

HOW DOES THE PROCESS WORK?

Sending your student(s) to HOBY is a four-step process:

1. Select your student(s).
2. Nominate your student(s) via the HOBY system.
 - a. You, the student, and their parent(s)/guardian(s) will then receive a confirmation email with a link to complete the student's full registration.
3. Complete the student's registration.
 - a. This can be completed by you or the student and their parent(s)/guardian(s), whichever is easiest for you.
4. Submit payment.

WHERE & WHEN ARE HOBY SEMINARS?

Each year, seminars take place across the United States between April and June. Please visit <https://hoby.org/programs/state-leadership-seminars/seminar-schedule/> for confirmed dates and locations.

WHAT KIND OF SEMINARS ARE AVAILABLE?

HOBY seminars will be in-person! Virtual options may be available for those unable to attend in-person.

WHEN DO NOMINATIONS CLOSE?

We encourage you to nominate students as soon as possible. Space is limited, so we have a guaranteed acceptance date of Friday, December 8, 2023. Nominating your student by this date will ensure they have a spot in the upcoming seminar. Your student's registration is finalized when payment is received. After December 8, 2023, nominations will be accepted as space is available and as timing allows.

WHAT IF I FORGET MY HOBY SCHOOL ID?

We're here to help! First, check the initial email you received from HOBY for your school ID. If you are unable to find this information, please email us at hoby@hoby.org. Include "School ID Request" in the subject and the following information:

- High School name
- City and state
- School contact name

This ID should be accessible to school contacts and administrators only. Please note, you will no longer need a password to enter the system.

CAN I NOMINATE AN ALTERNATE?

Yes! After entering the information for your nominated student, you will be asked if you'd like to nominate an alternate. The alternate student can either take the place of your other student(s), should they be unable to attend, or if space allows, they will be offered the opportunity to attend the seminar in addition.

WHAT IF THE STUDENT I SELECTED CAN NO LONGER ATTEND THE SEMINAR?

We encourage you to nominate alternate students in addition to your initial student selections for exactly this reason. We can easily switch your alternate student with your initial student and transfer any payment to the new registration. Please reach out to us at hoby@hoby.org and we will support this process.

CAN I LOG IN TO THE SYSTEM LATER TO SEE WHO I HAVE REGISTERED?

No need! You will receive nomination and registration confirmation emails for each student you enter in the system. Should you have any questions, please reach out to us at hoby@hoby.org.

CAN I EDIT THE STUDENT'S REGISTRATION INFORMATION AFTER IT'S SUBMITTED?

Yes! Simply click on the registration link in the nomination confirmation email to edit the student's information, and then hit 'Submit' to save to update.

WHAT IS THE DIFFERENCE BETWEEN A NOMINATION & A REGISTRATION?

A nomination is what you, our outstanding school partners, do! You nominate your student and then you, the student, and their parent(s)/guardian(s) will receive a link to complete their registration. The goal of this is to make the process easier for all involved, but it still allows you to complete the registration if needed.

WHO PAYS THE REGISTRATION FEE?

The registration fee can be paid by the school, community organizations, PTOs, sponsors, or parents/guardians. If needed, the fee can be split between two or more entities. Payment can also be made in installments.

CAN I USE A PURCHASE ORDER?

Purchase orders are not accepted as payment but may be submitted if required by a school's finance/ accounting department. If you need a purchase order signed, or your purchase order number added to an invoice, please email us at hoby@hoby.org.

DO I HAVE TO PAY THE FEE AT THE TIME OF NOMINATION?

Payment is due 30 days after the completed registration is submitted. The designated payor will receive an email with an invoice and payment options, including a link to pay online. Please note, a student's registration is not finalized until the payment is received and processed.

- Pay online, via ACH - our preferred method.
 - [Click here](#) to pay via ACH.
 - Write student name and school name in 'What is this payment for?' field
- Pay online with a credit card via the link provided in the registration invoice email
- Pay by check. Make payable to:
Hugh O'Brian Youth Leadership
P.O. Box 8478
Pasadena, CA 91109-8478

WHAT IS THE REFUND POLICY?

HOBY does not issue refunds for registration fees. Should your student be unable to attend, we will happily work with you to apply paid fees to a new student's registration.

WHAT HAPPENS AFTER A STUDENT IS NOMINATED & REGISTERED?

The last step in finalizing your student's registration is submitting payment. At that point you, your student, and their parent(s)/guardian(s) will receive an email confirmation stating their registration is finalized. Students and parents/guardians will also receive periodic updates from HOBY. Four to six weeks prior to the seminar, your student will be emailed detailed information about the seminar as well as additional forms to complete.