

HOSA Activity Tracking System (HATS)

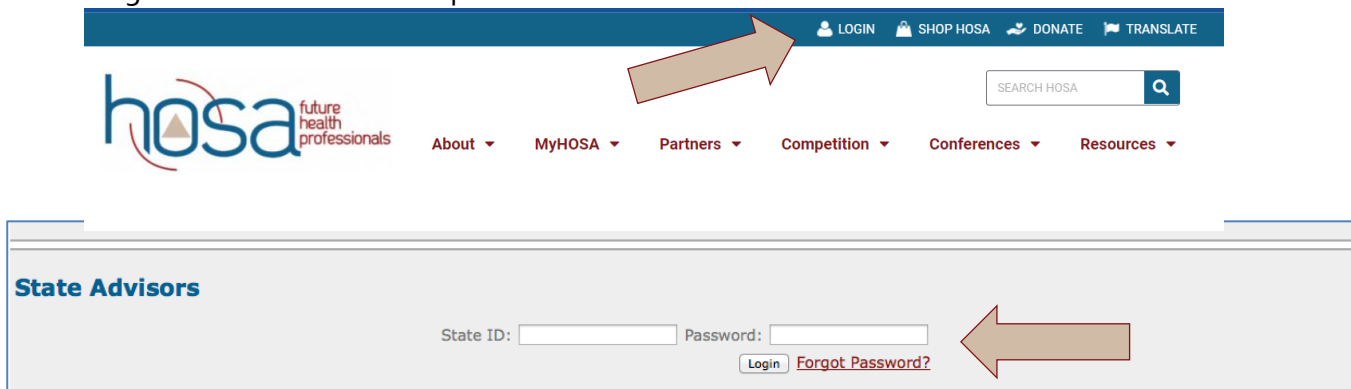
Barbara James Service Award – HOSA Service Project

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 chapter number, list of student names, and their email address and we will input them for you.

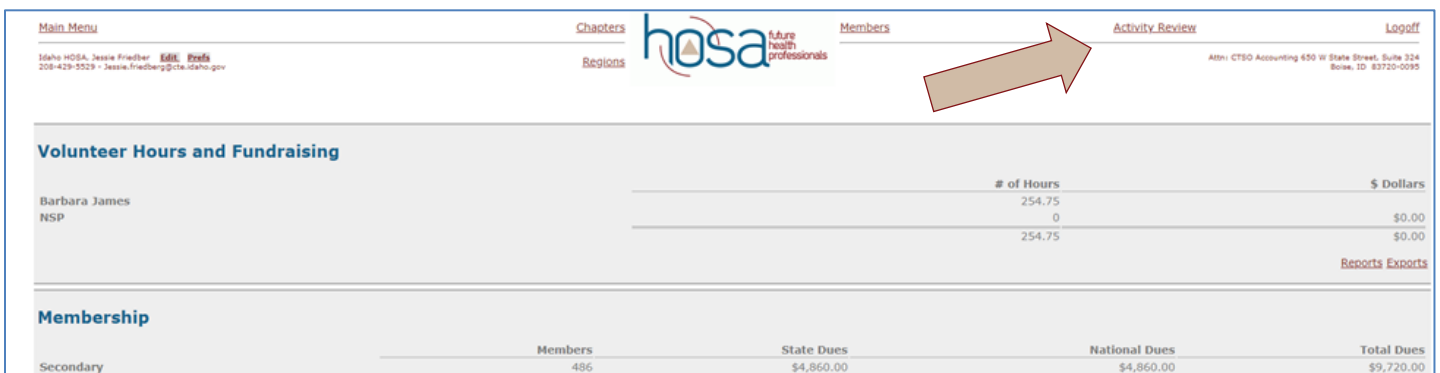
1. Visit: www.hosa.org
2. Login to your state advisor account using your State ID and Password, just like you do for conference management and affiliation reports.



State ID: Password:

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

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

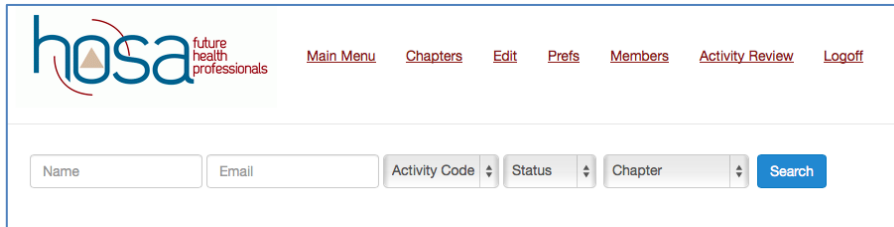


Volunteer Hours and Fundraising		# of Hours	\$ Dollars
Barbara James		254.75	
NSP		0	\$0.00
		254.75	\$0.00

Membership		Members	State Dues	National Dues	Total Dues
Secondary		486	\$4,860.00	\$4,860.00	\$9,720.00

4. This is your main screen:

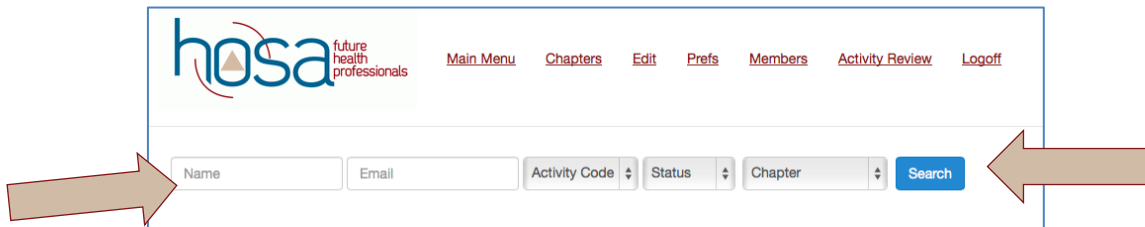
- You can use this screen to view and search entries from your members.
- Chapter Advisors are responsible for approving and declining the entries from members of their chapters.



The screenshot shows the HOSA main screen. At the top left is the HOSA logo with the tagline "future health professionals". To the right of the logo is a navigation menu with links: Main Menu, Chapters, Edit, Prefs, Members, Activity Review, and Logoff. Below the navigation menu is a search bar with input fields for Name, Email, Activity Code (a dropdown menu), Status (a dropdown menu), and Chapter (a dropdown menu). A blue Search button is located to the right of the input fields.

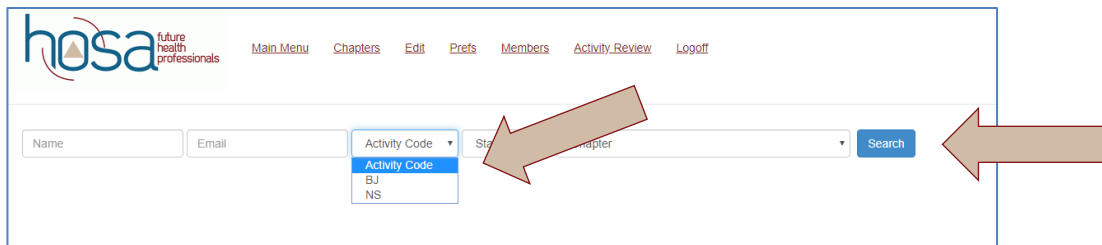
5. You can search for entries to view in a number of ways:

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



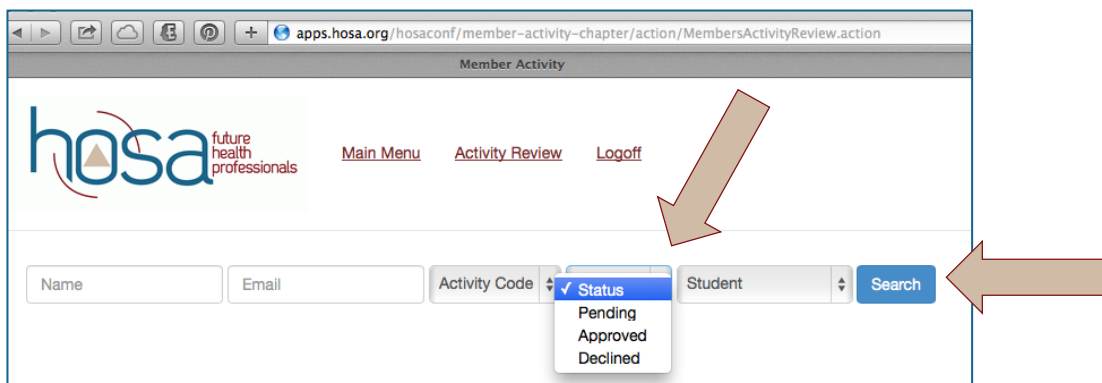
This screenshot is identical to the one above, but with two large brown arrows pointing to the Name and Email input fields in the search bar, indicating where to enter a member's name or email address.

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



This screenshot shows the HOSA main screen with the Activity Code dropdown menu open. The dropdown menu lists three options: Activity Code, BJ, and NS. A large brown arrow points to the BJ option, and another large brown arrow points to the Search button, indicating the steps to select a specific recognition event and then search for it.

- 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"



This screenshot shows the HOSA main screen with the Status dropdown menu open. The dropdown menu lists three options: Status, Pending, Approved, and Declined. A large brown arrow points to the Pending option, and another large brown arrow points to the Search button, indicating the steps to select a specific status and then search for it.


- 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".

The screenshot shows the HOSA website's search interface. At the top, there is a navigation bar with the HOSA logo and links for Main Menu, Chapters, Edit, Prefs, Members, Activity Review, and Logoff. Below the navigation bar, there are input fields for Name, Email, Activity Code, and Status. A dropdown menu for Chapter is open, showing a list of chapters: NT123-Jen's High School, NL001-National HOSA, GY001-Ramstein High School, and NL119-School. A red arrow points to the Search button.

- 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.

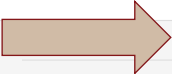
The screenshot shows the HOSA website's search interface with the Chapter dropdown menu set to National HOSA. A dropdown menu for Student is open, showing a list of students: Crandall, Bobby, Crandall, Bobby, Girvin, Jen, Koeninger, Jake, Koeninger, Jeff, Koeninger, Jeff, Morehouse, Bergen, and Van Peeren, Dennis. A red arrow points to the Search button.

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 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 Barbara James only, apply that filter as outlined in step 5b, and the bottom bar will reflect the BJSA 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.


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[Chapters](#)
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[Members](#)
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[Logoff](#)


Chapter	Name	Date	Activity Code	Hours	Dollars (\$)	History	Status	Action
Meridian Medical Arts Charter High School (75085)	Carie Staub	11/10/2019	NS	10.00	\$100.00	Created 2019-11-10	Pending	<input type="checkbox"/> <input type="checkbox"/>
Test login for HATS instructions only								
Meridian Medical Arts Charter High School (75085)	Carie Staub	11/02/2019	NS	10.00	\$0.00	Created 2019-11-10	Pending	<input type="checkbox"/> <input type="checkbox"/>
Test login for HATS instructions only								
Meridian Medical Arts Charter High School (75085)	Carie Staub	11/01/2019	NS	0.00	\$100.00	Created 2019-11-10	Pending	<input type="checkbox"/> <input type="checkbox"/>
Test login for HATS instructions only								

BJ Hours	NS Hours	NS Amount
0	20	\$200.00




Total Approved Data	BJ Hours	NS Hours	NS Amount
	254.75	0	\$0.00

7. Note About Applying Filters:
 - a. You can apply more than one filter at a time. So be sure to check all drop-down menus before searching.
 - b. 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.
 - c. 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.
8. 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.


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[Logoff](#)

Chapter	Name	Date	Activity Code	Hours	Dollars (\$)	History	Status	Action
Meridian Medical Arts Charter High School (75085)	Carie Staub	11/10/2019	NS	10.00	\$100.00	Created 2019-11-10	Pending	<input type="checkbox"/> <input type="checkbox"/>
Test login for HATS instructions only								
Meridian Medical Arts Charter High School (75085)	Carie Staub	11/02/2019	NS	10.00	\$0.00	Created 2019-11-10	Pending	<input type="checkbox"/> <input type="checkbox"/>
Test login for HATS instructions only								
Meridian Medical Arts Charter High School (75085)	Carie Staub	11/01/2019	NS	0.00	\$100.00	Created 2019-11-10	Pending	<input type="checkbox"/> <input type="checkbox"/>
Test login for HATS instructions only								
BJ Hours				NS Hours		NS Amount		
0				20		\$200.00		
Total Approved Data				BJ Hours		NS Hours		NS Amount
				254.75		0		\$0.00

9. 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 ensure that established deadlines are met.


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[Logoff](#)

Chapter	Name	Date	Activity Code	Hours	Dollars (\$)	History	Status	Action
Meridian Medical Arts Charter High School (75085)	Carie Staub	11/02/2019	NS	10.00	\$0.00	Created 2019-11-10 Approved 2019-11-13 by Idaho HOSA	Approved	<input type="checkbox"/>
Test login for HATS instructions only								
BJ Hours				NS Hours		NS Amount		
0				10		\$0.00		
Total Approved Data				BJ Hours		NS Hours		NS Amount
				254.75		10		\$0.00

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	254.75	
NSP	0	\$0.00
	254.75	\$0.00

[Reports Exports](#)

- 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 2 events in case you want chapter totals. It will be especially useful finding the totals for HOSA Service Project since that is a chapter recognized event.

HOSA Affiliation System: Select Reports

Select a Report: Activity Report by Chapter

Events: Barbara James Service Award

[Run Report](#)

Activity Report by Chapter				
11/13/19 06:46:47 AM				
State: ID				
Event: HOSA Service				
Charter	Chapter	Advisor	Hours	Amount
75085	Meridian Medical Arts Charter	Blake Gaudet	10.00	\$0.00

- 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: Activity Report by Member

Events: HOSA Service Project

Run Report

Activity Report by Member

11/13/19 06:48:08 AM

State: ID

Event: HOSA Service

Chapter	Name	Hours	Amount
75085-Meridian Medical	Staub, Carie	10.00	\$0.00

- 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: Chapter Activity Report

Chapters: TX, NL001-National HOSA

Run Report

Activity Report by Chapter
09/11/14 11:18:42 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
			22	40	41	\$786.00

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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

- 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](#) [Chapters](#) [Regions](#)  [Members](#) [Activity Review](#) [Logoff](#)

Idaho HOSA, Jessie Friedber [Edit](#) [Prefs](#)
208-429-5529 - Jessie.friedberg@cte.idaho.gov

Attn: CTSO Accounting 650 W State Street, Suite 324
Boise, ID 83720-0095

Volunteer Hours and Fundraising

	# of Hours	\$ Dollars
Barbara James	254.75	
NSP	0	\$0.00
	254.75	\$0.00

[Reports](#) [Exports](#)

- You can then export Activity by Chapter or Activity by Member, and select which of the three events to run.

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National HOSA Test Account, National HOSA
9186415500 - info@hosa.org

548 Silicon Drive, Suite 101
Southlake, TX 75028

HOSA Affiliation System: Select Exports

Select an Export

- ✓ Activity Report by Chapter
- Activity Report by Member

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National HOSA Test Account, National HOSA [Edit](#) [Prefs](#)
 9186415500 - info@hosa.org

548 Silicon Drive, Suite 101
Southlake, TX 75028

HOSA Affiliation System: Select Exports

Select an Export: Activity Report by Member

Events: Barbara James Service Award

[Run Export](#)

- c. The export will be sent to Excel where you can manipulate and save as appropriate.

Activity Report by Chapter-3.csv

CHARTER					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													