

# Registration Instructions

- All forms can be found on the SLC page. Just click on the buttons.
- You are required to have students fill out the following:
  - ✓ Registration form
  - ✓ Permission form
  - ✓ Medical form
  - ✓ Code of Conduct form
  - ✓ Photo Release
- Pass out necessary forms to students; attending adults **must** fill out forms also.
- Forms should **be mailed** to me as soon as you have collected all of them
  - ✓ Be sure to tell students they must turn in all forms a few days before the deadline. Give yourself or a helper time to register them online.
  - ✓ Encourage students to turn in forms and fees as early as possible.
  - ✓ Once you have any forms turned in, register them online right away.
  - ✓ You may make changes to the registration up until the deadline.
  - ✓ Once registration is closed, I will print out a list of all registered; you will be responsible to pay for all names on the list. **No exceptions.**
- All testing will be in person at the conference. Testing will be immediately following the Opening Session.
- Online Registration will open January 20, 2020
  - ✓ To register: go to the National HOSA website and log-in
  - ✓ Go to Conference Registration (you may have to log-in once more)
  - ✓ Choose: Louisiana HOSA State Leadership Conference
  - ✓ Using the student registration form turned in, fill in all information online

**If you are more than one hour away, I strongly recommend coming the night before.**

Remember, you will be encountering rush hour traffic in the morning.

## **Deadlines:**

January 24, 2020	Officer Applications Due <u>in my office</u>
February 14, 2020	Registration closes for everyone
February 14, 2020	Audition for Anthem Singers
February 14, 2020	Print out invoice & Request check for registration and send <b><u>ASAP</u></b>
February 21, 2020	Nominations for Leadership Award
March 2, 2020	Sign-in begins at 8:00 am
	Opening Session begins promptly at 9:00

**If you have any questions, please feel free to call or email me. Remind students to read all information on the website!**

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