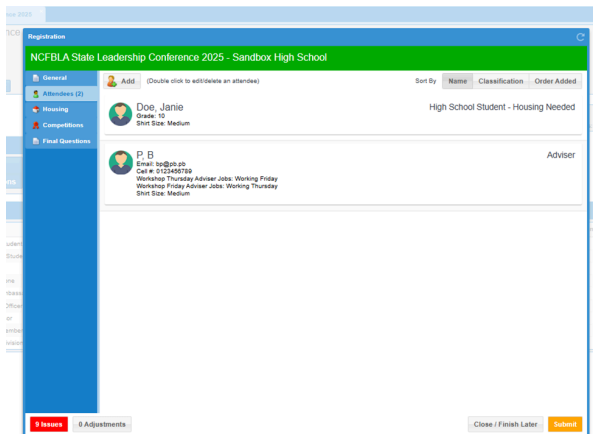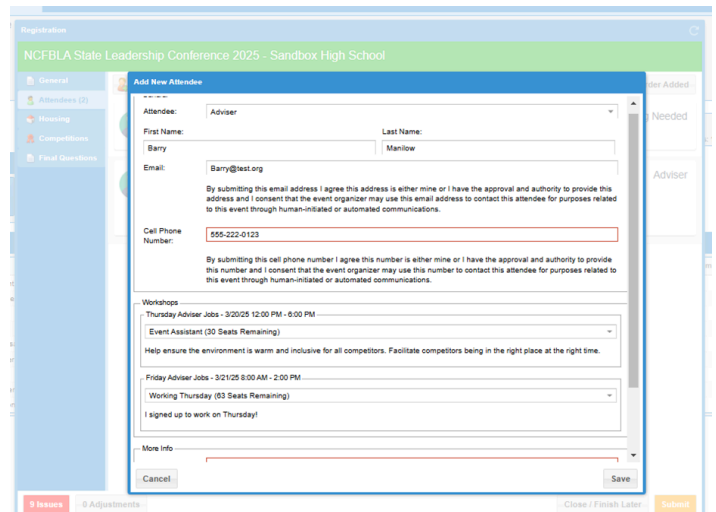# 2025 NCFBLA SLC Housing Information

This year, housing requests will be completed in Blue Panda ALONG WITH Registration. We are not using a PassKey link or other format with the Sheraton. All housing must be completed in Blue Panda.
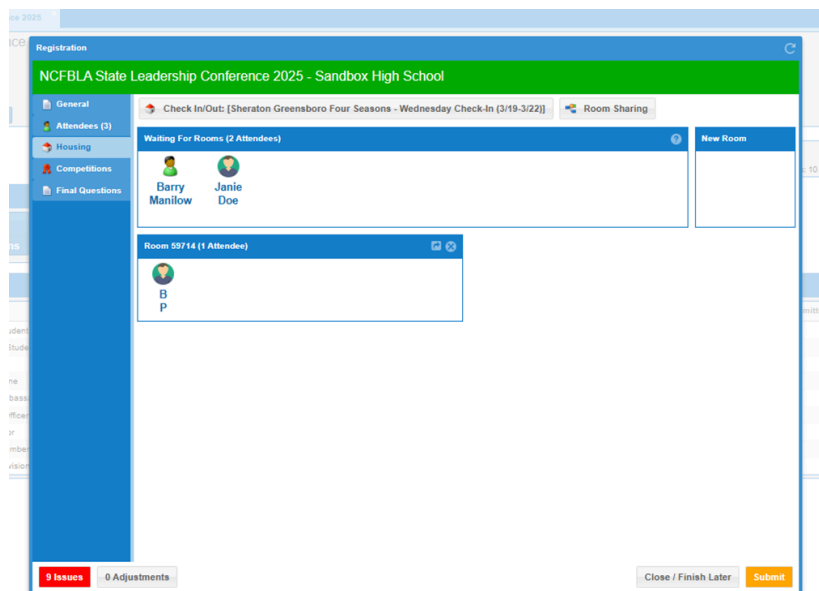
❖ **Add your Attendees on the 'Attendees' tab**

➤ Advisers and Chaperones are required to provide a valid email and phone number on their registration form.
➤ Advisers must select a 'Job' for Thursday OR Friday. These are listed as 'workshops', but please know they are not necessarily workshops.
   ■ If you prefer to work on Thursday, select a job from the drop down list for Thursday. In the Friday field, select the option that says "Working Thursday"
   ■ If you prefer to work on Friday, select a job from the list for Friday. In the Thursday field, select "Working Friday"
   ■ Brief job descriptions are provided for each role. Exact assignments will be sent out mid-February.

❖ **Housing**
➢ Once your students, advisers, and chaperones have all been added on the 'Attendees' tab, you can move on to Housing.
➢ The Gray Drop Down Menu at the top of the Housing form allows to you select:
■ **No Housing** (if your chapter **does not need** rooms at the **Sheraton**)
■ **3 nights** (if you plan to arrive Wednesday March 19)
■ **2 nights** (if you plan to arrive Thursday March 20)
ALL rooms have a Saturday March 22 check-out
➢ Using a 'drag & drop' method, you will add students to rooms. Students not assigned yet are in the box across the top labeled "Waiting for Rooms". Simply select the student you wish to assign and drag them to either:
■ 'New Room' on the right
■ Current rooms below
➢ No more than 4 students can be in a room.
➢ The system is set so that students and adults are not allowed to share a room. The field will turn red if a student and adult are placed in the same room.
➢ Single student rooms are currently not allowed. If you need to fill a room with students from another chapter, you can complete a 'Room Sharing Request'.
➢ If a student is registering for the conference, but not attending in-person (i.e. they are competing in an event that is Objective Test only), simply keep them in the "Waiting for Rooms' field.

This year, we have more rooms reserved at the Sheraton, so we are hopeful that overflow hotels will not be needed. Please understand that we cannot predict the exact number of attendees that will be registered for SLC this year. If overflow hotels are necessary, transportation to and from the hotel and the Koury will be provided. We appreciate your patience and flexibility as we continue to work with our ever-growing state association!!

- ❖ Competitions
  - ➢ All 'Introduction' events are reserved for 9th and 10th graders ONLY
  - ➢ Students who placed in the top 10 at the 2024 NLC are not eligible to compete in the event in which they placed.
  - ➢ Please double and triple check which competitive events your students are registered for.
- ❖ Check the red 'Issues' button to ensure you have entered all necessary information.

Your registration should be complete and accurate without any false or misleading information. The use of fictional or false names as chaperones is not allowed. All registered advisers and chaperones MUST be present at the State Leadership Conference for the entirety of the conference. For the safety of our students, the efficiency of our conference, and our integrity as an organization, our registration records must be truthful and accurate. If your registration does not meet this expectation, your entire chapter's eligibility could be revoked.