

HOSA Activity Tracking System

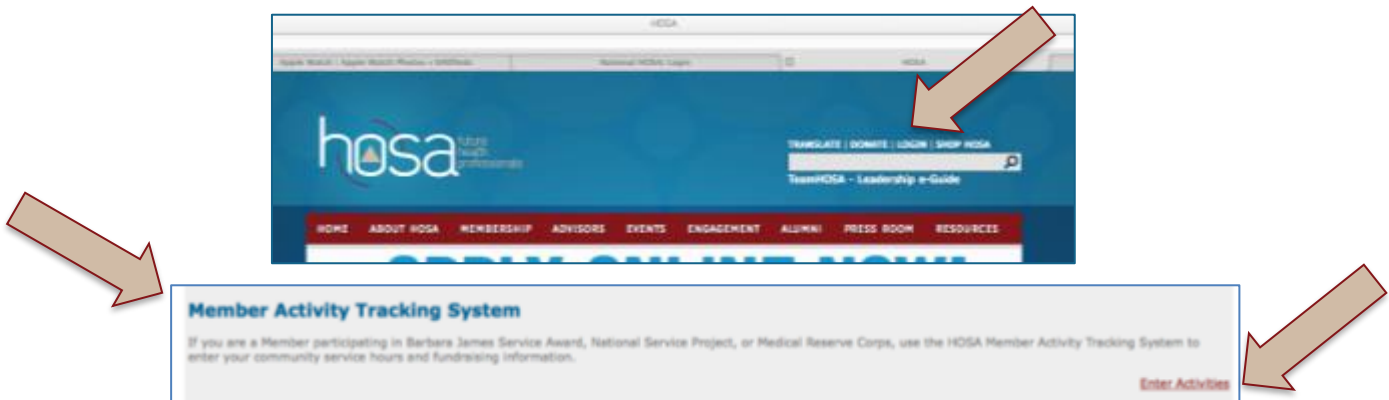
Barbara James Service Award – National Service Project – MRC Volunteer Recognition Member Instructions

Before you Begin:

- Are you officially affiliated with National HOSA?
- Did your chapter advisor enter your correct email address with your affiliation? (You will need an email address attached to your affiliation before you can create an account in Option 2 of these directions)

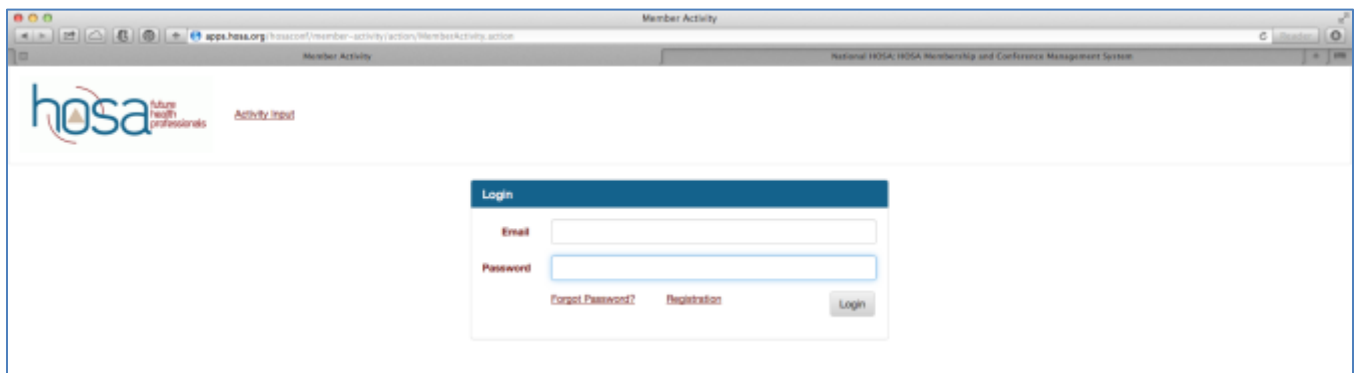
If you didn't check at least the first box above, check with your chapter advisor before proceeding.

1. Visit: www.hosa.org
2. Click "login" in the upper right corner.
3. This will take you to a screen where you can select "Member Activity Tracking System"



OR visit: <http://apps.hosa.org/hosaconf/member-activity/action/MemberActivity.action>

Whether you follow the direct link OR find the link through the HOSA website, the screen will look like this:



You have two options when entering your activity:

1. Enter the activity through the “Activity Input” Tab

Some Notes About Option 1

- Once you close-out of the internet browser window, you will NOT be able to review the entries you have made
- During one session, you will be able to see all the entries you made (step #9 in Option 1), but if you close the browser and go back to the “Activity Input” tab at a later time, you will not see your previous entries.

2. Enter the activity by first creating an account

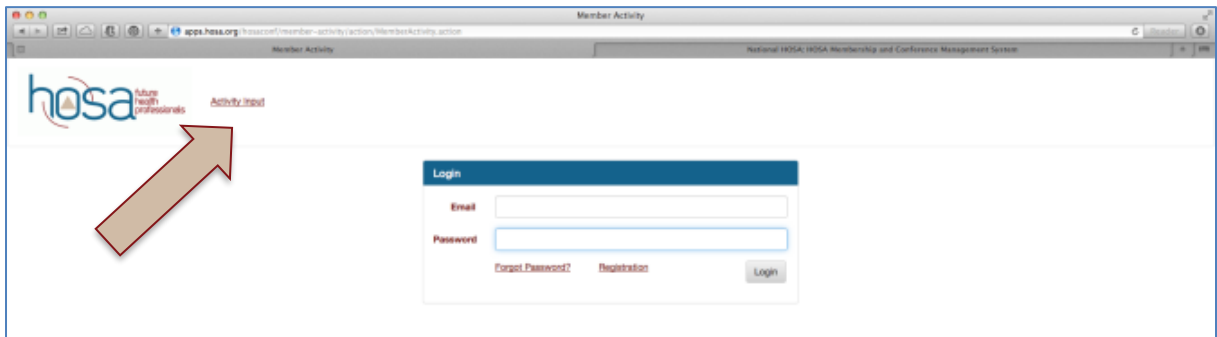
Some Notes About Option 2

- If you would like to always have access to ALL your entries, you should follow Option 2 and create an account. This allows you login privileges and you can see all the entries you have made throughout the year.
- **Check with your chapter advisor to determine if your email was included with your name in the affiliation system. You must have a valid email address “on-file” in the system before you can create an account.**

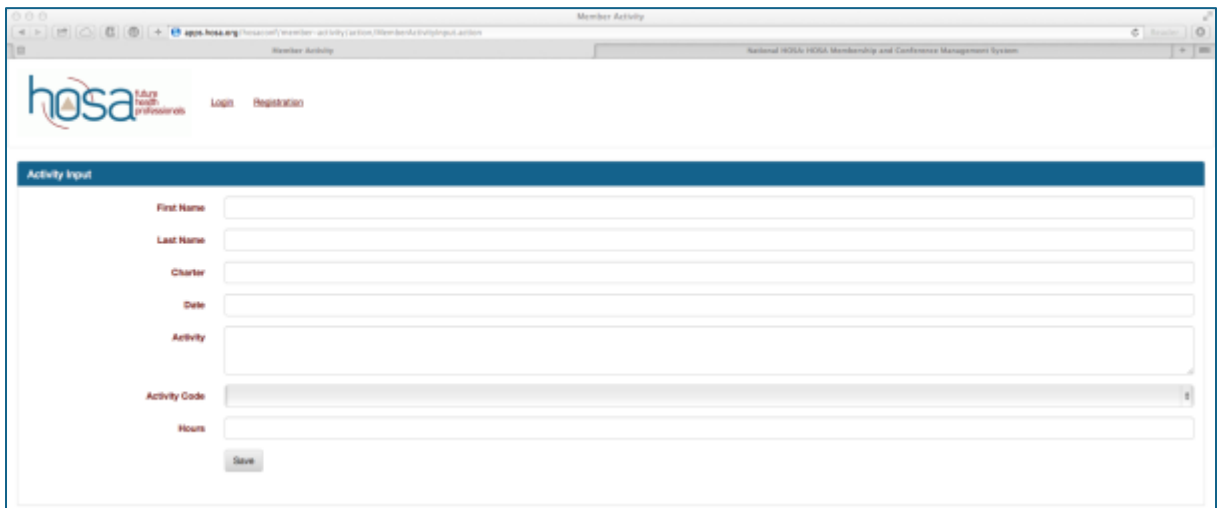


Option 1: ENTER THE ACTIVITY THROUGH THE “ACTIVITY INPUT” TAB

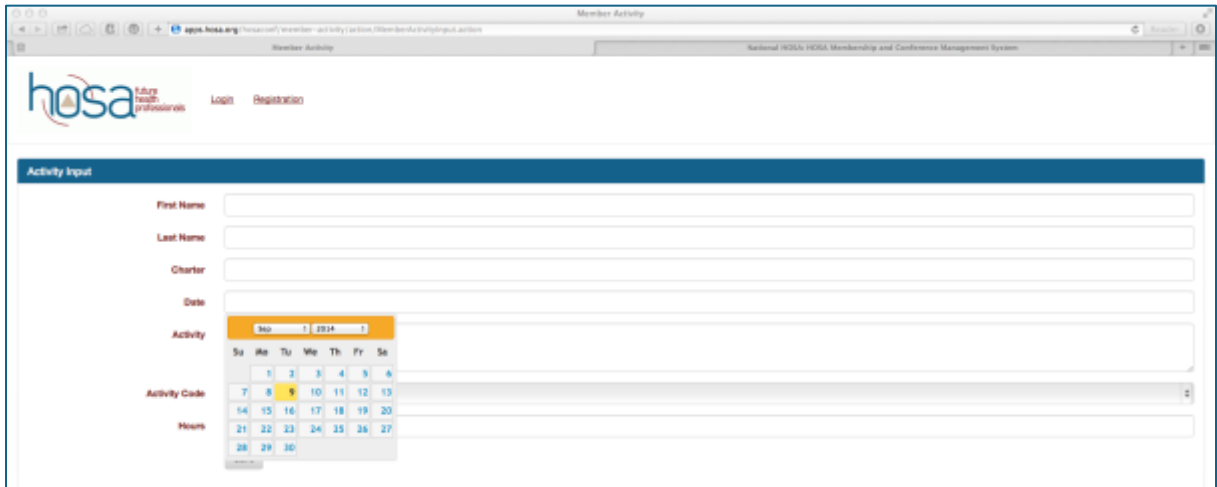
1. Click on “Activity Input”



2. The screen will look like this:

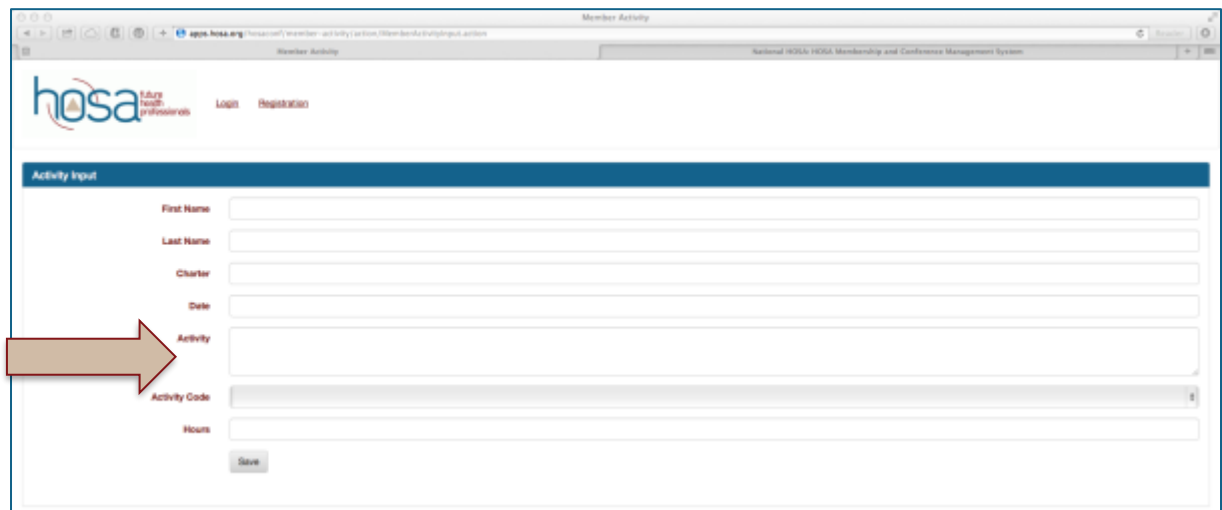


3. Enter your First Name, Last Name, and Charter number
 - These must EXACTLY match your name as your local advisor entered it during the affiliation process.
4. Enter the date you volunteered (NOT today's date)
 - A calendar automatically pops up when you click on the date. The calendar is “locked” so that you can only enter activities that fall within the approved date range for ILC 2017 recognition (June 1, 2016 – May 15, 2017).



The screenshot shows the 'Member Activity' form in a web browser. The form includes fields for First Name, Last Name, Charter, Date, Activity, Activity Code, and Hours. A calendar is displayed over the Date field, showing the month of June 2016. The date 9th is highlighted in yellow. The browser address bar shows 'https://www.hosa.org/hosa/portal/member-activity/action/MemberActivityInput.action'.

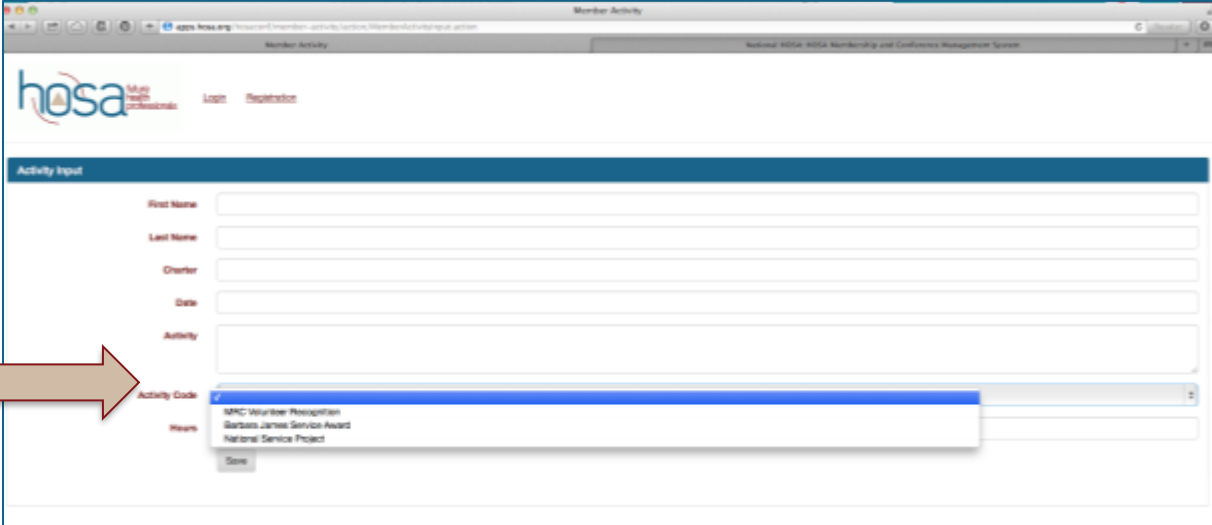
5. Enter a description of the activity
 - This description needs to be long enough and have enough detail so that your local advisor knows exactly what you did. They will be reading these descriptions and then “approving” or “denying” the activity you submit.



The screenshot shows the 'Member Activity' form in a web browser. The form includes fields for First Name, Last Name, Charter, Date, Activity, Activity Code, and Hours. A red arrow points to the Activity field. The browser address bar shows 'https://www.hosa.org/hosa/portal/member-activity/action/MemberActivityInput.action'.

6. Enter the Activity Code

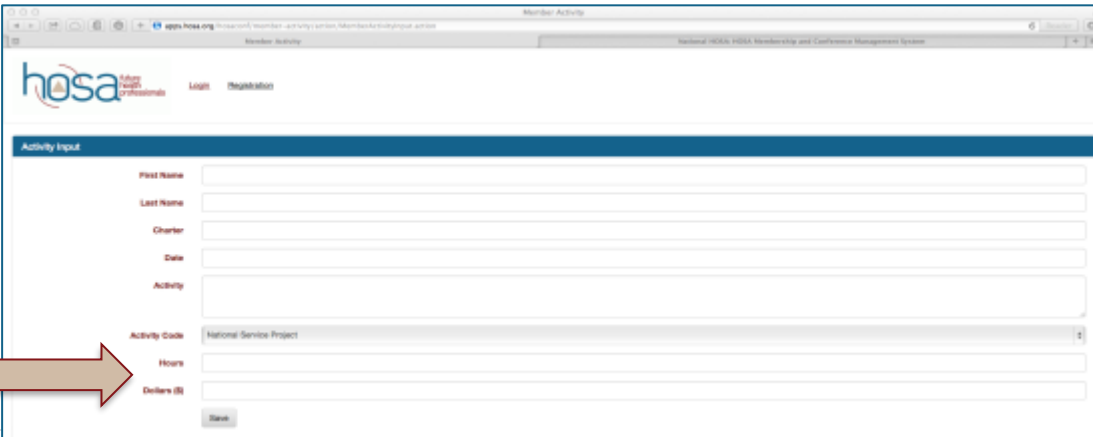
- Select the appropriate Recognition Event from the drop-down menu.
 - MRC Volunteer Recognition (for Medical Reserve Corps activities)
 - Barbara James Service Award (for volunteer service activities)
 - National Service Project (for service hours and/or fundraising for the National Alliance on Mental Illness)



The screenshot shows the 'Member Activity' form on the hosa website. The 'Activity Code' dropdown menu is open, displaying three options: 'MRC Volunteer Recognition', 'Barbara James Service Award', and 'National Service Project'. A red arrow points to the dropdown menu.

7. Enter the Hours you volunteered and Dollar Amount you raised

- When MRC Volunteer Recognition and Barbara James Service Award are selected, “Hours” is the only box that appears.
- When National Service Project is selected, “Hours” AND “Dollar Amount” boxes both appear.
- For National Service Project: if you ONLY volunteered, enter your total hours and enter a “0” in the dollar box. If you ONLY raised money, enter your total dollars raised and enter a “0” in the hours box. If you did an activity where you both volunteered AND raised money, enter numbers in both boxes. ***If you participated in an event where your entire chapter raised money together, ONLY ONE person from the chapter should enter the dollar amount in their account. This will avoid counting the amount of money you raised twice. Work with your chapter advisor to determine who should enter the total amount of money raised.***
- Hours and dollars can be entered with up to two decimals.



The screenshot shows the 'Member Activity' form on the hosa website. The 'Activity Code' dropdown menu is set to 'National Service Project'. The 'Hours' and 'Dollars (\$)' input fields are visible. A red arrow points to the 'Hours' and 'Dollars (\$)' input fields.

8. Click SAVE

- When you click save, your entry will appear at the bottom of the page
- If you made a mistake, you can click the red delete button and re-enter the information
- You will also get a green confirmation box so you know your entry was saved successfully

The screenshot shows the 'Member Activity' page on the HOA website. At the top, there is a green confirmation message: 'Activity was saved successfully.' Below this is a form with fields for First Name, Last Name, Charter, Date, Activity, Activity Code, Hours, and Dollars (\$). A 'Save' button is located below the form. Below the form is a table with the following data:

Date	Activity Code	Hours	Dollars (\$)	
09/29/2014	NS	2	\$50.00	Delete

Below the table, there is a note: 'test data for Sept 09th - NSP'. A red 'Delete' button is visible next to the entry in the table. Several arrows point to the confirmation message, the 'Save' button, and the 'Delete' button.

9. Additional Entries

- If you want to make another entry, follow the same steps. When you click save, your second entry will appear directly below your first entry.

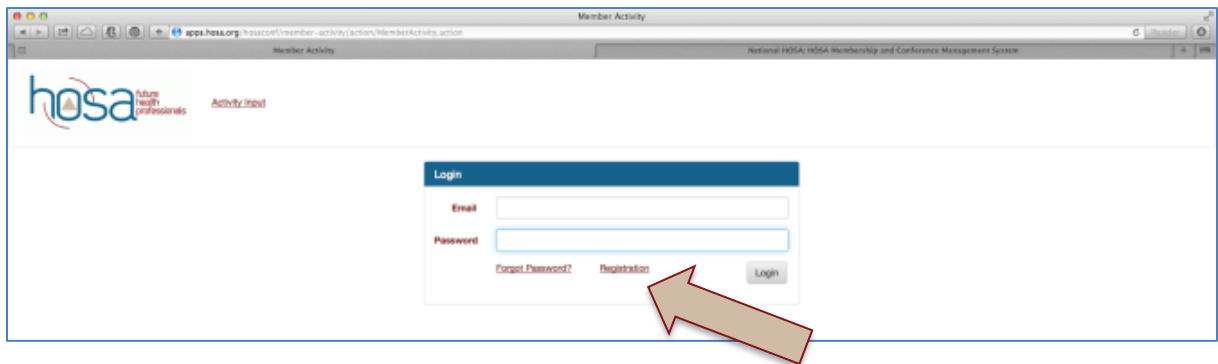
The screenshot shows the 'Member Activity' page on the HOA website. At the top, there is a green confirmation message: 'Activity was saved successfully.' Below this is a form with fields for First Name, Last Name, Charter, Date, Activity, Activity Code, Hours, and Dollars (\$). A 'Save' button is located below the form. Below the form is a table with the following data:

Date	Activity Code	Hours	Dollars (\$)	
09/29/2014	MV	2.00	\$0.00	Delete
09/29/2014	SU	3.00	\$0.00	Delete
Total Pending				\$0.00
Total Declined				\$0.00
Total Approved				\$0.00

Below the table, there is a note: 'another test entry for system'. A red 'Delete' button is visible next to the second entry in the table. An arrow points to the confirmation message.

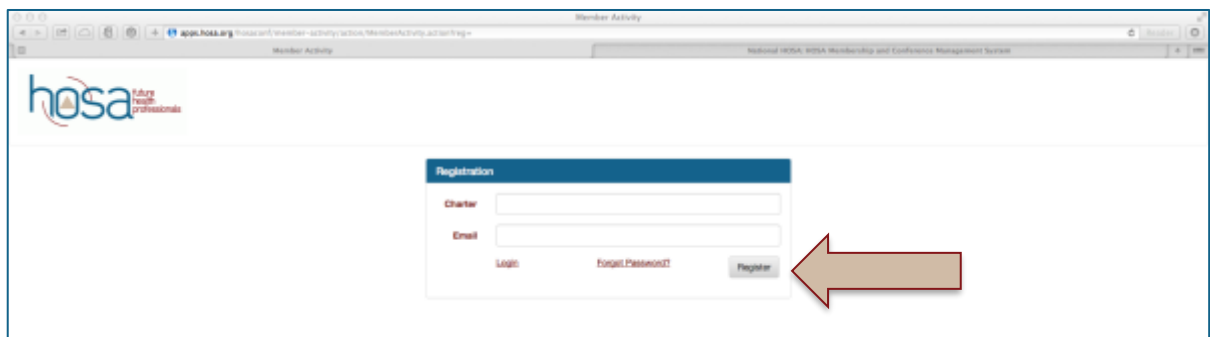
Option 2: ENTER THE ACTIVITY BY FIRST CREATING AN ACCOUNT

1. Click on "Registration"



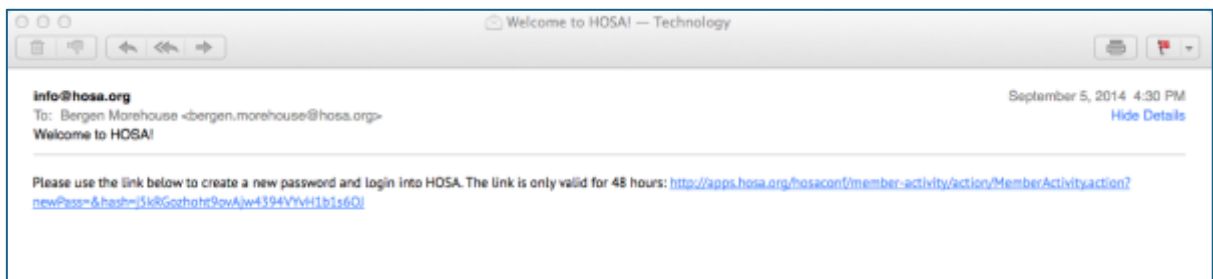
2. Enter your Charter and Email address, and click Register

- You must be officially affiliated with your local chapter before proceeding with this option. If you aren't sure if you are affiliated, check with your chapter advisor.
- Your email address must match exactly with the email address your chapter advisor entered when he/she affiliated you with the chapter.
- **Check with your chapter advisor to determine if your email was included with your name in the affiliation system. You must have a valid email address "on-file" in the system before you can create an account.**



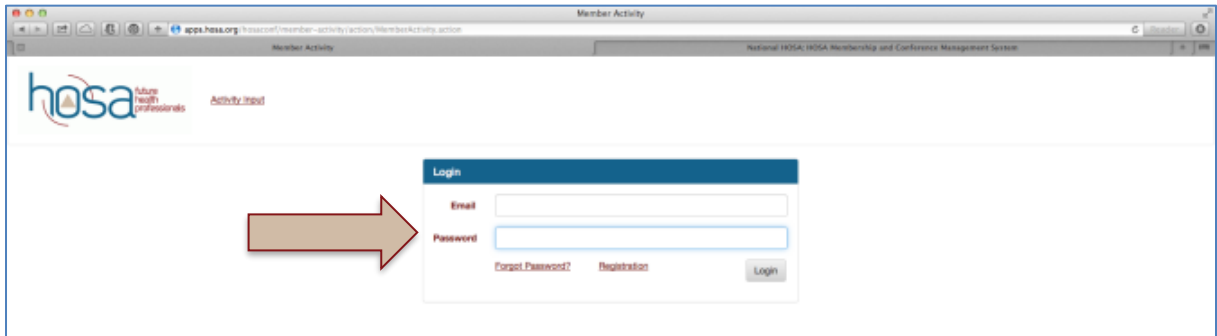
3. Check Your Email

- You will get an email from info@hosa.org with a link
- Follow the link in the email to set up a password for your account
- The link is only valid for 48 hours, so make sure to check your email right away, but also please note it may take up to 1 hour to receive this initial email.



4. Login to Your Account

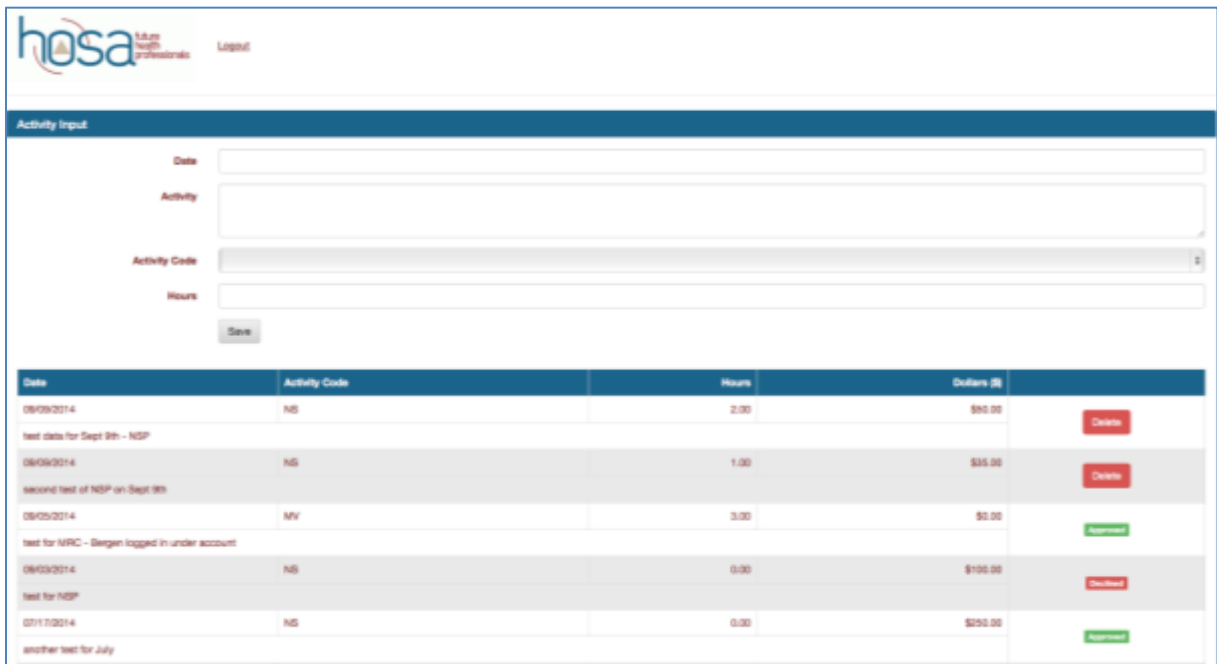
- From the initial login screen, you can now enter your email address and the password you created in step #3.



The screenshot shows a web browser window with the URL 'apps.hosa.org'. The page title is 'Member Activity'. The hosa logo is in the top left. A 'Login' form is centered on the page, with a large red arrow pointing to it. The form has two input fields: 'Email' and 'Password'. Below the fields are links for 'Forgot Password?' and 'Registration', and a 'Login' button.

5. Add Activities or Review Activities

- Once logged in, you can see all of the activities you have ever entered at the bottom of the screen
- You can also add new activities by following steps #4-9 (pages 3-5) from Option 1 in these directions.



The screenshot shows the 'Activity Input' page. At the top, there is a form with fields for 'Date', 'Activity', 'Activity Code', and 'Hours', and a 'Save' button. Below the form is a table of activities. A large red arrow points to the table.

Date	Activity Code	Hours	Dollars (\$)	
08/09/2014	NS	2.00	\$50.00	Delete
test data for Sept 9th - NSP				
08/09/2014	NS	1.00	\$35.00	Delete
second test of NSP on Sept 9th				
08/05/2014	MV	3.00	\$0.00	Approved
test for MRC - Bergen logged in under account				
08/03/2014	NS	0.00	\$100.00	Delete
test for NSP				
07/17/2014	NS	0.00	\$250.00	Approved
another test for July				

6. View your approved and declined entries

- At any time after creating your account, you can log back in to see which entries have been approved and which have been declined.

08/17/2014	NS		0.00	\$250.00	Approved
another test for July					
08/19/2014	BU		2.25	\$0.00	Declined
test activity for demo					
08/15/2014	BU		5.00	\$0.00	Declined
test in the system					
01/06/2015	NS		1.25	\$0.00	Declined
This is my activity description. Please approve these hours!					
08/07/2014	NS		25.00	\$0.00	Approved
another test description - logged in when entering this - for NSP					
08/08/2014	BU		3.00	\$0.00	Approved
test for BUSA again - logged in					
07/16/2014	NS		0.00	\$1.00	Declined
test entry for July					
08/07/2014	MV		15.00	\$0.00	Approved
test entry WITHOUT logging in					
08/09/2014	MV		2.00	\$0.00	Declined
test activity in system					
08/09/2014	BU		3.00	\$0.00	Declined
another test entry for system					
Total Pending			16.0	\$65.00	
Total Declined			0	\$101.00	
Total Approved			46	\$200.00	



7. You can also see the total number of hours that are pending, declined, and approved at the very bottom of your screen for each of the recognition events.

Barbara James Total Pending	16		
Barbara James Total Declined	0		
Barbara James Total Approved	0		
MRC Volunteer Recognition Total Pending	12		
MRC Volunteer Recognition Total Declined	0		
MRC Volunteer Recognition Total Approved	0		
National Service Project Total Pending	5	\$100.00	
National Service Project Total Declined	0	\$0.00	
National Service Project Total Approved	0	\$0.00	



8. Members should check with their local advisor if hours are not approved or denied prior to deadlines. **Verification is required by midnight of the established deadlines.**