

FORM C – Housing Instructions

California DECA
State Career Development Conference
February 26 – March 1, 2026

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

How to Add Housing:

Assign Attendees to Housing

- Click on “**HOUSING**” at the top of your screen
- Click **ADD ROOM**
- In the pop-up, fill in the values and then add attendees who will be assigned to the same room.
 - If a combination is not valid an error message will show.
- Each chapter must select one advisor to serve as the primary hotel contact. This individual will be the first point of contact as questions or issues come in from the hotel or security.
 - To select this individual, click **PRIMARY CONTACT** on the left
 - Select a person from the dropdown.
 - Fill out any contact details that are missing.
- If you want to see any attendees who have not been assigned to a room, click on **UNASSIGNED ATTENDEES** on the left.

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