

HOSA Online Testing Registration Guide



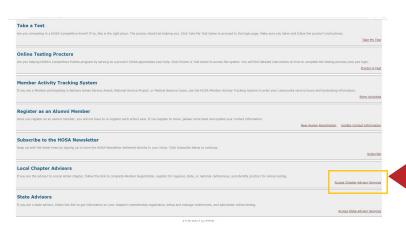
1

Before you begin

Gather all the information you will need to enter. You will be asked to provide information about each member to include:

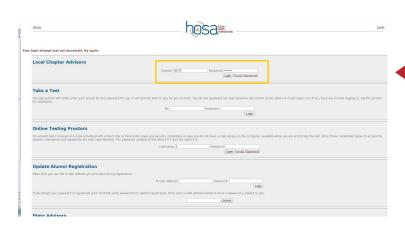
- Event(s) they want to test in.
- If they are competing in a team event, which members are on each team.

2



Click on the Local Chapter Advisors section

3



Enter in your charter number and password in the Local Chapter Advisors section







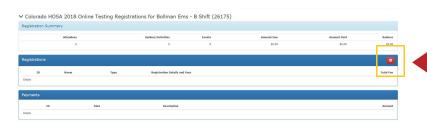
Click on the red "Conference Registration" link

5



Click on the "Colorado HOSA 2018 Online Testing" button

6



Click on the red button in the registration section.







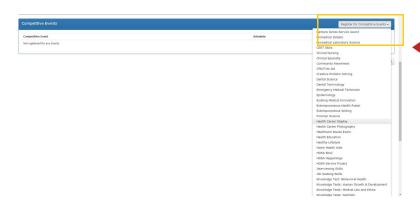
Click on the "Registration" button next to student you are registering.

8

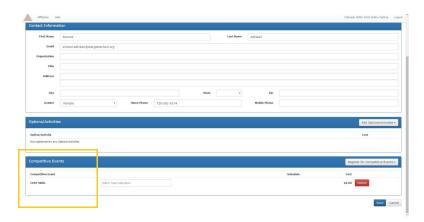


Enter in the student's information





Scroll down to
"Competitive Events" and click on
the "Register for Competitive
Events" drop-down menu



Choose the event the student wants to test for and it will show up under "Competitive Events"

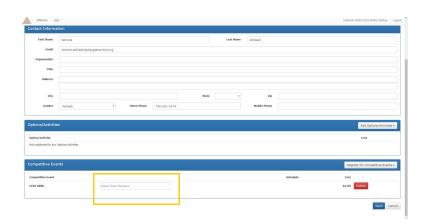
Do this for each of the up to three events the students wishes to test for.

11



If the student is not competing in any team events press "Save" and this student is now registered!

Team Events



If the student is competing in team events enter the name of their teammate(s) in the highlighted box