

HOSA Activity Tracking System

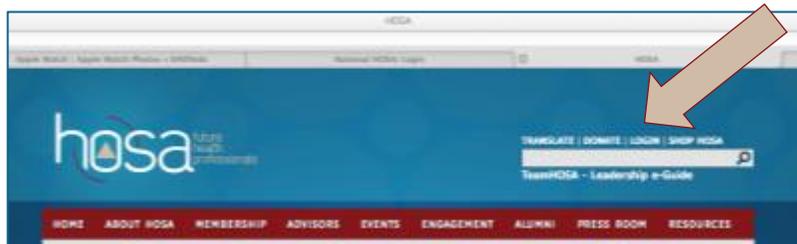
Barbara James Service Award – National Service Project (HOSA Service Project) - MRC
Volunteer Recognition

State Advisor Instructions

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.



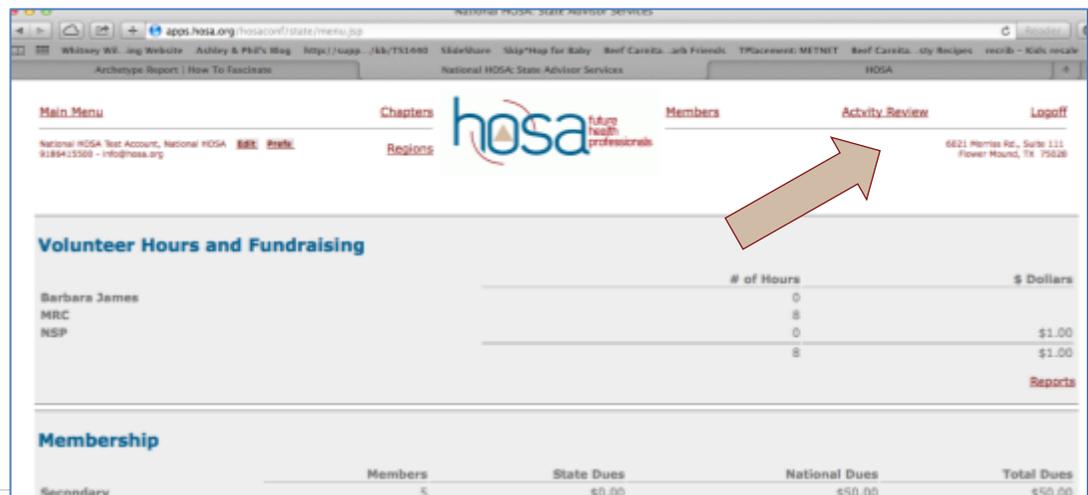
State Advisors

State ID: Password:

[Login](#) [Forgot Password?](#)



3. From the home page in your account, click on “Activity Review”



Volunteer Hours and Fundraising

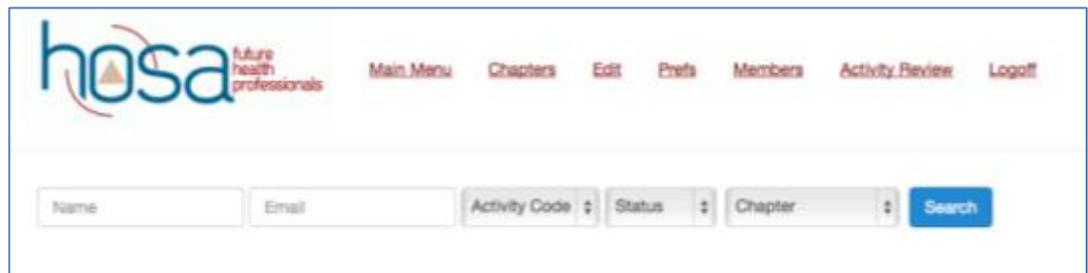
	# of Hours	\$ Dollars
Barbara James	0	
MRC	8	
NSP	0	\$1.00
	8	\$1.00

Membership

	Members	State Dues	National Dues	Total Dues
Secondary	5	\$0.00	\$50.00	\$50.00

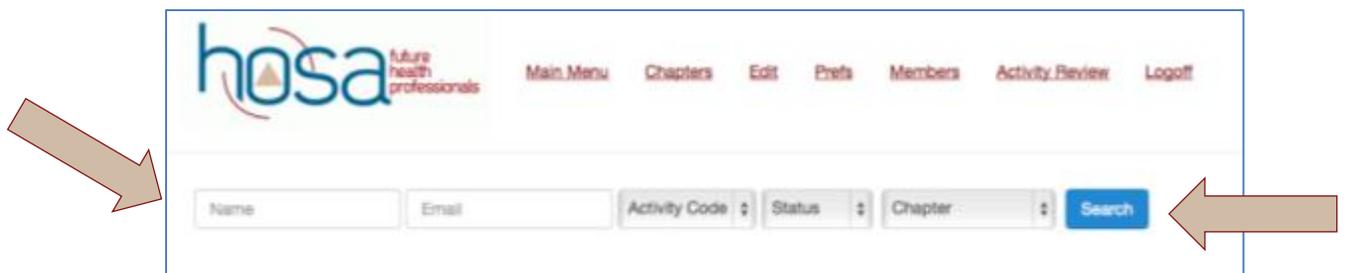
4. This is your main screen

- 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.

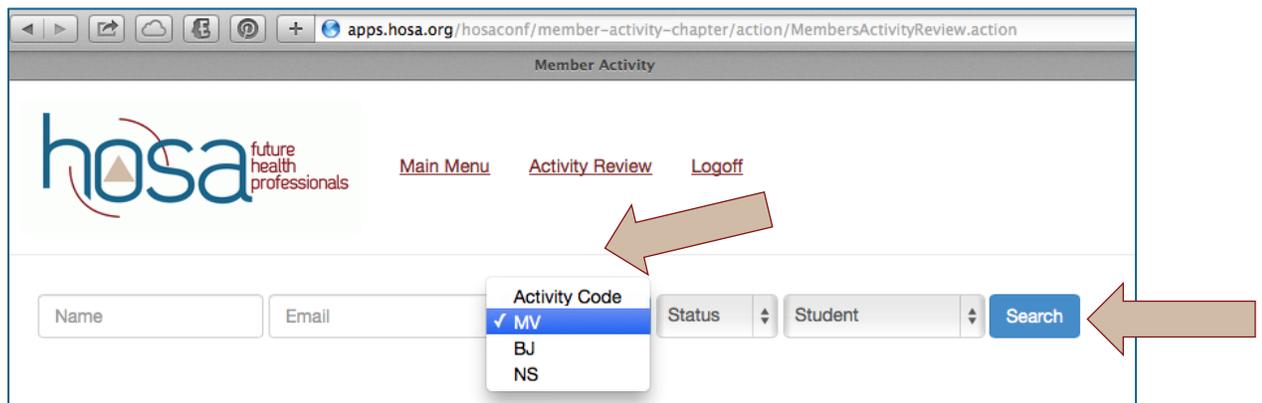


5. You can search for entries to view in a number of ways:

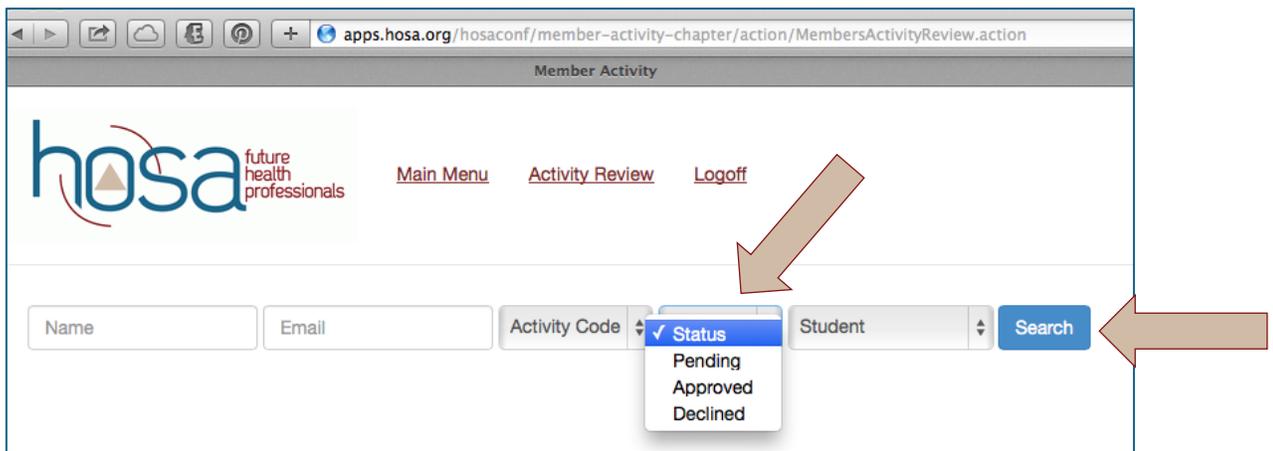
- a. Type in the name or email address of the member who you want to search. Click "Search"



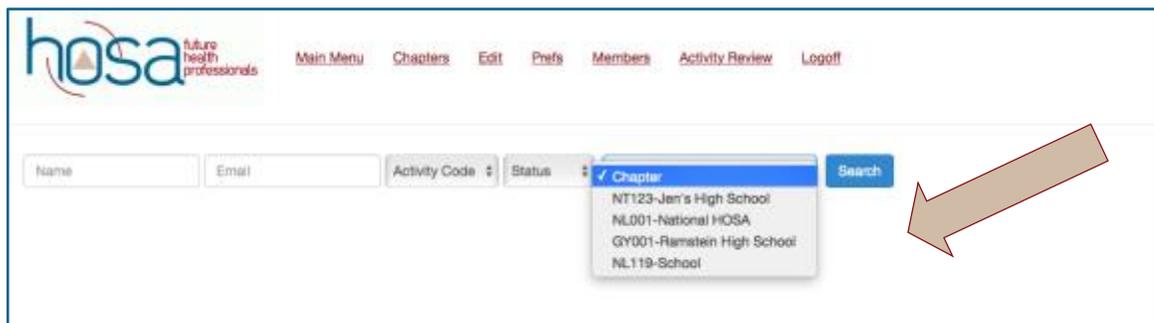
- b. If you want to review all hours from a recognition event at one time, use the Activity Code drop-down and select MV (MRC Volunteer Recognition), BJ (Barbara James Service Award), or NS (National Service Project/HOSA Service Project). Click "Search"



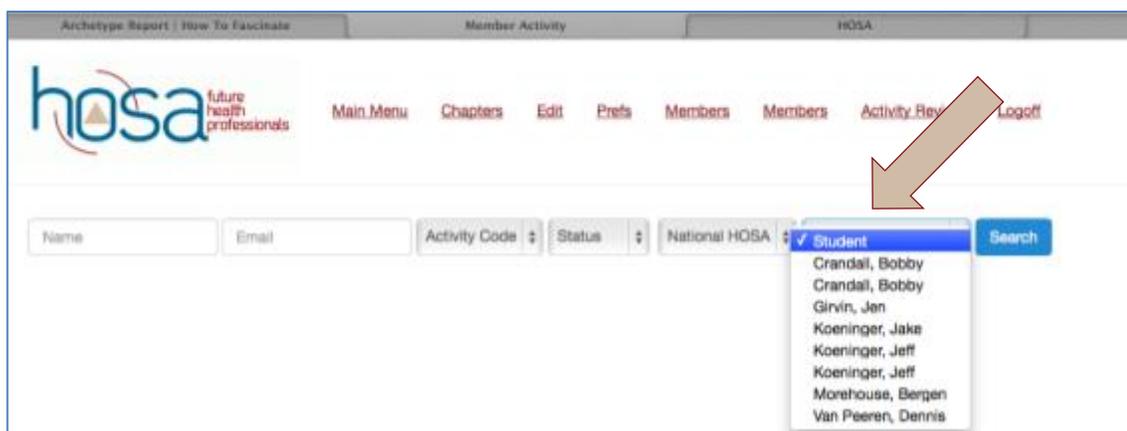
- c. If you want to review all hours that are in a certain status, use the Status drop-down menu. You can view all pending activities that are waiting for chapter advisor approval, approved activities that chapter advisors have already approved, or declined activities that chapter advisors have declined. 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.

The screenshot shows the HOSA Member Activity web application. At the top, there is a navigation menu with links for Home, Menu, Chapters, Edit, Profile, Members, Activity Review, and Logout. Below the navigation is a search bar with fields for Name, Email, Activity Code, Pending, and Chapter, along with a Search button. The main content area displays a table of activities with columns for Chapter, Name, Date, Activity Code, Hours, Dollars (\$), Approved By / Declined By, Status, and Action. The table lists several activities, including Bobby Crandall (12.00 hours, \$0.00), Jeff Koeninger (2.00 hours, \$0.00), and Bergen Morehouse (2.00 hours, \$50.00). At the bottom of the table, there is a summary bar with columns for MV Hours, BJ Hours, NS Hours, and NS Amount. The values in the summary bar are 22.5, 32.25, 16.25, and \$285.00 respectively. A brown arrow points to the summary bar.

Chapter	Name	Date	Activity Code	Hours	Dollars (\$)	Approved By / Declined By	Status	Action
National HOSA (NL001)	Bobby Crandall	09/03/2014	BJ	12.00	\$0.00		Pending	<input type="checkbox"/> <input type="checkbox"/>
another test entry for Bobby - NOT logged in - BJSa								
National HOSA (NL001)	Jeff Koeninger	09/02/2014	NS	2.00	\$0.00		Pending	<input type="checkbox"/> <input type="checkbox"/>
test entry for Jeff - NSP								
National HOSA (NL001)	Bergen Morehouse	09/09/2014	NS	2.00	\$50.00		Pending	<input type="checkbox"/> <input type="checkbox"/>
test date for Sept 9th - NSP								
National HOSA (NL001)	Bergen Morehouse	09/09/2014	NS	1.00	\$35.00		Pending	<input type="checkbox"/> <input type="checkbox"/>
MV Hours								
BJ Hours								
NS Hours								
NS Amount								
				22.5	32.25	16.25	\$285.00	

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.

- 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.

The screenshot shows the HOSA Member Activity page. At the top, there is a search bar with fields for Name, Email, Activity Code, Pending, Student, and a Search button. Below the search bar is a table with the following columns: Name, Email, Date, Activity Code, Hours, Dollars (\$), Approved By / Declined By, Status, and Action. The table contains several rows of test entries. A large brown arrow points to the 'Action' column, which contains green checkmarks and red 'x' marks for each entry.

Name	Email	Date	Activity Code	Hours	Dollars (\$)	Approved By / Declined By	Status	Action
Bergen Morehouse	bergen.morehouse@hosa.org	08/31/2014	NS	25	\$0.00		Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bergen Morehouse	bergen.morehouse@hosa.org	08/31/2014	MV	15	\$0.00		Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bergen Morehouse	bergen.morehouse@hosa.org	07/16/2014	NS	0	\$1.00		Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bergen Morehouse	bergen.morehouse@hosa.org	07/13/2014	NS	0	\$250.00		Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bergen Morehouse	bergen.morehouse@hosa.org	08/08/2014	SI	3	\$0.00		Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bobby Crandall	bobby.crandall@hosa.org	08/31/2014	MV	2	\$0.00		Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bobby Crandall	bobby.crandall@hosa.org	08/33/2014	SI	12	\$0.00		Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Jeff Koeninger	jeff.koeninger@hosa.org	08/22/2014	NS	2	\$0.00		Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>

Summary Totals:

MV Hours	SI Hours	NS Hours	NS Amount
25	21	30	\$126.00

- 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.

The screenshot shows the HOSA Member Activity page. At the top, there is a search bar with fields for Name, Email, Activity Code, Status, Chapter, and a Search button. Below the search bar is a table with the following columns: Name, Email, Date, Activity Code, Hours, Dollars (\$), Approved By / Declined By, Status, and Action. The table contains several rows of test entries. A large brown arrow points to the 'Approved By / Declined By' column, which contains the text 'National HOSA' for the entries.

Name	Email	Date	Activity Code	Hours	Dollars (\$)	Approved By / Declined By	Status	Action
Bobby Crandall	bobby.crandall@hosa.org	08/05/2014	MV	5	\$0.00	National HOSA	Approved	<input type="checkbox"/> <input checked="" type="checkbox"/>
Jake Koeninger		08/05/2014	NS	3	\$150.00	National HOSA	Declined	<input checked="" type="checkbox"/> <input type="checkbox"/>

Summary Totals:

MV Hours	SI Hours	NS Hours	NS Amount
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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”

Volunteer Hours and Fundraising

	# of Hours	\$ Dollars
Barbara James	6.25	
HRC	20	
NSP	25	\$250.00
	51.25	\$250.00

[Reports Exports](#)

Membership

	Members	State Dues	National Dues	Total Dues
Secondary	8	\$0.00	\$80.00	\$80.00

- 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.

HOSA Affiliation System: Select Reports

Select a Report:

Events:

Activity Report by Chapter

10/30/14 03:40:10 PM

State: TX

Event: National Service

Charter	Chapter	Advisor	Hours	Amount
NL001	National HOSA	Jeff Koeninger	44	\$786.00

- 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.

HOSA Affiliation System: Select Reports

Select a Report:

Events:

Activity Report by Member
10/30/14 03:50:11 PM

State: TX
Event: Barbara James

Chapter	Name	Hours	Amount
NL001-National HOSA	Morehouse, Bergen	13	
NL001-National HOSA	Crandall, Bobby	12	
NT123-Jen's High School	Trump, Donald	3	
NT123-Jen's High School	Clinton, Bill	3	

- 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.

HOSA Affiliation System: Select Reports

Select a Report:

Chapters:

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

Page 1

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”.

Main Menu Charters hosa Members Activity Review Logoff
National HOSA Test Account, National HOSA 800 800HSA 9186423000 - info@hosa.org Regions Regions 548 Silicon Drive, Suite 101 Southlake, TX 75082

Volunteer Hours and Fundraising

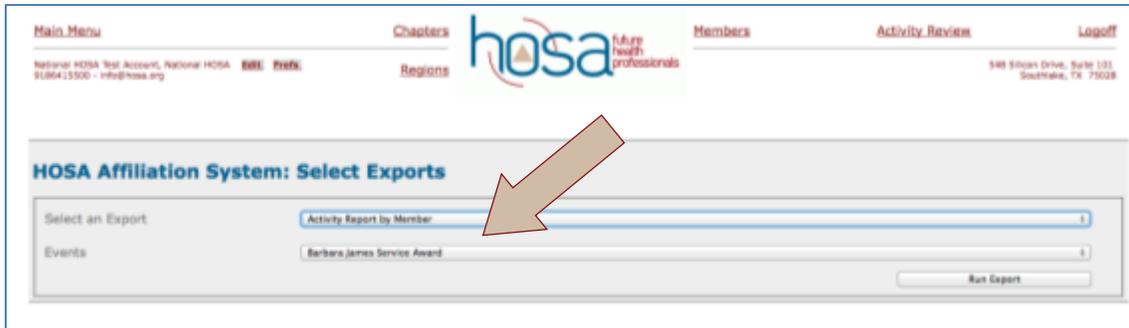
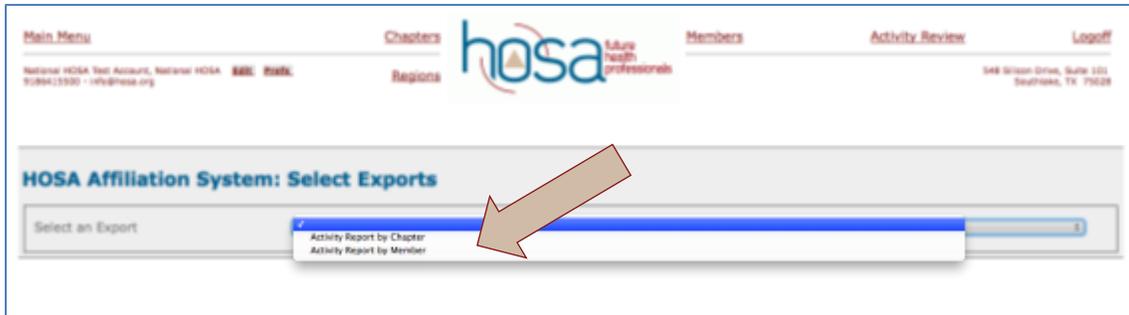
	# of Hours	\$ Dollars
Barbara James	6.25	
HRC	20	
NSP	25	\$250.00
	51.25	\$250.00

Reports Exports

Membership

	Members	State Dues	National Dues	Total Dues
Secondary	8	\$0.00	\$80.00	\$80.00

- 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CHARTER	CHAPTER	ADVISOR	HOURS	AMOUNT									
2	NL001	National HOSA	Jeff Koeninger	34										
3	NT123	Jen's High School		0	6									
4														
5														
6														
7														
8														