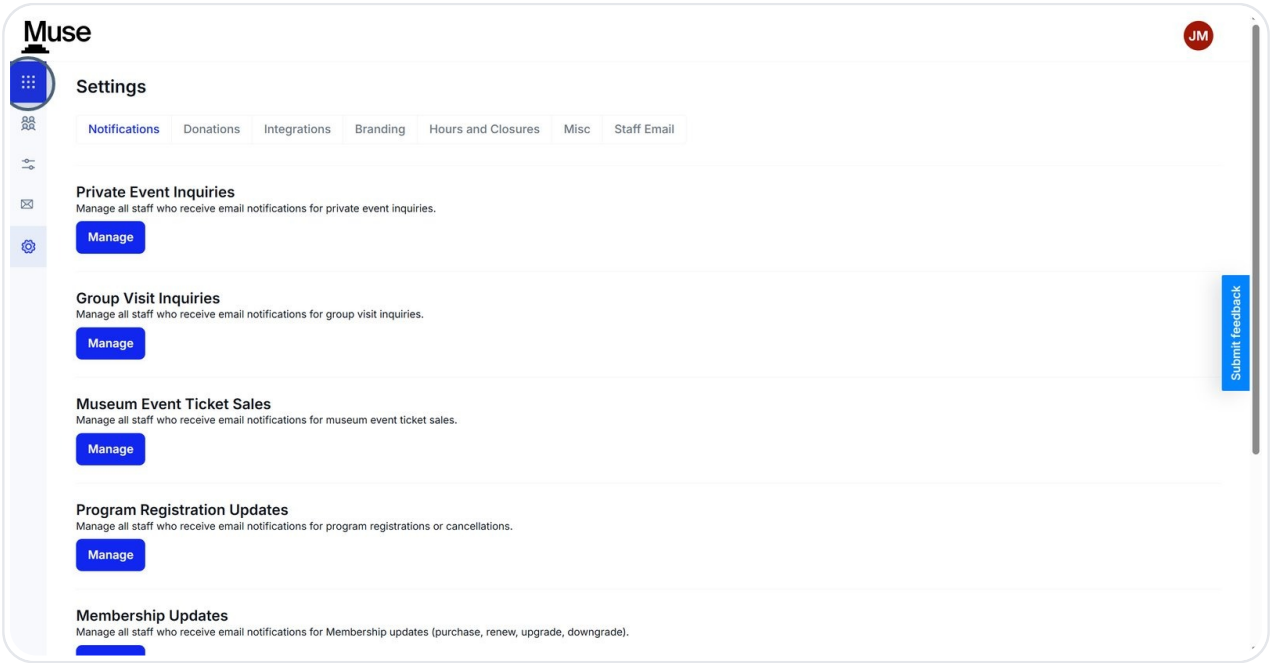


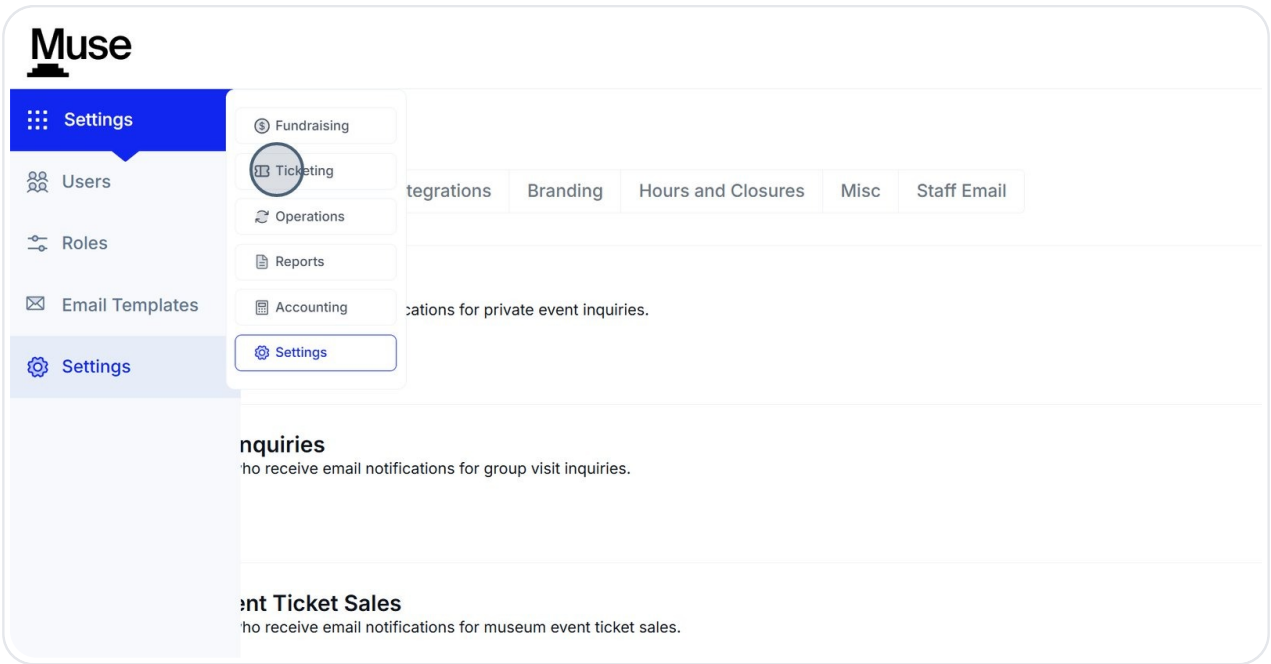


Add Custom Questions to Event Registrations

1. Click on the blue North Star icon.



2. Click "Ticketing"



3. Select 'Events' from the Ticketing menu.

Select 'Events' from the Ticketing menu

Muse

Dashboard

Event

Create a ticket type

Create a membership benefit

Ticket Types

7 Days

30 Days

Memberships

Events

Programs

Reports

Settings

Revenue

Tickets sold

Events reached capacity
75%+ capacity, whether past, current, or upcoming

	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
Halloween Spooktacular	Oct 31, 2026 at 8:00pm	N/A	250	1	0%	Upcoming
	Dec 18, 2026 at 7:00pm	Main Exhibition Hall	300	44	15%	Upcoming
2025 New Year's Eve Gala	Dec 31, 2026 at 7:00pm	Main ballroom	500	0	0%	Upcoming

Submit feedback

4. Add or select the event you wish to customize from the event list.

Muse

Events

Exhibitions

Packages

Experiences

Filters (1)

Add

Name	Description	Category	Date and Time	Tickets Sold	Status
Halloween Spooktacular	Have a frighteningly good time at our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250	Upcoming
Annual Gala	Come join us to recognize the great work of our team and the contributions from our patrons, members, and donors!	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300	Upcoming
2025 New Year's Eve Gala	End of year Fundraising Gala	Annual Gala	Dec 31, 2026 7:00pm - 11:30pm	0/500	Upcoming

Submit feedback

5. To add a question, type in the Question text field.

The screenshot shows a sidebar with a menu and a main content area. The sidebar menu includes icons for a calendar, a list, a ticket, a person, a document, and a gear. The main content area has a header with 'Events' and tabs for 'Events', 'Exhibitions', and 'Packages'. Below the header is a table with two columns: 'Name' and 'Description'. The table contains three rows: 'Halloween Spooktacular' with description 'Have a frightening', 'Annual Gala' with description 'Come join us to re members, and do', and '2025 New Year's Eve Gala' with description 'End of year Fundr'. To the right of the table is a form for adding a question. The form has a section for 'Associated Campaign' with a text input field. Below that is a 'Status' section with a dropdown menu showing 'Active'. The next section is 'Custom Questions for Ticket Buyers' with a subtext: 'These questions will be asked for each ticket purchased. For dropdowns, enter your choices bel'. Below this is a 'Question text' section with a text input field. The next section is 'Answer Type' with a dropdown menu showing a radio button icon. Below that is a 'Required' section with a toggle switch that is currently turned on. At the bottom of the form are two buttons: 'Cancel' and 'Add Question'. Below the form is a section for 'Staff-Only Fields' with a subtext: 'Never shown during checkout or in the portal. Staff fill these in on the Attendees screen, and the through on the export.'

Name	Description
Halloween Spooktacular	Have a frightening
Annual Gala	Come join us to re members, and do
2025 New Year's Eve Gala	End of year Fundr

Associated Campaign

Status

Active

Custom Questions for Ticket Buyers

These questions will be asked for each ticket purchased. For dropdowns, enter your choices bel

Question text

Answer Type

Required ☒

Cancel Add Question

Staff-Only Fields

Never shown during checkout or in the portal. Staff fill these in on the Attendees screen, and the through on the export.

6. Select your Answer Type from the caret. Options include 'Dropdown,' 'Text,' 'Number,' and 'Boolean.'

The screenshot shows the same interface as the previous one, but with the 'Answer Type' dropdown menu open. The dropdown menu shows four options: 'Dropdown', 'Text', 'Number', and 'Boolean'. The 'Required' toggle switch is still turned on. The 'Cancel' and 'Add Question' buttons are still present. The 'Staff-Only Fields' section is also visible.

Name	Description
Halloween Spooktacular	Have a frightening
Annual Gala	Come join us to re members, and do
2025 New Year's Eve Gala	End of year Fundr

Status

Active

Custom Questions for Ticket Buyers

These questions will be asked for each ticket purchased. For dropdowns, enter your choices bel

Question text

Answer Type

Required ☒

Cancel Add Question

Staff-Only Fields

Never shown during checkout or in the portal. Staff fill these in on the Attendees screen, and the through on the export.

Field name

e.g. Table number

7. Toggle the 'Required' switch if you wish for all ticket buyers to answer this question.

Name	Description
Halloween Spooktacular	Have a frightening
Annual Gala	Come join us to re members, and do
2025 New Year's Eve Gala	End of year Fundr

Active

Custom Questions for Ticket Buyers
These questions will be asked for each ticket purchased. For dropdowns, enter your choices below.

Question text

Answer Type

Required ☒

Cancel Add Question

Staff-Only Fields
Never shown during checkout or in the portal. Staff fill these in on the Attendees screen, and they come through on the export.

Field name

e.g. Table number

Available on every event at this museum ☐

8. Click "Add Question"

Name	Description
Halloween Spooktacular	Have a frightening
Annual Gala	Come join us to re members, and do
2025 New Year's Eve Gala	End of year Fundr

Custom Questions for Ticket Buyers
These questions will be asked for each ticket purchased. For dropdowns, enter your choices below.

Question text

Answer Type

Required ☒

Cancel Add Question

Staff-Only Fields
Never shown during checkout or in the portal. Staff fill these in on the Attendees screen, and they come through on the export.

Field name

e.g. Table number

Available on every event at this museum ☐

Discard Field Save field

9. Click "Save"

name

description

image

location

time

capacity

status

actions

name

description

image

location

time

capacity

status

actions

Add Question

ly Fields

wn during checkout or in the portal. Staff fill these in on the Attendees screen, and they come
y the export.

ble number

on every event at this museum

d Field

Save field

Cancel

Save

Submit feedback