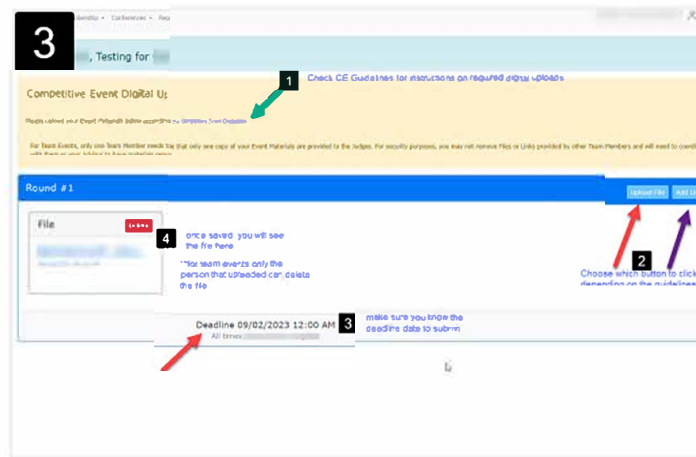
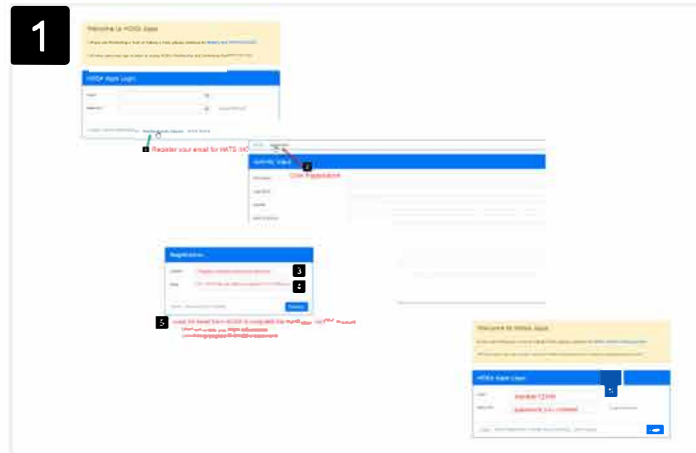
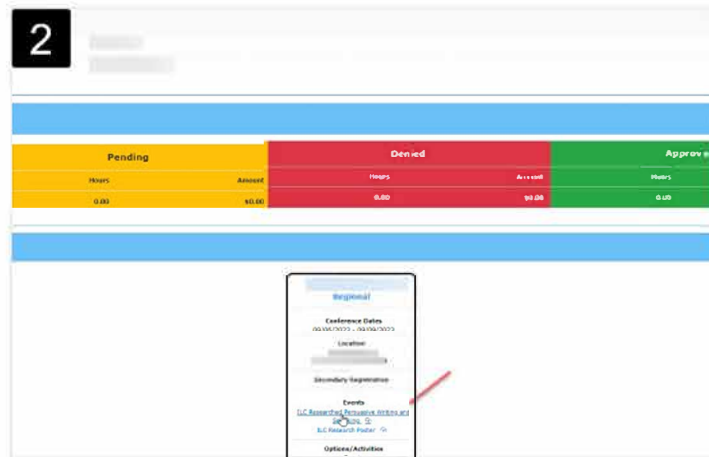


# Students Quick Glance New Upload Digital System

**\*\*Recap of Video**  
Click here to watch Video Tutorial



4 As Digital Upload System by Upload Deadline.

The following private link will allow you to upload and manage your digital materials.

[Private student link](#)

If this is a team event, you will also be able to see any submissions made by your team members, but **only** the original creator will be able to remove digital materials. Please coordinate with your team members to make sure that only the correct materials are uploaded.

Please do not share your private link with anyone.

Could come from HOSA once you are registered for the event OR your



- 1 Register your email
  1. Member Activity Tracking
  2. Registration Link
  3. Chapter # and Email /Submit
  5. Email to complete
 Log in at <https://apps.hosa.org>
- 2 HATS Dashboard  
Locate links for events with Upload
- 3 Add File or Link  
Read Guidelines  
Teams ONLY One Team member uploads
- 4 Another way to receive the link is through an email from HOSA or your chapter advisor
- 5 Review guidelines  
Follow instructions

Created by Created by HOSA  
Sunday, September 3, 2023

# Students using HATS (HOSA Activity Tracker System) for New Digital Upload System

Step-by-step instructions for using the HATS (HOSA Activity Tracker System) to upload files and manage your events that require digital uploads per the event guidelines:

## 1. **Registering your Email Address to create HATS Account:**

- Open your web browser and navigate to the login page at <https://apps.hosa.org>
- Click on Member Activity Tracking link
- Click on Registration (near top left)
- Type in your chapter number (ask your advisor if you don't know it)
- Type in your email address (needs to be the same one your advisor used to register you for the conference)
- Click Register
- You will receive an email from HOSA to complete the registration for your account
  - Email will include your log in information, you will need to create your password

## 2. **Accessing HATS Account:**

- Open your web browser and navigate to the login page at <https://apps.hosa.org>
- Log into your HATS account using your username that was emailed to you when you registered your account. Use the password that you created.

## 3. **Viewing Activity Logs:**

- Once logged in, you'll be directed to your dashboard.
- Here, you'll see your activity logs and a list of events you've registered for.

## 4. **Viewing Registered Events:**

- Locate the section that displays the events you've signed up for.
- You can see event names, dates, and details in this section.

## 5. **Uploading Files for an Event:**

- Find the event you want to upload files for and click on its name to access its details.

## 6. **Navigating to Upload Section:**

- Within the event details page, look for an "Upload" link.

- Click on the "Upload" link to proceed.

**7. Selecting the File to Upload:**

- You'll be directed to a new page where you can choose the file to upload.
- Locate the file on your computer to upload.

**8. Opening the Uploaded File:**

- After selecting the file, click "Open" to initiate the upload process.
- Click Save
- Wait for the file to finish uploading.

**9. Saving the File:**

- Once the upload is complete you can log out of your account.
- You will have access to see your uploads at anytime.

**10. Adding Presentation Link (if required):**

- If your event requires a presentation link, Use the "Add Link Button"
- Enter the link to your presentation that is on YouTube, Vimeo or another platform in the provided box.

**11. Saving Presentation Link:**

- After entering the presentation link, look for a "Save" button.
- Click this button to save the presentation link.

**12. Ensuring Accessibility for Judges:**

- Double-check that the presentation link is accurate and accessible to judges.
- This link will be used for viewing your presentation during the event.

**13. Completing the Process:**

- Once you've uploaded the file and/or added the presentation you've completed the submission process.
- You can navigate back to your dashboard to see the updated status of your event registration and file submission.
- May receive an email from HOSA that will contain a link to upload required documents or link to a presentation

- If needed contact your chapter advisor and request they send you the link so you can upload your files.

Remember to review your event guidelines for your specific event and follow them thoroughly. Following instructions is key to your success. Best of luck!