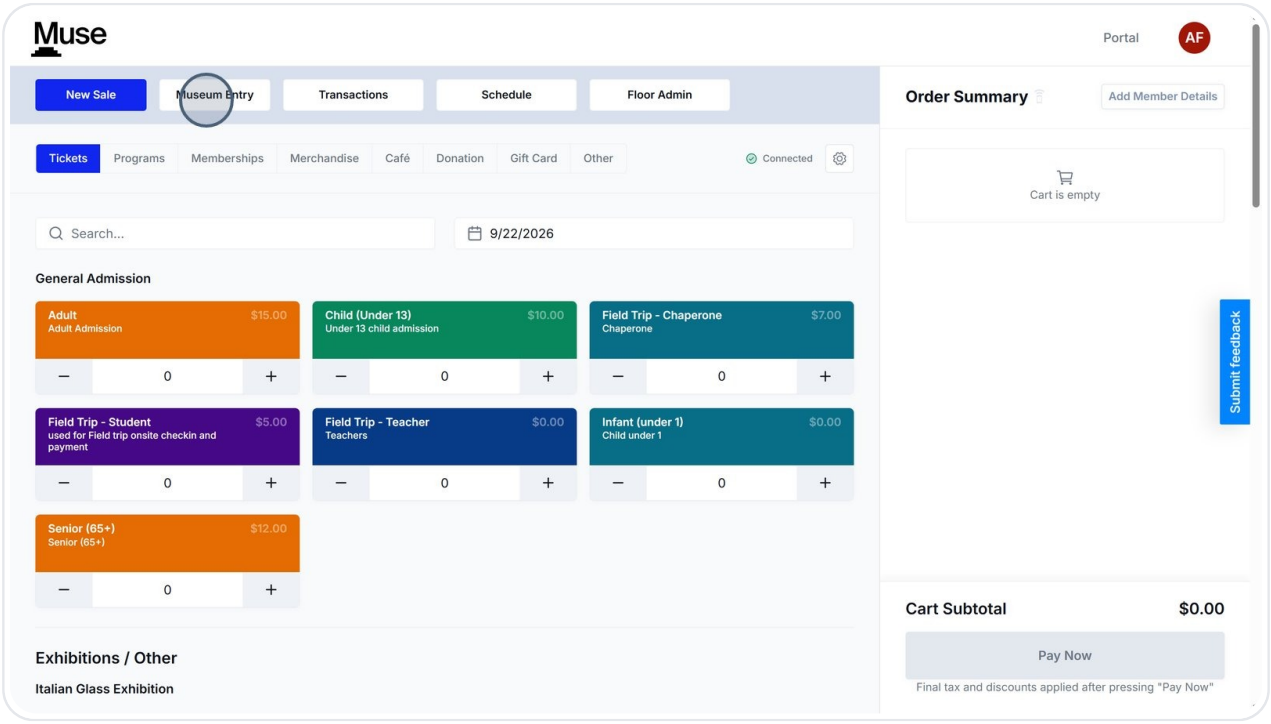
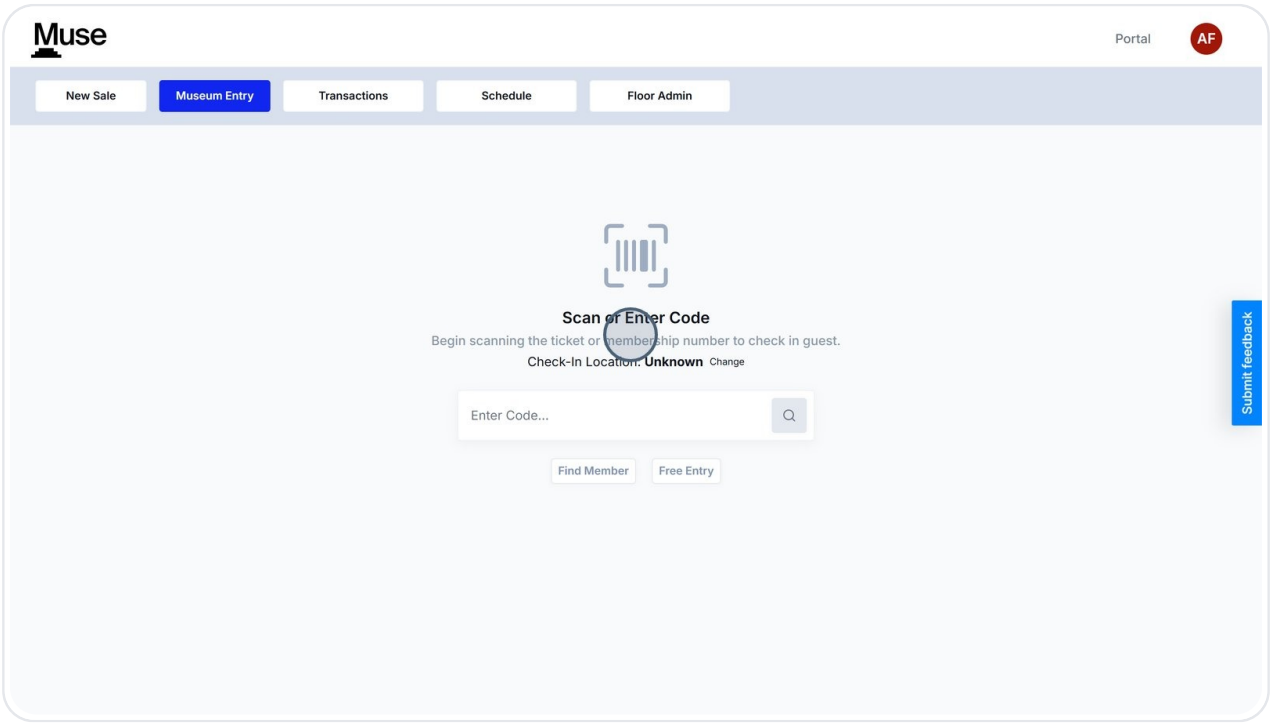
Muse

Admit Guests with Free Active Military Entry

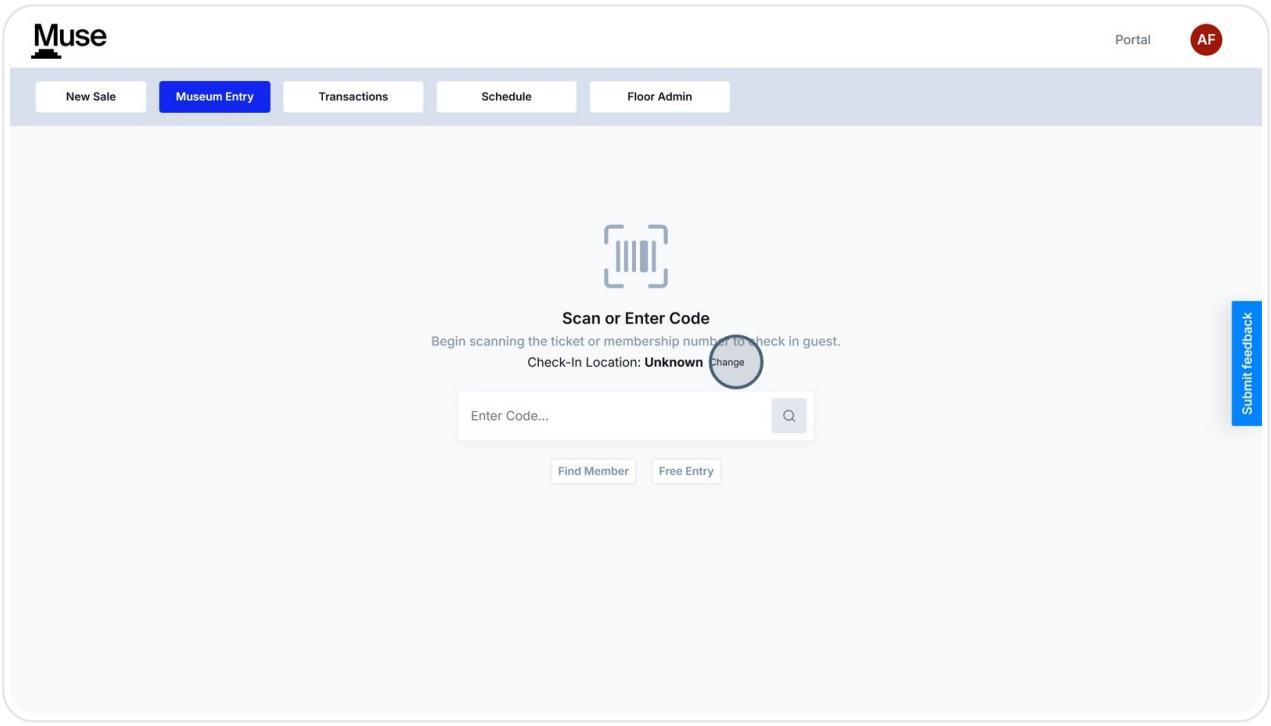
1. Start by launching the app and selecting 'Museum Entry' to manage admissions.



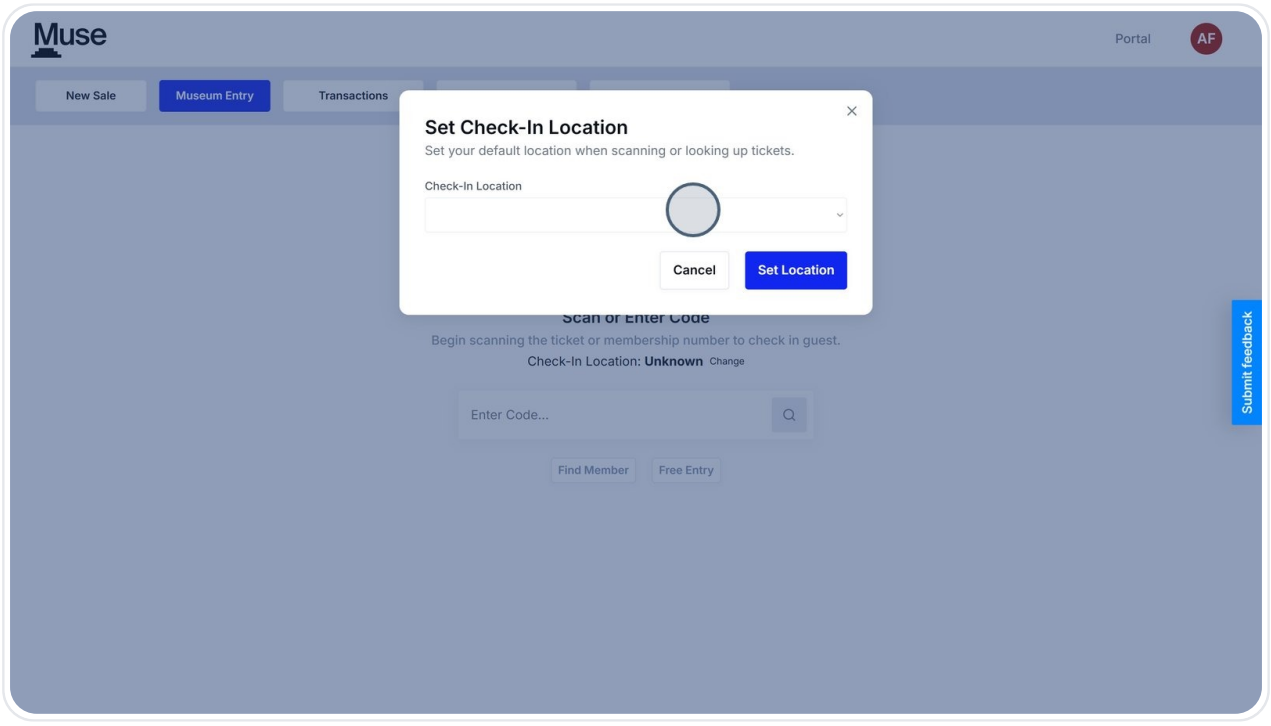
2. Scan any QR codes or Membership Barcodes to immediately admit guests



3. Update the check-in location for accurate guest tracking by clicking 'Change' next to the location label.

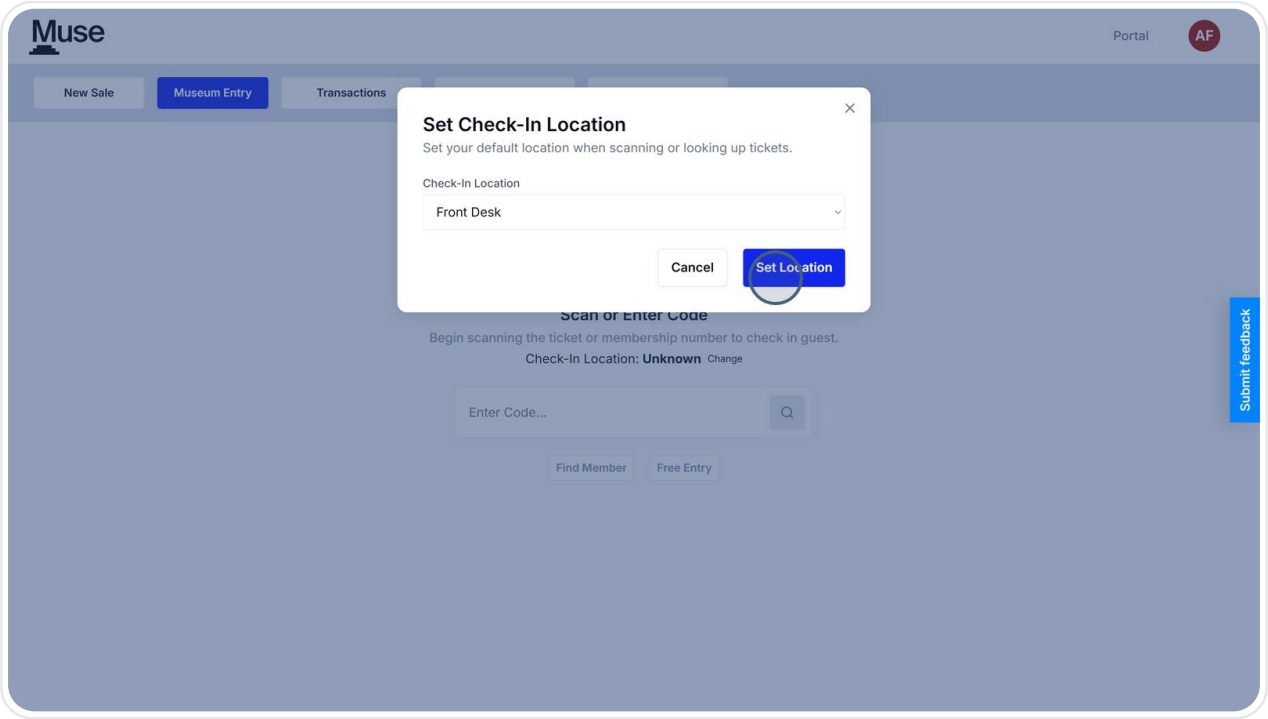


4. Select your preferred check-in location from the dropdown menu.

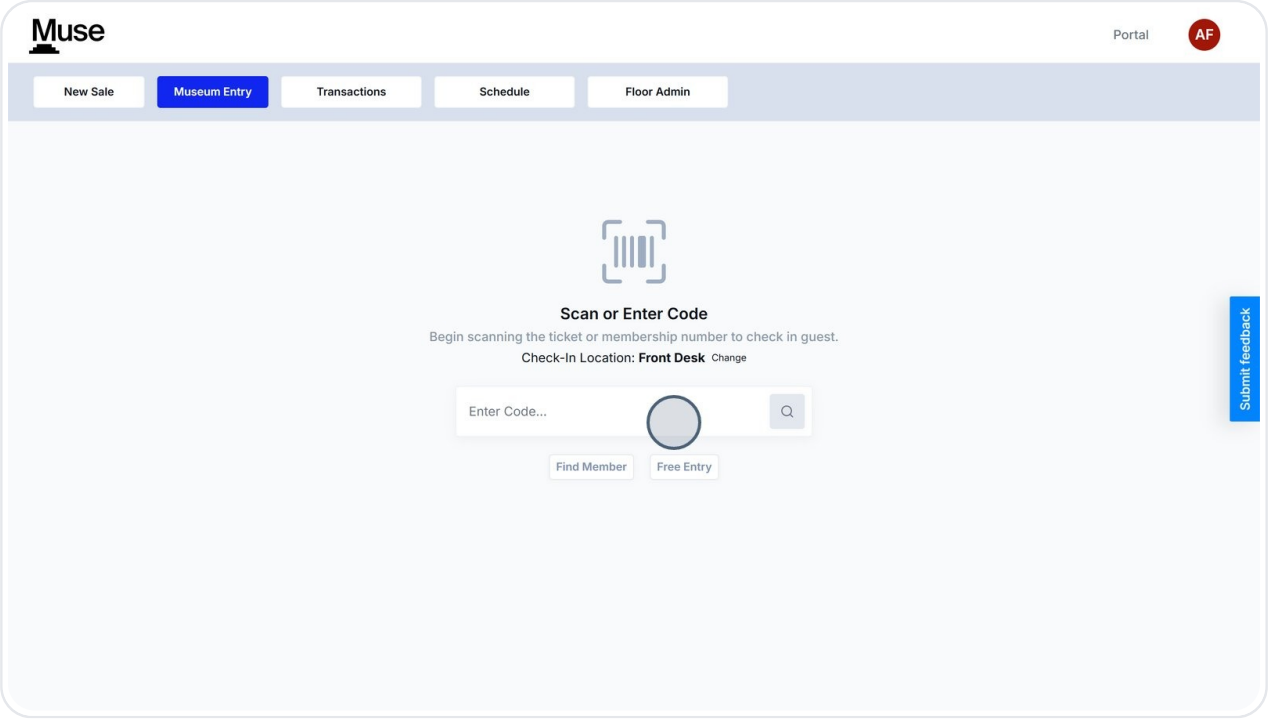


View online

5. Click 'Set Location' to save your desired check-in spot.

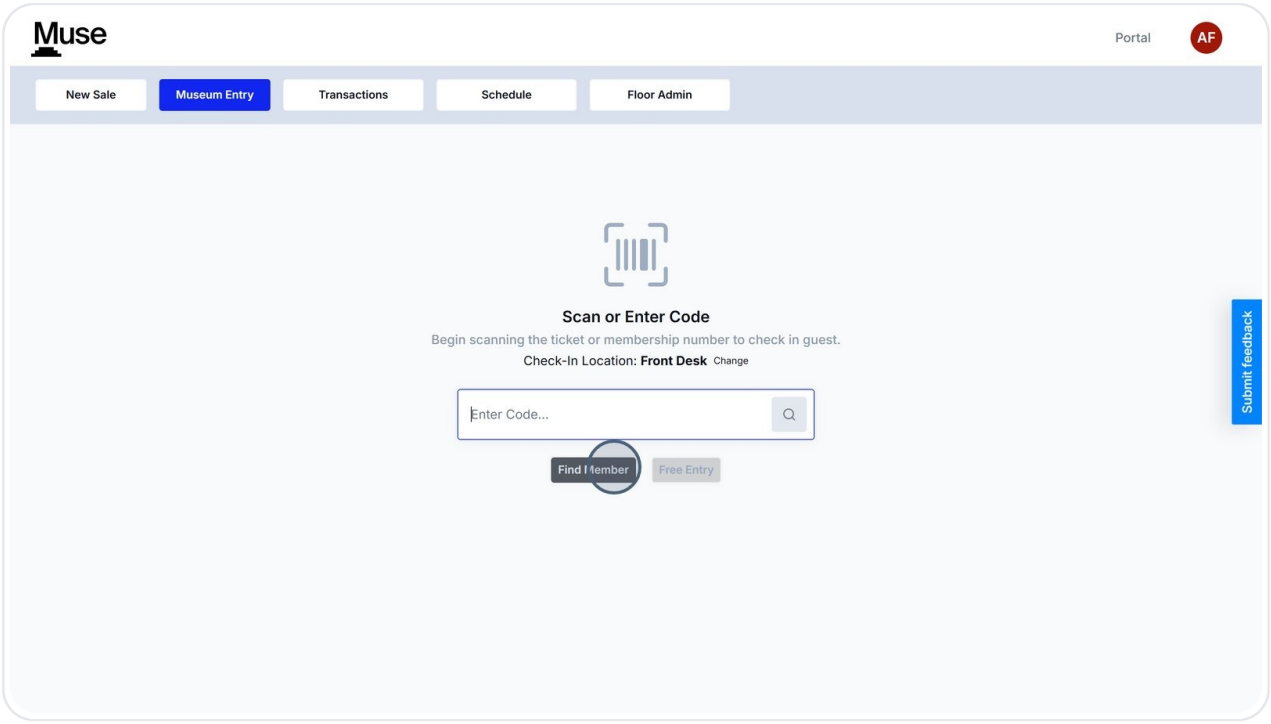


6. Quickly search for a ticket by typing the code using the search icon.

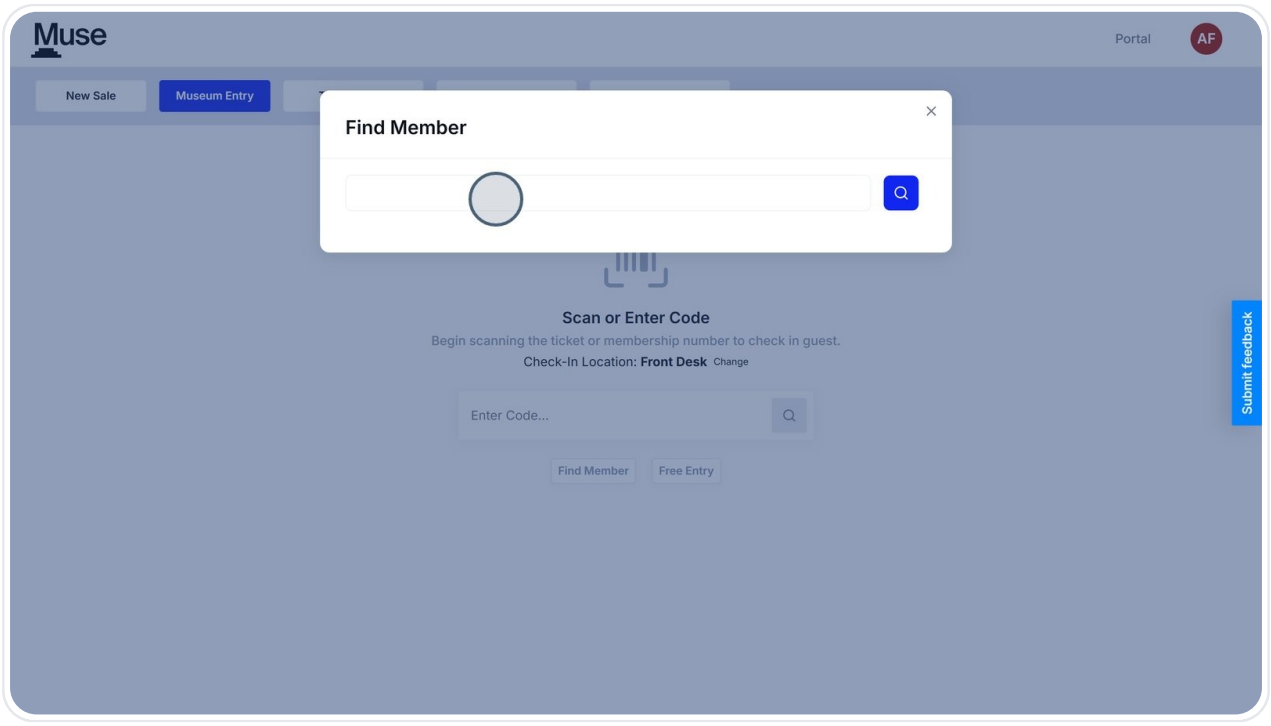


View online

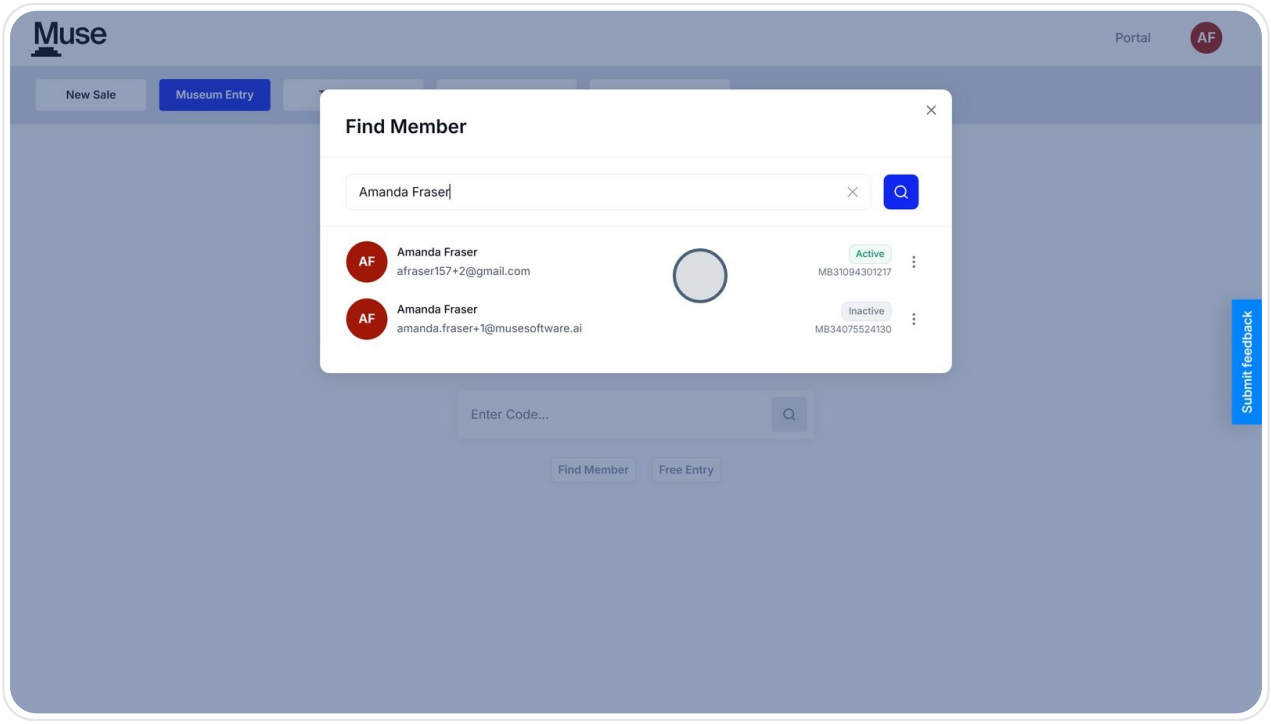
7. Find members by clicking on the 'Find Member' button



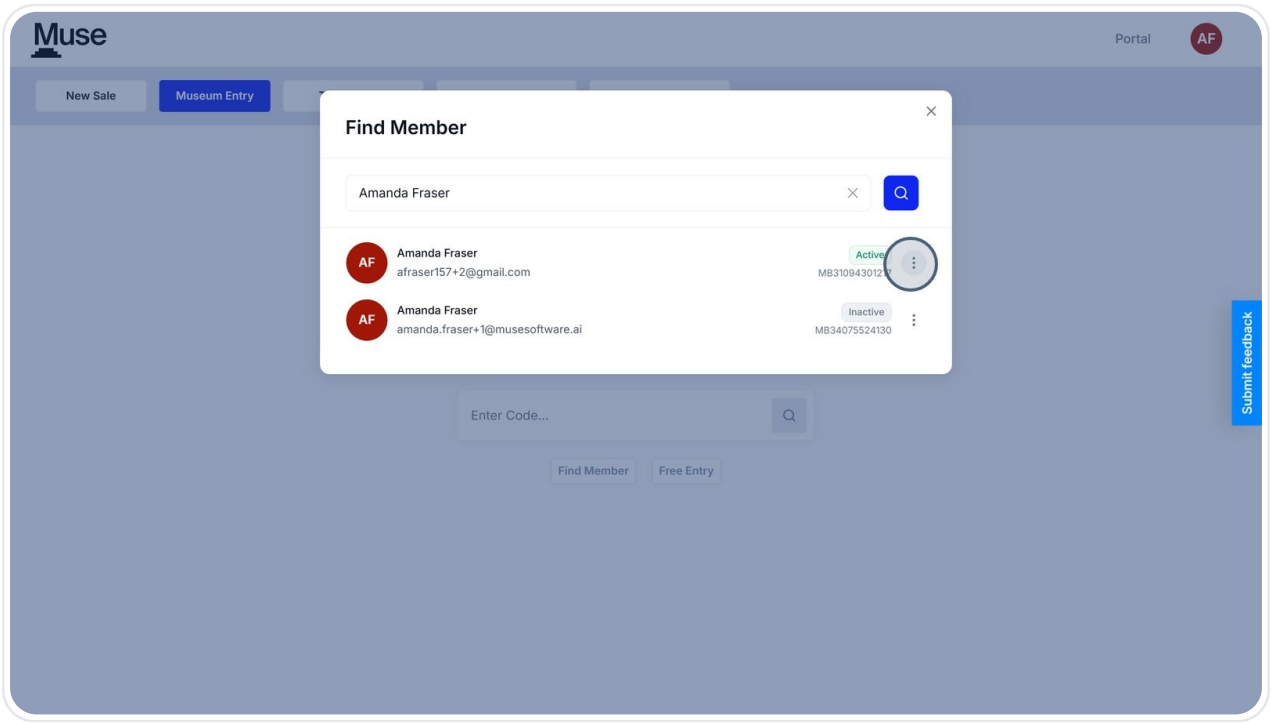
8. Enter the member's name or code to locate their account.



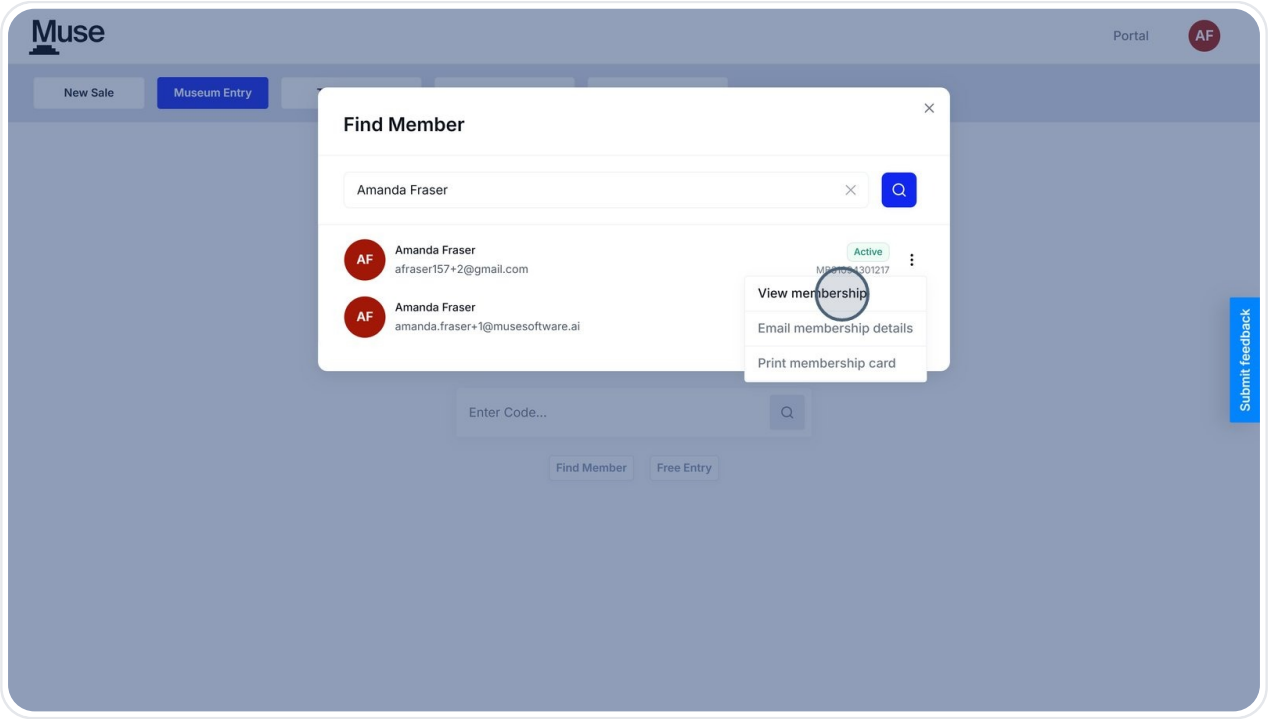
9. Select the correct member from the search results for streamlined check-in.



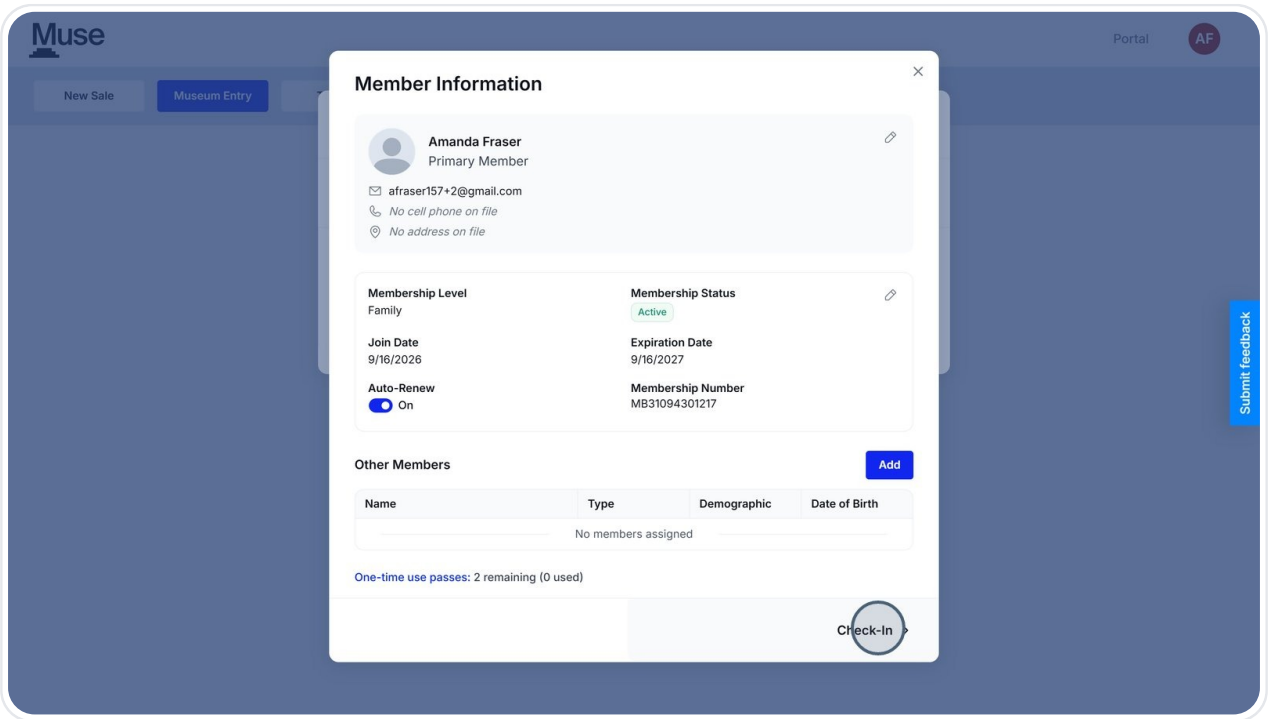
10. Access more actions for a member by clicking the three-dot menu.



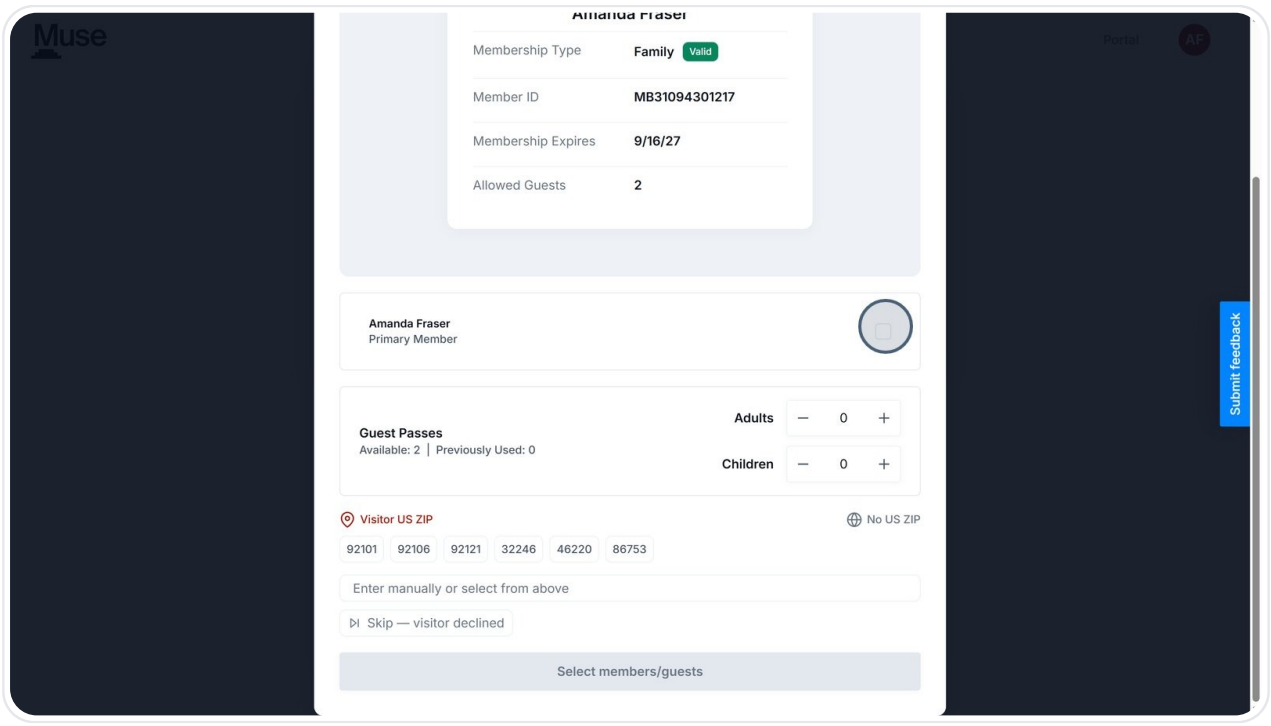
11. View detailed membership information for informed guest admissions.



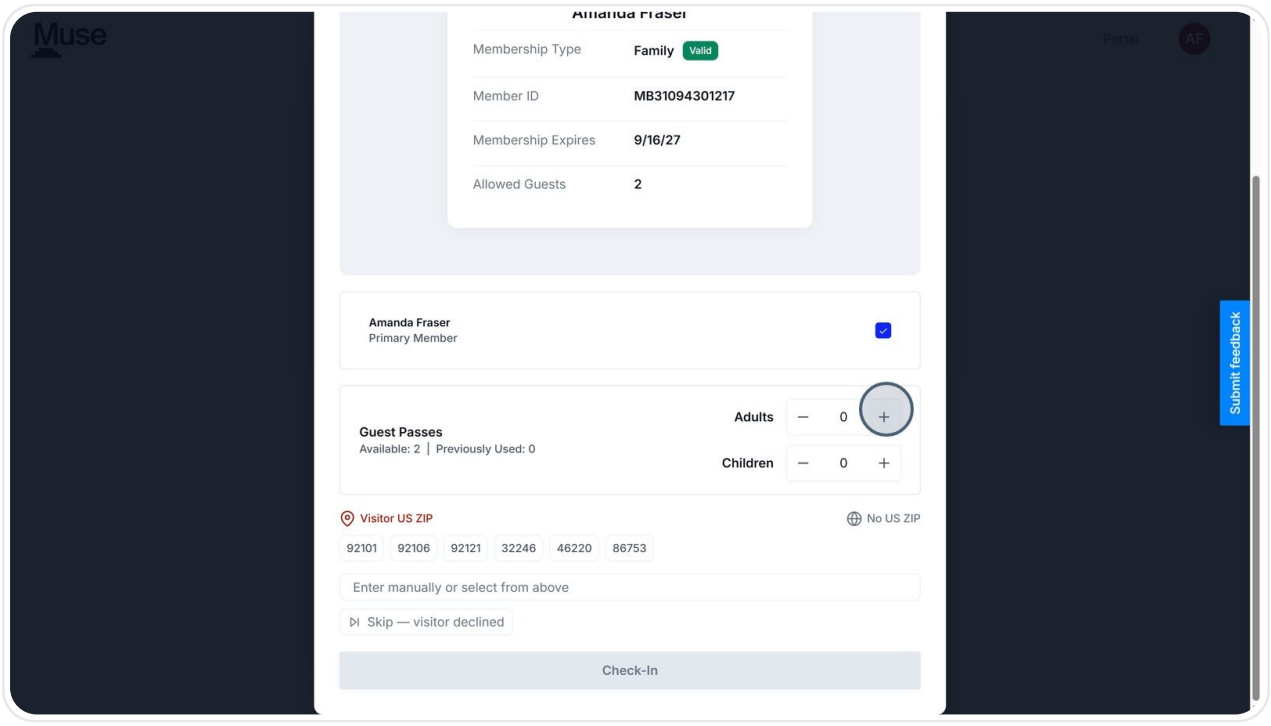
12. Check in the members to admit them and begin their museum experience.



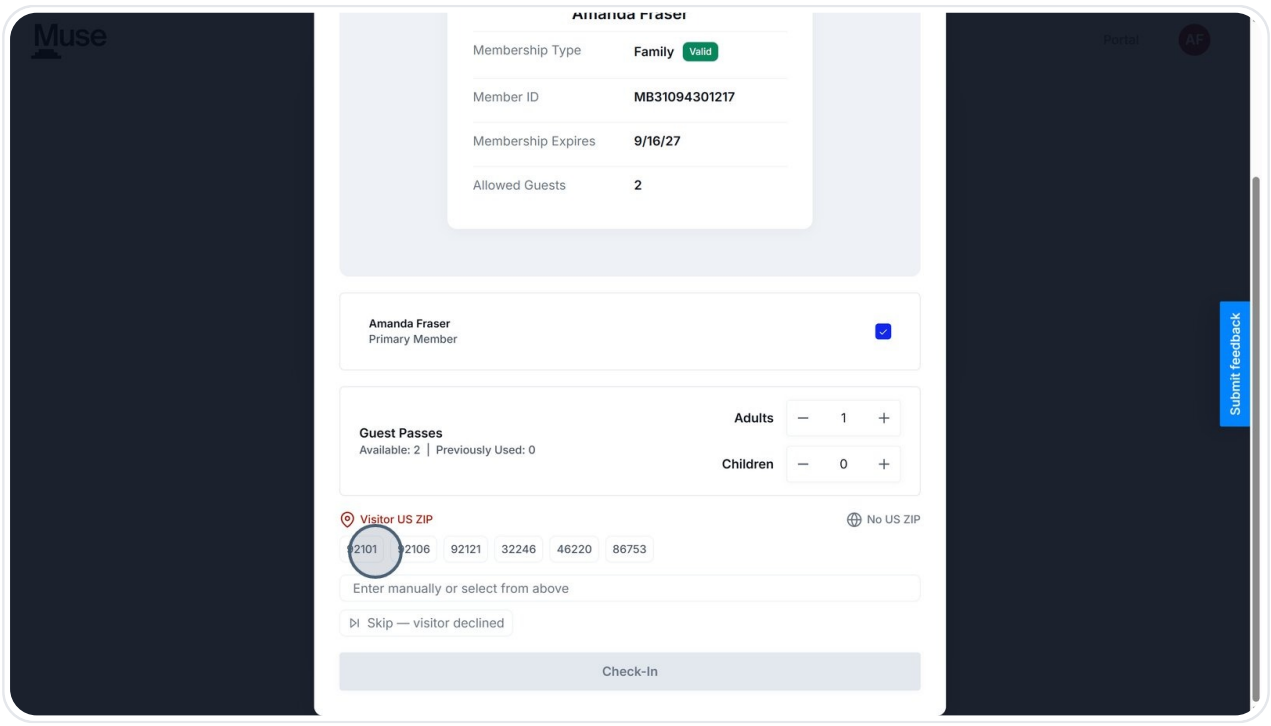
13. Select any additional guests or members to include in the group entry.



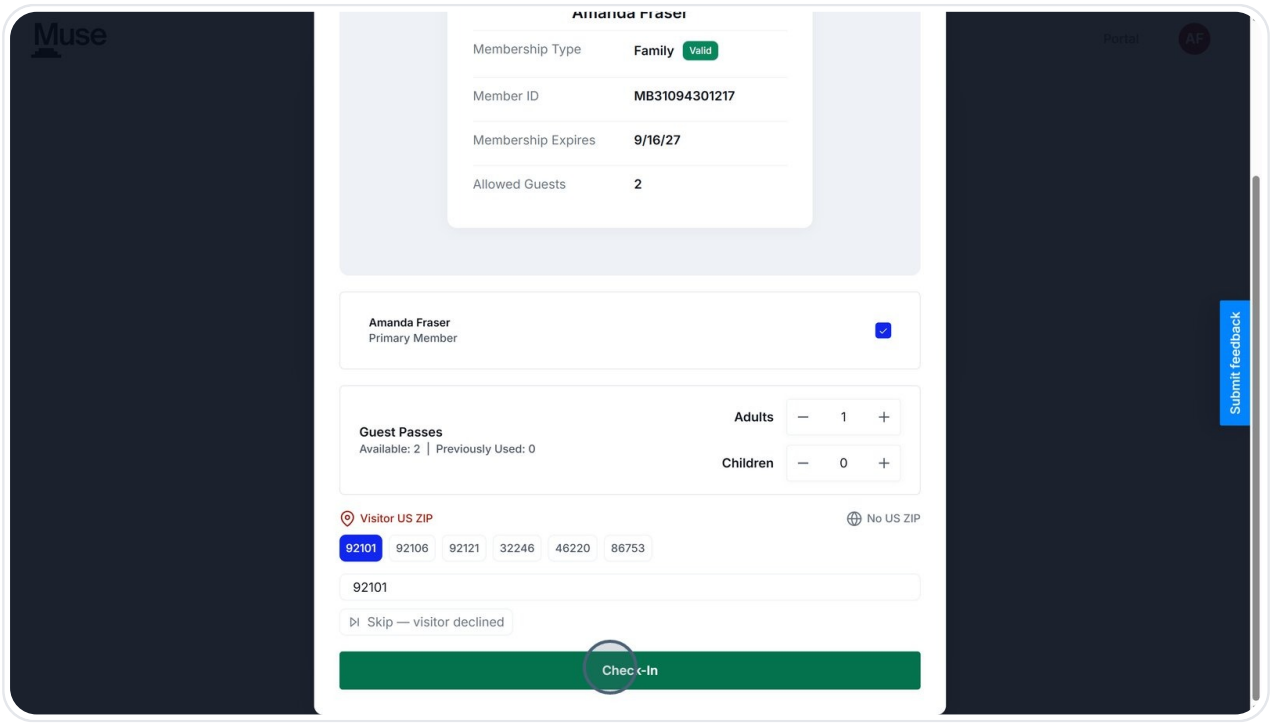
14. Easily add adult guest passes by increasing the guest count.



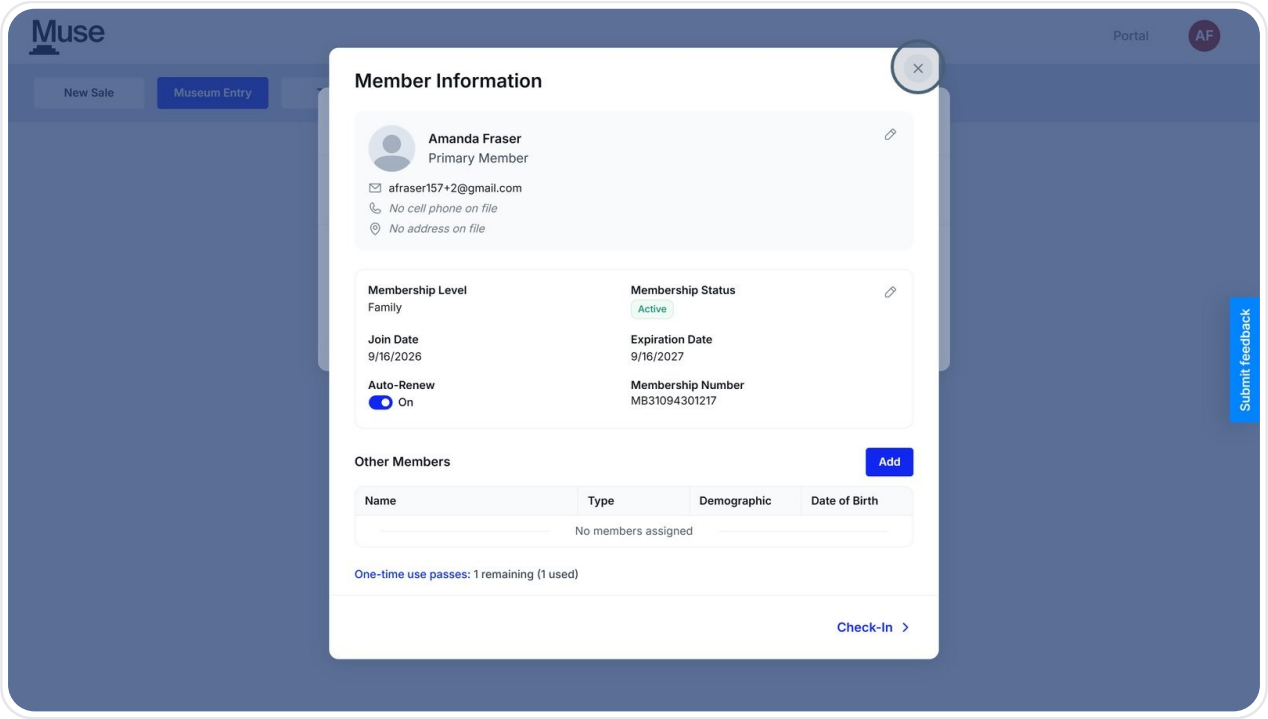
15. Choose the appropriate visitor ZIP code for tracking and reporting purposes.



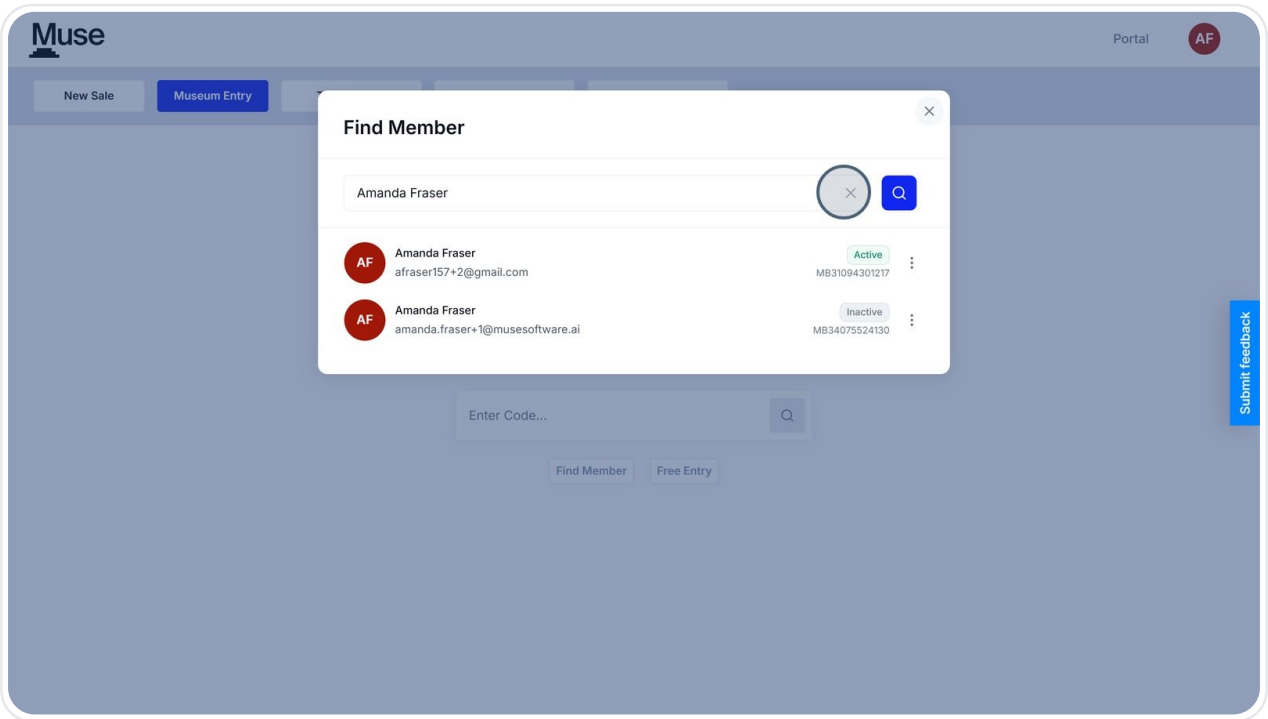
16. Finalize the check-in to complete the guest's museum entry.



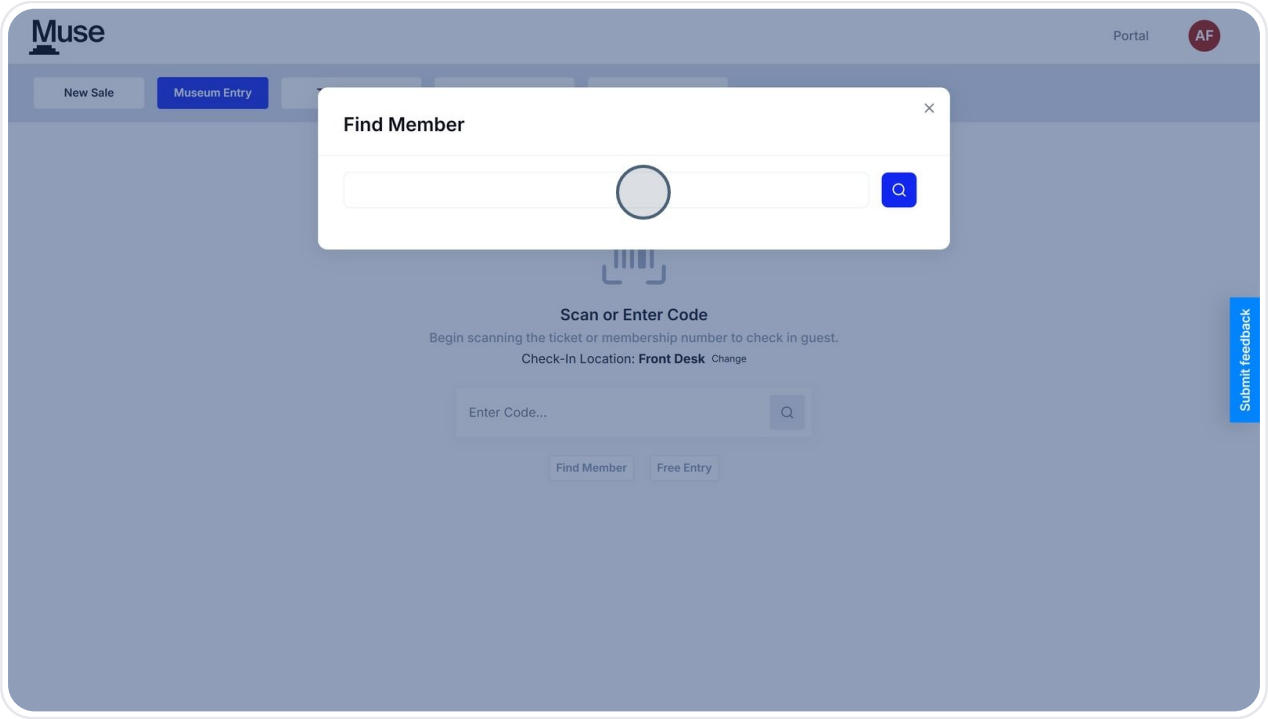
17. Close the member details view to return to the check-in flow.



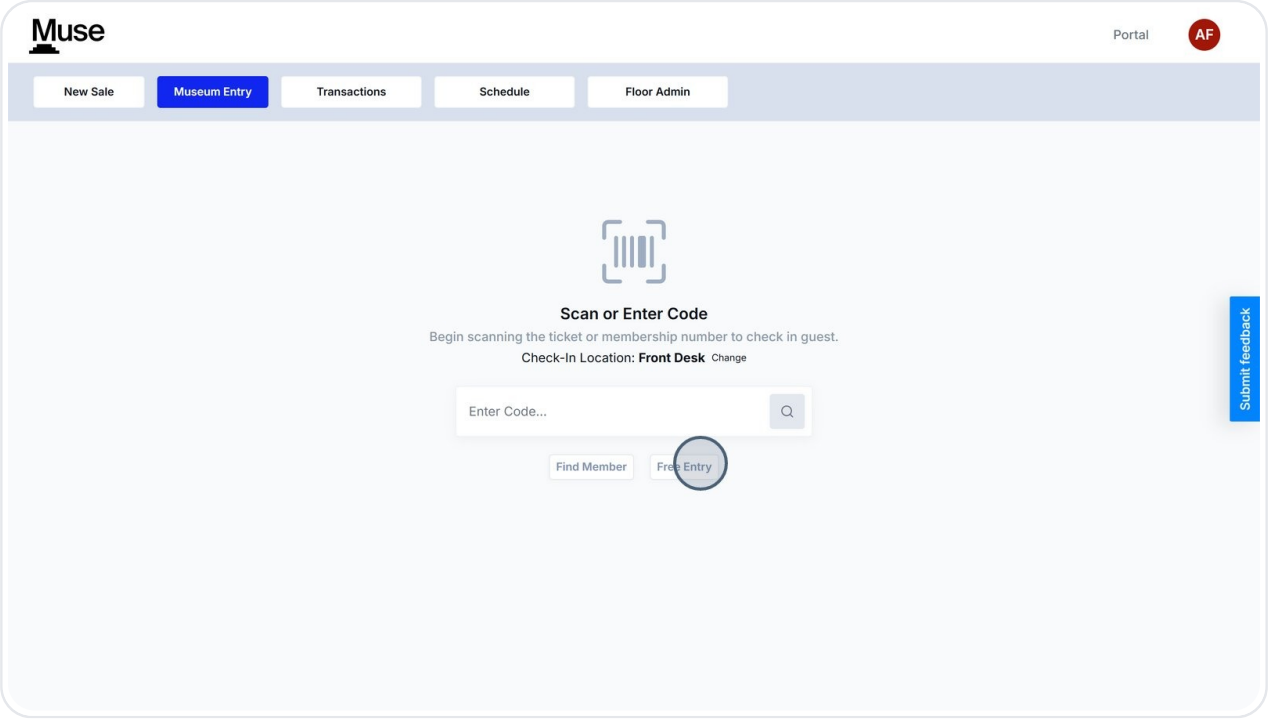
18. Clear your search input to start a new member search.



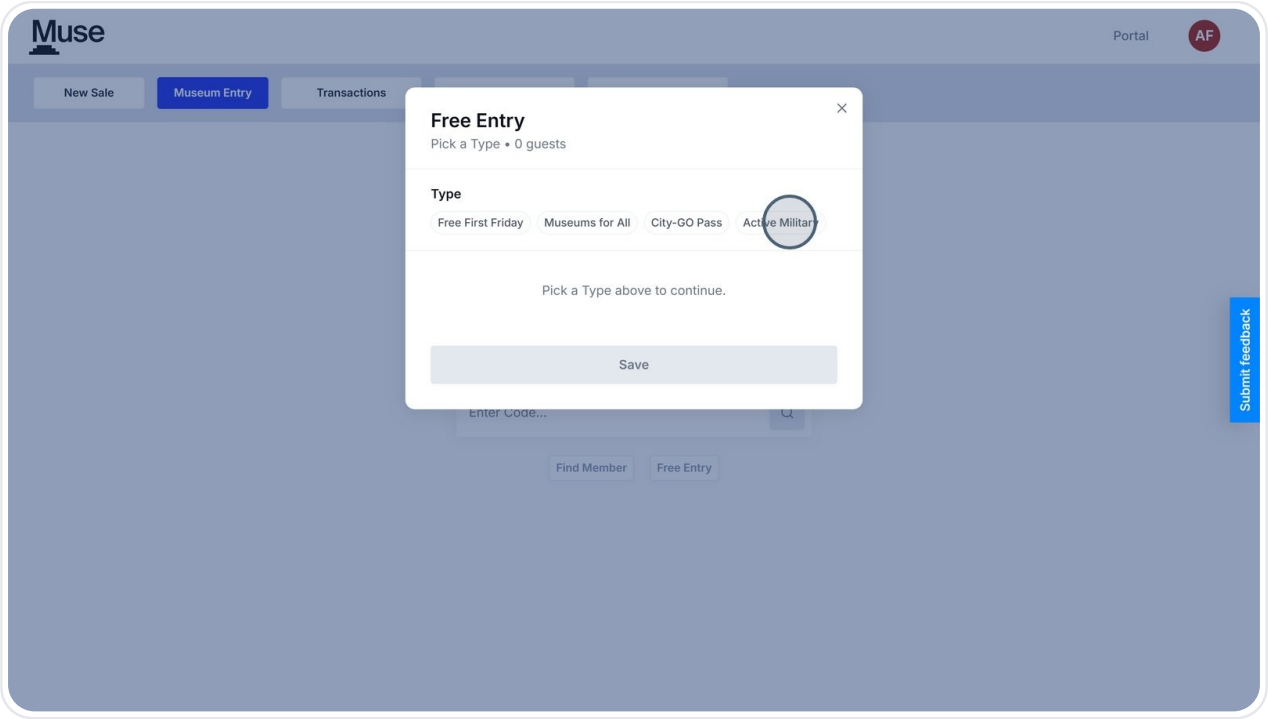
19. Type a new search term or member code in the 'Find Member' field.



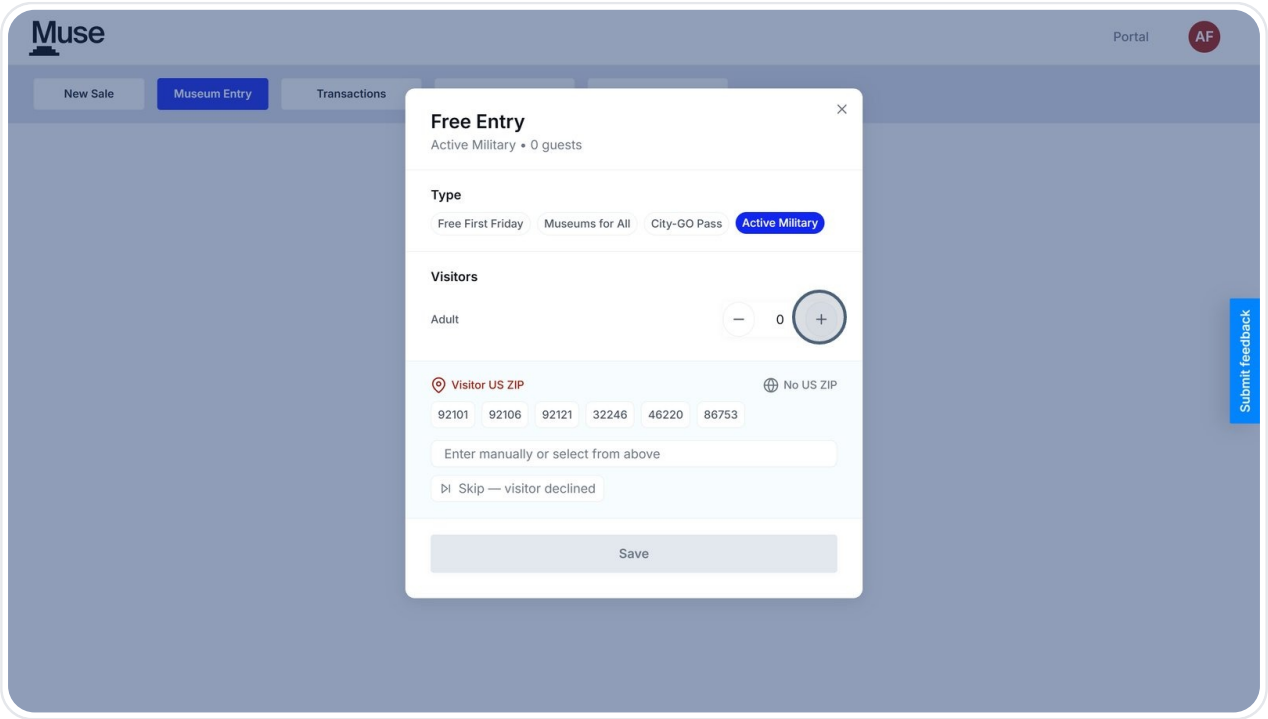
20. Give guests complimentary access instantly by clicking 'Free Entry'.



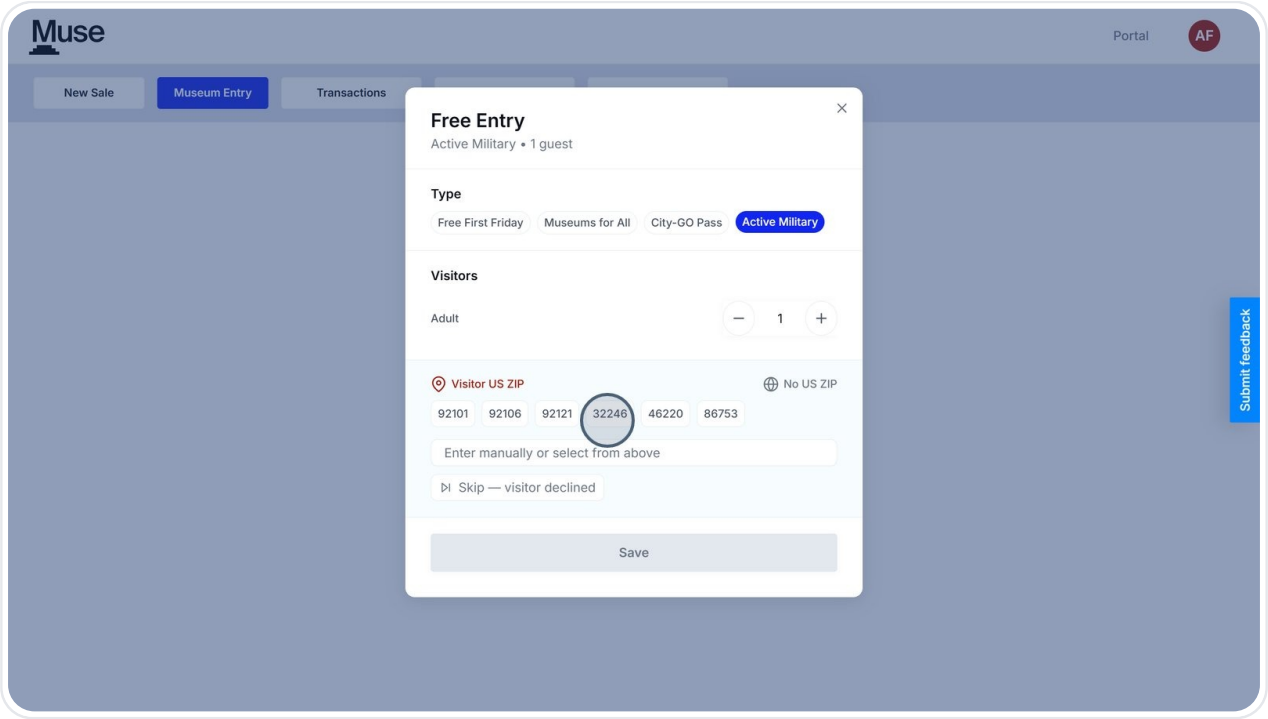
21. Select the category



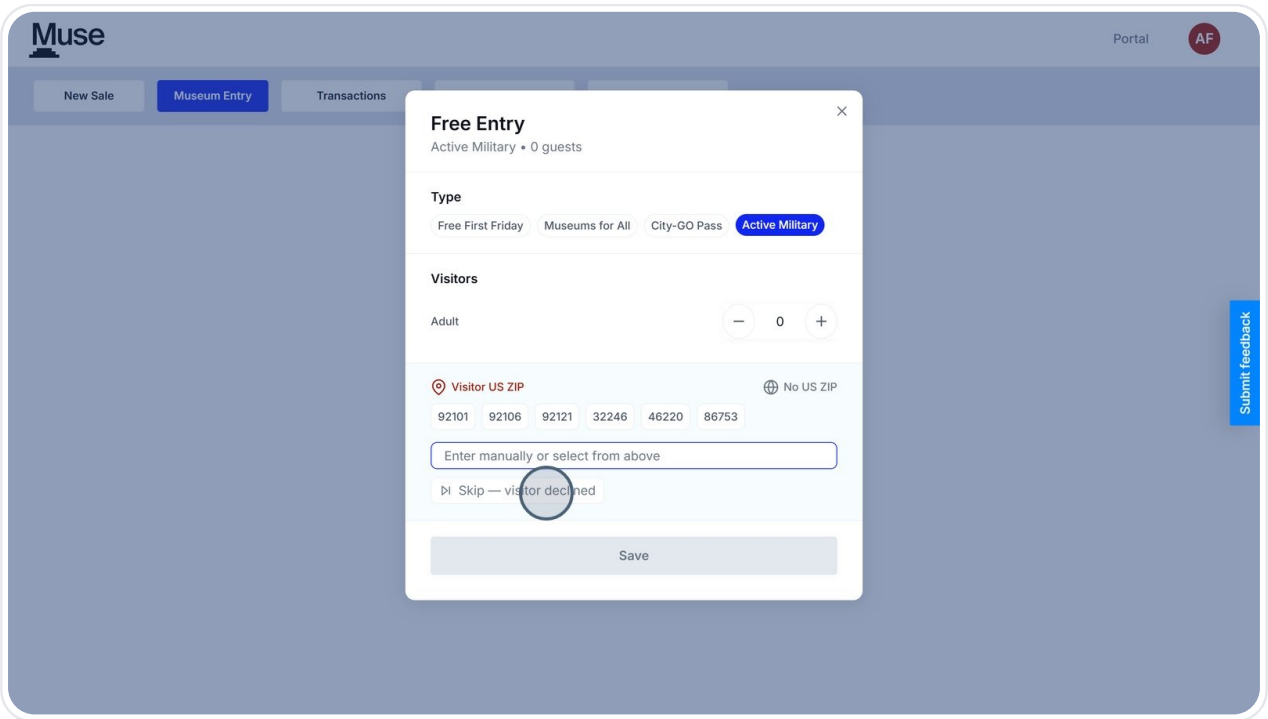
22. Increase the number of guests for this entry type as needed.



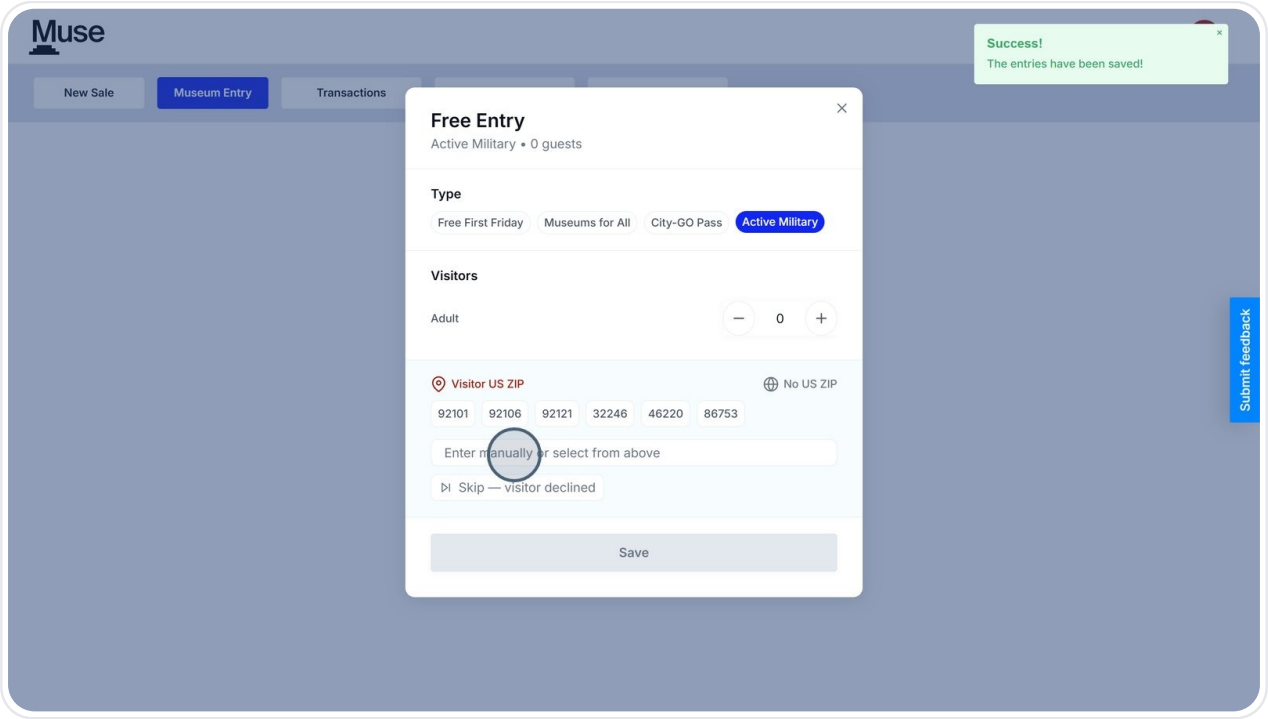
23. Confirm the visitor's ZIP code for reporting.



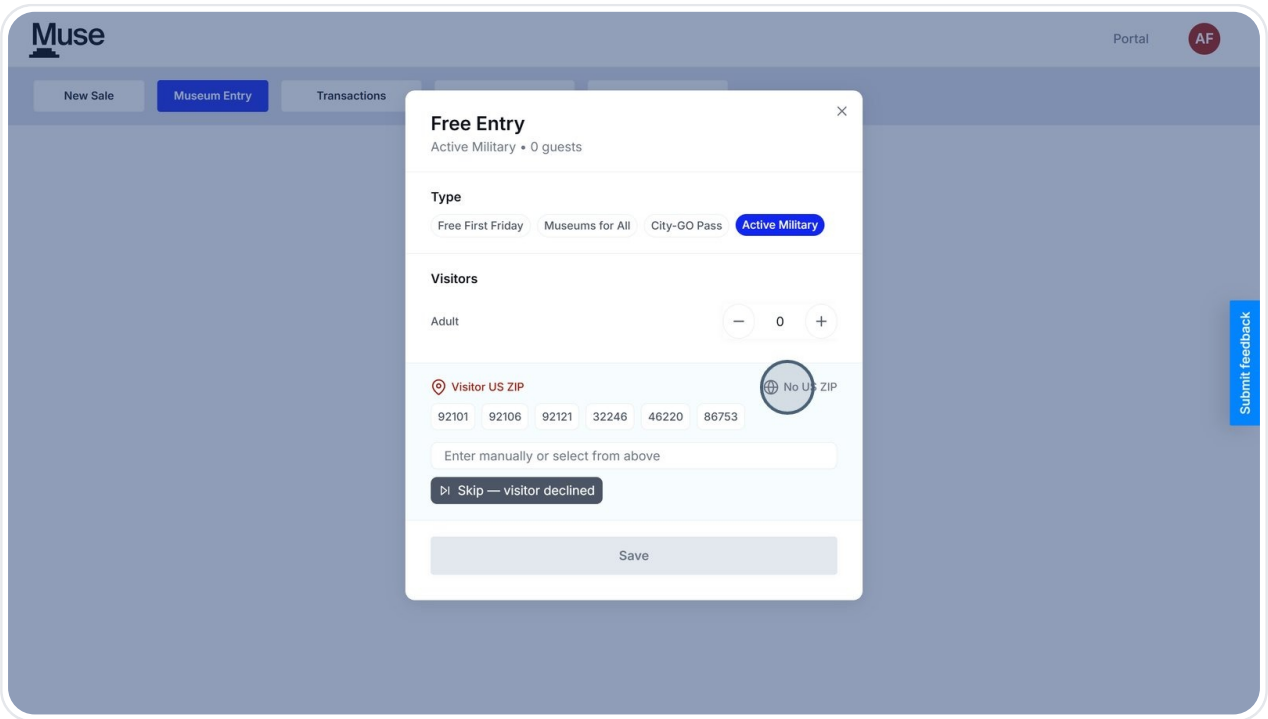
24. If declined, you can skip collecting the ZIP code for visitor privacy.



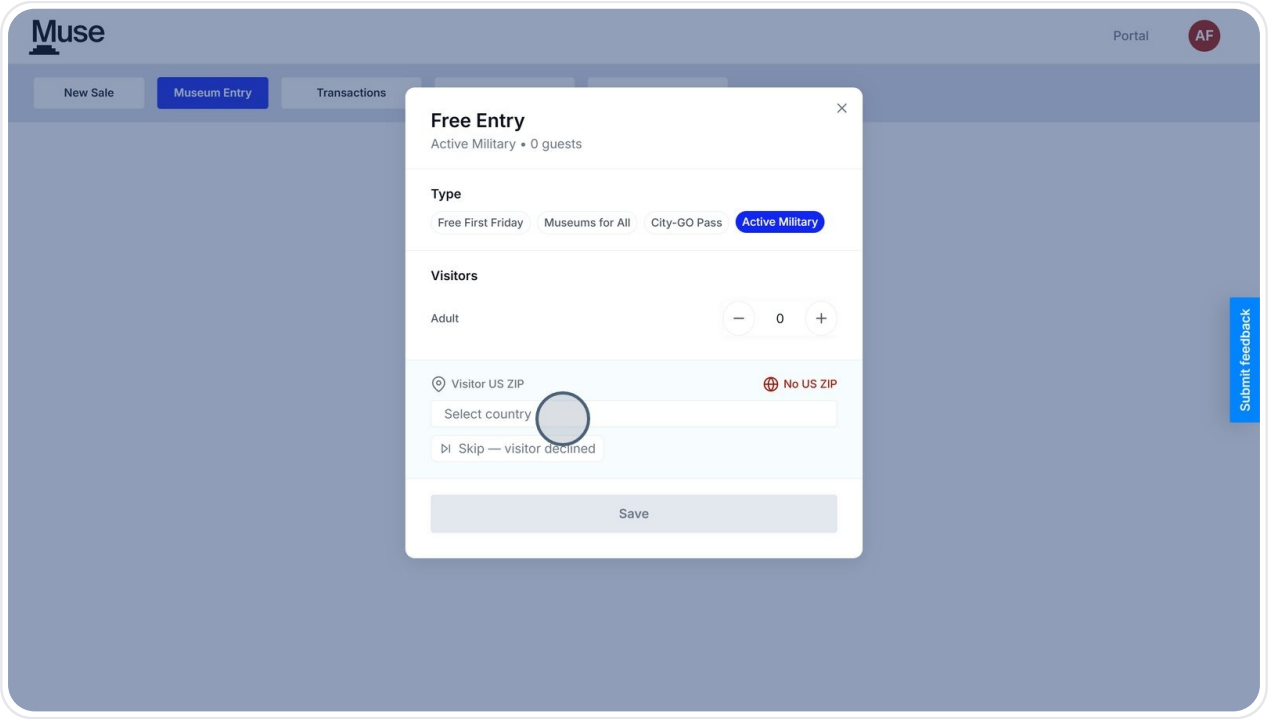
25. Manually enter or choose a visitor's ZIP code to complete entry details.



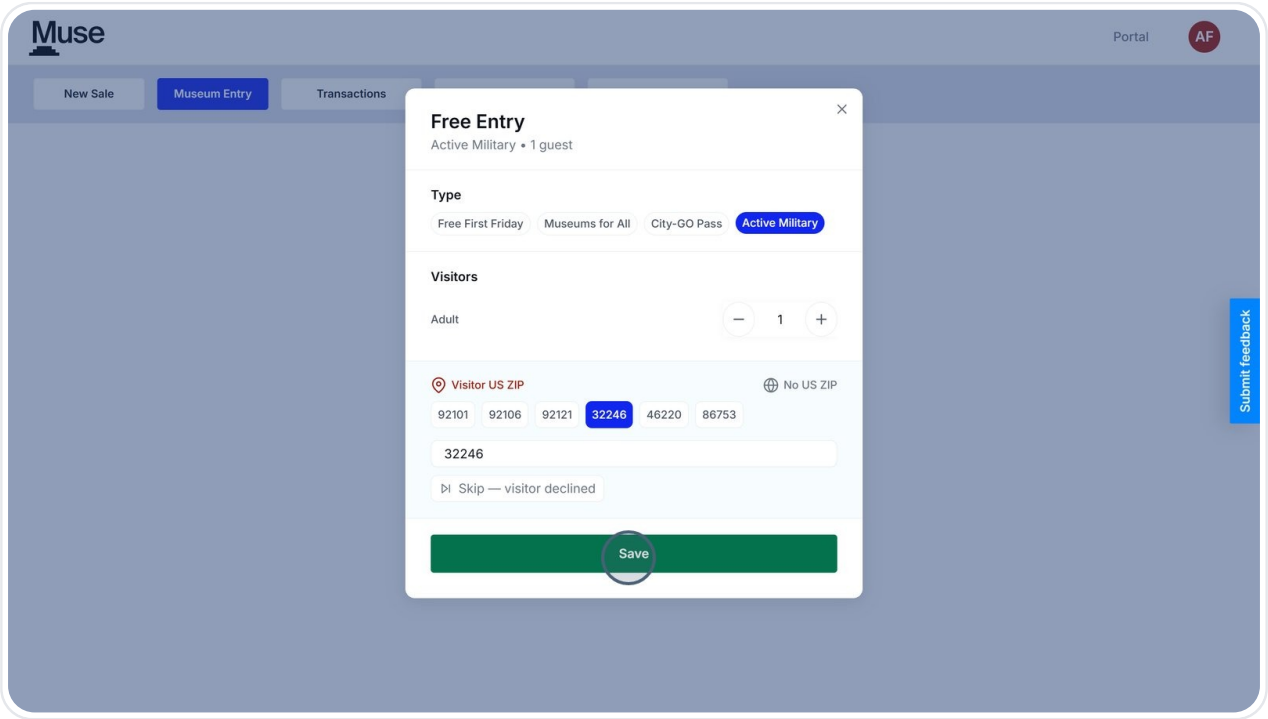
26. Mark 'No US ZIP' for international visitors or those without a US ZIP code.



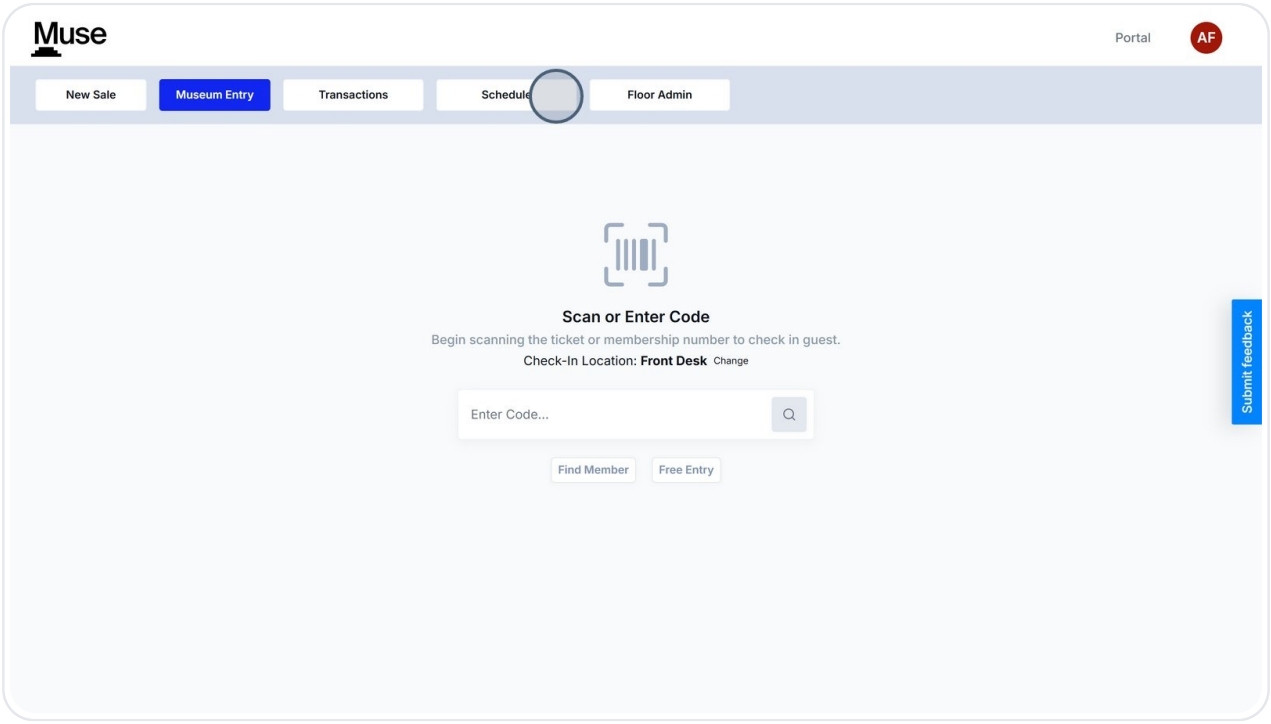
27. Select or update the visitor's country to finalize guest details.



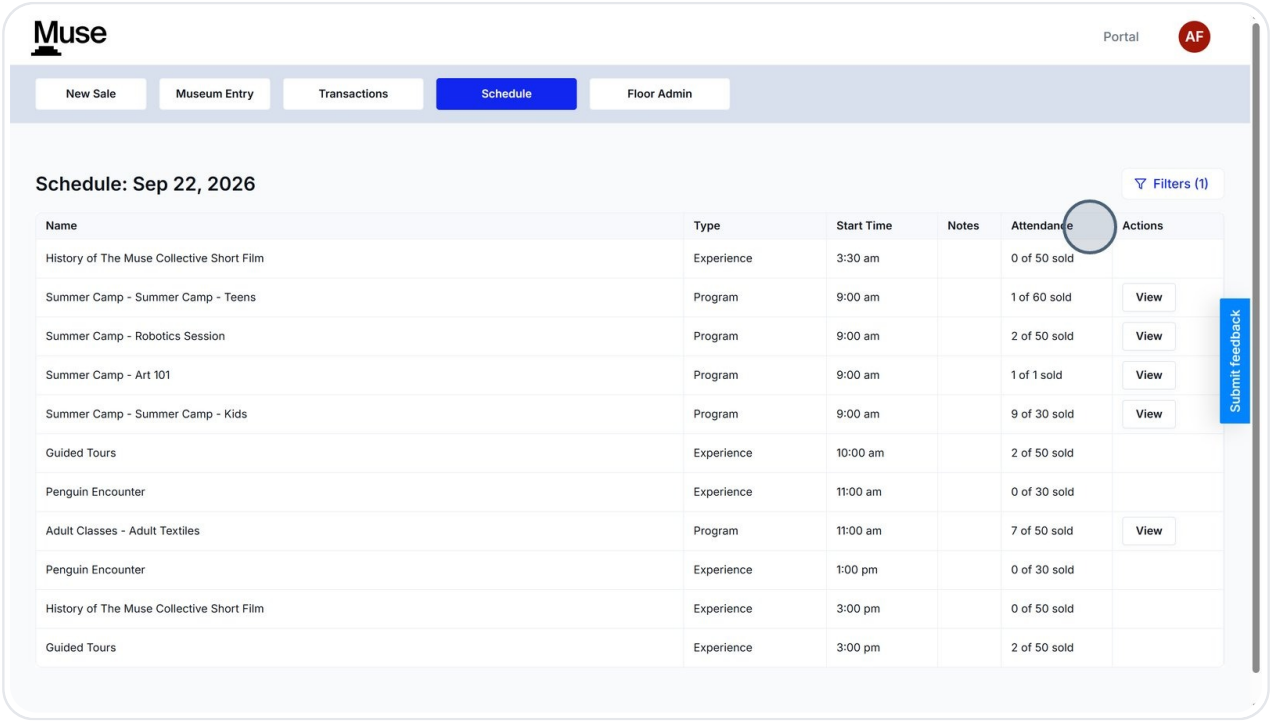
28. Click 'Save' to admit Active Military guests and record their complimentary visit.



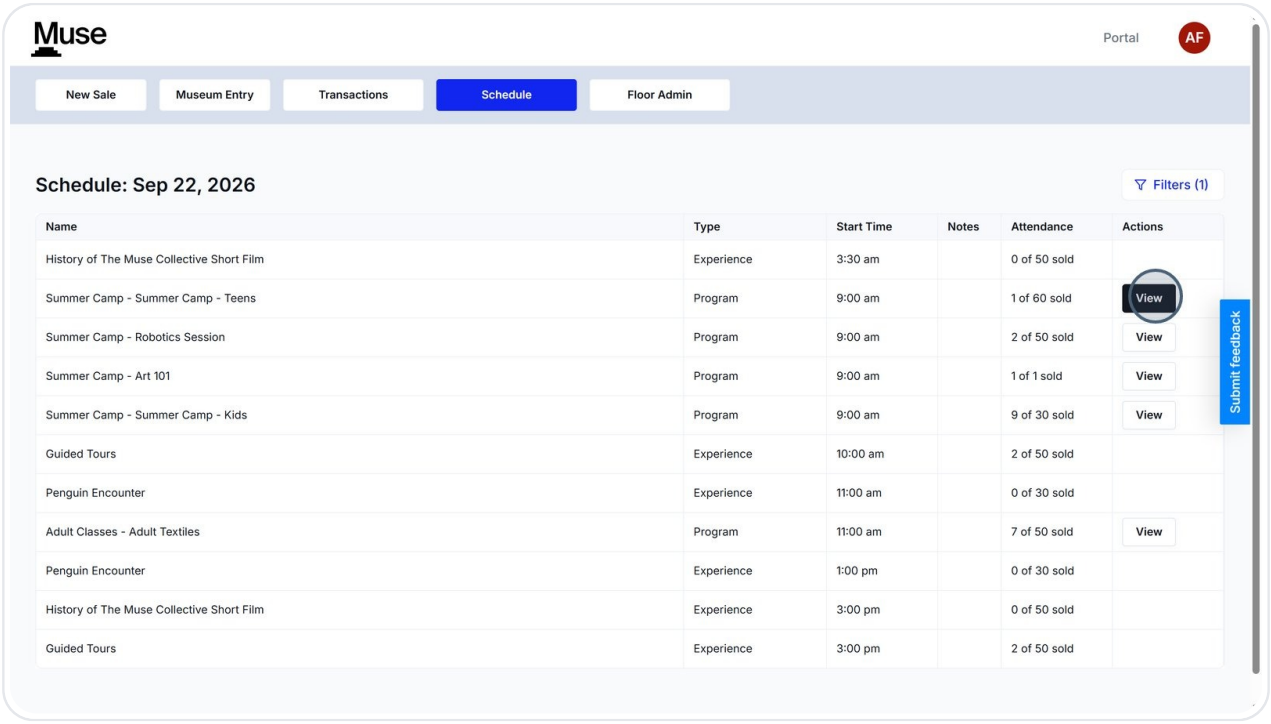
29. Click Schedule to see the list of events for the day



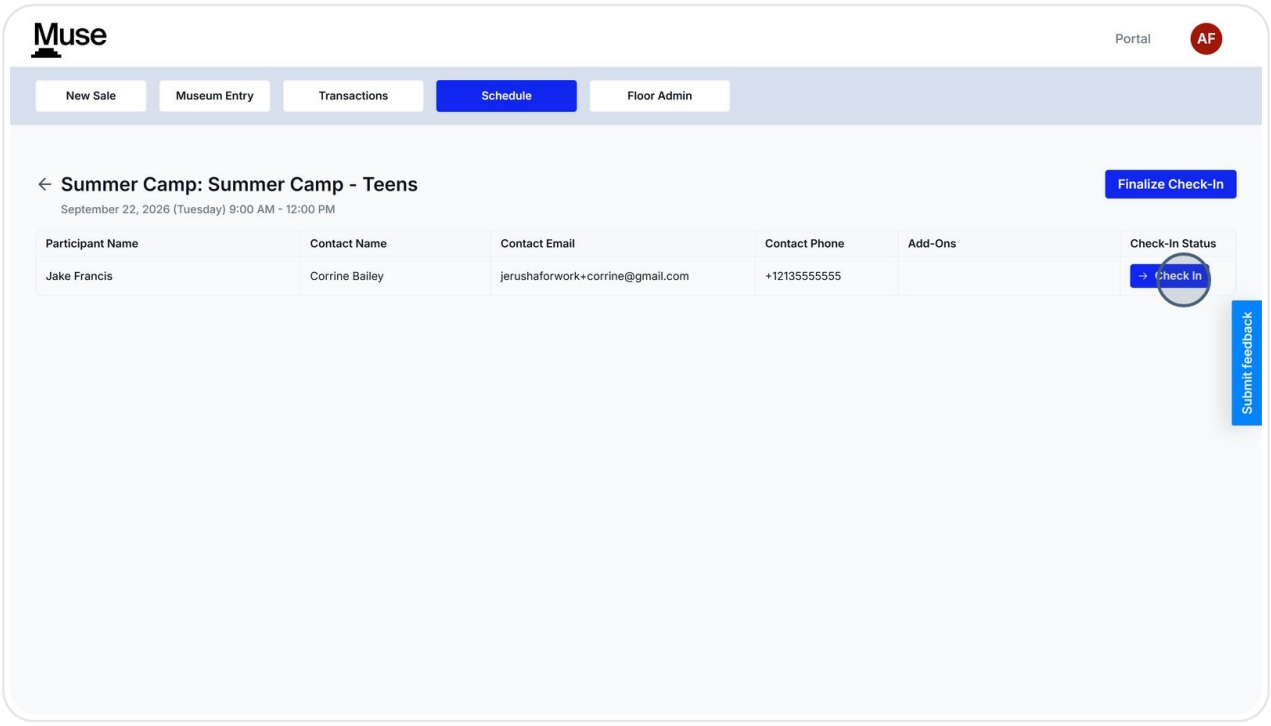
30.



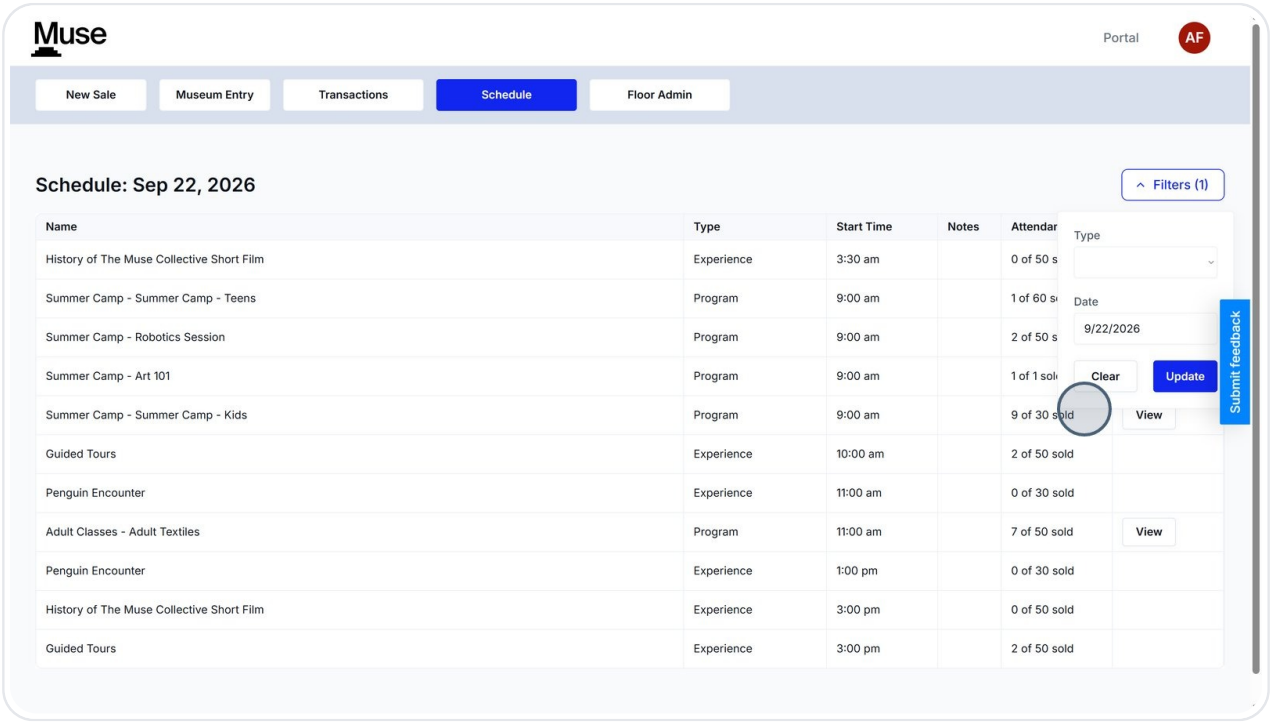
31.


Muse
Portal
AF
New Sale
Museum Entry
Transactions
Schedule
Floor Admin
Schedule: Sep 22, 2026
Filters (1)
Name
Type
Start Time
Notes
Attendance
Actions
History of The Muse Collective Short Film
Experience
3:30 am
0 of 50 sold
Summer Camp - Summer Camp - Teens
Program
9:00 am
1 of 60 sold
View
Summer Camp - Robotics Session
Program
9:00 am
2 of 50 sold
View
Summer Camp - Art 101
Program
9:00 am
1 of 1 sold
View
Summer Camp - Summer Camp - Kids
Program
9:00 am
9 of 30 sold
View
Guided Tours
Experience
10:00 am
2 of 50 sold
Penguin Encounter
Experience
11:00 am
0 of 30 sold
Adult Classes - Adult Textiles
Program
11:00 am
7 of 50 sold
View
Penguin Encounter
Experience
1:00 pm
0 of 30 sold
History of The Muse Collective Short Film
Experience
3:00 pm
0 of 50 sold
Guided Tours
Experience
3:00 pm
2 of 50 sold
Submit feedback

32.


Muse
Portal
AF
New Sale
Museum Entry
Transactions
Schedule
Floor Admin
Summer Camp: Summer Camp - Teens
September 22, 2026 (Tuesday) 9:00 AM - 12:00 PM
Finalize Check-In
Participant Name
Contact Name
Contact Email
Contact Phone
Add-Ons
Check-In Status
Jake Francis
Corrine Bailey
jerushaforwork+corrine@gmail.com
+12135555555
Check In
Submit feedback

33. Use the Filter to see types of events or future dates



34.

