

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.



← → ⌂ wmsas.qualtrics.com/jfe/form/SV_5vaHk8IU3fgC4wm ☆

MUSCARRELLE MUSEUM OF ART
at William & Mary

Virginia Docent Exchange 2026 The Docent Revolution!
Sharing Stories
March 8-10, 2026
Art Museums of Colonial Williamsburg & the Muscarelle Museum of Art at William & Mary
Williamsburg, Virginia

We look forward to seeing you at the 16th Virginia Docent

- 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

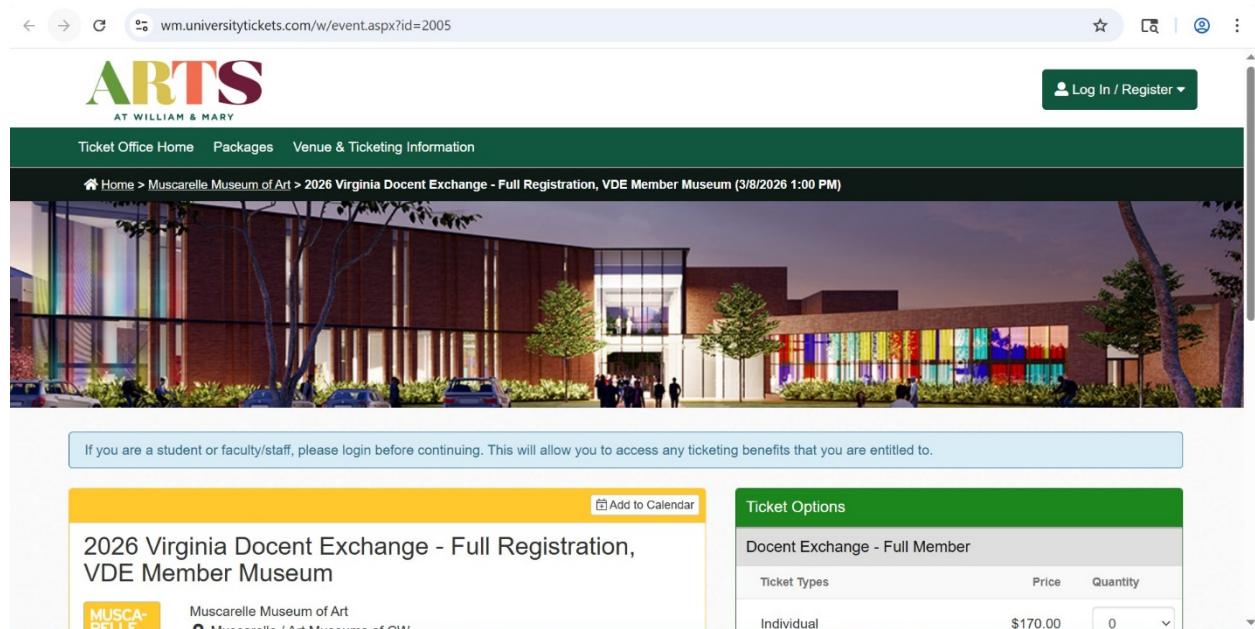
Full Registration – Non-Member

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 a web browser displaying the William & Mary Arts box office website. The URL in the address bar is wm.universitytickets.com/w/event.aspx?id=2005. The page features a green header with the 'ARTS AT WILLIAM & MARY' logo and a 'Log In / Register' button. Below the header, a navigation bar includes 'Ticket Office Home', 'Packages', and 'Venue & Ticketing Information'. A breadcrumb trail indicates the user is at 'Home > Muscarelle Museum of Art > 2026 Virginia Docent Exchange - Full Registration, VDE Member Museum (3/8/2026 1:00 PM)'. The main content area shows a large image of the Muscarelle Museum of Art building at dusk. A callout box at the bottom left of the page says, '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.' On the right, a green box highlights the 'Ticket Options' section, which lists 'Docent Exchange - Full Member' and shows a table for 'Ticket Types', 'Price', and 'Quantity'. The table shows one row for 'Individual' with a price of '\$170.00' and a quantity dropdown set to '0'.

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

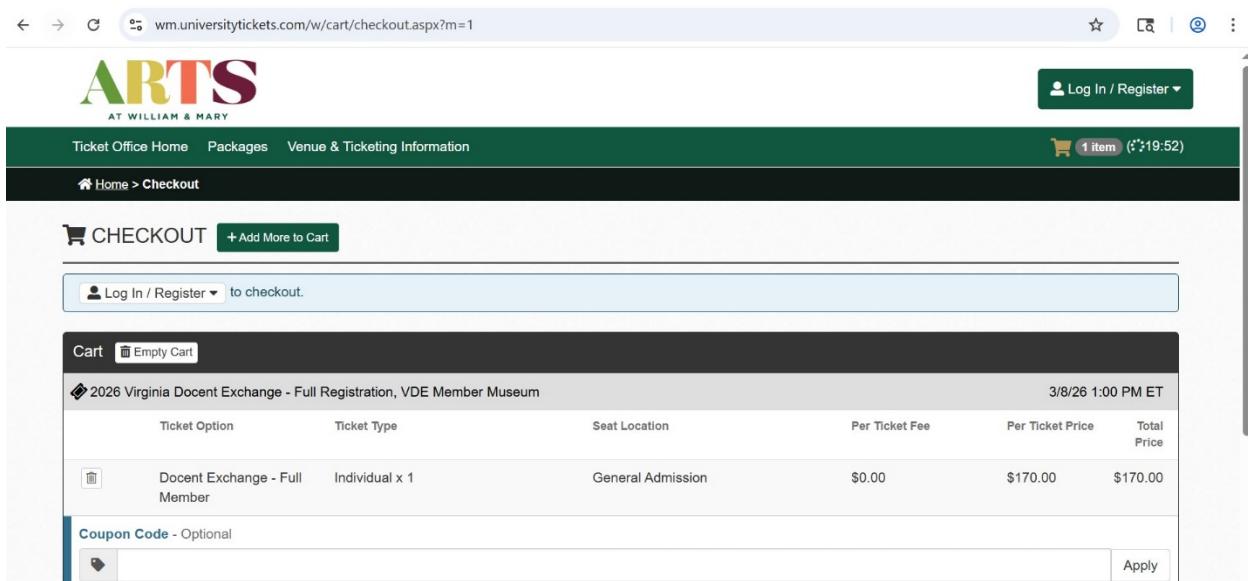
Ticket Options

Docent Exchange - Full Member

Ticket Types	Price	Quantity
Individual	\$170.00	1

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

1 item (19:52)

CHECKOUT + Add More to Cart

Log In / Register to checkout.

Cart Empty Cart

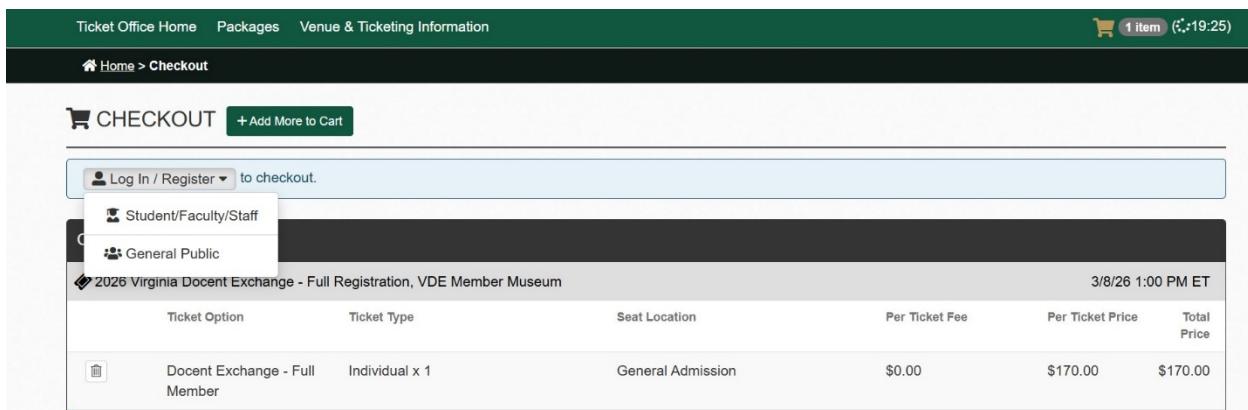
2026 Virginia Docent Exchange - Full Registration, VDE Member Museum 3/8/26 1:00 PM ET

Ticket Option	Ticket Type	Seat Location	Per Ticket Fee	Per Ticket Price	Total Price
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.



Log In / Register to checkout.

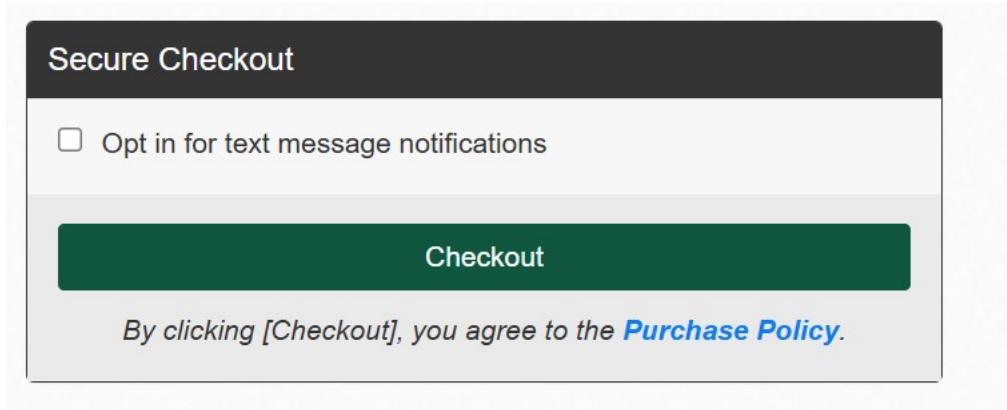
Student/Faculty/Staff

General Public

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
Docent Exchange - Full Member	Individual x 1	General Admission	\$0.00	\$170.00	\$170.00

- 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.



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