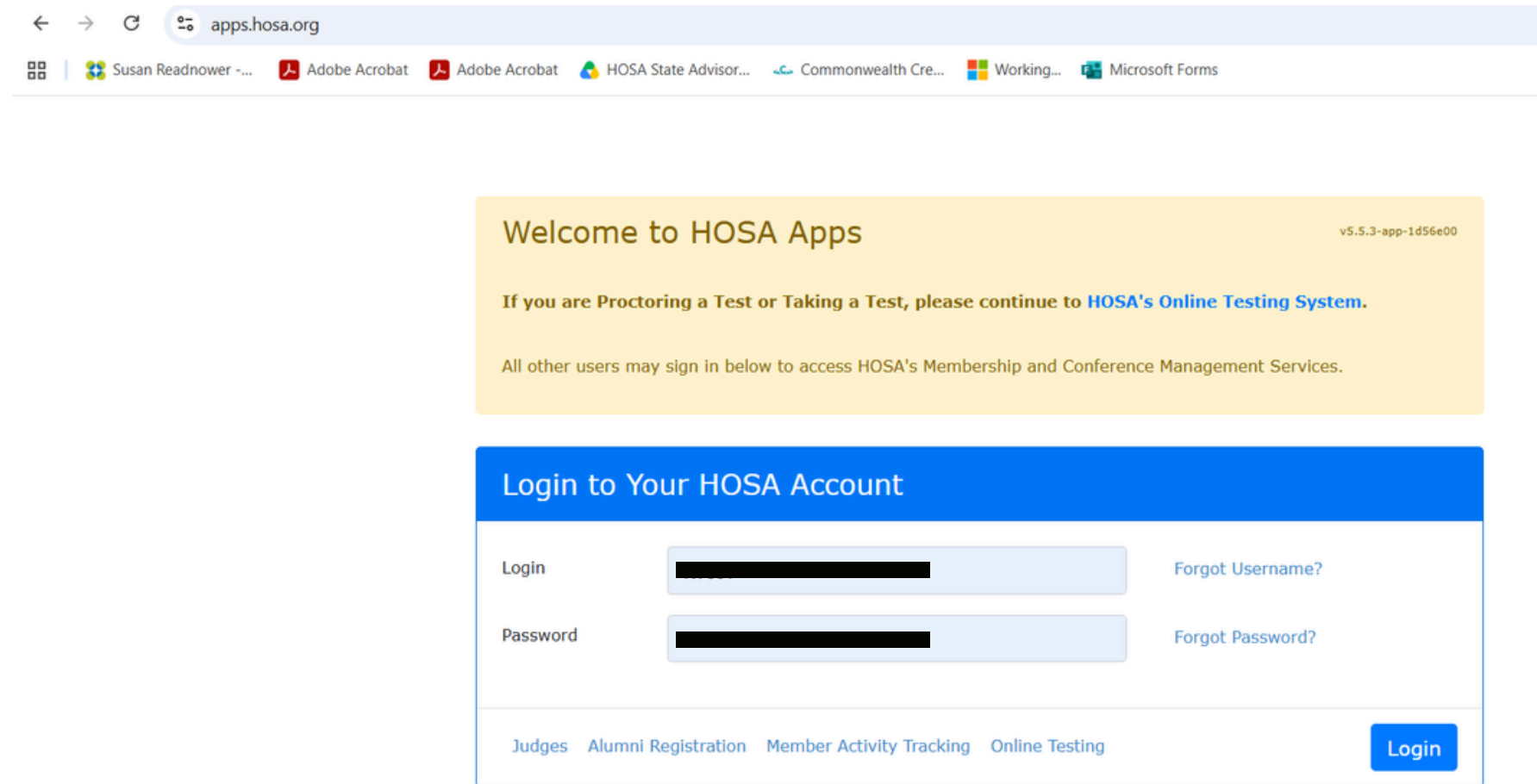


Fall Leadership/KLTI Registration Step by Step



The screenshot shows a web browser window with the address bar displaying "apps.hosa.org". The browser's taskbar at the top shows several open applications: Susan Readnower, Adobe Acrobat, HOSA State Advisor, Commonwealth Cre..., Working..., and Microsoft Forms.

The main content area has a yellow header with the text "Welcome to HOSA Apps" and a version number "v5.5.3-app-1d56e00" in the top right corner. Below this, a blue box contains the text "Login to Your HOSA Account".

The login form consists of two input fields: "Login" and "Password", both of which are currently filled with blacked-out text. To the right of each input field is a link: "Forgot Username?" for the login field and "Forgot Password?" for the password field.

At the bottom of the form, there is a row of links: "Judges", "Alumni Registration", "Member Activity Tracking", and "Online Testing". To the right of these links is a blue "Login" button.

1. visit <https://apps.hosa.org/>
2. Login- your charter number
3. Password- was selected by you

4. Select correct conference

Membership Invoices Help KY, KY001-Kentucky HOSA

+

Advisor
1

Professional
1

Total
2

Balance
\$0.00

Account Statement

Member Activities

	Pending		Denied		Approved	
	Hours	Amount	Hours	Amount	Hours	Amount
Total	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00

Conferences Pending

2026 Fall Leadership/KLTI
Registration Dates
Open 08/24/2026 06:00 AM
Close 09/02/2026 05:00 PM

2026 WLA
Registration Dates
Open 08/01/2026 04:00 AM
Close 09/01/2026 03:59 AM

SAM
Registration Dates
Open 08/02/2026 03:00 AM
Close 08/17/2026 03:00 PM



5. Select Register member for Advisor and students. (Use Register Family/Guest/Other for chaperones or guests)

Membership Invoices Help 2026 Fall Leadership/KLTI

2026 Fall Leadership/KLTI Registrations for Kentucky HOSA (KY001)

Registration Summary

Attendees	Options/Activities	Events	Amount Due	Amount Paid	Balance
0	0	0	\$0.00	\$0.00	\$0.00

Registrations

Member ID	Name	Type	Registration Details and Fees	Total Fee
Empty				

Payments

ID	Date	Description	Amount
Empty			

View Reports

Register Members Register Family/Guest/Other



6. Select Register by correct member

Membership ▾ Invoices ▾ Help

2026 Fall Leadership/KLTI

Members not Registered for 2026 Fall Leadership/KLTI

	Member ID	Name	Type	Email
Register				
Register		Readnower, Susan		susan.readnower@education.ky.gov

7. Select correct membership type

2026 Fall Leadership/KLTI: Susan Readnower, Kentucky HOSA, Kentucky

Registration Type

Advisor, \$30.00

☒ Advisor \$30.00

☐ Middle School \$30.00

☐ NOT attending, pin ONLY \$0.00

☐ Postsecondary/Collegiate \$30.00

☐ Secondary \$30.00

8. Complete all information, please use
NON SCHOOL email for students
(disctricts block emails form our
system)
**Include cell # for Advisors

Contact Information

First Name

Susan

Last Name

Readnower

Email

susan.readnower@education.ky.gov

Organization

Title

Address

Country

City

State

Zip

Gender

Female

Home Phone

859-612-7576

Mobile Phone

9. Complete ALL options that apply. Shirts and food will only be ordered for those selecting the options.

Membership Invoices Help 2026 Fall Leadership/KLTI

Country City State Zip

Gender Female Home Phone 859-612-7576 Mobile Phone

Options/Activities Add Options/Activities

Option/Activity	Schedule
Not registered for any Options/Activities	

Competitive Events Register

Competitive Event	Schedule
Not registered for any Events	

ANN V donation
Chapter Donation NMDP Advis
Chick-Fi-A Sandwich
Chick-Fil-A nuggets
Food ALLERGY/SENSITIVITY (I
HISTORIAN/REPORTER
Late Fee \$25
PARLIMENTARIAN
PRESIDENT
SECRETARY
TREASURER
T-Shirt Size
VICE PRESIDENT

Add Options/Activities

ANN V donation
Chapter Donation NMDP Advis
Chick-Fi-A Sandwich
Chick-Fil-A nuggets
Food ALLERGY/SENSITIVITY (I
HISTORIAN/REPORTER
Late Fee \$25
PARLIMENTARIAN
PRESIDENT
SECRETARY
TREASURER
T-Shirt Size
VICE PRESIDENT

Options:

- Ann V donation- is this person bringing a donation to the Ann Vescio Scholarship Fund? If yes, select
- Chapter Donation NMDP-is this person bringing a donation to NMDP? If yes, select
- Select ONE (1) meal option- sandwich or nuggets
- If food allergy or vegetarian please enter info-
 - To find information about CFA food allergens, please visit our [Nutrition and Allergens](#) page where you can view a list of common allergens found in our menu items. You may also view the complete list of ingredients for each item by clicking on the Ingredient section of each [Menu item](#).
- Select office for each registrant (Historian, Parliamentarian, President, Secretary, Treasurer, Vice President) thsi is the session they will attend
- Tee size- only sizes specified will be ordered, no extras will be available
- Late Fee will be added by KY HOSA if applicable

Options/Activities Add Options/Activities

Option/Activity	Size	Qty	Schedule	Cost
T-Shirt Size	Small Medium Large XL 2XL 3XL	1		\$0.00 Delete

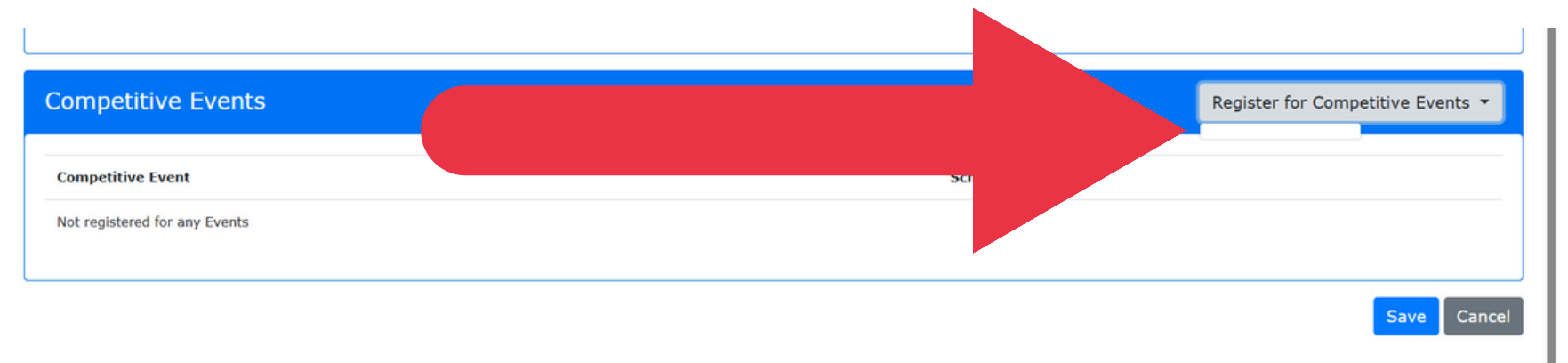
Competitive Events Register for Competitive Events

Competitive Event	Schedule
Not registered for any Events	

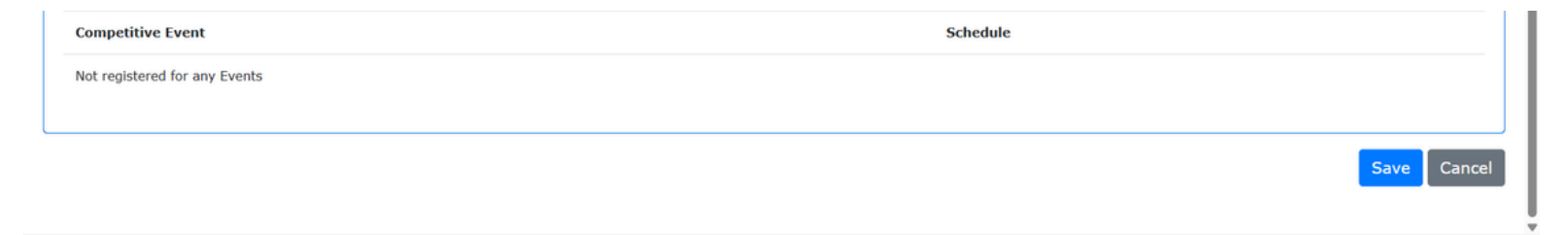
10. One (1) student per chapter can submit a pin design for consideration. It will show up here. This student will receive a link by email to submit a single pdf

11. Save each registration. You may edit until the window closes. Changes made after that time will incur Late Fee and will have to be made by KY HOSA.

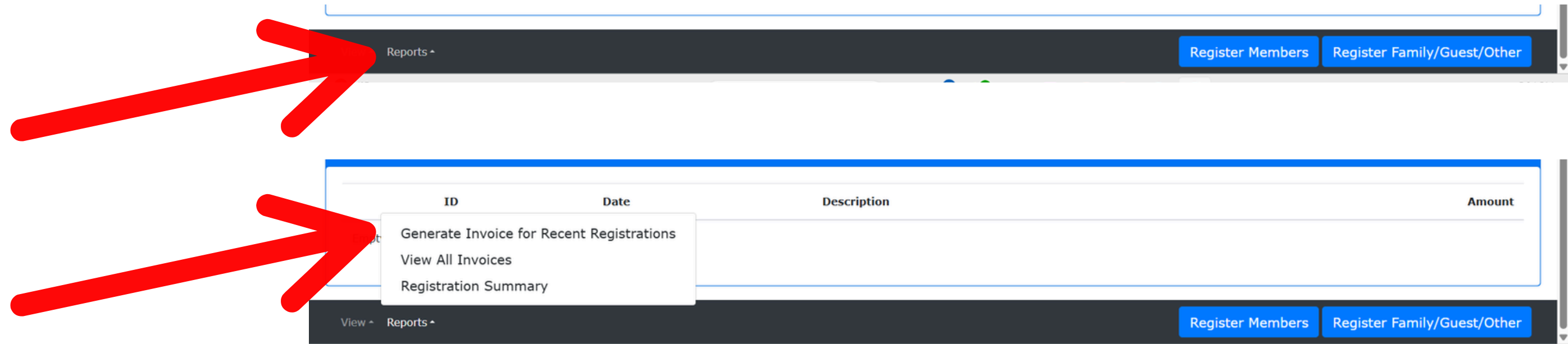
12. Every person registered when window closes will be charged the registration fee.



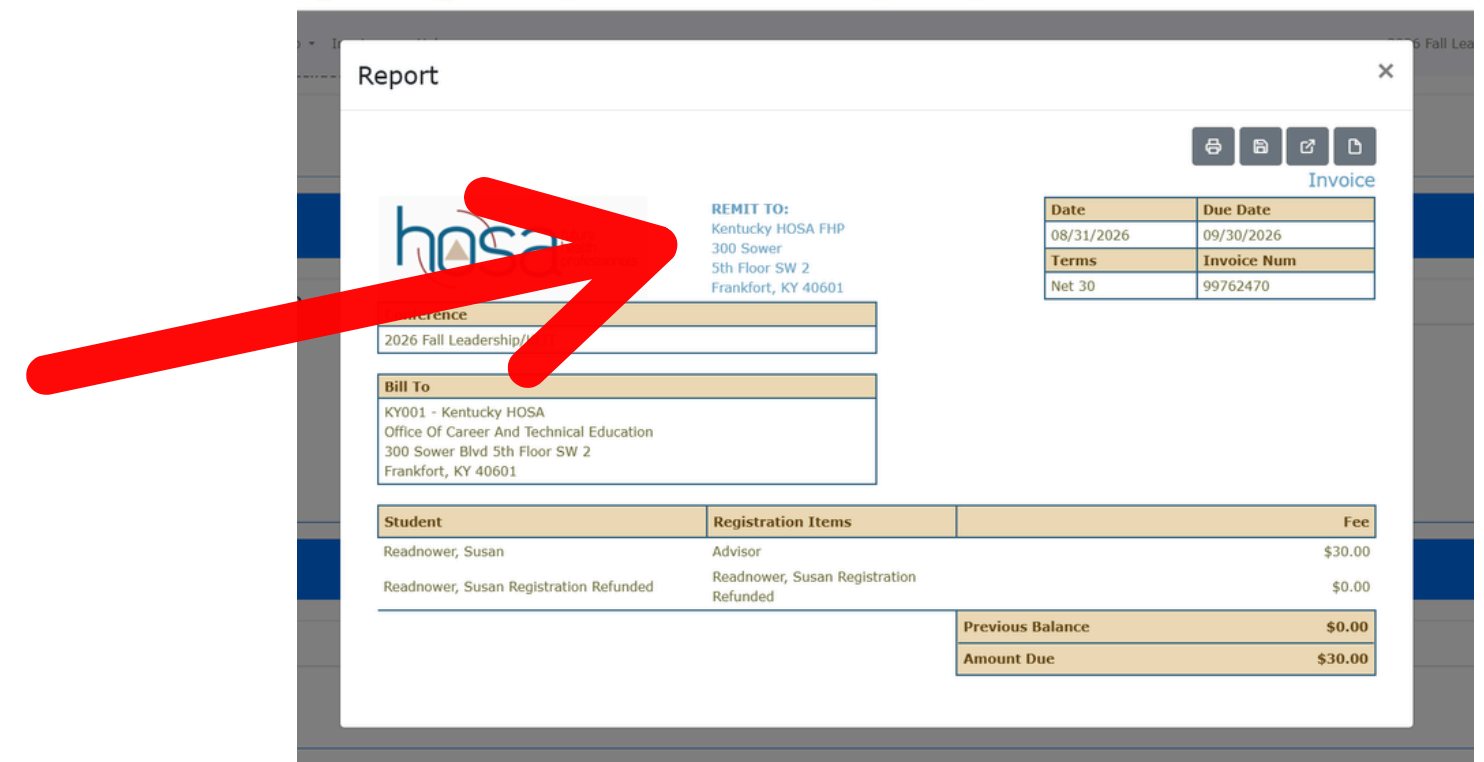
The screenshot shows a web interface for 'Competitive Events'. At the top, there is a blue header bar with the text 'Competitive Events' on the left and a dropdown menu labeled 'Register for Competitive Events' on the right. Below the header, there is a table with two columns: 'Competitive Event' and 'Schedule'. The table is currently empty, showing only the text 'Not registered for any Events' in the first column. At the bottom right of the table, there are two buttons: 'Save' (in blue) and 'Cancel' (in grey). A large red arrow is superimposed on the image, pointing from the left towards the 'Register for Competitive Events' dropdown menu.



This screenshot shows the same 'Competitive Events' registration window. The table now has two columns: 'Competitive Event' and 'Schedule'. The 'Competitive Event' column contains the text 'Not registered for any Events'. The 'Schedule' column is empty. At the bottom right of the table, there are two buttons: 'Save' (in blue) and 'Cancel' (in grey).



13. After saving all attendees, select Reports at bottom left.
14. Select Generate Invoice for Recent Registrations
15. Save your Invoice
16. NOTE Remit Address: mail your payment to this address.



- All attendees must submit Medical Release, Code of Conduct and copy of Insurance Card
- Upload to this link

<https://docs.google.com/forms/d/e/1FAIpQLSfmVwjIM5HDXMmv3tkgt0ISRzrO6-NBLg53x0R8BjWYlg8-dg/viewform?usp=sharing&ouid=117165377648108898539>

**Thank You for registering for
Fall Leadership Conference 2026
We look forward to seeing you soon!**