

### HOW DOES THE PROCESS WORK?

Please check out our “How To” guide for details, best practices, and more. 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](https://formstack.io/3C8C3) at <https://formstack.io/3C8C3>.
  - a. You will receive an email confirmation.
  - b. You will also be cc'd on an email to the student and their parent(s)/guardian(s) that confirms their nomination and includes a link for them to complete the student's full registration.
3. Ensure the student's registration is complete.
  - a. If the student's registration is not completed, payment can not be processed and their spot at the seminar is not secured.
  - b. The majority of students complete their registration forms with their parent(s)/guardian(s), but this can be completed by you, if preferred.
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.

### WHEN DO NOMINATIONS CLOSE?

We encourage you to nominate students as soon as possible. Space is limited, so we recommend using our **Priority Deadline of Friday, December 12, 2025** in your planning. Please note that due to capacity, not all nominations are guaranteed a spot at a seminar. Your student's registration is finalized when payment is received. After December 12, 2025, nominations will be accepted as space is available and as timing allows.

### WHAT IF I FORGET MY HOBY ID?

We're here to help! Your school's HOBY ID does not change year to year. First, check the initial email you received from HOBY with details about the seminar and nomination process. If you are unable to find the HOBY ID, please email us at [hoby@hoby.org](mailto:hoby@hoby.org). Include "HOBY 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 no longer need a password to enter the system.

### CAN I NOMINATE MORE THAN ONE STUDENT?

The majority of our seminars welcome at least 2 student nominations per school. If you are interested in sending more than 2 students and are unsure of your seminar's availability, please reach out to us! When you are working on your student's nomination, you will fully complete the form and submit it, and then complete and submit additional forms, in full, for each student.

### 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 as an additional representative.

### 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. Please reach out to us at [hoby@hoby.org](mailto:hoby@hoby.org) to initiate 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](mailto:hoby@hoby.org).

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

Yes! Simply click on the registration link in the confirmation email to edit the student's information, and then hit 'Submit' to save the 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 will be cc'd on an email to the student and their parent(s)/guardian(s) with 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 and do not secure a student's spot in place of payment. Purchase orders 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](mailto: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. During the nomination process you will enter the email address for the designated payor. The designated payor will then 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 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 receive periodic updates from HOBY. Four to six weeks prior to the seminar, students will be emailed additional forms to complete as well as detailed information about the seminar.