

# FORM C – Housing Instructions

California DECA - State Career Development Conference  
February 24-27, 2022

**NOTE: You MUST complete housing in the online system before you can submit registration**

## How to Add Housing:

- Click on the **“Housing”** button
- Click on the **“Select”** link beside the appropriate **Hotel Name**
- Complete all of the appropriate fields on the **Arrival and Departure Date/Time** form
- Select the appropriate **Room Type** from the dropdown list
- Select the appropriate **Room Number** from the dropdown list
  - Be aware that the Room Number is not an actual hotel room number. It is a number that allows the system to group Participants together into rooms. You will pick the same room number for each Participant that you want to put into the same room.
- Select the checkbox beside the **Name(s)** that you want to **Add** to this **Room**
- Click on the **“Add To Room”** button

## How to Add a Participant from another Chapter:

- Click on the **“Housing”** button
- Click on the **“Add from Another Chapter”** link
- Select the appropriate **Chapter** from the dropdown list
- Click on the **“Select”** button
- Select the appropriate **Individual** from the dropdown list
  - The person you are adding **MUST BE** registered for the conference and **MUST NOT** be in a hotel room with another Chapter.
- Click on the **“Select”** button
- Select the appropriate **Room Type** from the dropdown list
- Select the appropriate **Room Number** from the dropdown list
- Select the checkbox beside the **Individual Name from another Chapter**
- Click on the **“Add To Room”** button

## How to Remove and Put an Individual from another Chapter back:

- Click on the **“Housing”** button
- Locate the appropriate **Participant**
- Click on the **“Remove”** link
- Click on the **“Put back in Original Chapter”** link
- Click on the **“Ok”** button if you want to place the registrant back in the original Chapter
  - Otherwise, click on the **“Cancel”** button

## How to Edit Housing:

- Click on the **“Housing”** button
- Make the appropriate changes to the Housing form
- Click on the **“Back to Registration List (without submitting)”** link

#### How to Remove a Participant from a Room:

- Click on the “**Housing**” button
- Locate the appropriate **Participant**
- Click on the “**Remove**” link

#### How to Edit Arrival and Departing Dates and Time:

- Click on the “**Housing**” button
- Click on the “**Edit**” link
- Make the appropriate changes to the **Arrival/Departure** form
- Click on the “**Submit**” button

#### How to Submit the Hotel Reservation:

- Click on the “**Housing**” button
- Make sure all of the **Housing** information has been completed
- Click on the “**Submit Hotel Reservation**” button
  - If you want to return to the **Main Registration** screen without Submitting the Hotel Reservation, click on the “**Back to Registration List (without submitting)**” link.

**You MUST complete housing before you can submit registration**