

Directions for State Leadership Conference Online Registration:

1. Go to www.hosa.org
2. Click on Advisor Services
3. Scroll down and click on Chapter Advisors
4. Click on the "Click Here" to proceed to Chapter Affiliation and Conference Registration
5. Log in to Local Chapter Advisors with your Charter and password provided by Jan Rittenhouse. This is the same charter number and password that you used to enter your membership.
6. Click on "Conference Registration"
7. From the "Select a Conference" pull down menu, select Illinois HOSA 2011.
8. Click "Begin Registration"
9. Select the student to be registered, then click the Register button.
10. Fill in the appropriate information for the student.
 - *You do not need to fill in the student's address.
 - **Please be sure to select at least one symposium for the student to attend. Symposium 1 & 3 will be the same presentation and Symposium 2 & 4 will be the same presentation.
 - ***Be sure to select the appropriate T-shirt size.
 - ****Be sure to select whether the student would like a vegetarian meal at the awards banquet.
 - *****When entering team competitions, please be sure to enter the appropriate team number.
11. You will need to enter any guests or chaperones under the "Conference Registration – Family/Guest/Other"
12. Once you have entered your registration, click on "Invoice/Registration Report" to print a hard copy.

Mail the following items to:

Dana Clayton
Collinsville AVC
2201 S. Morrison
Collinsville, IL 62234

- _____ Chapter Registration Form
- _____ Hard copy of on-line registration
- _____ Registration check
- _____ Code of Conduct Forms
- _____ Medical Release Forms
- _____ Hotel Form
- _____ Guest Form
- _____ State Essays
- _____ State Theme Entry
- _____ State Pin Entry
- _____ State Officer Applications

If you have any questions, please email/call either April Sonnefeldt or Dana Clayton.

April Sonnefeldt	asonnefeldt@sd129.org	630-301-6756
Dana Clayton	dclayton@kahoks.org	618-346-6320