

# HOSA Check-in Process

## For Round One Orientations and Testing Events

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### 1) Prep Ahead of Time

- Talk with your CE Lieutenant about how the competitor lists will be printed. They will be printed based on the way that makes most sense for your event – usually alpha by last name or school.
- Have as many copies of the list as you are going to have advisors checking in competitors/teams, per item #3 below.

### 2) Get Everyone in the Door

- Do not let competitors gather in the hallways. It can be a fire code violation. Get them inside the event room as quickly as possible.
- Check-in head tables should be inside the room, opposite the entrance doors. Do not have check-in tables at the entrance to the room because it creates a bottleneck at the door. Work with the CE Lieutenant to request a change to the room set up if needed.
- Instruct teams/competitors to enter and take a seat at the front of the room
  - Leave the first row vacant to allow for spacing of competitors.

### 3) Check-in & Distribute Materials

- Set up the following “stations” at the front of the room at the head check-in tables. Each station should have one person designated to each task and competitors will move from station to station.
  1. Check for conference ID badge and pencils (mechanical pencils are discouraged for use on scantrons)
    - This person can also look for any dress code violations. If there is a question, mark the student’s name and make note of the potential issue. Get the Event Manager and CE Lieutenant to confirm. No dress code points are deducted without signature form CE Lieutenant. Do NOT address the student.
  2. Check for guidelines (note those missing on the list)
  3. Hand out scantrons (if applicable)
  4. Hand out evaluation (if applicable)
    - If needed, the scantron and evaluation can be handed out at the same station.
- Call up two rows of competitors at a time to go through the above stations one by one
- Remaining competitors are being seated in the room so they are out of the hallway and wait for their turn to be called forward to the stations.
- Once the first two rows of competitors have gone through each station, they can be seated.
  1. If a testing event: seat teams front to back in the rows as opposed to beside each other. If there are multiple tests taking place in the same room, seat students next to someone with a different test if possible.

#### 4) Follow your Orientation Checklist to Manage the Orientation

- Once you are ready to begin the test, hand out the test booklet by each row (if applicable).

#### 5) Check-Out

- It is generally less disruptive if you can set up 1-2 checkout tables at the back of the room.
- Competitors should return their scantron, evaluation, and test booklet upon completion

#### 6) FAQs

- **What happens to the no-shows?**
  - Clearly cross-out any no-shows on the competitor list and mark their scantron form with an X across the entire rating sheet.
  - Add the no-shows to the appropriate box on the Section Summary Form.
- **What if a competitor arrives who is not on the registration list?**
  - Give them a BLANK scantron, and allow them to participate.
  - DO NOT substitute a name on the computer print-out scantrons with someone else's name or add a competitor number.
  - Any additions that take place on-site should be added to the appropriate box on the Section Summary Form.
- **What if a student arrives with no registration badge?**
  - Ask them for photo ID and allow them to participate.
  - This is the only circumstance that a photo ID would be required.
  - Document what happened on the Section Summary Form.
- **What if a competitor is late to the orientation for a testing event?**
  - Per GRR# 46, for all written tests, a competitor who is late to the orientation/event will be allowed to take the test. The competitor will stop when all other test-takers are stopped and will not receive the full time for taking the test.
- **What if a competitor misses the orientation?**
  - Per GRR# 31, a missed orientation may result in the loss of 10 points. Document any competitors who miss the orientation on the Section Summary Form.