

## Membership Affiliation Tutorial

*How to register students as HOSA members*

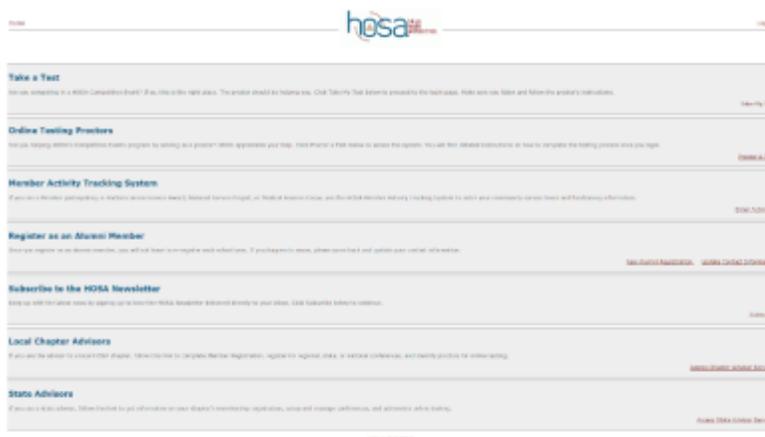
Remember, you must have 5 registered members to start a chapter. If you have any trouble registering members during this process feel free to reach out to Georgia HOSA. We are here to serve you.

*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.



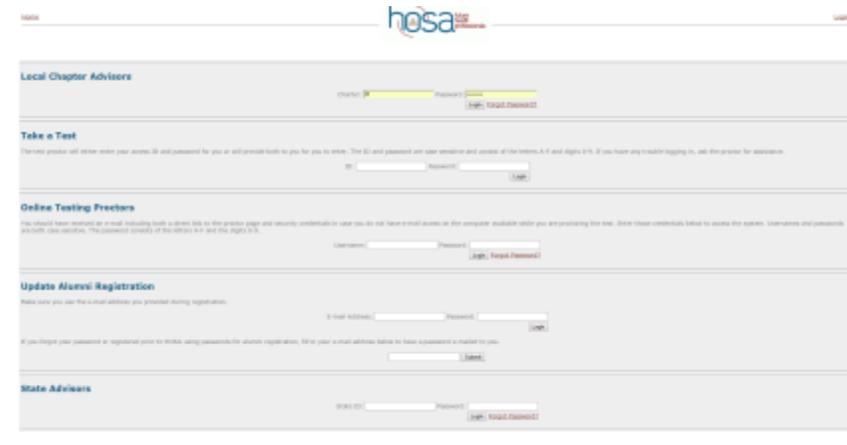
3. Click "Login" in the top right hand corner of the page. (Yes, you will click "Login" twice)



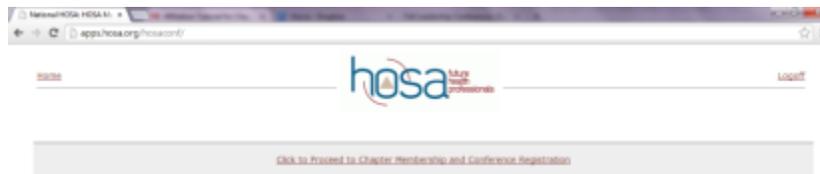


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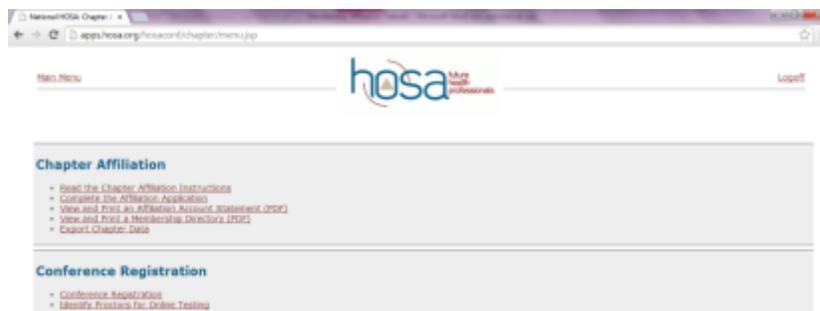
- This will take you to the HOSA Conference Management System where you will type in your Charter Number and Password. Type in your provided Charter number and Password in the “Local Chapter Advisors” section.



- 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.”



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



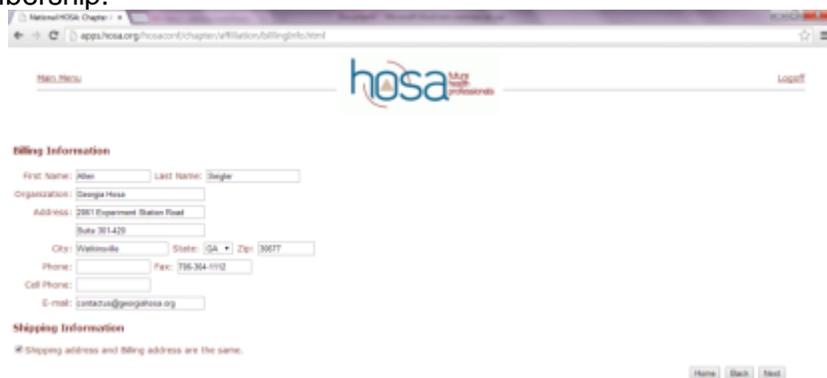
- This screen outlines basic directions about the system. After reading these instructions, you will now click “Next.”



- 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.



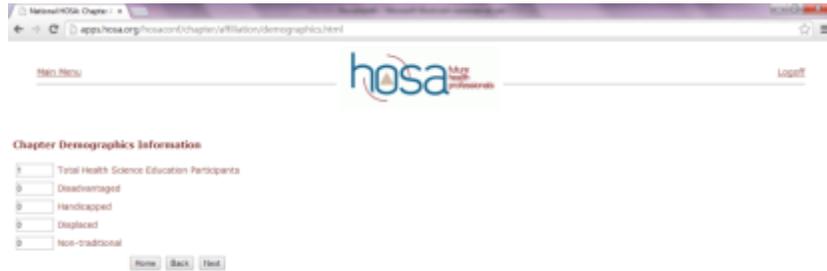
- For the Billing Information, make sure this information is correct, as this is how National HOSA will bill membership.





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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.

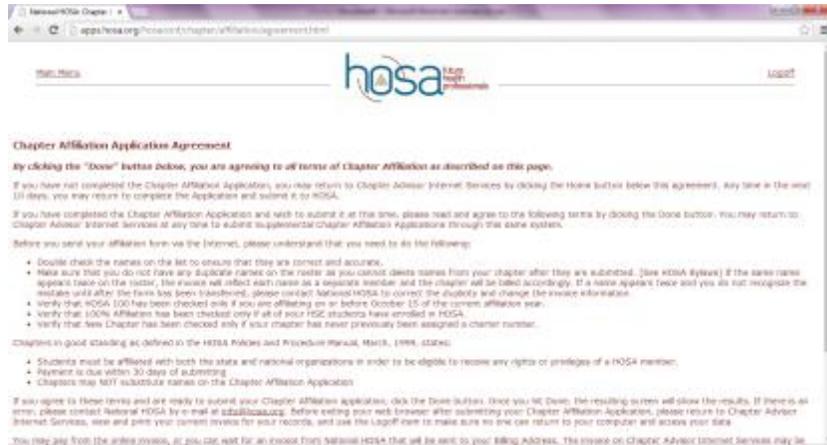


12. This is the screen in which you will add new members. The only information that you need to put in is the classification, member type, first name, last name, and email. It is crucial that you spell their name correctly in this screen, as this is how the name will appear everywhere else throughout. (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 (+).”



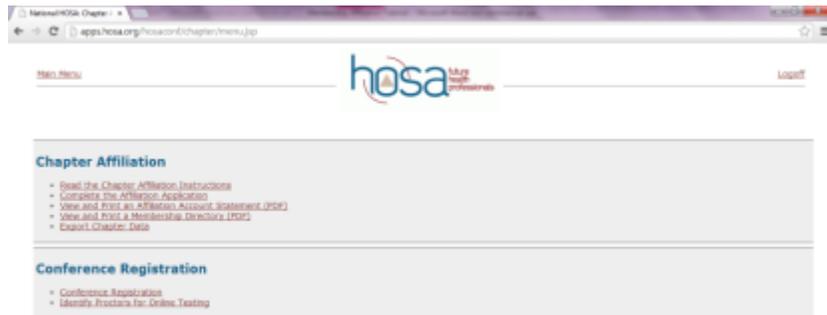
13. If you accidentally add the same person twice or make a mistake in spelling you can delete the selected member by clicking the “-” symbol on the right hand side or edit the selected members information by clicking on their name. Once you have entered all of the members’ names, click “save changes”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

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.)