

Here is a step by step process to make a reservation on the FIRST Housing Website

1. Go to www.steelehousing.com
 - a. If you have not used the system in the past, you must first create an account
 - b. If you already have an account skip to #2 below
 - c. Click on the button the states “click here to create an account”
 - d. Fill out the following page and please carefully select the role that best represents you
 - e. Continue to #4 below
2. Click on the “login” button in the upper right hand corner of the website
3. Once you are logged in, you will see your previous reservations (if applicable)
4. Click on “make reservation” button
5. Step 1 – “Select an event” & “Select an Event”
 - a. Select the event type you are requesting (FRC, FLL or FTC)
 - b. Select the event you would like to participate in (Regional or Championship)
6. Step 2 – “Search for a Hotel”
 - a. Enter the arrival & departure date
 - b. Enter the number of rooms required using the drop down menu
 - c. Hit the “search for hotel” button
 - d. Available hotels will populate on right hand side of page
 - e. Click on “book now” to select the hotel of choice
7. Step 3 – “Enter Billing Information”
 - a. Enter all billing information as requested
 - b. Enter credit card data (all reservations require a credit card for guarantee)
 - c. Select payment method
 - d. Hit the “continue” button
8. Step 4 – Enter and Modify Room Details
 - a. Please review that the data is correct
 - b. You may enter your names at this point or you can visit at a later time to update this information
 - c. You may reserve more rooms at this time or click continue
9. Step 5 – Review and Confirm Reservation
 - a. Please review to confirm all data is correct
 - b. Click that you accept the terms and conditions
 - c. Click “confirm reservation” to complete the reservation process