



DOCENT CALENDAR REGISTRATION INSTRUCTIONS

Back to Regular Hours: CAL will be open from 10:30-5:30 in July, and beginning Tuesday, July 7, CAL will be back to two docent shifts per day, from 10:30-2, and from 2:00-5:30.

Docent sign-up for shifts

Login to Conroe Art League website <https://www.conroeartleague.com>

Click on Member/Join tab

Select 2nd item – Docent Calendar

Select July Calendar

Click on any date highlighted in red that says "open"

Once you click your date you want to work it will open to registration page.

Click on register tab that is highlighted in (teal)

Once you click on the register tab your email should show up in the email box.

Click on (next) tab to go to the next page.

The next page will show your registration information. Please check to make sure all the information is correct.

Click on next and REVIEW AND CONFIRM.

Click confirm and the Docent Coordinator will be notified that you will be working this shift.

You will be notified by email that you have been confirmed for your date and time.

Print docent registration confirmation and attach to the back of your artwork when you drop your work at the gallery.

If you have any questions, problems or need to cancel please email Brenda McDougall at CALDocents@gmail.com

Thank You,

Brenda McDougall

CAL Docent Coordinator