Wisconsin HOSA Regional Leadership Competitions (RLC)
Online Registration Instructions

Before Registering for RLC

- **Affiliate** advisors and student members via https://apps.hosa.org/ by December 1.
- Verify the **number of competitive event entries** that your chapter may register by reviewing the Competitive & Recognition Events Handbook.
- Determine if you may need **proctors** to administer local online testing. Gather their name(s) and e-mail. Refer to Competitive & Recognition Events Handbook for instructions.
- **Add your proctor by December 10**, see instructions below.
- **Prepare** to submit final RLC registration by midnight on December 10.
- **No Middle School or Postsecondary/Collegiate events occur at the RLC**, only at State and International competition.

RLC Registration Instructions

Begin by logging into https://hosa.org/

1. Select "Login" link, located at the top of website.
2. Enter Charter ID and Password. *These are the same for affiliating your chapter members*.
3. Go to "Conferences" section.
4. Select "2024 Regional Leadership Competitions." *If you do not see this conference available, change your drop-down menu to show Future or All Conferences – see sample below*.

You will then arrive at the main registration summary view.

Note: Depending upon your Internet connection speed, you may experience short delays as you progress through registration steps. As these occur, the system may temporarily display a rotating triangle that appears similar to the image shown to the right here.
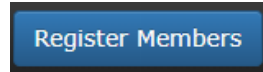
Register Affiliated HOSA Members – Advisors and Students

  OR

Select either the red Plus icon from within the "Registrations" section, OR the blue "**Register Members**" button at the bottom.

Next, select the blue "Register" button located to the left of a member's name.

In the Registration Type, verify that "Secondary" is selected for student members, or "Advisor" is selected for chapter advisors. *Secondary should be automatically selected for student members*.

Verify the member's contact information is accurate. *Again, this should auto-fill with their membership affiliation data*.

Options/Activities:

Skip the "**Options/Activities**" section because there are no Options/Activities for these competitions.

Competitive Events:

Continue to the "**Competitive Events**" section – to **register student members in one Competitive Event.** *Students do not register for Recognition Events at RLC*. Select the "Register for Competitive Events" button, and a drop-down menu will appear. *You may have to scroll-down to see the entire list of available RLC events*. Select the title of the RLC Event in the drop-down menu, and it will become added to this section. When complete, select the blue "Save" button at the bottom, and this student's RLC registration will be submitted. Repeat these steps for each student member attending the RLC.

For **team event entries**, please see the following instructions.

Select Team Members

For **team event entries**, you also need to identify team members. Register each team member for the event first. Notice that a "Select Team Members" text-box will appear. If other team members have already been registered for this event, you can search for their team member's name by typing into that text-box. As you begin to type, the site begins searching for team members' names. Once you select a team member's name, the site links them to a team by assigning them a unique 5-digit team number. The site also notifies you when additional team members are necessary to meet the minimum requirement. If team members have yet to be registered, you can still edit registration later – see "Edit RLC Registration" instructions below.

View RLC Registration Summaries

View ▲

Select "View" from the bottom black menu, and a drop-down menu will appear including: Registrations, Competitive Events, Options/Activities, and Unregistered Members. Click on one of these titles, and a summary view of those registrations will appear. You may return to the main screen by selecting "View" and then "Registrations."

If you have any team event category entries, please see the following examples of what to look for when registering team members. Again, please see "Edit RLC Registration" instructions below as necessary.

| View Registrations (*team members not selected - incomplete*)	View Registrations (*team members selected - complete*)
Secondary Registration Forensic Science: Team ? Secondary Registration Forensic Science: Team ? If Team Number is displayed "Team ?" then team members still need to be selected.	Secondary Registration Forensic Science: Team #10017 Secondary Registration Forensic Science: Team #10017 Sample of a correctly registered team entry, includes a 5-digit team number.

| View Competitive Events (*team members not selected - incomplete*)	View Competitive Events (*team members selected - complete*)
Forensic Science No registrations for event. Sample where students are registered for a team event; however, team members were not selected. The event name remains in tan with no registrations found. (*not enough team members selected - incomplete*) Not Enough Team Members, Min Team Members: 2 Also look for any entries highlighted in pink because additional team members may need to be selected.	Forensic Science Competitor ID Type 10017 SS Sample of team entry that would include all team members' names listed altogether on the same row.

Edit RLC Registration

From the main registration summary view, click on the button with an icon shaped like an eye that is located left of a participants' name. While the registration-window remains open, you can make changes including: Options, Competitive Events, and Delete Registration. You may also select team members [where applicable] by typing a team member's name in the "Select Team Members" text-box that would appear. Select the blue, "Save" button when changes are complete, and the participant's registration will become revised. If you need to delete an RLC Event, you may select the red "Delete" button. [*If removing a student entirely, please first delete their event and Save. Then delete the participant*.]

## Print RLC Invoice or Registration Summary
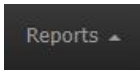
Select "Reports" from the bottom black menu, and a drop-down menu will appear including: Current Invoice, Invoice #, and Registration Summary. Select "Registration Summary" to review a report of your RLC registration including participant types and competitive events. Select "Current Invoice" to view your RLC Invoice. *If you have multiple invoices, you may click on each invoice number separately*. Print a copy or two of your RLC Invoice. Select the print icon, or use the keyboard shortcut keys of Control + P. [*Note: the report may print an extra page or two, so you may want to set the pages to only print the first page(s) based upon the preview displayed*.] Select the Print or Cancel button; do not close your Internet browser tab here. You may close this Report view by selecting the X at the top of your RLC Invoice, not your Internet browser tab that is titled "HOSACMS" or your session will close. Please see the following illustration for examples of where to select the "X" to close this report window.

Yes:	**No:**
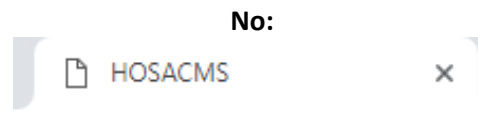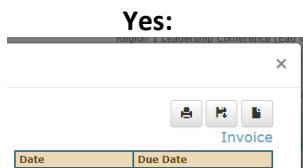
Add Proctor for Local Online Testing (due December 10)

If you have any members competing in events that include an online test, you'll also need to identify your proctor(s). Return to the main registration summary view by selecting the triangle icon at the top left of the webpage. Go to the "Online Testing" section at the bottom of the page – see sample below.
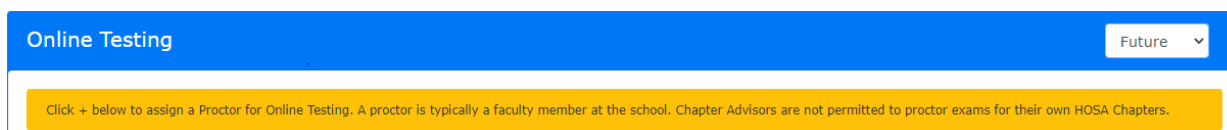
Select the Plus Icon under "Proctors" to provide your proctor's: First Name, Last Name, and e-mail. Select the "Save" button. Repeat if necessary to identify multiple proctors. You may then logout to exit.

Logout

Logout

After registering participants, and identifying proctors [if necessary], you may select "Logout" at the top-right. This will close your RLC registration session.

RLC Registration Questions

Email contactus@wihosa.org.

Next Steps

- Submit your RLC Invoice(s) for payment. Checks may be made payable to "Wisconsin HOSA" and mailed to the address shown at the top of your RLC Invoice. Payment is due at the State Office on December 31. [*The invoice will automatically insert the current date and terms of Net 30 for the due date*.]
- Make arrangements for your proctor(s) to administer online testing locally at your school from in January. Refer to the HOSA Calendar of Events for the testing window.
- Competitors need to review the Competitor Participant Code of Conduct Form and Advisors need to review the Local Advisor RLC Procedures and Responsibilities. Form. These forms are available via the RLC webpage. These forms are not submitted to the State Office.
- Revisit the RLC webpage to stay informed.
- Help members prepare for their RLC events, and remind them to review Competitive Event Guidelines, Resource Center, and Competitive & Recognition Events Handbook.