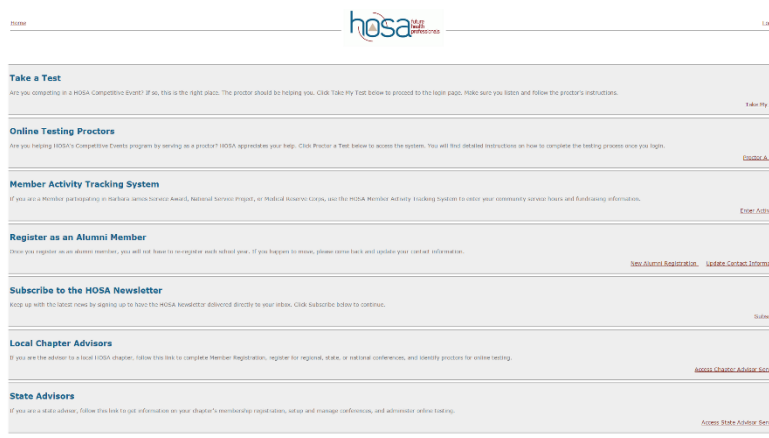
Remember, you must have 5 registered members to start a chapter. If you have any trouble registering members during this process feel free to reach out to Georgia HOSA. We are here to serve you.

*Note: It is recommended that your chapter secretary handle your chapter's affiliation. Before completing each round of affiliation, it is recommended that as the advisor you verify and be the one to click "Done."*

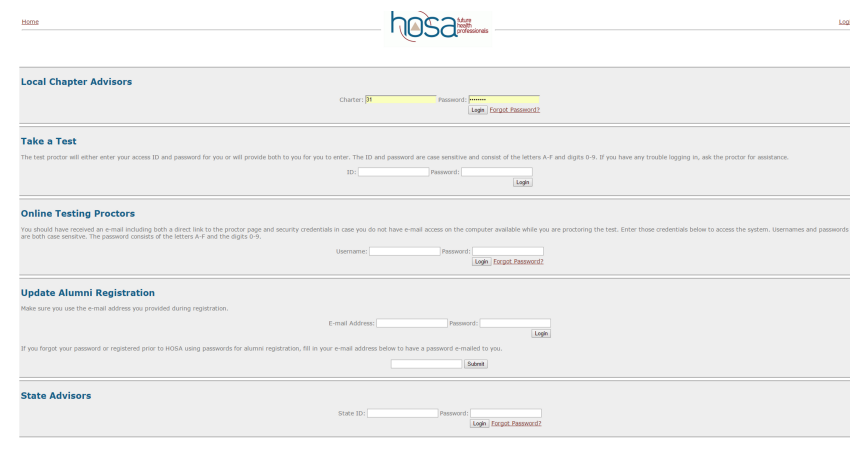
1. Go to [www.hosa.org](http://www.hosa.org)
2. Click "Login" in the top right-hand corner of the page.



3. Click "Login" in the top right-hand corner of the page. (Yes, you will click "Login" twice)



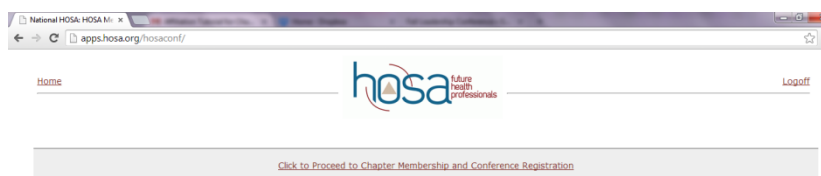
- This will take you to the HOSA Conference Management System where you will type in your Charter Number and Password. Type in your provided Charter number and Password in the “Local Chapter Advisors” section. **\*Passwords are case sensitive**



The screenshot shows the HOSA Georgia website with the following sections:

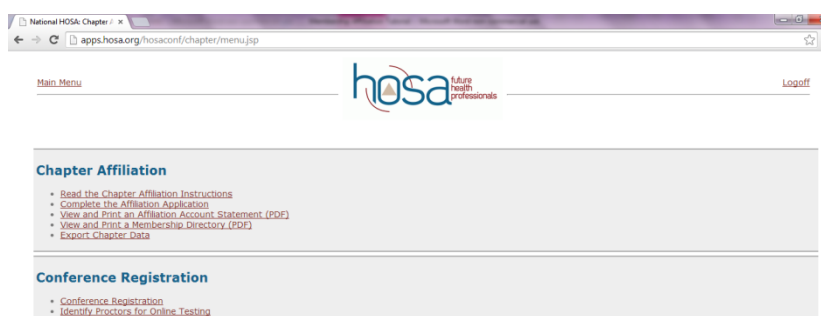
- Local Chapter Advisors:** Fields for Charter (dropdown) and Password (text), with a Login button and a link to Forget Password.
- Take a Test:** A message stating that the test proctor will either enter the access ID and password for the user or provide both to the user. Fields for ID and Password are provided, along with a Login button.
- Online Testing Proctors:** A message stating that users should have received an email with a direct link to the proctor page and security credentials. Fields for Username and Password are provided, along with a Login button and a link to Forget Password.
- Update Alumni Registration:** A message asking users to make sure they use the email address provided during registration. Fields for Email Address and Password are provided, along with a Login button.
- State Advisors:** Fields for State ID and Password, with a Login button and a link to Forget Password.

- Georgia HOSA gives this number to you from National HOSA upon starting a chapter. The password is case sensitive, so be aware of capital and lowercase letters. If you have trouble accessing your account, feel free to fill out the [Chapter Login Request Form](#). We have a list of all charter numbers and passwords and are more than willing to give them out if you accidentally misplace yours or have trouble logging in.
- You will now click “Proceed to Chapter Membership and Conference Registration.”



The screenshot shows the HOSA Georgia website with a button labeled “Click to Proceed to Chapter Membership and Conference Registration”.

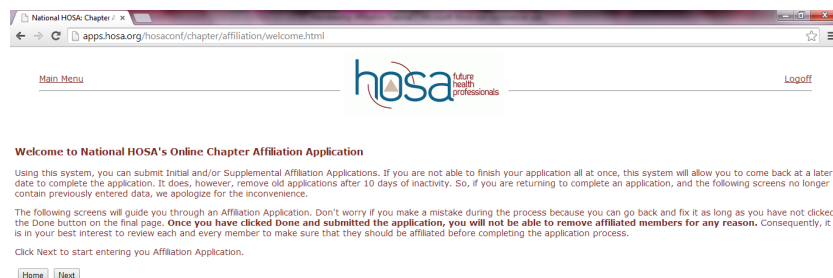
- Now a screen will appear that has Chapter Affiliation. You will click on “Complete the Affiliation Application.”




The screenshot shows the HOSA Georgia website with the following sections:

- Chapter Affiliation:**
  - Read the Chapter Affiliation Instructions
  - Complete the Affiliation Application
  - View and Print an Affiliation Account Statement (PDF)
  - View and Print a Membership Directory (PDF)
  - Export Chapter Data
- Conference Registration:**
  - Conference Registration
  - Identify Proctors for Online Testing

- This screen outlines basic directions about the system. After reading these instructions, you will now click “Next.”



National HOSA: Chapter / x  
apps.hosa.org/hosaconf/chapter/affiliation/welcome.html

Main Menu  Logoff

**Welcome to National HOSA's Online Chapter Affiliation Application**

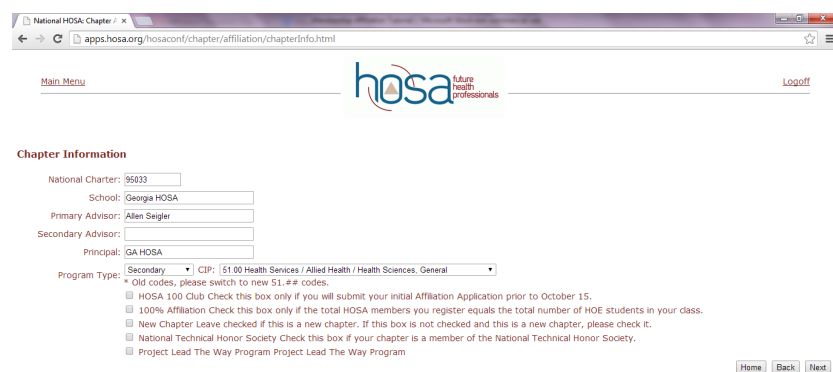
Using this system, you can submit Initial and/or Supplemental Affiliation Applications. If you are not able to finish your application all at once, this system will allow you to come back at a later date to complete the application. It does, however, remove old applications after 10 days of inactivity. So, if you are returning to complete an application, and the following screens no longer contain previously entered data, we apologize for the inconvenience.

The following screens will guide you through an Affiliation Application. Don't worry if you make a mistake during the process because you can go back and fix it as long as you have not clicked the Done button on the final page. **Once you have clicked Done and submitted the application, you will not be able to remove affiliated members for any reason.** Consequently, it is in your best interest to review each and every member to make sure that they should be affiliated before completing the application process.


Click Next to start entering your Affiliation Application.

[Home](#) [Next](#)

- All of your basic information is listed on the Chapter Information page. If you are a new advisor or your name is not listed, make sure to edit this. After confirming the information click the “Next” button.



National HOSA: Chapter / x  
apps.hosa.org/hosaconf/chapter/affiliation/chapterinfo.html

Main Menu  Logoff

**Chapter Information**

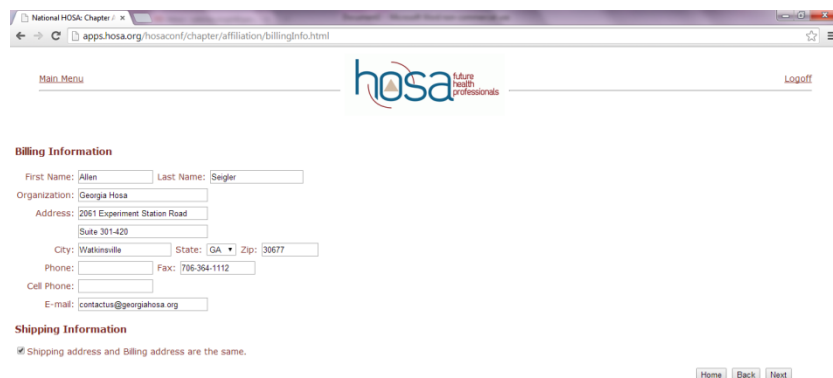
National Charter: 95933  
 School: Georgia HOSA  
 Primary Advisor: Allen Seigler  
 Secondary Advisor:  
 Principal: GA HOSA

Program Type: Secondary CIP: 51.00 Health Services / Allied Health / Health Sciences, General  
 \* Old codes, please switch to new 51.## codes.


☐ HOSA 100 Club Check this box only if you will submit your initial Affiliation Application prior to October 15.  
☐ 100% Affiliation Check this box only if the total HOSA members you register equals the total number of HOE students in your class.  
☐ New Chapter Leave checked if this is a new chapter. If this box is not checked and this is a new chapter, please check it.  
☐ National Technical Honor Society Check this box if your chapter is a member of the National Technical Honor Society.  
☐ Project Lead The Way Program Project Lead The Way Program

[Home](#) [Back](#) [Next](#)

- For the Billing Information, make sure this information is correct, as this is how National HOSA will bill membership.



National HOSA: Chapter / x  
apps.hosa.org/hosaconf/chapter/affiliation/billinginfo.html

Main Menu  Logoff

**Billing Information**

First Name: Allen Last Name: Seigler  
 Organization: Georgia Hosa  
 Address: 2051 Experiment Station Road  
 Suite 301-420  
 City: Watkinsonville State: GA Zip: 30677  
 Phone: Fax: 706-364-1112  
 Cell Phone:  
 E-mail: contactus@georgiahosa.org

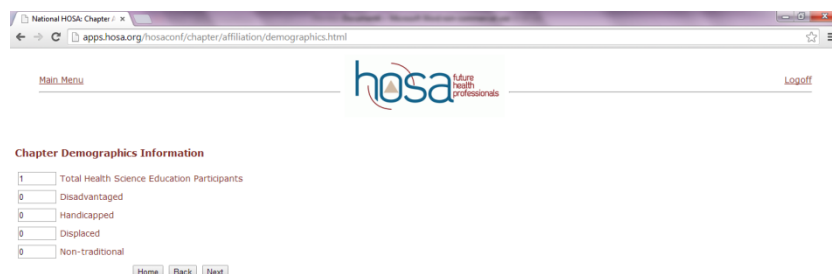
**Shipping Information**

☒ Shipping address and Billing address are the same.

[Home](#) [Back](#) [Next](#)

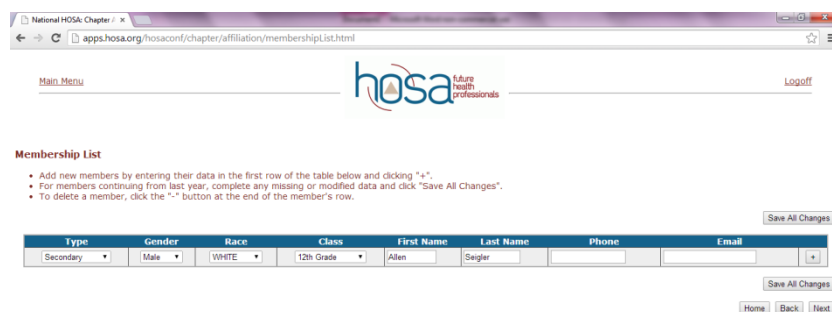
## Membership Affiliation Tutorial

11. Please enter the Chapter Demographics Information correctly. It is important to know the makeup of our membership so that the organization may be eligible for certain grants. If you prefer, you can come back later and edit this. Click “Next” again.



The screenshot shows a web browser window with the URL `apps.hosa.org/hosacnf/chapter/affiliation/demographics.html`. The page has a header with the hosa logo and a navigation bar with links for Main Menu, Logoff, and a Home button. The main content area is titled "Chapter Demographics Information" and contains five input fields with labels: "Total Health Science Education Participants", "Disadvantaged", "Handicapped", "Displaced", and "Non-traditional". Each field has a small "0" next to it. At the bottom of the form are three buttons: "Home", "Back", and "Next".

12. This is the screen in which you will add new members. The only information that you need to put in is the classification, member type, first name, last name, and email. It is crucial that you spell their name correctly in this screen, as this is how the name will appear everywhere else throughout. (i.e. on screen if they are recognized at a conference, on their name badge for conference, etc.) Please use upper/lower case like the example. It is imperative you enter the student’s email address, not your own email address for every student, in order for them to have access to Connect. Once you have typed in this information you will click “Add Member (+).”

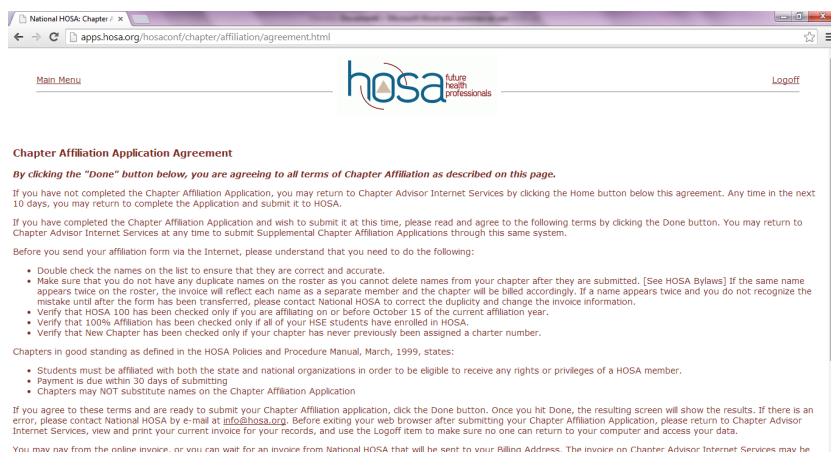


The screenshot shows a web browser window with the URL `apps.hosa.org/hosacnf/chapter/affiliation/membershipList.html`. The page has a header with the hosa logo and a navigation bar with links for Main Menu, Logoff, and a Home button. The main content area is titled "Membership List" and contains a table with columns: Type, Gender, Race, Class, First Name, Last Name, Phone, and Email. The table has one row with the following data: Type: Secondary, Gender: Male, Race: WHITE, Class: 12th Grade, First Name: Allen, Last Name: Sengler, Phone: (empty), and Email: (empty). To the right of the table is a "Save All Changes" button. Below the table are three buttons: "Home", "Back", and "Next".

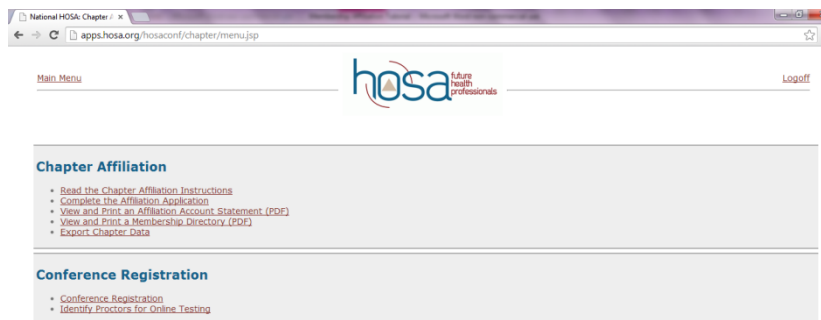
13. If you accidentally add the same person twice or make a mistake in spelling you can delete the selected member by clicking the “-” symbol on the right-hand side or edit the selected members information by clicking on their name. Once you have entered all of the members’ names, click “save changes” and then “next.”

## Membership Affiliation Tutorial

14. This next screen will post a couple numbers. The number of National Dues and State Dues needs to be added together to get the Membership bill. This amount will need to be sent to National HOSA in Texas. Georgia HOSA does not need to receive any membership dues from schools. Once submitting affiliation, you are committed to the agreement to pay the invoiced amount. No refunds will be given after submission. Click the “Next” button after verifying this information is correct.



15. After reviewing the agreement, you will click “Done.” Now the new members are in the system. If you would like to you can view your membership directory on the “Home” section of the website. You can follow this process each time you want to add members. You can add as few or as many as you would like each time and you can complete the affiliation process as many times as you would like throughout the year.
16. Once you select “Done” you will see the following screen in which you will need to click “View and Print Membership Directory”. If you followed the steps exactly, you should see the members that have been added.



Congratulations! You now know how to register students as members! Remember there is no deadline for registering students as members. However, a student or advisor has to be an affiliated member of HOSA to attend any conference. (Fall Leadership Rally is an exception because this is a recruiting event and non-members are encouraged to attend.)