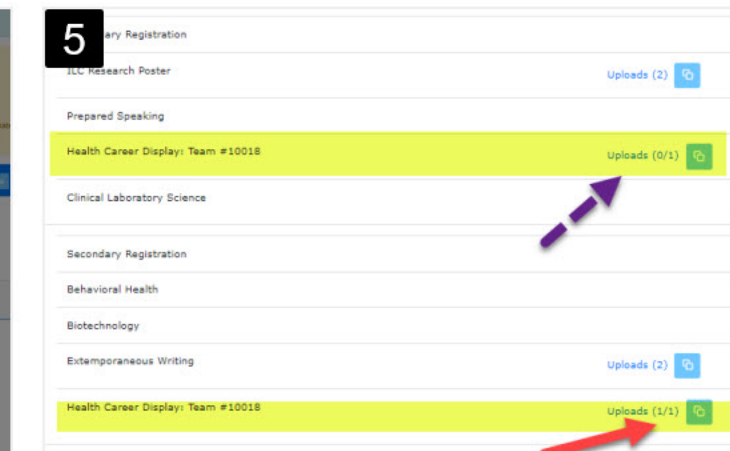# Chapter Advisor Quick Glance New Digital Upload System

**Recap of video
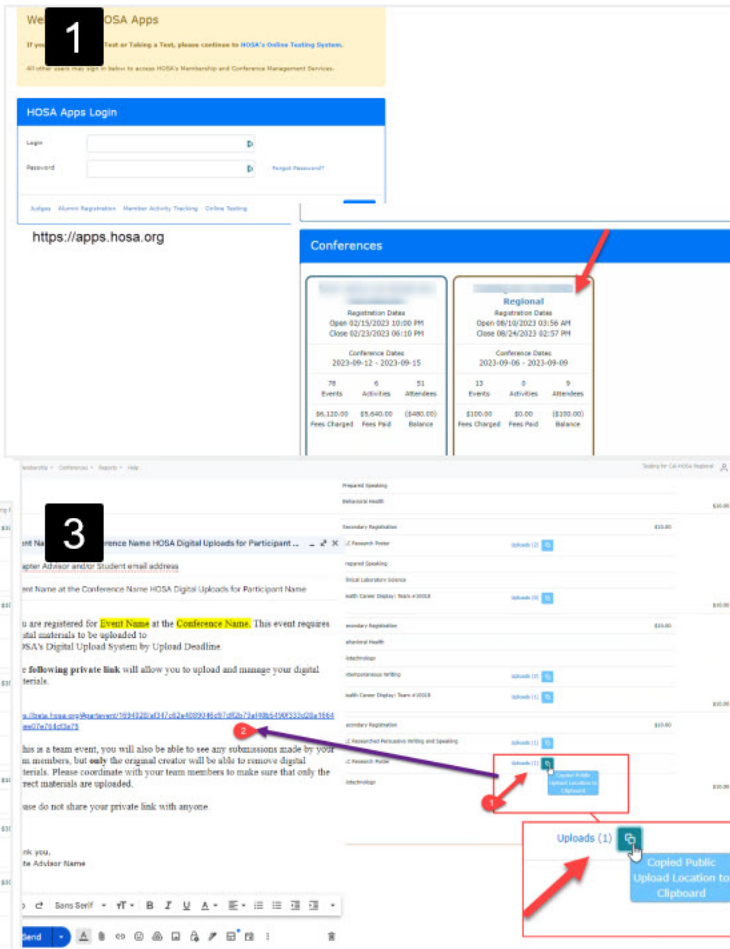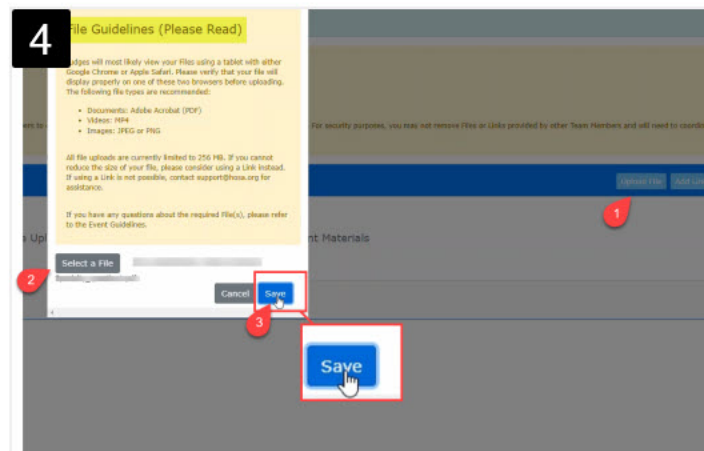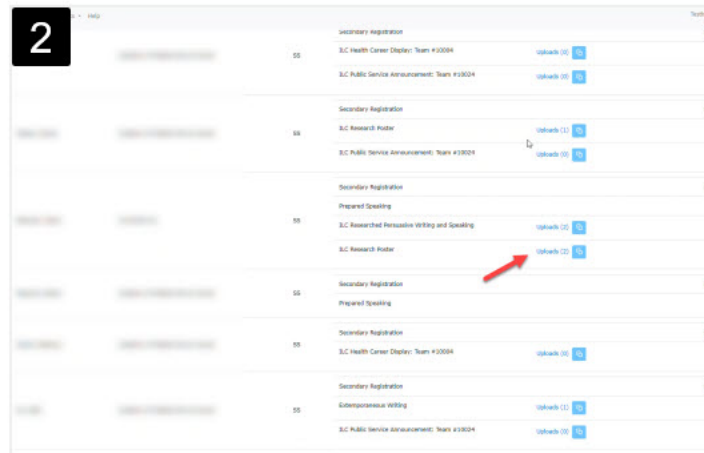
1. Log in at
https://apps.hosa.org
Click on the conference
you are registering for

2. Register your students as usual
If they are registered for an
event with an upload you will
see a link next to the event
name

3. Chapter advisor has the ability
to copy the unique link per
student and event
Paste it in an email and send it
to student
Ability to upload for student

4. *Read Guidelines
*Upload File
*Select File
*Save File

5. Team event:
*One team member uploads
*1 member will have 0 upload
*1 member will have 1 upload
**Only the team member that
uploaded will be able to delete
the file

Created by Created by HOSA
Friday, August 25, 2023

Contact
Support@hosa.org for questions

Step-by-step guide for chapter advisors on how to use the <u>Digital Upload System</u>

1. **Login to Chapter Account:** Access the system using your chapter credentials and log in to your chapter account at https://apps.hosa.org

2. **Conference Registration:** On the dashboard, find and click on the tile for conference you are registering students for.

3. **Student Registration:** Proceed to register your students for the events as usual. If a student has signed up for an event that requires an upload, you'll notice an "Upload" link associated with that event.

4. **Access Upload Link:** For students signed up for events with upload requirements, you will see an "Upload" link with a blue box next to it.

5. **Email Link to Student (if needed):** In case a student hasn't received the upload email, you can click on the blue copy box next to the link. Paste this into an email and send it to the student so they can access the upload page.

6. **Student Upload:** Once the student accesses the link, they'll have the ability to upload the required documents. Make sure they note the deadline date for uploads.

7. **Select and Save File:** The student will select the file they want to upload and then click the "Save" button.

8. **View Attached File:** After saving, the student will be able to see the attached file associated with their event.

9. **Upload Tracking:** As the chapter advisor, you'll have the ability to view how many uploads each student has completed. This information will be available on your dashboard.

10. **Check Uploaded Files:** You can click on the upload link associated with each student to view the uploaded files.

11. **Team Event Guidelines:** For team events, remember that only one team member should upload a file for the entire team. It's your responsibility to ensure there's only one upload per team.

12. **Judge Visibility:** Ensuring a single upload per team ensures that judges will only see one product from each team during evaluation.

By following these steps, you'll effectively manage the upload digital system, facilitate student uploads, and ensure adherence to team event guidelines for fair judging.