HOSA Competitive Events Instructions
SS & PSC members participating in the following competitive events at the 2022 ILC are required to create a profile and submit materials through Tallo.

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- Check with your state advisor to see if your state/chartered association is using Tallo at their conference level. HOSA Members must have a Tallo account and have submitted their required materials by May 15th to enter the competitive event at the 2022 International Leadership Conference.

Competing Is Easy. Here’s How:

1  Join Tallo
   • Go to [https://tallo.com/hosa/](https://tallo.com/hosa/)
   • Click the “Create a Profile” button and follow the prompts to create your account
   • Add HOSA to your profile
     ○ Once you are logged in, scroll down to the "Memberships, Extracurricular Activities, and Hobbies" section
     ○ Click on the "+ “button
     ○ Click on the trophy icon to select the “Organization or Club” category
     ○ Type and select HOSA under "What is the organization or club"
     ○ Fill out the other questions and click "Save"

2  Search for HOSA Competitive Event
   • Select “Opportunities” at the top of your screen when logged in.
   • If your state/association is using Tallo for conference(s): In the “Organization Name” search box type in “HOSA”; wait for the list of pre-populated organizations to appear, and then select your state association from the drop-down box (Example HOSA-Future Health Professionals | California). Keyword and location should be left blank, and Type should list “competition” from the drop down menu. Click the “Search” box.
   • OR, from [https://tallo.com/hosa/](https://tallo.com/hosa/), scroll down to “Find a HOSA event in your area” and select your state/chartered association.
   • To upload materials for ILC: In the “Organization Name” search box type in “HOSA”; wait for the list of pre-populated organizations to appear, and then select HOSA-Future Health Professionals | Southlake TX. Keyword and location should be left blank, and Type should list “competition”. Click the “Search” box.
   • Select your competitive event from the list that appears to the right. Make sure that you have selected the correct conference!
3 Submit Materials and Apply for Competitive Event

• Once you have selected your Competitive Event, review the information about the submission deadline, requirements, and uploads required.
• Follow the steps, check the appropriate boxes, and provide required information for your event.
• Click “Apply Now” when ready to submit. Those who qualify to compete at ILC will need to re-submit materials to ILC events, even if you submitted them to your state/chartered association. ILC judges will not have access to state/chartered association conference materials on Tallo. **ONLY materials submitted to the 2022 ILC opportunity will be judged for ILC.**
• You have until the state/chartered association deadline (contact state advisor) or ILC deadline (May 15th) to change any content and re-upload your submissions as needed. The material in Tallo as of May 15, 2022 is considered final for ILC.

4 To Edit Your Submission

• Click the profile picture on the top right of your screen in Tallo.
• Click “My Opportunities” and select your event.
• Follow the instructions for editing your submission.

5 How to Check the Status of Your Submission

• Click on your profile picture in the top-right of the screen.
• Click “My Opportunities” from the drop down menu.
• You will see any opportunities you have submitted. There is a status section that will show – “Submitted”, “In progress”, etc.
• As long as the deadline has not passed, you are able to edit this submission.