

STEP 1

Login to HOSA CMS

<https://apps.hosa.org/>

STEP 2

Go to Conferences...

Locate the District Leadership Competition. If it's not listed, navigate to the 'Pending' section and change to 'All'.

The screenshot shows the HOSA CMS interface. At the top, there is a navigation bar with 'Membership', 'Invoices', and 'Help' menus. The user is logged in as 'IA, IA001-Iowa HOSA'. Below the navigation bar is a summary bar with three colored sections: yellow (Total 0, \$0.00), red (0, \$0.00), and green (0, \$0.00). The main content area is titled 'Conferences' and has a 'Pending' filter dropdown. A card for the '2022 Fall Leadership Conference' is displayed, showing registration dates (Open 09/02/2022 07:00 PM, Close 10/01/2022 07:00 AM) and conference dates (2022-10-17 - 2022-10-17). Below this, a table shows 0 Events, 7 Activities, and 0 Attendees. At the bottom of the card, a table shows \$0.00 Charged, \$0.00 Fees Paid, and \$0.00 Balance. A green checkmark icon is visible in the bottom left corner of the card. The text 'Made with Tango.us' is in the bottom right corner.

Events	Activities	Attendees
0	7	0

Charged	Fees Paid	Balance
\$0.00	\$0.00	\$0.00

STEP 3

Click on 2023 District Leadership Competition

Conferences

2023 District Leadership Competition

Registration Dates
Open 11/30/2022 06:00 PM
Close 12/23/2022 05:59 PM

Conference Dates
2023-01-09 - 2023-01-20

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STEP 4

Go to the Registrations section

Membership Invoices Help 2023 District Leadership Competition

0 0 0 \$0.00 \$0.00 \$0.00

Registrations +

ID	Name	Type	Registration Details and Fees	Total Fee
Empty				

Payments

ID	Date	Description	Amount
Empty			

4 Reports Register Members Re Made with Tango.us

STEP 5

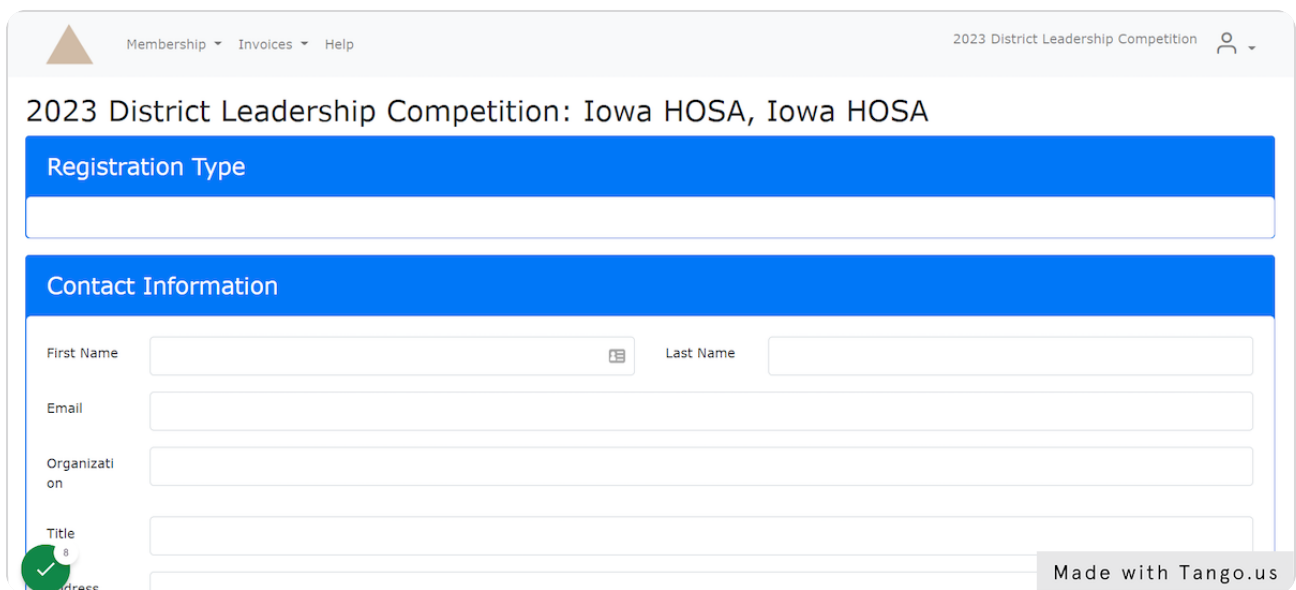
Click on Add Registrations button



STEP 6

Confirm Contact Information

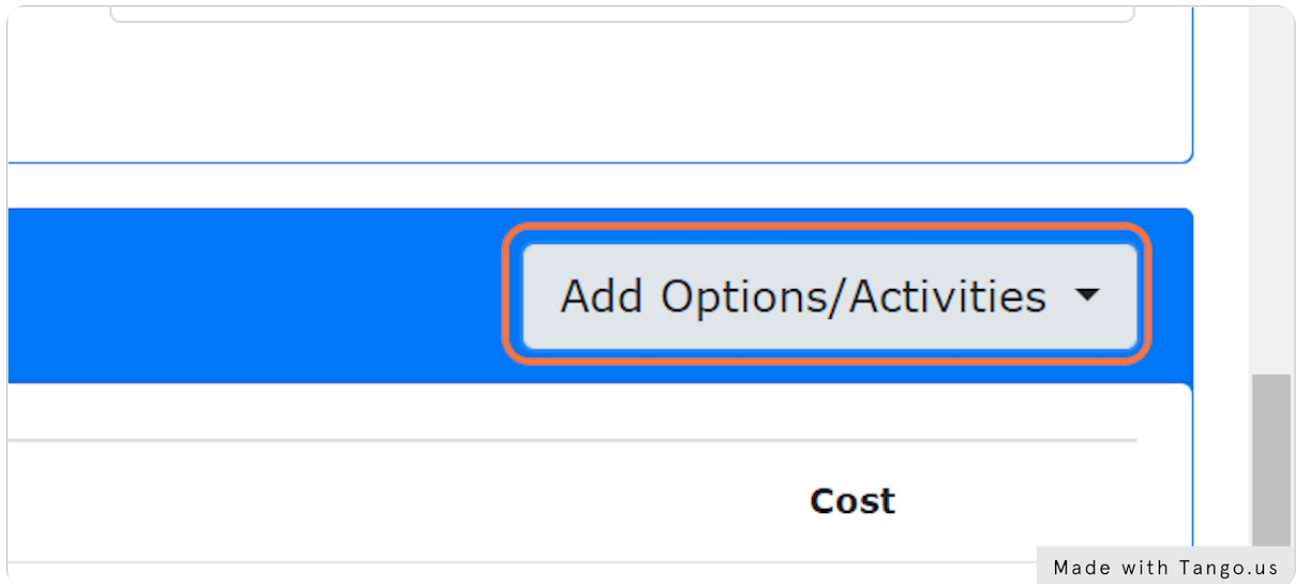
Select the proper registration type for each student member. Please note: Advisors must register to receive communications and proctoring instructions. Confirm all the contact information for the student member is correct.



STEP 7

Click on Add Options/Activities

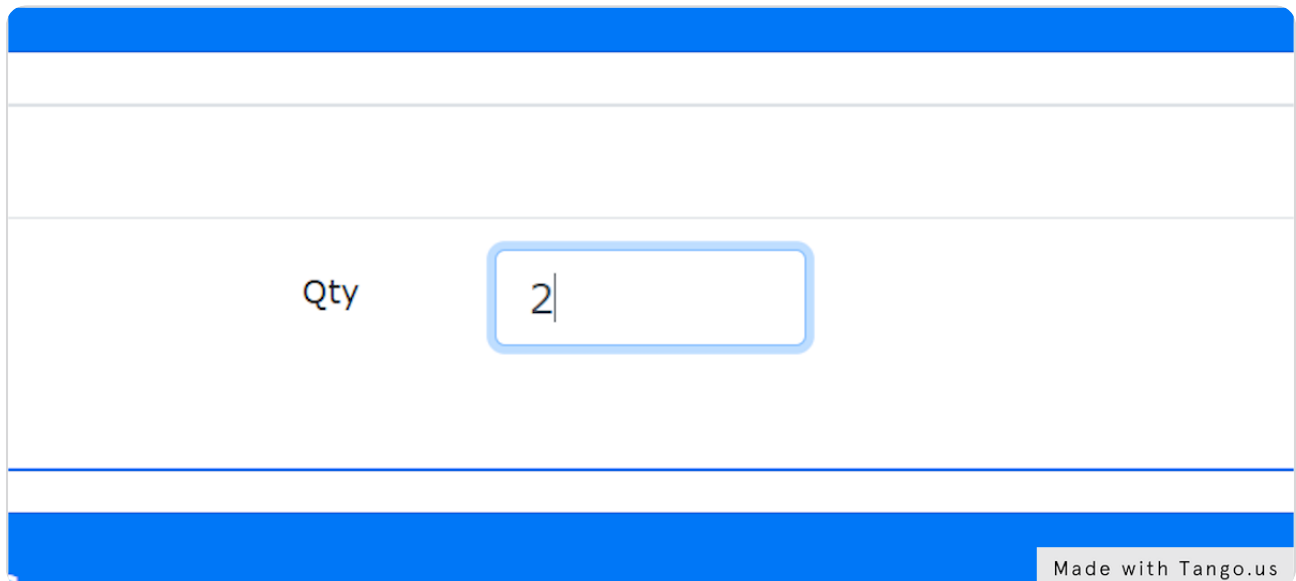
Click on the Competitive Events Entry



STEP 8

Edit the quantity box

Students can take an unlimited amount of tests. Please note each test costs \$15.



STEP 9

Click on Register for Competitive Events

Select the test(s) the student wishes to take.



STEP 10

Click on Save

