



## **JUNE TAKE-IN INSTRUCTIONS**

### **LOG IN**

Log in to [Conroeartleague.com](http://Conroeartleague.com)

Click Tab: June Take-In

Click Link on Right: Register, Pay & Waiver

Click on Show Details and review the Waiver and Donation information.

### **REGISTER**

Click the REGISTER button. If you logged in, your email is displayed

Click NEXT. If your name, email & phone is not filled in automatically, please fill it in.

Under ARTWORK HANGING: Indicate how many works of art you are registering.

Under 1<sup>st</sup> Artwork, Title, Medium, Price: Please type in this information.

If you have more than one artwork, fill in the information for each in the appropriate boxes.

### **JEWELRY SHELVES**

Shelf rentals must be confirmed with Linda Marcy, [ArtisAlchemy@yahoo.com](mailto:ArtisAlchemy@yahoo.com). Take-in for jewelry is Tuesday May 26: 2pm-5pm and Wednesday May 27: 2pm-5pm.

### **BRASS NAMEPLATES**

These come in sets of 3. If you've hung in the gallery before, you may already have nameplates. If this is your first time, you will need to purchase one set of 3 nameplates. CAL stores them and uses them for future hangings. Enter your name for your brass nameplates.

### **REVIEW AND CONFIRM**

Please confirm your entries on this page. Click CONFIRM.

## **INVOICE & PAY BY CHECK**

To pay by CHECK, please select the INVOICE option. You will receive a confirmation email with your invoice indicating that payment is due. Print either the email confirmation or the screenshot showing your invoice number and attach or bring it with your check and do not sign up with your artwork.

## **PAY ONLINE BY CREDIT CARD**

Please note:

- This is the preferred option and easiest for CAL to manage.
- CAL no longer uses PayPal.
- CAL cannot take a credit card payment at the gallery at this time due to social distancing recommendations.

Select the Pay Online option, enter your credit card information & confirm the payment. You will see messages at the top of the page: "Payment Successful" and "Payment Confirmed". You will receive a confirmation email showing that you paid. Please print either the email confirmation or the website page showing that you paid.

If you have any questions or need assistance with registration, please contact Martha Ezell at [ezemarty@yahoo.com](mailto:ezemarty@yahoo.com)

Thank you,  
Martha Ezell,  
CAL Membership Chair