



State CDC 2026 Registration Guide

QUICK REGISTRATION GUIDE

California DECA State Career Development Conference

February 26 – March 1, 2026
Anaheim Marriott
700 W Convention Way, Anaheim, CA 92802

Registration Link:

www.myctso.com/ca/deca

Registration Fee:

\$85.00 per participant

Hotel:

Anaheim Marriott
700 W. Convention Way
Anaheim, CA 92802

Hotel Fee:

\$782.46 per room
includes taxes and fees,
for all three required-stay nights

Send Hotel & Registration Payments to:

California DECA
PO Box 1440
Owasso, OK 74055

Event Limitations:

- One Series Event & One Prepared Event
- See Conference Policies & Procedures Document for list of eligible events

Due Dates:**Registration Deadline:**

- January 27, 2026
- Completed in Registration Portal
- Check postmarked following day
- Credit Card payments following day
- *See Checklist on next page*

Hotel Deadline:

- January 27, 2026
- Detailed instructions on Form C
- Completed in Registration Portal
- No changes to housing after this date
- Check postmarked following day
- Credit Card payments following day
- *See Checklist on next page*

Change/Drop Deadline:

- February 2, 2026 by 5:00pm
- *No Event Changes After This Date*

Prepared Events Deadline:

- All Written Entries & Pitch Decks
- Prepared entry submission window
February 4-6, 2026
- Must be uploaded online by 5:00pm of
Friday, February 6th
- Detailed instructions on Form D

SCDC REGISTRATION CHECKLIST

Forms are separate from this Registration Guide. Be sure you have Forms A-F (E-F only if needed). Each is a separate file.

All advisors are responsible for the information included in the California DECA **CONFERENCE POLICIES AND PROCEDURES** packet which outlines all official policies and procedures related to participation in a CA DECA event, including this conference.

SEND DIRECTLY TO CALIFORNIA DECA:

ITEM	DESCRIPTION	DEADLINE	SEND TO	DONE
Registration	Conference Registration (also includes Voting Delegates)	January 27, 2026	www.myctso.com/ca/deca	
Housing	Chapter Housing (detailed instructions on Form C)	January 27, 2026	www.myctso.com/ca/deca	
Prepared Events	Prepared Events Online Submission	February 6, 2026 by 5:00pm	Detailed instructions on Form D	
Payment by Check	Copy of Registration Portal invoice and registration check	Postmarked by January 28, 2026	California DECA PO Box 1440 Owasso, OK 74055	
Payment by Credit Card	Request a credit card payment link from registration@californiadeca.org	Paid by January 28, 2026	Via payment link	
Form A	Statement of Assurance	January 27, 2026	Upload to: www.myctso.com/ca/deca	
Form F	Student Accommodations Request <i>*only if needed</i>	January 27, 2026	californiadeca.org/accommodations	

BRING TO THE STATE CDC AND KEEP IN YOUR POSSESSION FOR DURATION OF CONFERENCE:

ITEM	DESCRIPTION	DEADLINE	SEND TO	DONE
B	Permission & Medical Release <i>*completed by all attending students and alumni</i>	January 27, 2026	Keep in Your Possession & have with you throughout the conference	
Form E	Substitution/No Show <i>*only if needed</i>	On-Site	Hand in at on-site Conference Registration	

UPDATES FOR 2026

Important Change to Payment Policy

California DECA has updated its payment policy to ensure we can meet our financial obligations to vendors and keep conference operations running smoothly. Payments received after the deadlines below are subject to late payment penalties. Please read carefully:

Check Payments

- Payments by check must be postmarked by the end of the day following the conference registration deadline as outlined in the checklist above.

Credit Card Payments

- If paying by credit card, you must request a payment link in advance of the registration deadline by emailing registration@californiadeca.org.
- Credit card payments must be completed by the end of the day following the conference registration deadline as outlined in the checklist above.
- Do not wait until after the deadline to request the credit card link.

Why this change?

In the past, late payments have caused significant cash flow challenges. California DECA is required to pay vendors (hotels, competitive event awards, printers, security, etc.) well in advance of the conference. When registration payments are delayed, it prevents us from meeting these obligations and jeopardizes the success of the event.

Testing Changes

Due to the continued growth of California DECA and the large number of competitors, we are making important adjustments to the way competitive event testing will be administered this year. Please review carefully:

Event Selection and Testing Requirements

- Students may still register for two events with a testing component. (One Prepared Event & One Series Event ... Students cannot do two Series Events and cannot do two Prepared Events)
- Students are **strongly encouraged** to select two events that use the **same cluster exam**. If they do, they will only need to take one test, which will count for both events.
- Students who choose events from **different clusters** will be required to take two separate exams and should be mindful of the new testing procedures outlined below.

Testing Sessions

- All competitors will be assigned to take their first exam during either Testing Session #1 or Testing Session #2.
- Assignments will be made in advance; students will not be able to choose or switch sessions.

- If a student is registered for two different cluster exams and both exams are scheduled during the same session (either Session #1 or Session #2), the second exam will automatically be taken during one of two new later testing sessions:
- Testing Sessions #3 & #4. These sessions are reserved exclusively for students who have two exams with overlapping schedules and will be pre-assigned so as not to conflict with the Opening Session their chapter is assigned to. These are not makeup testing sessions. These are pre-assigned and specifically for students who have earlier testing conflicts as noted above.
- Students must take their first exam in the assigned session (Session #1 or #2) without exception. Students will not be allowed to “pick” which test they take first or attempt both tests in the same session.

Proctoring Assignments

- To help ensure academic integrity, all chapters will receive testing proctoring assignments. These assignments will be in addition to the usual competitive event responsibilities. Advisors and designated chaperones will be expected to actively monitor the testing room during their assigned session to help watch for cheating and maintain a fair testing environment.

SCDC HOTEL INFORMATION

Hotel Overflow

As our conferences continue to grow, it is sometimes necessary to utilize overflow hotel properties when the primary hotel reaches capacity. Rooming lists are submitted by school, and we work diligently to place chapters in the main hotel whenever possible.

Chapters will be prioritized for placement in the main hotel based on the order in which complete registration materials are received. However, several additional factors are also considered to ensure a smooth and equitable rooming process. These include:

- Special accommodations or accessibility needs noted at registration
- Shared chaperoning responsibilities between schools
- Rooming configurations and overall group size relative to available room types

Once the main hotel is full, any additional chapters will automatically be assigned to an overflow hotel. We will notify affected chapters as soon as possible and provide all necessary details to ensure a seamless experience across all properties. Our goal is to make the housing process as fair and efficient as possible while meeting the needs of all attending students and advisors.

Hotel Reservations

Only the Chapter Advisor may submit hotel reservations. Any reservations submitted by students will be returned. Rooms are assigned on a first-come, first-served basis as reservations are received. All rooming lists must be submitted in the Registration Portal by the published deadline. Detailed instructions are provided on Form C. We are unable to accept rooming lists after the deadline because of firm cutoff requirements from the hotel.

Extra Hotel Nights

If your chapter plans to arrive early or stay after the official conference dates (official dates: checking in on Thursday and out on Sunday) and want to stay in the conference hotel for those extra nights, please be aware of the following policy:

- Rooms for extra nights are not guaranteed and are subject to hotel availability.
- A request including the number of rooms needed and the dates they are needed must be emailed to registration@californiadeca.org as early as possible in the current school year, but no later than the conference registration deadline listed in this Registration Guide. Note the limitation on rooms with two beds noted below.
- California DECA will check with the hotel to see if they can accommodate the extra nights and at what rate (there is no guarantee that the hotel will be able to honor the conference rate for extra nights).
- Chapters should not make any plans until California DECA is able to confirm with the hotel that they will be able to accommodate the extra nights.
- Chapters are responsible for the added costs for extra nights, which are not included in the Hotel Fees outlined in this Registration Guide. Once the rooms are confirmed cancellations will not be allowed.
- Requests for extra nights will be honored in the order received at the email address noted above.

No Changes to Rooming Lists

Once a rooming list is submitted, there should be no rooming changes (e.g. adding a room or dropping a room). As the rooming lists are received the chapter will be assigned rooms and those rooms will be blocked for the chapter. Because of the advance blocking of rooms, the hotel cannot accommodate changes. Chapters will need to plan ahead and only send the rooming list once. The rooming list must be complete with the accurate names at the time it is submitted. We cannot accept rooming lists with placeholder names for students or chaperones.

Limitations on Rooms with Two Beds

Because rooms with two Full-Size Beds are limited, they will be assigned first to Quad occupancy and then to Triples. Once the rooms with two Full-Size Beds are allocated, the remaining reservations will be assigned to King rooms. If the room has Triple or Quad occupancy, a roll away bed will be added to the room. Rollaway beds will not be added to rooms with Single or Double occupancy. Only one rollaway bed can be added to a King-Size room. No rollaway bed can be added to a room with two Full-Size Beds. Do not request additional rollaway beds. Chapters are required to maximize hotel occupancy by assigning four students to each room whenever possible. A room with fewer than four students is permitted only when a chapter's final room cannot be fully filled based on the number of students registered.

Credit Card Required at Check-in

At check-in, the hotel requires a credit card on file for each chapter in order to release room keys. Although in-room charging is disabled, certain costs cannot be turned off (such as parking), may be verified later (such as restaurant charges), or may arise from room damage. Please work with your administration in advance to ensure an appropriate card is available for the conference. If a school or district card cannot be provided, you will need to use a personal credit card at check-in.

Hotel Payment Policy

Hotel payments must be made on time according to the deadlines in this packet. If a chapter misses the hotel payment deadline, they risk losing their reservation or paying higher rates for their hotel rooms. Please plan for and prepare hotel payments in advance. All chapters will pay their hotel fees to California DECA. Please follow the instructions in this packet and the associated forms carefully. **No chapter should directly contact the hotel.**

Check-in Procedures

Hotel Check-in time is 4:00 p.m. Rooms will not be ready prior to this time. When your chapter arrives only the chapter advisor will be allowed to check-in the chapter's rooms. Students/Chaperones should not come to the desk to check-in. Because we are using the vast majority of the rooms in the hotel it will take time for housekeeping to prepare the rooms, and some rooms will not be ready by 4:00 p.m. When the advisor checks in they will receive the rooms from their block that are ready at that time so they can begin to get students into rooms, but they may not receive keys for all rooms depending on which rooms are ready at that time. This does mean that a room may have three or four students in it with one King size bed and one rollaway bed. If you require one bed per student, you will need to plan your housing requests accordingly. There is no guarantee that a chapter will be placed in rooms with two Full-Size Beds.

STATE CDC CONFERENCE REMINDERS

Event Administrator Meals

Please note that event administrator meals which are provided during the conference for adults (i.e. the Event Manager dinner/lunch, the morning Judge & Event Manager Breakfast, and afternoon Judge & Event Manager Lunch) are only for those alumni, advisors, and chaperones who have been assigned to work shifts as Event Managers. If an alumni, advisor, or chaperone has not been assigned to work a shift, they should make alternative arrangements for meals. If adults who will be assisting with event administration have dietary restrictions, please indicate those needs no later than the conference registration deadline. We will not be able to accommodate requests on site.

Prepared Events

Prepared Events will be submitted ONLINE and PRIOR to the conference. See Form D for specific details and the process for submitting Written Events and Pitch Decks online. Students competing in Prepared Events can only compete at the State CDC if their written entry is substantially complete (meaning it should be at least 80% complete in terms of content, quality, and depth). It is imperative that we respect the time and expertise of our judges and present to them for review/judging content that is of a reasonable quality. Therefore, written entries that are submitted for competition which are not substantially complete will not be judged and the students will be removed from the event. Please work with your students to ensure that their written entries are substantially complete.

State CDC Conference T-shirt

All conference participants will receive a conference t-shirt as part of their conference registration fee. Please plan to provide t-shirt sizes as part of the online registration process.

Friday Evening – Chapter Time

Chapters will have time Friday evening to explore Anaheim. The Management Team is working with Disney to explore options for park passes and will disseminate that information once confirmed. Chapters are on their own for Friday evening plans/costs.

Assistance with Judge Recruitment

As our numbers continue to grow, we are dependent upon the assistance of each chapter to help with judge recruitment. All chapters should consider judge recruitment a requirement of their participation in the conference. Please recruit judges and sign them up (or have them sign themselves up) on the California DECA Website: www.californiadeca.org/judge

No Makeup Testing

Due to the size and scope of the State Conference we are unable to accommodate late or makeup testing. All students MUST complete their competitive event exams during their scheduled times on Thursday.

Parking

Parking at conference venues come at a cost. Chapters should plan and budget accordingly for your chapter's parking and the associated costs as needed (buses, chaperones, alumni). All parking charges are the responsibility of the individual chapter whether it be for students, advisors, and/or chaperones.

Retiring Advisors

If you are retiring this year, would you please email registration@californiadeca.org? It is very important to us that we recognize our retiring advisors for their service to California DECA at our State Conference so please let us know so we can plan accordingly. Additionally, if you know of a fellow DECA advisor who is retiring this year, please let us know.

Scoring Concerns/Grievances:

All concerns/grievances regarding scoring or competitive events MUST be submitted no later than 7:00 p.m. on the date that is two days after the close of the Conference. For example, if the conference ends on a Sunday, then grievances MUST be submitted by 7:00 p.m. on Tuesday. Concerns/grievances should be addressed to the State Director in writing via the Grievance Reporting Form provided in the Conference Policies & Procedures packet.

After the grievance reporting deadline outlined in the previous bullet all competitive event outcomes and scores become final and concerns/grievances will not be considered.

Alumni Assistance

Just as we need help securing judges for the conference, we also are dependent upon the assistance of Alumni. We are changing our process this year and asking that alumni who are willing to assist with overall event management register directly with California DECA for the conference using the form at the link below. You can register them as the advisor, or you can have them register themselves.

Alumni sign-up form: californiadeca.org/scdcalumni

Additionally, California DECA will provide lodging for alumni who are coming to assist with overall event management. Below are the requirements that must be met for California DECA to cover the cost of the alumni rooms for the duration of the conference:

1. They need to help with all testing sessions on Friday.
2. They need to help during the day on Saturday with managing events.
3. They need to help during the day on Sunday with managing events.
4. They won't be able to be roomed by your chapter.
5. They will be housed at the Anaheim Marriott.
6. They will be in a shared room with other alumni.

If they can do all the items above, we will cover the cost of the room and we will provide the same meals for the alumni that are provided for judges and event administrators.

Alumni Years of Service

We will again recognize our Alumni for their years of service. This will be in addition to the recognition we provide for our annual Alumni of the Year. All alumni are eligible to be recognized, but to be eligible Advisors must fill out a quick form, so we have the alumni's information. Please Complete the form at the link below to register your alumni to be recognized for "Years of Service". Please only include those that are actively involved with your Chapter. We have designed this program to recognize those that continue to help grow and support our local DECA Chapters. **This award is not intended for every graduated member, but rather to recognize those alumni who come back and volunteer at the Chapter, District, and/or State Level after graduation.**

Years of Service Recognition Link: californiadeca.org/alumniyears

Internet

While there may be internet and WiFi available within the hotel, convention center, and other areas of the conference; any cost associated with connecting will be at the responsibility of the individual or chapter. Hotel reward programs will often provide free internet access to members of their rewards program. Please note that the hotel may not have the ability to prevent internet charges like other incidentals. Any cost incurred will be billed back directly to the chapter.

Presidents Council and Chapter Leader of the Year (Submission Deadline for both are January 27, 2026)

Presidents Council Members will be recognized on stage during the Opening Session and will receive a special pin commemorating their service on the Presidents Council. All registered Presidents Council Members in attendance at the Conference will be recognized. In order to be registered as a Presidents Council Member; Chapter Presidents must register here: californiadeca.org/presidents-council

We have instituted the Chapter Leader of the Year Award whereby each chapter may select for recognition one outstanding Chapter Leader who will be recognized on stage during the Opening Session and will receive a special pin. Chapters must register their Chapter Leader of the Year (one per chapter) here: californiadeca.org/oftheyear

BUS PARKING LOGISTICS

Bus Parking Cost

If you are traveling to the State Conference via bus and the bus will need to be parked at the hotel overnight, please note the following information:

- The parking charge will be \$105.30 per bus/per night for 2026. This fee will be equivalent to the cost of 2 parking stalls. These types of buses typically take up 7 – 8 spaces so this is still a great discount from standard rates. As a reminder, only 1 bus can unload at a time in front of the fountains at the hotel. The buses may not station there or line up.
- If you would like to try to find a parking location on your own at a different location, you are welcome to do so. You do not have to park your buses at the Marriott, but if you do park them at the Marriott, please pay close attention to the costs and logistics. The charge for the bus will be billed to the hotel room of the advisor of the chapter. Be sure to give the parking attendant your name and school name so that they can pair up the bus charge with the correct room. California DECA will not cover any bus charges.
- Buses not staying overnight should unload in front of the hotel, in the area noted in the first diagram below as "Bus Loading Area 1". If the bus is parking overnight, they should park and unload in the area noted in the first diagram below as "Bus Loading Area 2". Access for buses to be parked in the East Lot will need to be from the

loading dock gate which is accessible via West Street and Transit Way. See the second diagram below for directions to the East Lot.

Bus Parking Reservations are Required

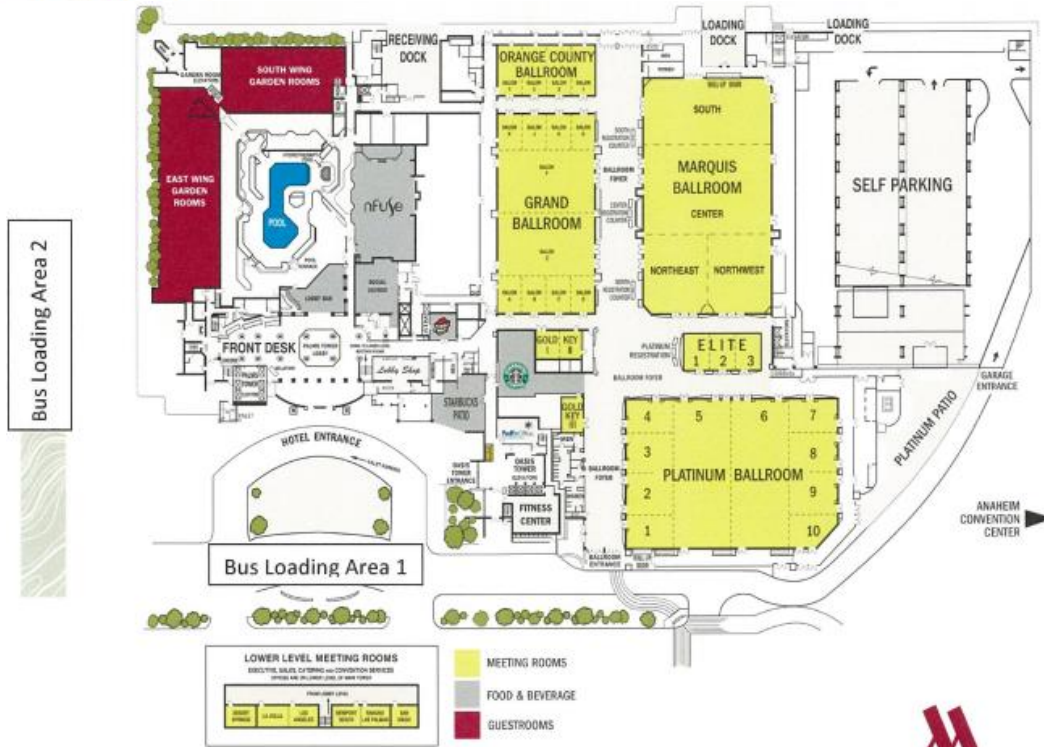
The hotel needs to know in advance if you are planning to park a bus at the hotel. A request including the 1) The number of buses and 2) The size of each bus you will be parking overnight at the hotel must be emailed to LeeAnn Ubalde (LeeAnn.Ubalde@marriott.com) as early as possible after the New Year, but no later than the conference registration deadline above. Due to limited oversized parking, if your request for bus parking is not received in advance of the conference the hotel cannot guarantee that there will be availability to park the bus overnight on the property.

Payments Must Be Made in Advance

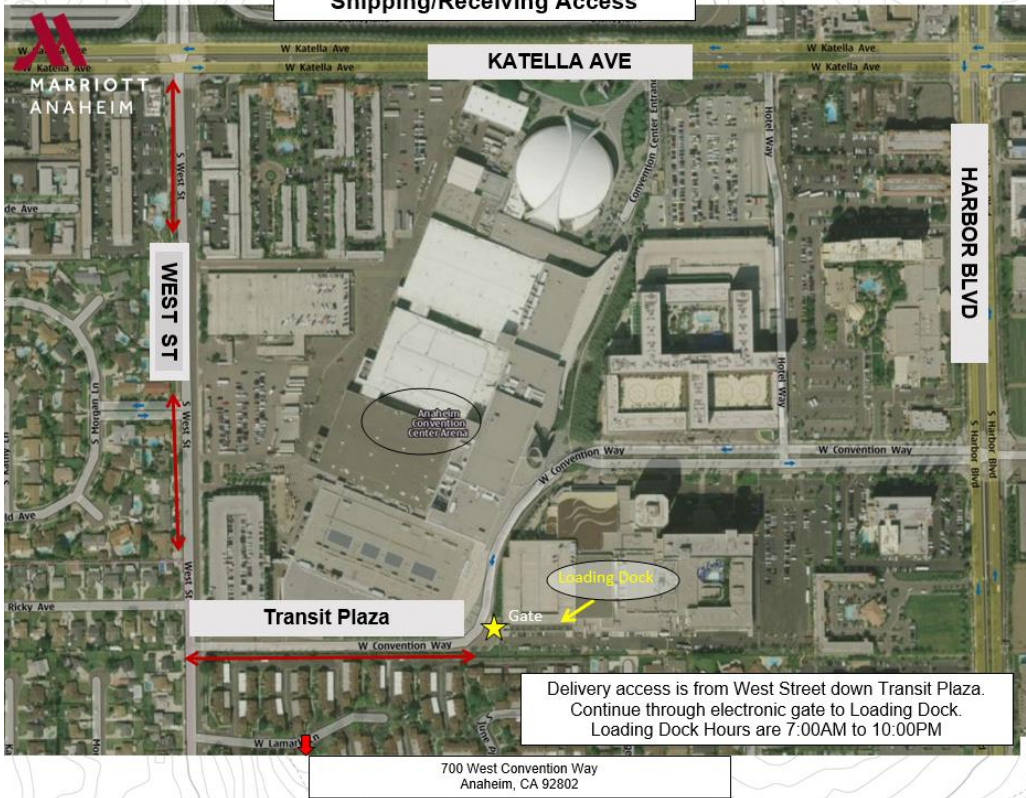
If you need to pay for your bus parking fees with a check, that check should have been received by the hotel by Friday, February 13th. Plan to pay \$105.30 per bus/per night ... so if you have one bus for the duration of the conference you need to send a check for \$315.90. If you are sending payment via check, the checks should be made payable to the Anaheim Marriott and mailed to the hotel at 700 W Convention Way, Anaheim, CA 92802, Attention Bre Twomey. The checks should also list the group name (DECA) and the school's name the bus will be under. The more information the better as it will help the hotel with applying the check to the correct account. If you would like to pay by credit card, advance payment is not required. The bus charge can be applied to your room as an incidental and paid via credit card when you arrive on site.

Bus Driver Lodging

If your bus driver needs a hotel room, they must be included in your conference registration (both registered for the conference and on your hotel registration in the online registration system). We will not charge a conference registration fee for the driver, but you will need to pay for their hotel room at the hotel rate listed in this guide. If your bus driver is not staying at the conference hotel, please do not register them. We only need them registered if they are staying in the conference hotel. Please note; we cannot add hotel rooms for bus drivers after the conference registration deadline noted in this guide.



Shipping/Receiving Access



TENATIVE CA DECA SCDC AGENDA

NOTE: All Times are Tentative. A Final Agenda will be distributed prior to the Conference.

Time	Activity	Location
THURSDAY – February 26		
3:00 – 3:45 PM	Registration	Elite 2
4:00 – 6:00 PM	Testing Session I	Platinum Ballroom
5:00 – 6:00 PM	Workshop	Grand F
5:00 – 7:00 PM	Series Event Administrator Dinner & Prep <i>For individuals administering Friday Events.</i>	OC Ballroom
6:00 – 7:00 PM	Workshop	Grand F
6:00 – 8:00 PM	Testing Session II	Platinum Ballroom
7:00 – 8:00 PM	Mandatory Advisor Meeting – All Advisors Attend	Grand F
8:00 – 9:30 PM	Testing Session III (For Opening Session II Attendees)	Platinum Ballroom
8:00 PM	Doors Open for General Session I	Marquis Ballroom
8:30 – 9:30 PM	Opening General Session I	Marquis Ballroom
9:45 – 11:15 PM	Testing Session IV (For Opening Session I Attendees)	Platinum Ballroom
9:45 PM	Doors Open for General Session II	Marquis Ballroom
10:00 – 11:00PM	Opening General Session II	Marquis Ballroom
11:00 PM	Curfew – Opening Session I Attendees	All Rooms
11:30 PM	Curfew – Opening Session II Attendees	All Rooms
*Each testing session begins at the start time stated and all testing will end and tests will be collected at the end time stated for each session.		

Time	Activity	Location
FRIDAY – February 27		
8:00 – 10:00 AM	Candidate Booth & Exhibitor Setup	Grand Ballroom
8:00 – 9:00 AM	Judge/Proctors Orientation/Breakfast	Elite Ballroom
8:45 – 4:00 PM	Management Team Decision Making Events	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
9:00 – 4:00 PM	Principles Events -PBM, PFN, PHT, PMK	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
9:00 – 12:00 PM	Individual Series Events + PFL – Role Play 1	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
9:00 – 10:00 AM	Voting Delegates Meeting	Grand Ballroom
10:00 – 3:00 PM	Downtown DECA – Featuring: <ul style="list-style-type: none"> • DECA Protégé Events • Exhibitor Booths • Candidate Booths • Games & Fun! 	Grand Ballroom A-E
11:00 – 12:00 PM	Workshop	Grand Ballroom

12:00 – 2:00 PM	Prepared Event Directors Meeting/Lunch	Elite Ballroom
12:00 – 2:00 PM	Series Director/Judge Lunch	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
1:00 – 4:00 PM	Individual Series Events – Role Play 2	Platinum Ballroom Orange County Ballroom <i>Marquis Ballroom NE & NW</i>
1:00 – 2:00 PM	Workshop	Grand Ballroom
2:00 – 3:00 PM	Workshop	Grand Ballroom
4:00 – 11:30 PM	Chapter Time	N/A
12:00 AM	Curfew	All Rooms

Time	Activity	Location
SATURDAY – FEBRUARY 28		
8:00 – 9:00 AM	Judge/Proctors Orientation/Breakfast	Elite Ballroom
8:00 – 10:00 AM	Officer Candidate Interviews – Elected Positions	Grand Ballroom Salon G
8:00 – 10:00 AM	Officer Candidate Interviews – Appointed Positions	Grand Ballroom Salon H
9:00 – 3:30 PM	Prepared Event Presentations <ul style="list-style-type: none"> • Prepared Events • Professional Selling Events 	Platinum Ballroom Orange County Ballroom
9:00 – 10:00 AM	Workshop	
11:00 – 11:45 AM	Election Session	Grand Ballroom
12:00 – 1:00 PM	Workshop	Grand Ballroom
1:00 – 2:00 PM	Workshop	Grand Ballroom
1:00 – 5:00 PM	State Officer Transition Meeting	Grand Ballroom G
2:00 – 3:00 PM	Workshop	Grand Ballroom
5:00 – 7:30 PM	Chapter Dinners	On Your Own
7:30 – 8:00 PM	Doors Open for Recognition Session	Marquis Ballroom
8:00 – 10:30 PM	Formal Recognition Session	Marquis Ballroom
11:00 PM	Curfew	All Rooms

Time	Activity	Location
SUNDAY – MARCH 1		
8:00 am – 10:00 am	Grand Awards Session	Marquis Ballroom
10:00 am	ICDC Winners Meeting	Marquis Ballroom
10:00 am	Advisors Collect Results Packets	Marquis Registration Desk