FORM C – Housing Instructions

California DECA
State Career Development Conference
March 7-10, 2024

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.

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