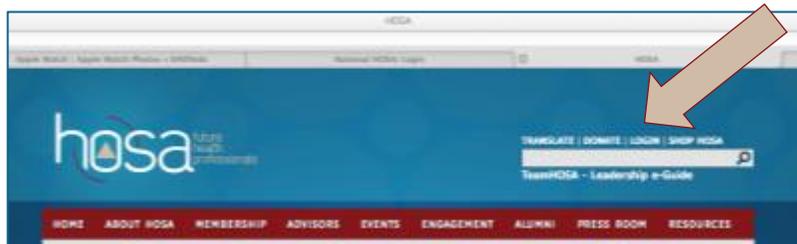# HOSA Activity Tracking System

Barbara James Service Award – National Service Project (HOSA Service Project) - MRC Volunteer Recognition

<mark>State Advisor Instructions</mark>

Please be sure to read the Member and Chapter Advisor Instructions, so you understand the process from their side.

Please Note: In order for members to create accounts and track their activities, they first must be affiliated as part of the local chapter. They also must have a valid email address attached to their name in the affiliation system. This email address must match the email the student uses to create their account. If you have a chapter who has already affiliated their student(s) WITHOUT an email address, you have the ability to enter their emails in the system OR have the chapter advisor send an email to hosa@hosa.org with the charter number, list of student names, and their email address and we will input them for you.

1. Visit: www.hosa.org
2. Login to your state advisor account using your State ID and Password, just like you do for conference management and affiliation reports.
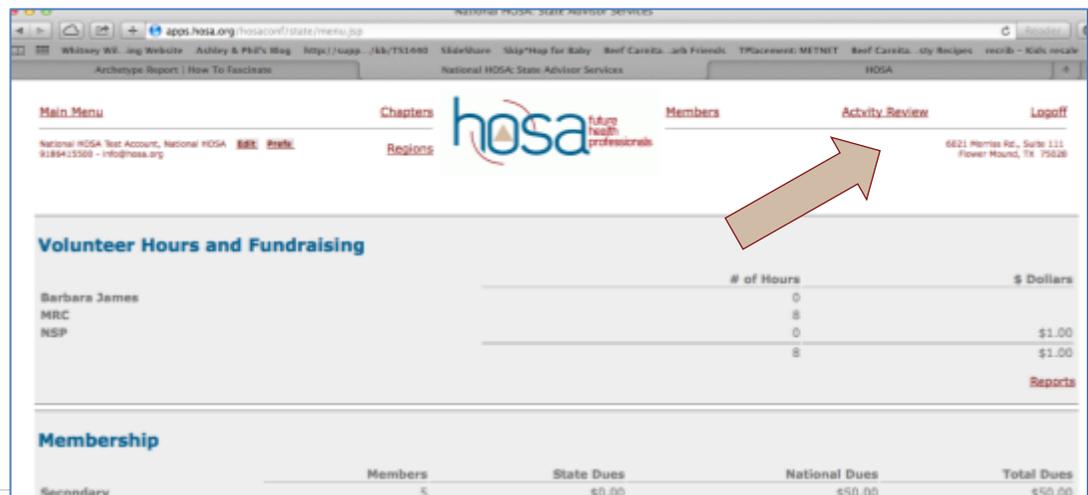

3. From the home page in your account, click on "Activity Review"
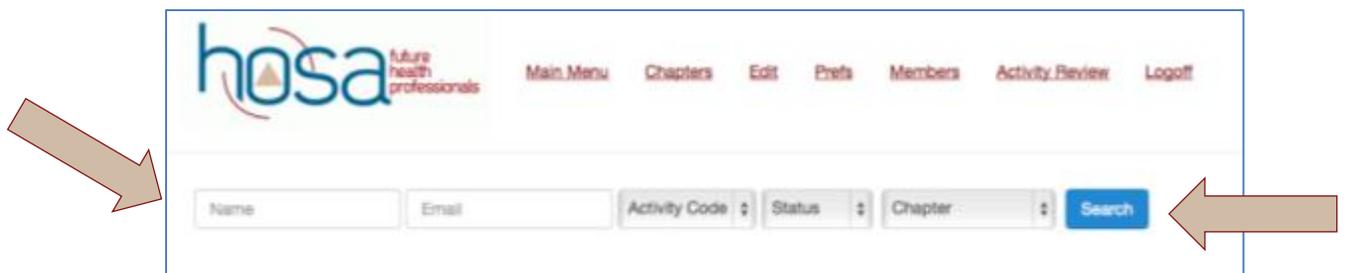
4. This is your main screen
    - You can use this screen to view and search entries from your members
   - Chapter Advisors are responsible for approving and declining the entries from members of their chapters.
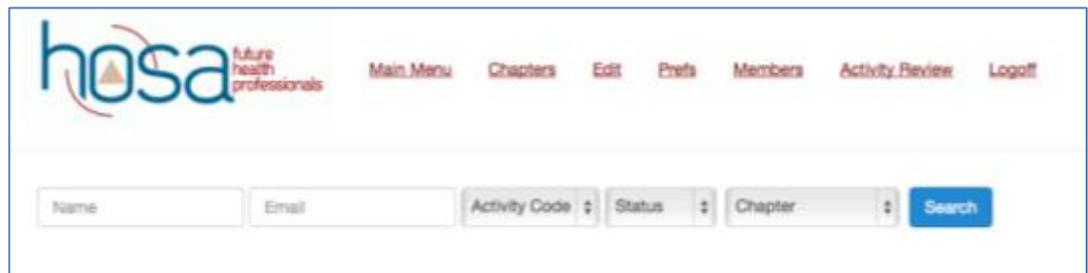
5. You can search for entries to view in a number of ways:
   a. Type in the name or email address of the member who you want to search. Click "Search"

    b. If you want to review all hours from a recognition event at one time, use the Activity Code drop-down and select MV (MRC Volunteer Recognition), BJ (Barbara James Service Award), or NS (National Service Project/HOSA Service Project). Click "Search"
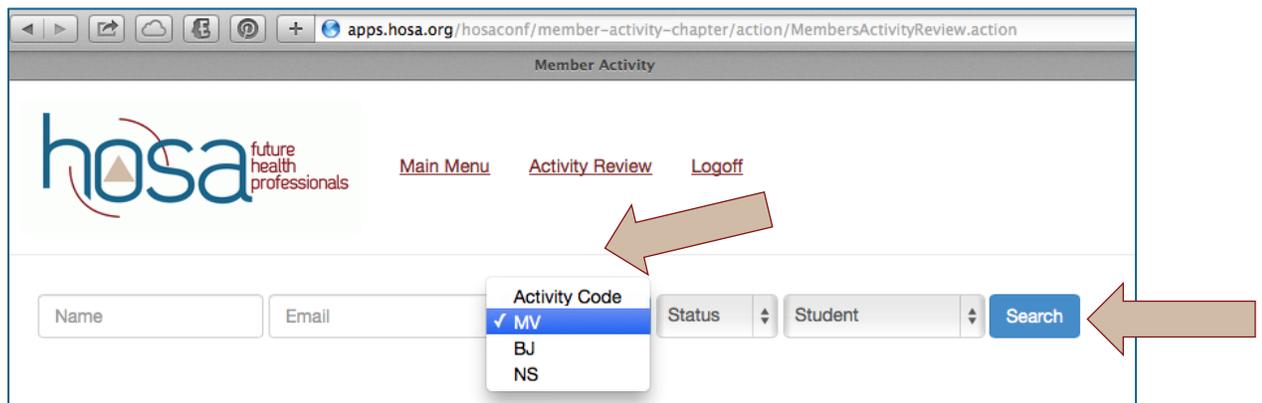

    c. If you want to review all hours that are in a certain status, use the Status drop-down menu. You can view all pending activities that are waiting for chapter advisor approval, approved activities that chapter advisors have already approved, or declined activities that chapter advisors have declined. Click "Search"
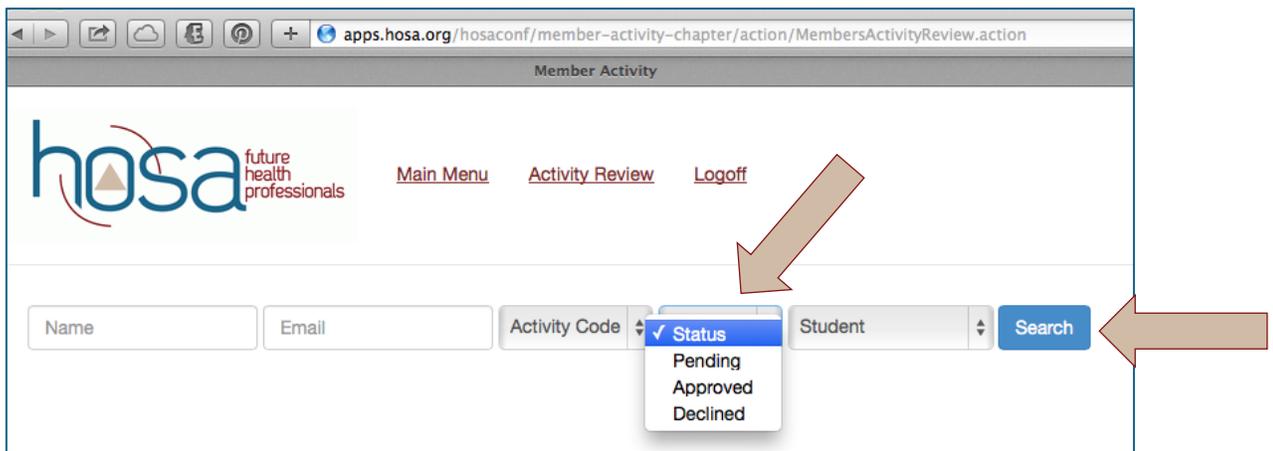
d. Finally, you can search for entries using the Chapter drop-down menu. This drop-down will pre-populate a list of all the chapters in your state. Charter numbers have been added in front of school name for those schools having more than one chapter. To see all entries from a certain chapter, select the chapter and click "Search".
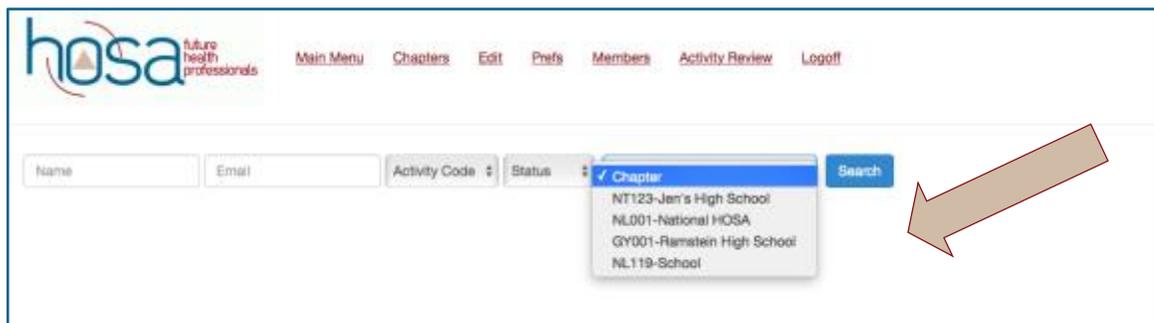
e. When you select a chapter, you can also add a specific student name if you want to search only for entries of a given student.
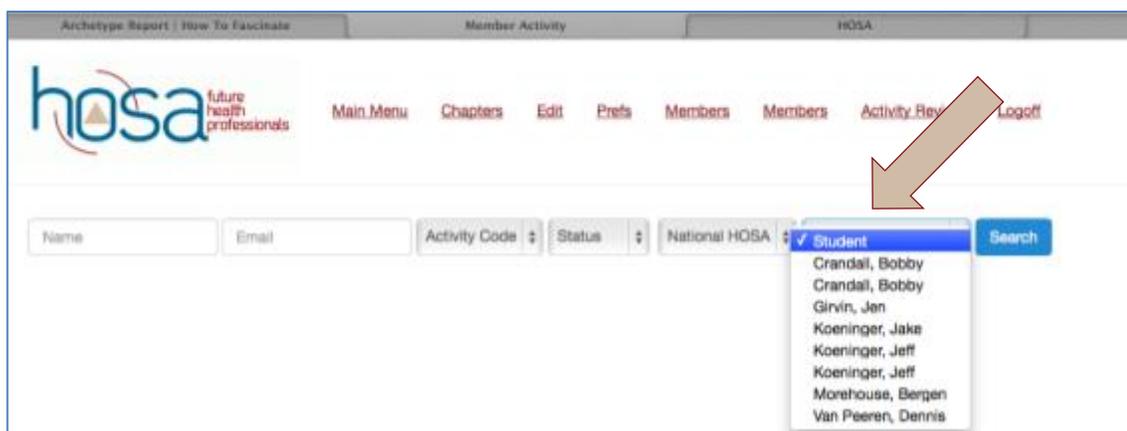
6. Whatever method you choose to search for entries (outlined in steps 5a-5e) you will have a similar screen displayed. The below screen is displayed when all "pending" activities are searched.

- You can see a running total at the bottom bar of the screen that lists the total hours for MRC, BJSA, NSP and the total dollar amount raised for NSP in this "pending" filter

- If you want to see totals for a certain student, apply that filter as outlined in step 5a or 5e, and the bottom bar will reflect their total hours.

  ▪ If you want to see the total hours for MRC Volunteer Recognition only, apply that filter as outlined in step 5b, and the bottom bar will reflect the MRC totals.

  ▪ If you want to see the total hours for your entire state, apply the "approved" status filter in 5c, and the bottom bar will reflect your state's approved totals.

  ▪ If you want to see totals for an entire chapter, apply that filter as outline in step 5d, and the bottom bar will reflect the chapter's total hours.

7. Note About Applying Filters:
  ▪ You can apply more than one filter at a time. So be sure to check all drop-down menus before searching.
  ▪ For example, if you want to search using Activity Code ONLY, the rest of the fields need to be blank or in "status" or "student" or "chapter" mode.
  ▪ If you want to apply more than one filter, simply select the applicable fields. For example, you could search for a student, "Jane Doe," in the name field, and also for Barbara James hours in the Activity Code field. This would give you all BJSA hours for Jane Doe.

8. For each student entry, Chapter Advisors need to either approve or decline it. To approve, they simply click the green check box. To deny, they simply click the red 'x' box. If for some reason you need to approve or decline an entry, you do have this capability as the State Advisor.

9. When viewing a list of approved or denied entries, the field "Approved By / Declined By" will tell you the chapter who approved or denied the entry. The date and time of the entry for the activity by the member will be indicated along with the date and time of approval by the advisor. This information will be helpful to insure that established deadlines are met.

10. Find your state totals
    a. Go back to your home screen
    b. The Volunteer Hours and Fundraising section will always give you a current total of the APPROVED hours and dollars within your state.
    c. To get totals for each chapter, click on "reports"

    d. From the drop-down menu, select Activity Report by Chapter. You can then select any of the three events. This report will download to your computer. It tells you the total hours each CHAPTER had for the 3 events in case you want chapter totals. It will be especially useful finding the totals for National Service Project since that is a chapter recognized event.

e. From the drop-down menu, select Activity Report by Member. You can then select any of the three events. This report will tell you all the members who earned hours for each respective event. It will also tell you their chapter name.

f. From the drop-down menu select Chapter Activity Report. You can then select a specific chapter or select all chapters at once. The report will give you the total for each member of the chapter as well as the grand total for the each event for the chapter.

Activity Report by Chapter

09/11/14 11:19:47 PM

Chapter: National HOSA

State Association	Student Name(s)	Charter Number	Barbara James # of Hours	MRC # of Hours	NSP # of Hours	NSP $ Dollars
National HOSA Test	Bergen Morehouse	NL001	3	18	28	$436.00
National HOSA Test	Jeff Koeninger	NL001	6	12	2	$0.00
National HOSA Test	Jen Girvin	NL001	1	3	8	$200.00
National HOSA Test	Bobby Crandall	NL001	12	7	0	$0.00
National HOSA Test	Jake Koeninger	NL001	0	0	3	$150.00

11. EXPORTS
   a. If you would like any of the same information, as explained in steps a-f above, in an Excel spreadsheet, you have the option of exporting the report. Go back to the home screen and this time, select "Exports".

b. You can then export Activity by Chapter or Activity by Member, and select which of the three events to run.
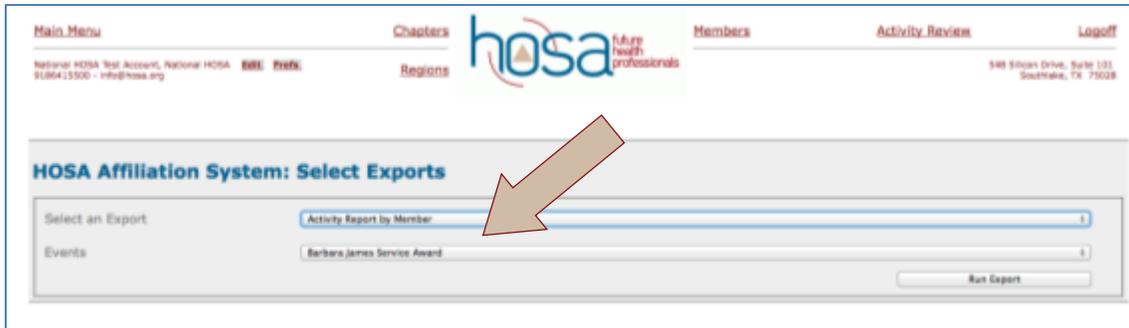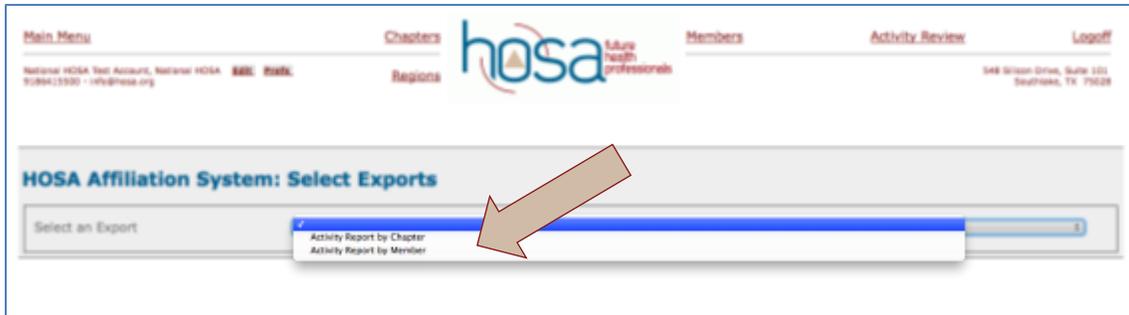
c. The export will be sent to Excel where you can manipulate and save as appropriate.