

Step By Step Instructions on Completing Your VDE 2026 Registration Payment

- Visit: <https://www.virginiadocentexchange.org/registration/>

Registration for VDE is a two-step process.

Step 1: Complete the registration survey.

- Select the blue Register button.

Please click **Register** to complete the attendance confirmation form.

Register

This will take you to Qualtrics survey, where you will select your preferences for education sessions, list any food allergies, and other Exchange details.



- Please complete all fields in this survey and submit the survey.

Step 2: Submit payment for your registration.

- On the VDE Registration page (<https://www.virginiadocentexchange.org/registration/>) select the blue ticket link that matches your registration for VDE:

Full Registration, VDE Member Museum

Full Registration – Non-Member

Guest Opening Reception Ticket

One Day – VDE Member

One Day – Non-Member

- The ticket link will take you to the William & Mary Arts box office website

The screenshot shows the William & Mary Arts box office website. The browser address bar displays wm.universitytickets.com/w/event.aspx?id=2005. The website header includes the 'ARTS AT WILLIAM & MARY' logo and a 'Log In / Register' button. A navigation bar contains links for 'Ticket Office Home', 'Packages', and 'Venue & Ticketing Information'. The breadcrumb trail reads: Home > Muscarelle Museum of Art > 2026 Virginia Docent Exchange - Full Registration, VDE Member Museum (3/8/2026 1:00 PM). Below the breadcrumb is a large image of the Muscarelle Museum of Art at night. A light blue banner below the image states: 'If you are a student or faculty/staff, please login before continuing. This will allow you to access any ticketing benefits that you are entitled to.' The main content area is divided into two sections. The left section, titled '2026 Virginia Docent Exchange - Full Registration, VDE Member Museum', includes an 'Add to Calendar' button and a 'MUSCARELLE' logo. The right section, titled 'Ticket Options', contains a table for 'Docent Exchange - Full Member'.

Ticket Types	Price	Quantity
Individual	\$170.00	0

- Under 'Ticket Options' in the green highlighted box, enter the quantity number and press the green 'Select Seats' button.

Ticket Options

Docent Exchange - Full Member

Ticket Types	Price	Quantity
Individual	\$170.00	1 v

Select Seats

- On the 'Checkout' page, you will need to register to create a General Public account with W&M Arts. Click the 'Login/Register' drop down button.

Log In / Register v

[Ticket Office Home](#)
[Packages](#)
[Venue & Ticketing Information](#)

1 item (\$19:52)

[Home > Checkout](#)

🛒

CHECKOUT
+ Add More to Cart

👤

Log In / Register v to checkout.

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Cart
Empty Cart

2026 Virginia Docent Exchange - Full Registration, VDE Member Museum
3/8/26 1:00 PM ET

Ticket Option	Ticket Type	Seat Location	Per Ticket Fee	Per Ticket Price	Total Price
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">🗑️</div> Docent Exchange - Full Member	Individual x 1	General Admission	\$0.00	\$170.00	\$170.00

👉

Coupon Code - Optional

Apply

- Select 'General Public' from the drop down menu.

[Ticket Office Home](#)
[Packages](#)
[Venue & Ticketing Information](#)

1 item (\$19:25)

[Home > Checkout](#)

🛒

CHECKOUT
+ Add More to Cart

👤

Log In / Register v to checkout.

Student/Faculty/Staff
 General Public

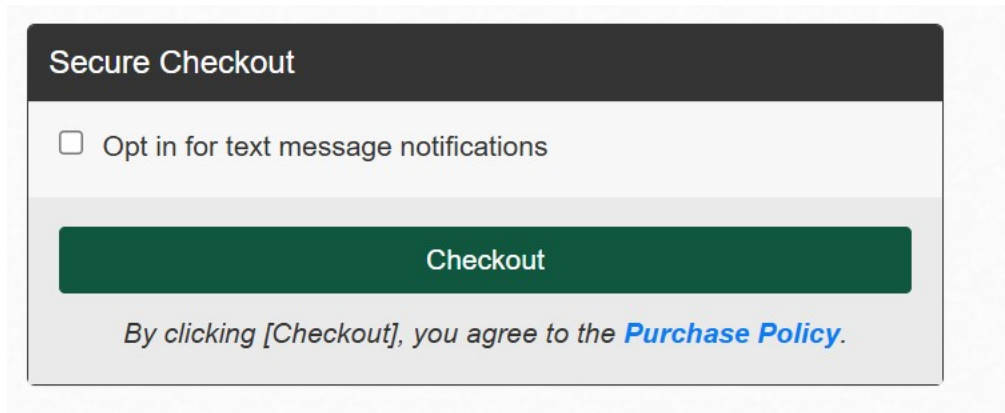
🛒

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- Create your username and password and complete the following screens to add in your billing and payment information. Once completed, press the green 'Checkout' button. You will receive an email confirmation for your ticket purchase.

A screenshot of a 'Secure Checkout' form. The form has a dark header with the text 'Secure Checkout'. Below the header, there is a checkbox labeled 'Opt in for text message notifications'. Underneath the checkbox is a large green button with the word 'Checkout' in white. At the bottom of the form, there is a line of text that reads 'By clicking [Checkout], you agree to the [Purchase Policy](#).'

Secure Checkout

☐ Opt in for text message notifications

Checkout

By clicking [Checkout], you agree to the [Purchase Policy](#).

If you experience problems with the W&M Arts Ticketing website, please contact boxoffice@wm.edu or call (757) 221-2674.