

2026 Doubletree SeaWorld FCCLA Hotel Booking Process

- **Booking cutoff is February 20th, 2026**
- **All Check Payment and Credit Card Authorization Forms, including Florida Tax Exempt Certificate and signed Attestation Forms, must be submitted at least 3 weeks prior to arrival. Due Date is Saturday, February, 28th**

Booking Process:

- All School Advisors/Contact will need to email fccla@doubletreeorlandosw.com for their unique booking links.
 - **Advisor will need to include the following:**
 - School Name
 - School Advisor Name
 - School Address
 - Advisor Phone number and email contact
 - Include the number of rooms needed, and how many people per room
 - Dates of each reservation
 - Final Form of Payment
- Doubletree SeaWorld Reservations Team will respond on a first come first serve basis via email, and will be provided detailed instructions on the booking process along with the unique booking link specifically assigned for the school. This link will direct the user to a booking portal where the reservations can be created.
- **Important note for each reservation: School Advisors will need to provide the information below:**
 - Number of Guests (Must select exact number of guests and match FCCLA Registration Form)
 - First and Last Names of each Student/Adult in the room
 - School Name (Please input in the Organization Field on booking link)
 - Address- (Please input School Address on booking link for each reservation)
 - Check-in and Checkout Dates
 - Email Address and Phone number for School Advisor/Contact
 - Each Guest Name sharing the room (Needs to match the FCCLA Registration Form)
 - Room Type Requested (Based on # of Guests listed in the room)
- When the reservations have been created on the booking portal, an acknowledgement code will be sent to the email that was inputted.
- After all of the reservations have been created, immediately notify fccla@doubletreeorlandosw.com with the acknowledgement codes. Then, the reservations team will provide the hotel confirmation numbers along with information regarding the payment process.

Payment Process:

Hotel Finance Contact: fccla@doubletreeorlandosw.com

Address to mail checks: 10100 International Dr. Orlando, FL 32821: Attention: Marie Dominguez - Finance Department

Please be advised that Finance Invoice Folios may take up to 2 weeks to receive

FBLA 2026 ROOM RATES/FEES				
	RATE	TAX	NIGHTLY CHARGE	TAX EXEMPT
TAX EXEMPT RATES	\$149	\$0	\$149	* Please note rates listed do NOT include taxes and the proper paperwork for the Florida State Tax Exempt Certificate and the Attestation Form, will need to be submitted to the Hotel 3 WEEKS prior to arrival. Attestation Form MUST be signed or tax removal cannot be processed
NON TAX EXEMPT RATES	\$149	\$32.75 (12.5%)	\$167.63	NON TAX EXEMPT-INCLUDES TAXES

Check Payment:

- Please include with the Checks, the Reservation Room List, with Confirmation numbers. Along with the School Tax Exempt Certificate and the Attestation Form. The Attestation Form MUST be signed by the Advisor in order to process. This must be submitted 3 weeks prior to arrival **Due Date is February, 28th**

Credit Card Authorization Secured Payment Link:

Please email fccla@doubletreeorlandosw.com. Once the Link is filled out, the same process as above for the Tax-Exempt Certificate and Attestation Form. This can be emailed to this distribution list. **Due Date is February, 28th**

***Tax Exempt Process:

Please be advised that the Taxes will need to show in addition to the room rate, and you will not be charged during the booking process. ***To be Tax Exempt, please submit the Florida State Tax Exempt Certificate, along with the signed Attestation Form, 3 weeks prior to arrival, in order for taxes to be removed from the reservation. **Due Date is February 28th**

Booking Process step by step Instructions:

Step 1) Booking Link Homepage: Input Check-in and Checkout dates, number of rooms needed, and number of guests per room, then click SEARCH

Note: You can make up to 10 reservations per session. For example, if you need 20 room reservations, you can book the first 10 rooms at the one time. Complete the process, and then go back to the link to book the additional rooms needed.

Below is a screen shot of the homepage in the booking portal.

The screenshot shows the booking portal for the FCCLA 2026 State Leadership Conference. At the top, the DoubleTree by Hilton logo is visible. The main title is 'FCCLA 2026 State Leadership Conference' with the dates 'March 25, 2026 - March 30, 2026'. Below the title, the location is listed as 'DoubleTree by Hilton Orlando at SeaWorld, 10100 International Drive, Orlando, FL 32821, US'. The search form includes fields for 'Check-in' (set to 03/25/2026), 'Checkout' (set to 03/30/2026), 'Rooms' (set to 1), and 'Guests per room' (set to 1). A 'Search' button is located to the right of the form.

We are excited to Welcome FCCLA 2026

Please see the below requirements needed for each reservation:

- First and Last Name
- Number of Guests in Room (Must match FBLA Registration Form)
- School Name and School Address for each reservation
- Check-in and Check-out Dates
- Email Address and Phone Number of School Contact
- Each Guest Name sharing the Room
- Room Type is not Guaranteed. Based on number of ppl in room
- Credit Card Required for Gaurentee of Reservation Only
- You can make up to 20 reservations at a time per session. For example, if you need more than 20 reservations, you can book the 20 rooms at the one time, and then go back into the link to book the additional rooms needed.
- Confirmation email will provide next steps in booking process for Finance Department contacts and this will include process to mail checks and requests for credit card authorization secured link

Payment Process:

Hotel Finance Contact: fccla@doubletreeorlandosw.com

Address to mail checks: 10100 International Dr. Orlando, FL 32821: Attention: Marie Dominguez
- Finance Department

*****Please be advised that Finance invoice Folios may take up to 2 weeks to receive*****

*****Please include with the Checks**, the Reservation Room List, with Confirmation numbers. Along with the School Tax Exempt Certificate and the Attestation Form. The Attestation Form MUST be signed by the Advisor in order to process. **Due Date is February, 20th.**

******For Credit Card Authorization Link requests**, please email fccla@doubletreeorlandosw.com . Once the link is filled out, same process as above for the Tax-Exempt Certificate and Attestation Form. This can be emailed to this distribution list. **Due Date is February 20th.**

Tax Exempt Process:

Please be advised that Taxes will need to show in addition to the room rate, and you will not be charged during the booking process. ***To be Tax Exempt, please submit the Florida State Tax Exempt Certificate, along with the signed Attestation Form, 3 weeks prior to arrival, in order for the taxes to be removed from the reservation. Due Date is February, 18th

Step 2 After you press search, the screen shot below display. Please review the Credit Card Guarantee note and Tax-Exempt process listed, then select the Bed types and number of guests needed for each room.

Check-in Checkout Rooms Guests per room

Fri, Mar 27, 2026 Mon, Mar 30, 2026 1 1 Update search

Credit Card Gaurentee

In order to confirm a room reservation, we require a Credit Card to Guarantee the reservation. No deposit will be taken during the booking...

Show details

Tax Exempt Process

Please be advised that the Taxes will need to show in addition to the room rate, and you will not be charged during the booking process. ***To be Tax...

Show details

Rooms available

2 Queen Beds Parking View

4 | 2 | View room details >

Stay dates: 03/27/2026 - 03/30/2026

Average nightly rate: **149.00 USD**

[View rate details](#)

Rooms: 1

Guests: 2

Select

Rooms available

2 Queens Resort View

4 | 2 | View room details >

Stay dates: 03/27/2026 - 03/30/2026

Average nightly rate: **149.00 USD**

[View rate details](#)

Rooms: 1

Guests: 2

Select

Rooms available

2 Queens Premium-Wet Bar Parking View

4 | 2 | View room details >

Stay dates: 03/27/2026 - 03/30/2026

Average nightly rate: **149.00 USD**

[View rate details](#)

Rooms: 1

Guests: 2

Select

Rooms available

2 Queens Premium Garden/Pool View

4 | View room details >

Stay dates: 03/27/2026 - 03/30/2026

Average nightly rate: **149.00 USD**

[View rate details](#)

Rooms: 1

Guests: 2

Select

Step 3) Reservation Summary will appear after step 2

NOTE: The taxes will need to display in the summary at this point of the process. However, once the hotel receives the correct documentation for tax exempt, the reservations final bill will not show the taxes.

Reservation Summary	
Check-in	Fri, Mar 27, 2026
Checkout	Mon, Mar 30, 2026
Rooms	2
Total guests	4
DOUBLETREE BY HILTON ORLANDO AT SEAWORLD	
ROOM 1	
2 Queens Premium Garden/Pool View	USD 447.00
2 adults, 1 rooms	
ROOM 2	
2 Queens Premium-Wet Bar Parking View	USD 447.00
2 adults, 1 rooms	
Change rooms	
Subtotal	USD 894.00
Edit reservation	Next

Step 4) For each Reservation you will need to put a Primary Guest Name, include the School Name in the Organization Field, School Address, Advisor Phone number, and Email Address

(DO NOT put the address or phone numbers of the individual students)

Primary Guest

Arrival Date	3/27/26	Departure Date	3/30/26
Prefix	<input type="text"/>		
*First Name	<input type="text"/>		
Middle Initial	<input type="text"/>		
*Last Name	<input type="text"/>		
Suffix	<input type="text"/>		
Organization	<input type="text"/>		
Position/Title	<input type="text"/>		
*Email	<input type="text"/>		
*Confirm Email	<input type="text"/>		
*Phone Number	<input type="text"/>		

**Primary Guest
Personal Address**

*Country	<input type="text"/>		
Select Country	<input type="button" value="▼"/>		
*Address	<input type="text"/>		
Mailing Address 2			
<input type="text"/>		*City	<input type="text"/>
<input type="text"/>		State	<input type="text"/>
<input type="text"/>		Zip	<input type="text"/>

Step 4 continued: Enter each additional guest name and the re-enter the advisor's email address.

Note: Only the mandatory fields are needed: First Name, Last Name, Email Address. All other fields do not need to be inputted

GUEST 2[Remove](#)

Arrival Date	3/27/26	Departure Date	3/30/26
Prefix	<input type="text"/>		
*First Name	<input type="text"/>		
First Name is required		<input type="text"/>	
*Last Name	<input type="text"/>		
Suffix		<input type="text"/>	
Organization	<input type="text"/>		
Position/Title		<input type="text"/>	
*Email	<input type="text"/>		
*Confirm Email		<input type="text"/>	
<input checked="" type="checkbox"/> Use primary guest address and phone			

GUEST 3[Remove](#)

Arrival Date	3/27/26	Departure Date	3/30/26
Prefix	<input type="text"/>		
*First Name	<input type="text"/>		
Middle Initial		<input type="text"/>	
*Last Name	<input type="text"/>		
Suffix		<input type="text"/>	
Organization	<input type="text"/>		
Position/Title		<input type="text"/>	
*Email	<input type="text"/>		
*Confirm Email		<input type="text"/>	
<input checked="" type="checkbox"/> Use primary guest address and phone			

GUEST 4[Remove](#)

Arrival Date	3/27/26	Departure Date	3/30/26
Prefix	<input type="text"/>		
*First Name	<input type="text"/>		
Middle Initial		<input type="text"/>	
*Last Name	<input type="text"/>		
Suffix		<input type="text"/>	
Organization	<input type="text"/>		
Position/Title		<input type="text"/>	
*Email	<input type="text"/>		
*Confirm Email		<input type="text"/>	
<input checked="" type="checkbox"/> Use primary guest address and phone			

Step 5) Enter any requests for the room or stay

Requests

Accessible room

Additional Requests

Step 6) Payment Information

NOTE: This is only used as a guarantee and the credit card WILL NOT be charged.

Payment Information

Payment Information

A credit card is required to guarantee your reservation.



More cards

* Credit card number * MM/YY

* Cardholder name

Enter the name on the credit card

* Country/Region

USA

* Address 1

Address 1 is required

Address 2

* City

* State/Province

Orlando

Select State/Province

* ZIP/Postal code

32819

* Phone

Enter a valid phone number

Step 7) Once the reservations are confirmed, you will receive the “Acknowledgement Confirmation Emails” for each Reservation. The acknowledgement codes will need to be sent to fccla@doubletreeorlandosw.com as soon as possible.

Once the reservations team receives the codes, the team will provide the hotel confirmation numbers along with additional information regarding the payment process.