



Registration Helpful Hints and Reminders

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Before completing your school's registration for any HOSA function, please read through each bullet point to ensure you have completed registration with no errors.

- Read the Conference Guide for the event you are attending. Advisors are responsible for any information presented in the Conference Guide.
- To register students for conferences (except for Fall Leadership Rally) they must be affiliated as a member FIRST for their name to show up in the conference registration screen.
- Be aware of the registration deadline for the event and give your students a "chapter deadline" which is a few days before the state deadline. Use the calendar of events from GA HOSA at the beginning of the year to publish your local chapter deadlines to all of your members.
 - In the HOSA System, we have to set the deadline date to the day after registration closes, so that the portal will stay open until midnight.
- Do NOT register any students from your chapter until you have received their registration fee. Act as if this is a "deposit" that needs to be paid first. No refunds will be given after registration closes.
- Reference the list of information needed from attendees that is given for each event to minimize the risk of missing a student and/or options and activities such as t-shirt sizes and/or competitive events.
- Once finalizing all registrations, print the "Invoice/Registration Summary" PDF to double check all competitive events, teams, shirt sizes, and any other options that may be available for that conference.
- Complete your registration a day or two before the state deadline, so that you have a day to think through registration, see students, etc. If you have missed a student, this will still give you some time to add them.
- Hotel rooms for the Fall Leadership Conference must be booked through the online Housing Bureau and State Leadership Conference must be booked using the Hotel Lodging Form.
- After the registration deadline, no one will be removed. If you have a student that is not attending, you can replace that student with another who wants to attend. Simply fill out the Attendee Replacement form, found on the Conference page for the specific event. Special options that have been ordered/selected for the original attendee registered (t-shirt, etc.) cannot be changed as that is what we go by when ordering for the event. For additional registrations after the deadline, late registration is based on availability and incurs a late registration fee.
- Follow the instructions provided for Remind to receive reminders, updates, and alerts throughout the year. This will serve as a secondary form of communication in addition to the Georgia HOSA Newsletter via email. Don't miss out on helpful reminders for registration deadlines, payment deadlines, happenings at Georgia HOSA, etc., [subscribe today!](#)
- FOLLOW and LIKE Georgia HOSA on social media sites to receive conference updates and emergency information during the conferences.