

# HOSA Activity Tracking System (HATS)

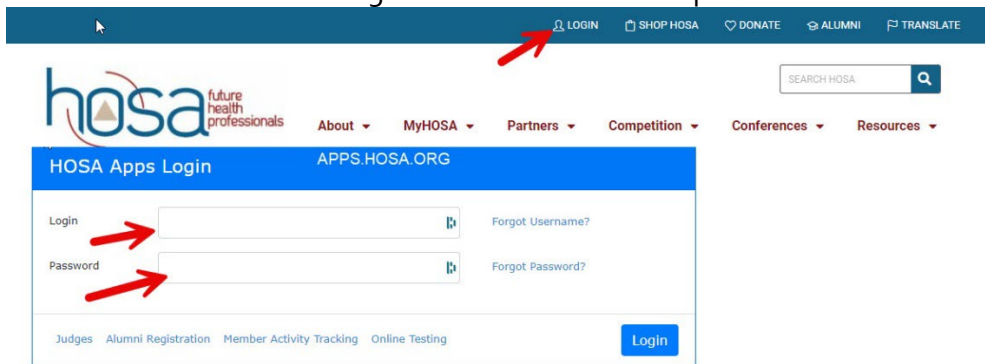
American Red Cross Volunteer Service – Barbara James Service Award  
 Health Literacy Ambassador – HOSA Service Project

## State Advisor Instructions

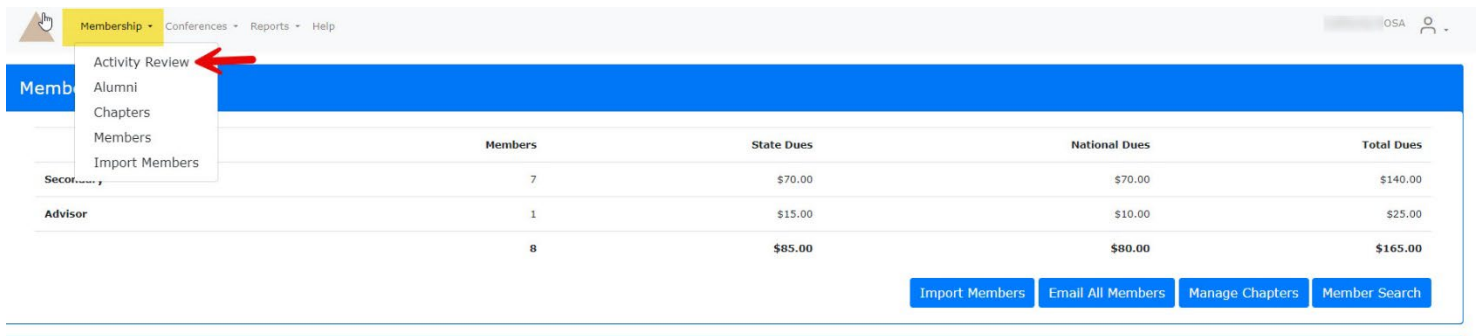
Please be sure to read the Member and Chapter Advisor Instructions, so you understand the process from their side.

**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](mailto:hosa@hosa.org) with the charter number, list of student names, and their email address and we will input them for you.

1. Visit: [www.hosa.org](http://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.

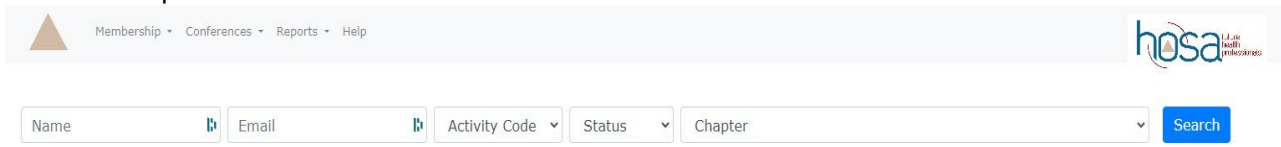


3. From the home page in your account, click on "Activity Review" under Membership



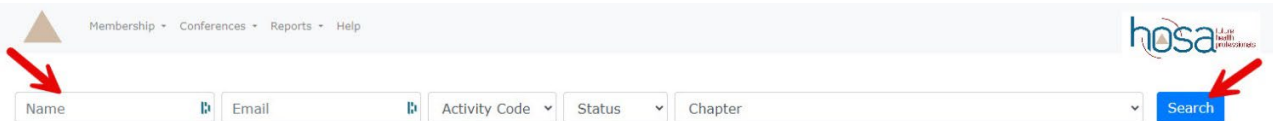
4. This is your main screen:

- 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.

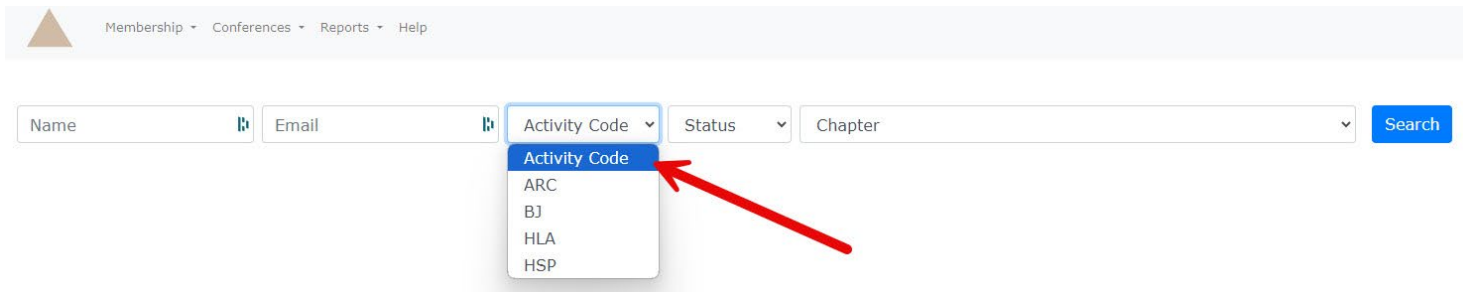


5. You can search for entries to view in a number of ways:

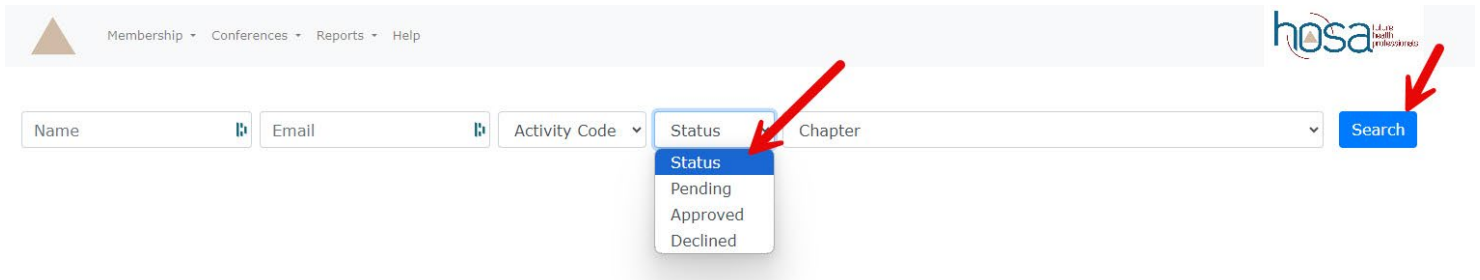
- a. Type in the name or email address of the member who you want to search. Click "Search".




- b. If you want to review all hours from a recognition event at one time, use the Activity Code drop-down and select ARC (American Red Cross Volunteer Service), BJ (Barbara James Service Award), HLA (Health Literacy Ambassador, or NSP (HOSA Service Project). Click "Search".



- 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"






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[Members](#)
[Activity Review](#)
[Logoff](#)

Name:  Email:  NS:  Status:  75085-Meridian Medical Arts Charter High School

Student:

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								
				<b>BJ Hours</b>	<b>NS Hours</b>	<b>NS Amount</b>		
				0	20	\$200.00		
<b>Total Approved Data</b>				<b>BJ Hours</b>	<b>NS Hours</b>	<b>NS Amount</b>		
				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 BJSAs 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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Main Menu Chapters Edit Prefs Members Activity Review Logoff

Name Email NS Status 75085-Meridian Medical Arts Charter High School

Student Search

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								
<b>BJ Hours</b>				<b>NS Hours</b>		<b>NS Amount</b>		
0				20		\$200.00		
<b>BJ Hours</b>				<b>NS Hours</b>		<b>NS Amount</b>		
254.75				0		\$0.00		

Total Approved Data

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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Main Menu Chapters Edit Prefs Members Activity Review Logoff

Name Email NS Approved 75085-Meridian Medical Arts Charter High School

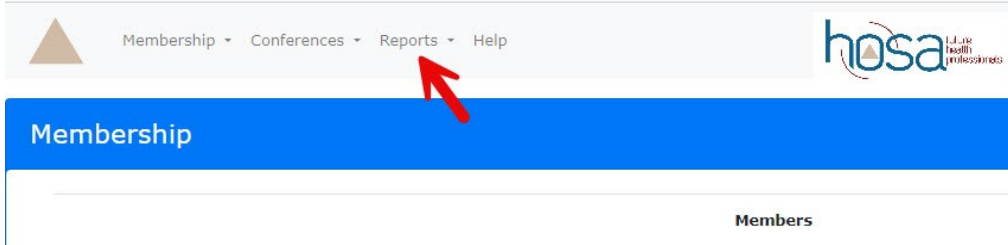
Student Search

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								
<b>BJ Hours</b>				<b>NS Hours</b>		<b>NS Amount</b>		
0				10		\$0.00		
<b>BJ Hours</b>				<b>NS Hours</b>		<b>NS Amount</b>		
254.75				10		\$0.00		

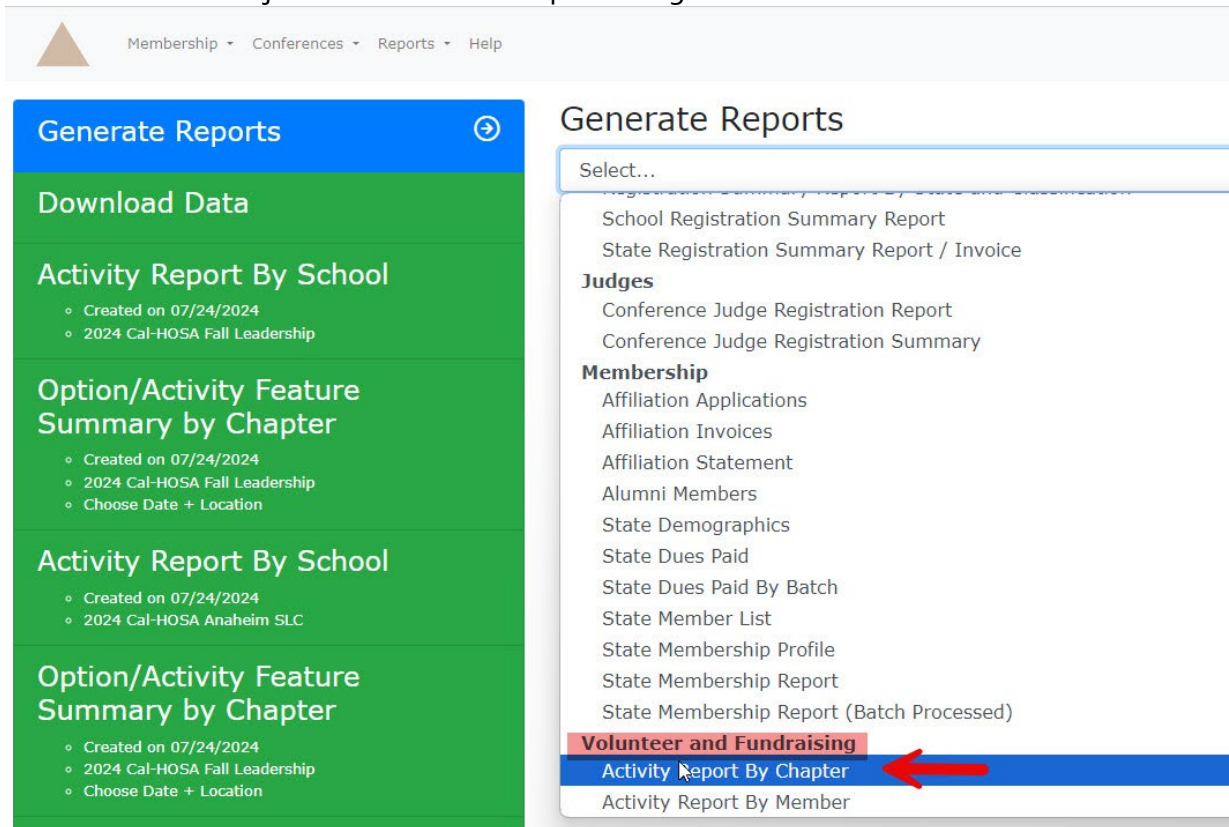
Total Approved Data

10. Find your state totals

- a. To get totals for each chapter, click on "reports" Then "run reports" \* All Reports can be saved to excel\*



- b. 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.



- c. 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.

The screenshot shows the 'Generate Reports' interface. On the left, there is a sidebar with a blue header 'Generate Reports' and several green buttons for different report types: 'Download Data', 'Activity Report By School', 'Option/Activity Feature Summary by Chapter', 'Activity Report By School', and 'Option/Activity Feature Summary by Chapter'. Each button includes a small icon and a list of recent reports with their creation dates and titles. The main content area is titled 'Generate Reports' and features a dropdown menu. The dropdown is open, showing a list of report categories: 'School Registration Summary Report', 'State Registration Summary Report / Invoice', 'Judges', 'Membership', and 'Volunteer and Fundraising'. Under 'Volunteer and Fundraising', 'Activity Report By Member' is highlighted in blue, with a red arrow pointing to it.

- d. From the drop-down menu select Chapter Activity Report. You can then select a Activity Event, School Year and Activity Status. 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 if you leave the activity Event to optional.

The screenshot shows the 'Generate Reports' interface with the 'Activity Report By Chapter' report selected. The main content area is titled 'Generate Reports' and features a dropdown menu with 'Activity Report By Chapter' selected. Below the dropdown is the 'Parameters' section, which includes four dropdown menus: 'Affiliate' (California HOSA), 'Activity Event' (Optional), 'School Year' (Optional), and 'Activity Status' (Optional). A blue 'View' button is located below the parameters. The left sidebar is the same as in the previous screenshot, but the 'Option/Activity Feature Summary by Chapter' button is now highlighted in green.