



## Quick Reference Guide

# REGISTERING FOR CAL-HOSA FALL LEADERSHIP CONFERENCE

This quick reference guide is for advisors' use only. Registering for Cal-HOSA Fall Leadership Conference must be done by advisors, NOT the students. Check the **Important Dates Calendar** on the [Cal-HOSA website](#) to know the deadlines.

1

You, your students, and your chapter must first be affiliated with HOSA before you can register for FLC.

- To know how to affiliate your chapter, refer to the quick reference guide on **Starting or Reactivating a Cal-HOSA Chapter**.

2

To register yourself and your students, access your chapter's account at the [HOSA website](#). You will need your chapter's login and password.

3

Scroll to find "Fall Leadership Conference" under the *Conferences* panel.

4

Register your students by clicking the **+** button on the *Registrations* panel and choose the appropriate 'Registration Type'.

5

Ensure that an advisor or approved school personnel is registered with the students.

6

You will find the amount you will have to pay under the *Registration Summary* panel.

7

To generate an invoice, click the **Reports** button on the bottom left of your screen.

8

Process your FLC Registration payment promptly with the check made payable to California HOSA. The address where the check will be mailed is found on the header of the invoice.

9

Refer to the **Important Dates Calendar** to know the payment deadline. This document is available at the [Cal-HOSA website](#).

10

Check your email regularly for conference updates including information about workshops.



Email [headquarters.calhosa@gmail.com](mailto:headquarters.calhosa@gmail.com) for questions or concerns.