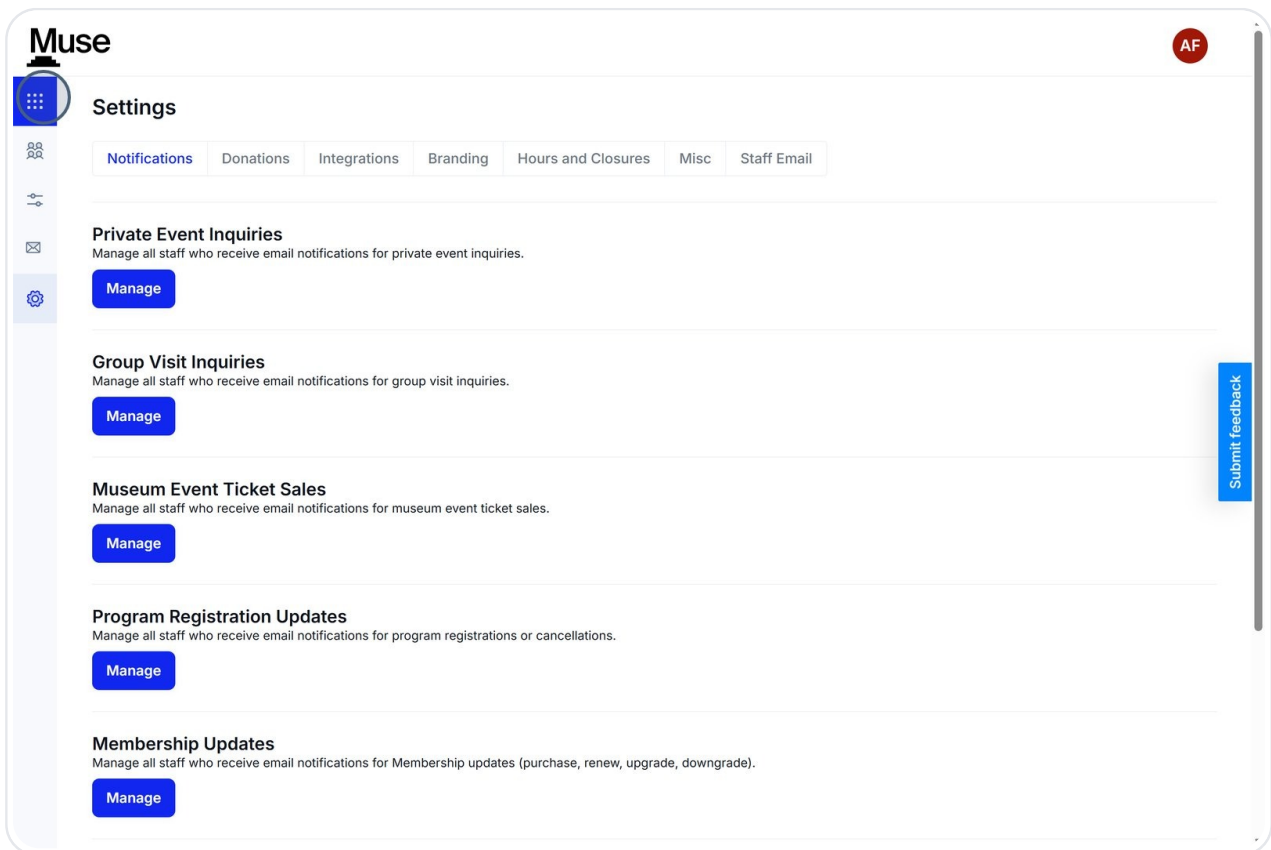


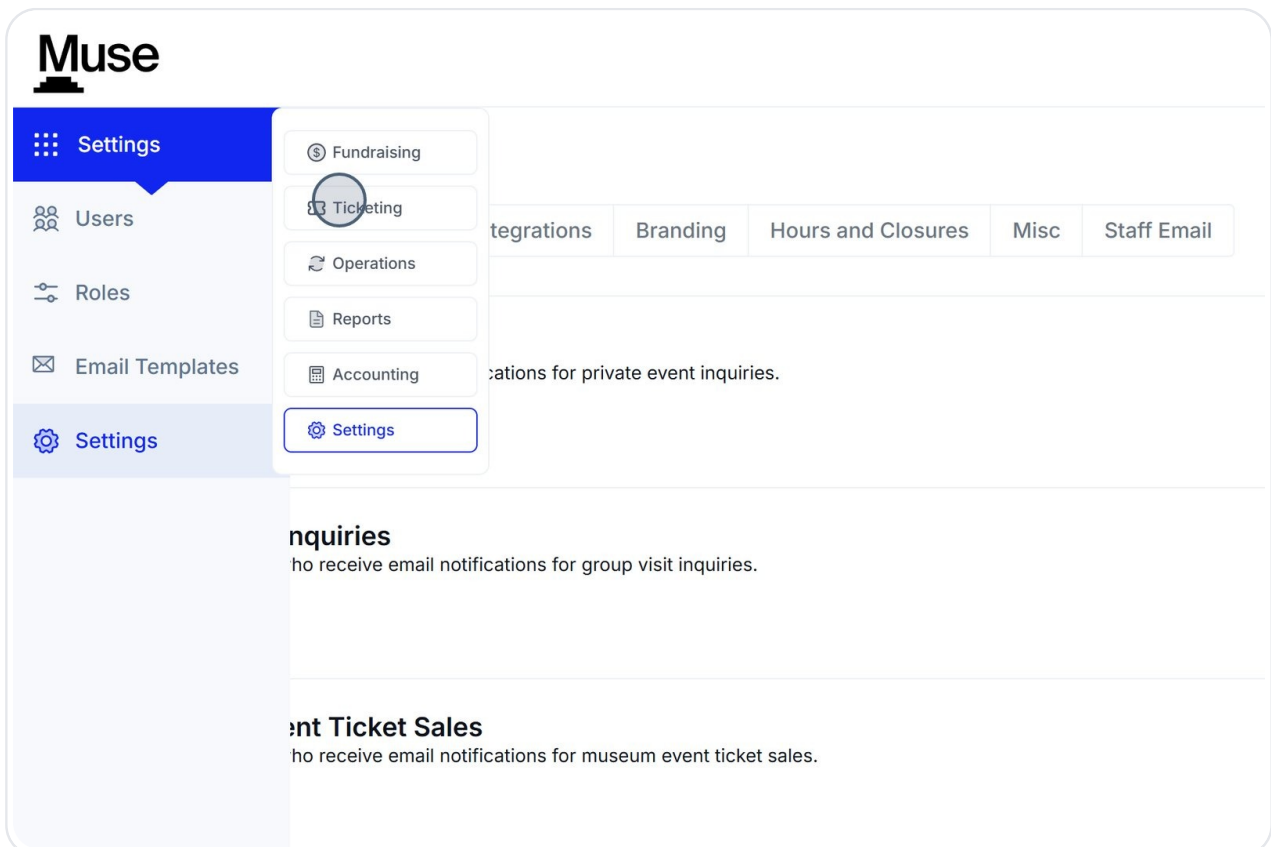


Create a New Ticket Type and Set Pricing

1. Start by opening the main dashboard for easy navigation.



2. Select 'Ticketing' in Settings to configure ticket options.



3. Start in Settings to review or build Visitor Types

Muse

AF

Ticketing

Dashboard

Event

Create a ticket type

Create a membership benefit

Ticket Types

7 Days

30 Days

Memberships

Events

Programs

Reports

Settings

Revenue

00

Tickets sold

0

Events reached capacity

0

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

	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status	
ktacular	Oct 31, 2026 at 8:00pm	N/A	250	2	1%	Upcoming	⋮
	Dec 18, 2026 at 7:00pm	Main Exhibition Hall	300	44	15%	Upcoming	⋮
s Eve Gala	Dec 31, 2026 at 7:00pm	Main ballroom	500	0	0%	Upcoming	⋮

Submit feedback

4.

Muse

AF

Ticketing

Ticketing Settings

Visitor Types

Memberships

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

Add type

Name	Visitor Count	Reporting Rollup	Status	
Adult	1	Adult	Active	⋮
Child (Under 13)	1	Child (Under 13)	Active	⋮
Comp Gala Ticket	1	Adult	Active	⋮
Family	4	Adult	Active	⋮
Field Trip - Chaperone	1	Adult	Active	⋮
Field Trip - Non-Student Child	1	Field Trip - Non-Student Child	Active	⋮
Field Trip - Student	1	Student	Active	⋮
Field Trip - Teacher	1	Field Trip - Teacher	Active	⋮
Infant (under 1)	1	Child (Under 13)	Active	⋮
Military	1	Military	Inactive	⋮
Senior (65+)	1	Senior (65+)	Active	⋮
Silver Sponsor	6	Silver Sponsor	Active	⋮
Single Car	1	Single Car	Active	⋮

Submit feedback

5. Open the Ticket Types panel to view or update available ticket categories.

Muse

⌵

Ticketing

Dashboard

⌵

Ticket Types

Memberships

Events

Programs

Reports

Settings

Settings

Locations

General Settings

	Visitor Count	Reporting
	1	Adult
	1	Child (Un
et	1	Adult
	4	Adult
erone	1	Adult
-Student Child	1	Field Trip

6. Click 'Add Type' to create a new ticket type.

Muse

⌵

Ticket Types

Filter

Add Type

⌵

General Admission

General Admission

General Admission

2025 New Year's Eve Gala

Spring Fling 2026

Annual Gala

Cheetah Chase 5K

Truck or Treat

Butterfly Release Event

Halloween Spooktacular

The Deep Dig

The Puppet Exhibition

Dinosaurs Roamed the Earth

Group Check-In

Tour of Des Moines

Italian Glass Exhibition

Internal Note

GA Standard Tickets - Adult, Child, Senior, Infant, Group Visit Types

GA Tickets for Holidays (Peak Times)

-

-

-

-

-

-

-

-

-

-

-

-

Use for General Public-Online and Museum Floor

Category

General Admission

General Admission

General Admission

Event

Event

Event

Event

Event

Event

Exhibition & Others

Exhibition & Others

Exhibition & Others

Exhibition & Others

Exhibition & Others

Status

Active

Inactive

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Inactive

Active

Active

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

⋮

AF

Submit feedback

7. Choose a category to select the correct event for your ticket types.

New Ticket Type

Category

☐ Auto Check-in?

☒ Include check-ins in museum admissions reporting

Check-In Location

Internal Notes

Cancel

Create

8. Enable 'Floor Sales Only?' to make this ticket available exclusively on the Museum Floor

Muse

Ticket Type

New Ticket Type

CategoryExperience

TypeStand-alone

Floor Sales Only?

Skip Printing?

Auto Check-in?

☒ Include check-ins in museum admissions reporting

ExperienceExperience

Pricing

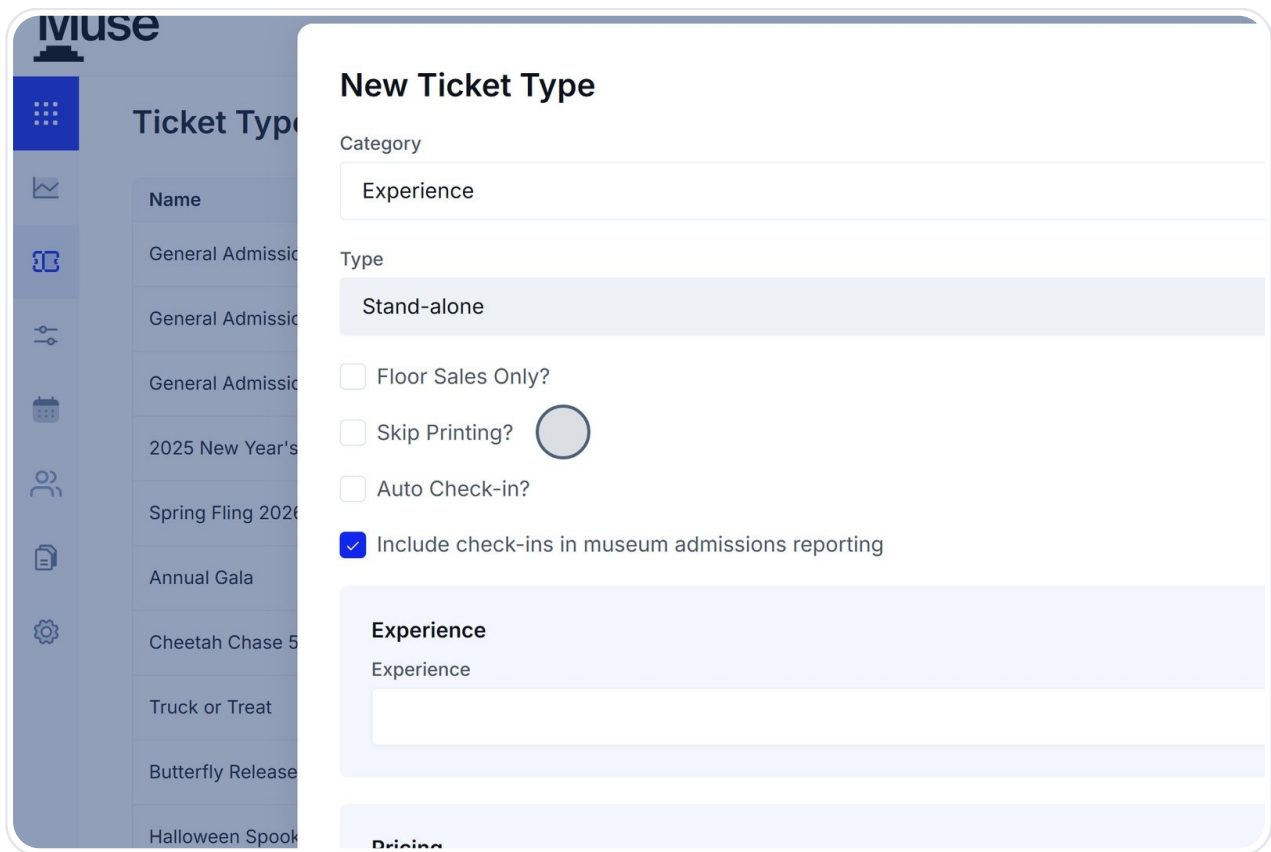
Visitor Type	Member Price	Non-Member Price
Select a visitor type...	\$0.00	\$0.00

Check-In Location

StatusActiveInactiveActiveActiveActiveActiveActiveActiveActiveActiveInactiveActive

Submit feedback

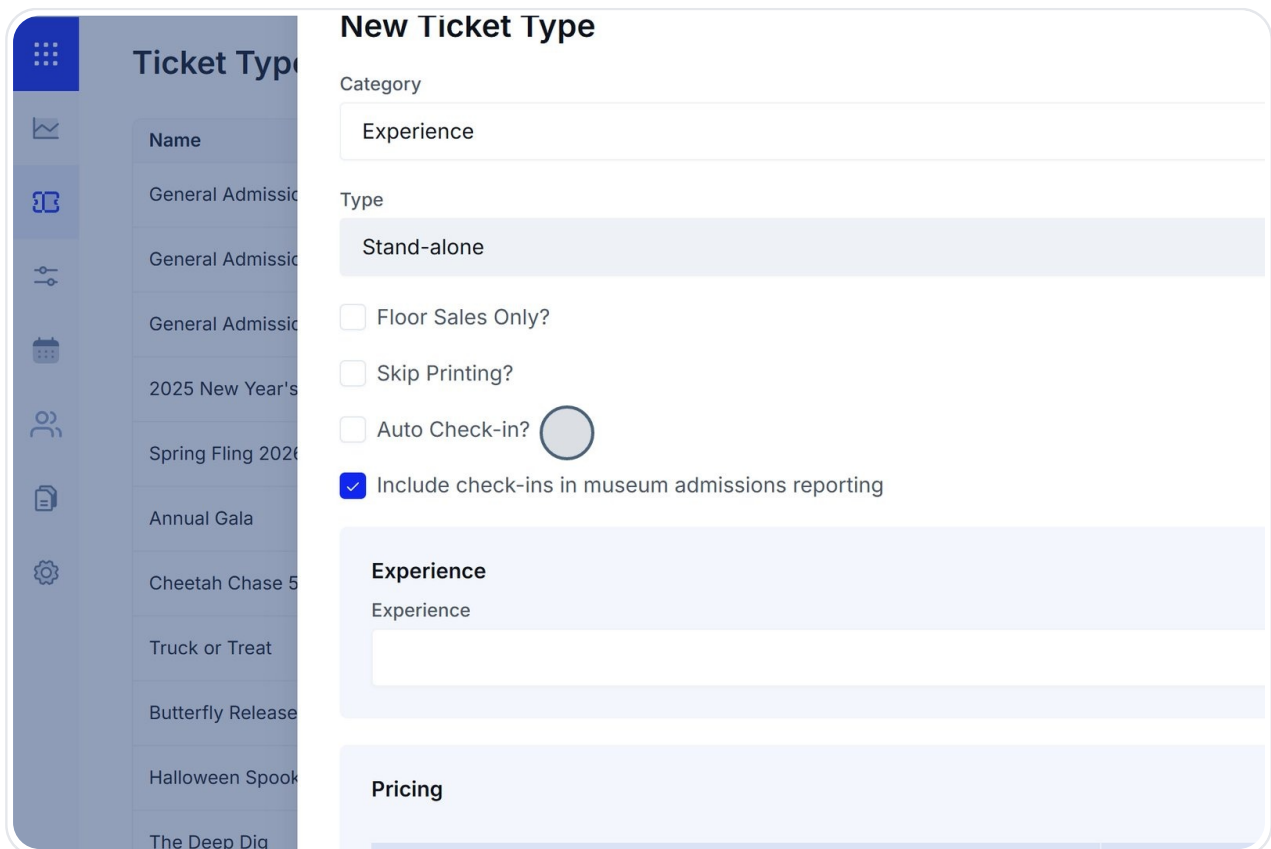
9. Choose 'Skip Printing?' for a seamless digital entry experience.



The screenshot shows the 'New Ticket Type' form in the IMUSE system. The left sidebar contains a list of ticket types, including 'General Admission', '2025 New Year's', 'Spring Fling 2026', 'Annual Gala', 'Cheetah Chase 5', 'Truck or Treat', 'Butterfly Release', and 'Halloween Spook'. The main form area is titled 'New Ticket Type' and contains the following fields:

- Category:** A dropdown menu with 'Experience' selected.
- Type:** A dropdown menu with 'Stand-alone' selected.
- Options:** A list of checkboxes:
 - ☐ Floor Sales Only?
 - ☒ Skip Printing? (This checkbox is selected, indicated by a blue circle next to it.)
 - ☐ Auto Check-in?
 - ☒ Include check-ins in museum admissions reporting
- Experience:** A text input field with 'Experience' entered.
- Pricing:** A section header for the pricing area.

10. Enable 'Auto Check-in?' to speed up guest entry with automatic check-ins.



The screenshot shows the 'New Ticket Type' form in the IMUSE system. The left sidebar contains a list of ticket types, including 'General Admission', '2025 New Year's', 'Spring Fling 2026', 'Annual Gala', 'Cheetah Chase 5', 'Truck or Treat', 'Butterfly Release', and 'Halloween Spook'. The main form area is titled 'New Ticket Type' and contains the following fields:

- Category:** A dropdown menu with 'Experience' selected.
- Type:** A dropdown menu with 'Stand-alone' selected.
- Options:** A list of checkboxes:
 - ☐ Floor Sales Only?
 - ☐ Skip Printing?
 - ☒ Auto Check-in? (This checkbox is selected, indicated by a blue circle next to it.)
 - ☒ Include check-ins in museum admissions reporting
- Experience:** A text input field with 'Experience' entered.
- Pricing:** A section header for the pricing area.

11. Ensure this ticket type counts towards admissions by including it in reporting.

Category

Experience

Type

Stand-alone

☐ Floor Sales Only?

☐ Skip Printing?

☐ Auto Check-in?

☒ Include check-ins in museum admissions reporting

Experience

Experience

Pricing

Visitor Type	Member Price	Non-Member Price

12. Select the relevant experience this ticket type is linked to.

Name

Experience

Type

Stand-alone

☐ Floor Sales Only?

☐ Skip Printing?

☐ Auto Check-in?

☐ Include check-ins in museum admissions reporting

Experience

Experience

Pricing

Visitor Type	Member Price	Non-Member Price	
Select a visitor type...	\$0.00	\$0.00	✓

Check-In Location

Internal Notes

Use for General Public-Online and Museum Floor

Exhibition & Others

13. Assign a visitor type under Pricing to customize who this ticket applies to.

Experience

Experience

History of The Muse Collective Short Film

Pricing

Visitor Type	Member Price	Non-Member Price	
Select a visitor type...	\$0.00	\$0.00	✓

Check-In Location

Internal Notes

Cancel

Create

14. Enter a member price for maximum flexibility and member perks.

Use Collective Short Film

	Member Price	Non-Member Price	
	\$0.00	\$0.00	✓

Cancel

Create

15. Set a competitive price for non-members to boost ticket sales.

[illegible]

16. Click the check mark to save your pricing for this ticket type.

	Member Price	Non-Member Price
lective Short Film	\$0	\$5

Submit feedback

17. Add additional Visitor Types as needed

Experience

Experience

History of The Muse Collective Short Film

Pricing

Visitor Type	Member Price	Non-Member Price	
Adult	\$0	\$5	✓

Check-In Location

Internal Notes

Cancel

Create

18. Select a check-in location to organize your event logistics smoothly.

Pricing

Visitor Type	Member Price	Non-Member Price	
Adult	\$0.00	\$5.00	✕
Child (Under 13)	\$0.00	\$0.00	✓

Check-In Location

Status

Internal Notes

Cancel

Create

19. Set the ticket status to control availability and visibility.

2025 New Year's

Spring Fling 2026

Annual Gala

Cheetah Chase 5

Truck or Treat

Butterfly Release

Halloween Spook

The Deep Dig

The Puppet Exhib

Dinosaurs Roame

Group Check-In

Tour of Des Moin

Italian Glass Exhibition

Pricing

Visitor Type	Member Price	Non-Men
Adult	\$0.00	
Child (Under 13)	\$0.00	

Check-In Location

Front Desk

Status

Internal Notes

Cancel

20. Add internal notes for your team to keep everyone informed.

2025 New Year's

Spring Fling 2026

Annual Gala

Cheetah Chase 5

Truck or Treat

Butterfly Release

Halloween Spook

The Deep Dig

The Puppet Exhib

Dinosaurs Roame

Group Check-In

Tour of Des Moin

Italian Glass Exhibition

Pricing

Visitor Type	Member Price
Adult	\$0.00
Child (Under 13)	\$0.00

Check-In Location

Front Desk

Status

Active

Internal Notes

21. Add new Ticket Types for any other ticketed item in Muse

The screenshot shows a 'New Ticket Type' form. At the top is a title bar. Below it, the form has a title 'New Ticket Type'. The first field is 'Category', which is an empty text input. Below this are two checkboxes: 'Auto Check-in?' (unchecked) and 'Include check-ins in museum admissions reporting' (checked). The next field is 'Check-In Location', which is an empty text input. Below that is 'Internal Notes', which is a larger empty text area. At the bottom right are two buttons: 'Cancel' and 'Create'.

New Ticket Type

Category

☐ Auto Check-in?

☒ Include check-ins in museum admissions reporting

Check-In Location

Internal Notes

22. For Exhibitions, choose the type; Add-On or Stand-Alone

This screenshot shows the same 'New Ticket Type' form, but with some fields filled. The 'Category' dropdown is set to 'Exhibition & Others'. The 'Type' dropdown is empty. The checkboxes are the same as in the previous screenshot. The 'Check-In Location' field is now a dropdown menu, currently empty. The 'Internal Notes' field remains empty. The 'Cancel' and 'Create' buttons are still at the bottom right.

New Ticket Type ×

Category

Exhibition & Others

Type

☐ Floor Sales Only?

☐ Skip Printing?

☐ Auto Check-in?

☒ Include check-ins in museum admissions reporting

Check-In Location

Internal Notes

23. Add-ons require General Admission in order to purchase Stand-Alone allows this ticket to be purchased on its own

ise

Ticket Type

Name

General Admission

General Admission

General Admission

2025 New Year's

Spring Fling 2026

Annual Gala

Cheetah Chase 5

Trunk or Treat

Butterfly Release

New Ticket Type

Category

Exhibition & Others

Type

Add-on

☐ Floor Sales Only?

☐ Skip Printing?

☐ Auto Check-in?

☒ Include check-ins in museum admissions reporting

Exhibition

Exhibition

Start Date

End Date

24. Once your General Admission Ticket Types are created, reopen to make adjustments

Muse

Ticket Types

Name	Internal Note
General Admission	GA Standard Tickets - Adult, Child, Senior, Infant, Group Visit Types
General Admission	GA Tickets for Holidays (Peak Times)
General Admission	-
2025 New Year's Eve Gala	-
Spring Fling 2026	-
Annual Gala	-
Cheetah Chase 5K	-
Truck or Treat	-
Butterfly Release Event	-
Halloween Spooktacular	-

25. Choose whether some types are only available on the Floor or available online

☒ Include check-ins in museum admissions reporting

Pricing

Visitor Type	Floor Sales Only?	Member Price	Non-Member Price	
Adult	☐	\$0.00	\$15.00	
Child (Under 13)	☐	\$0.00	\$10.00	
Field Trip - Chaperone	☒	\$0.00	\$7.00	
Field Trip - Student	☒	\$0.00	\$5.00	
Field Trip - Teacher	☒	\$0.00	\$0.00	
Infant (under 1)	☐	\$0.00	\$0.00	
Senior (65+)	☐	\$0.00	\$12.00	
Select a visitor type...	☐	\$0.00	\$0.00	

Check-In Location

Front Desk

26. You will also see the dates and times available for the ticketed item

☒ Skip Printing?

☒ Auto Check-in?

☒ Include check-ins in museum admissions reporting

Exhibition

Exhibition

Dinosaurs Roamed the Earth

This is an evergreen exhibit

Pricing

Visitor Type	Member Price	Non-Member
Adult	\$0.00	
Child (Under 13)	\$0.00	
Senior (65+)	\$0.00	