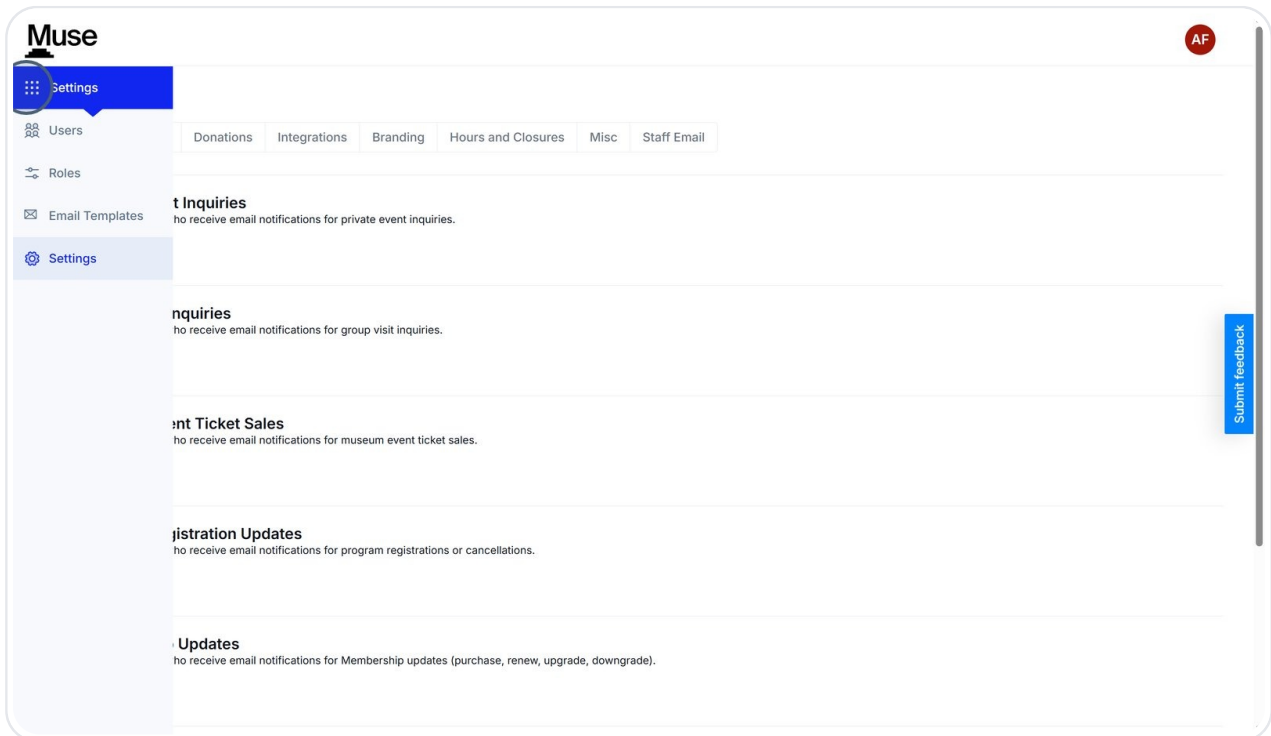


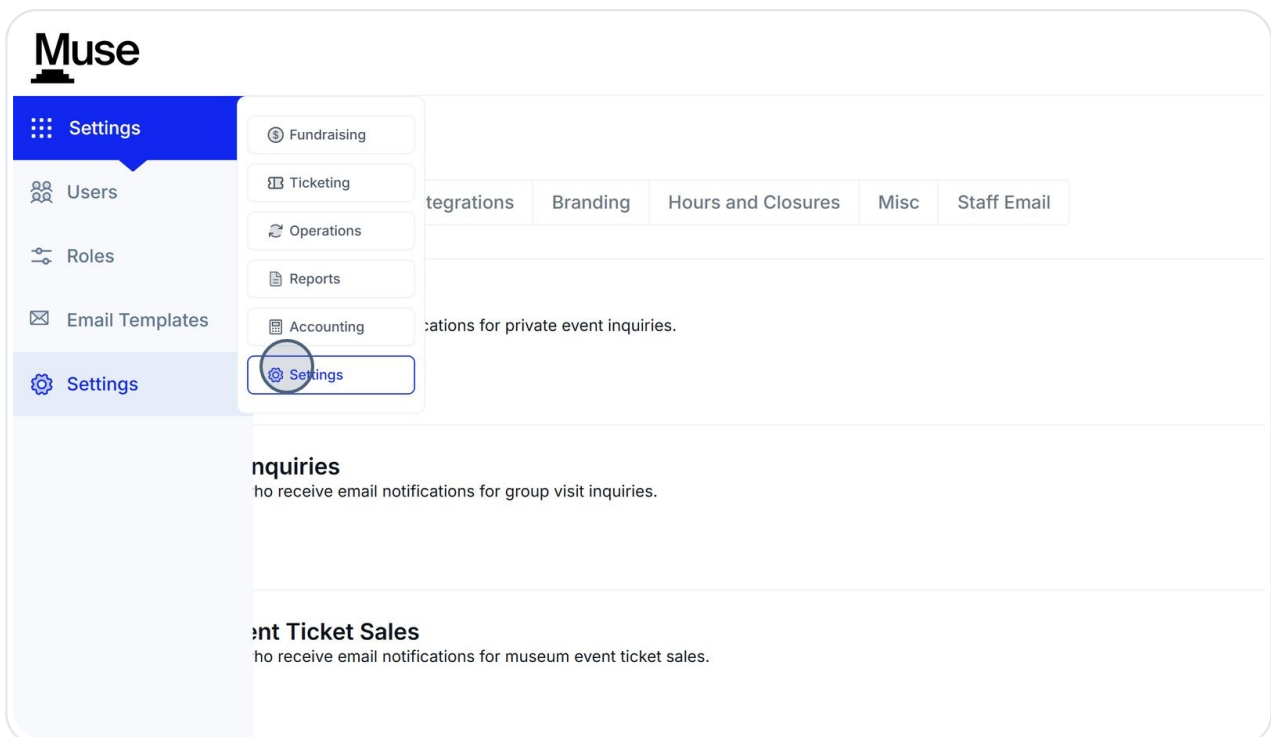


Customize Group Visit Hours and Clo- sures

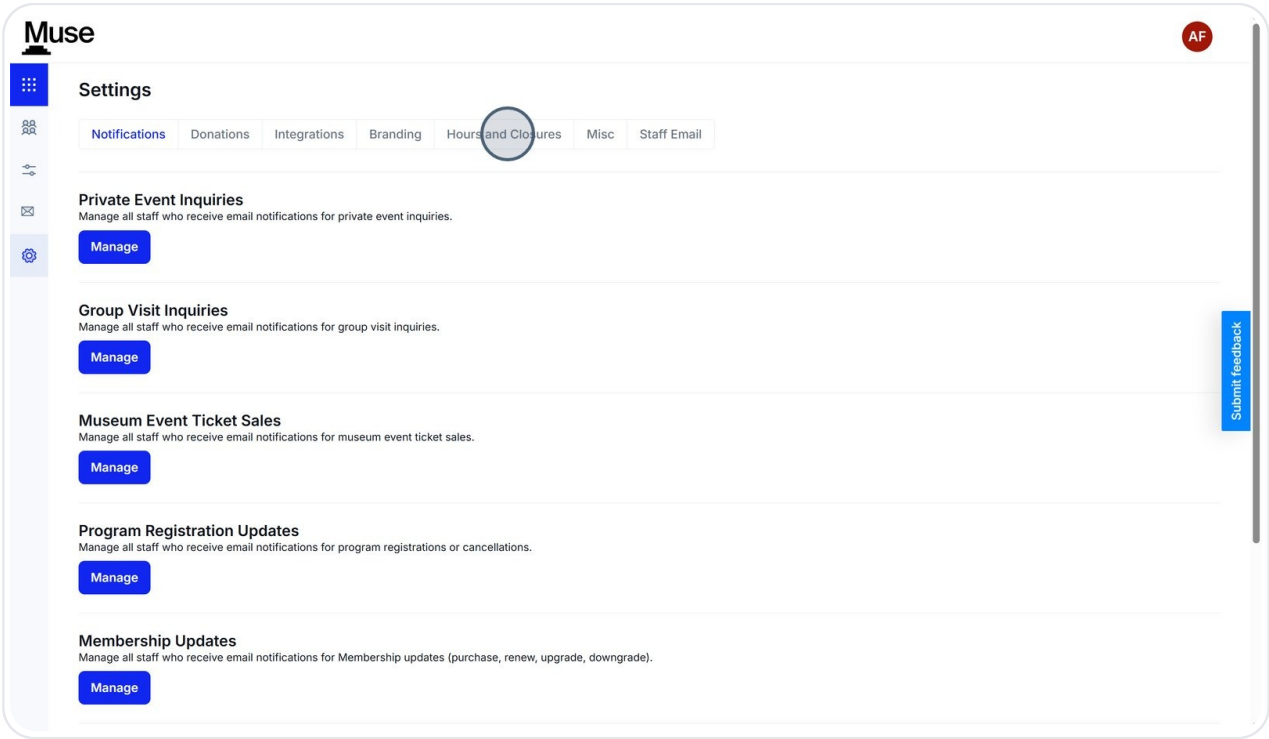
1. Start by accessing the Settings menu to manage your organization's details.



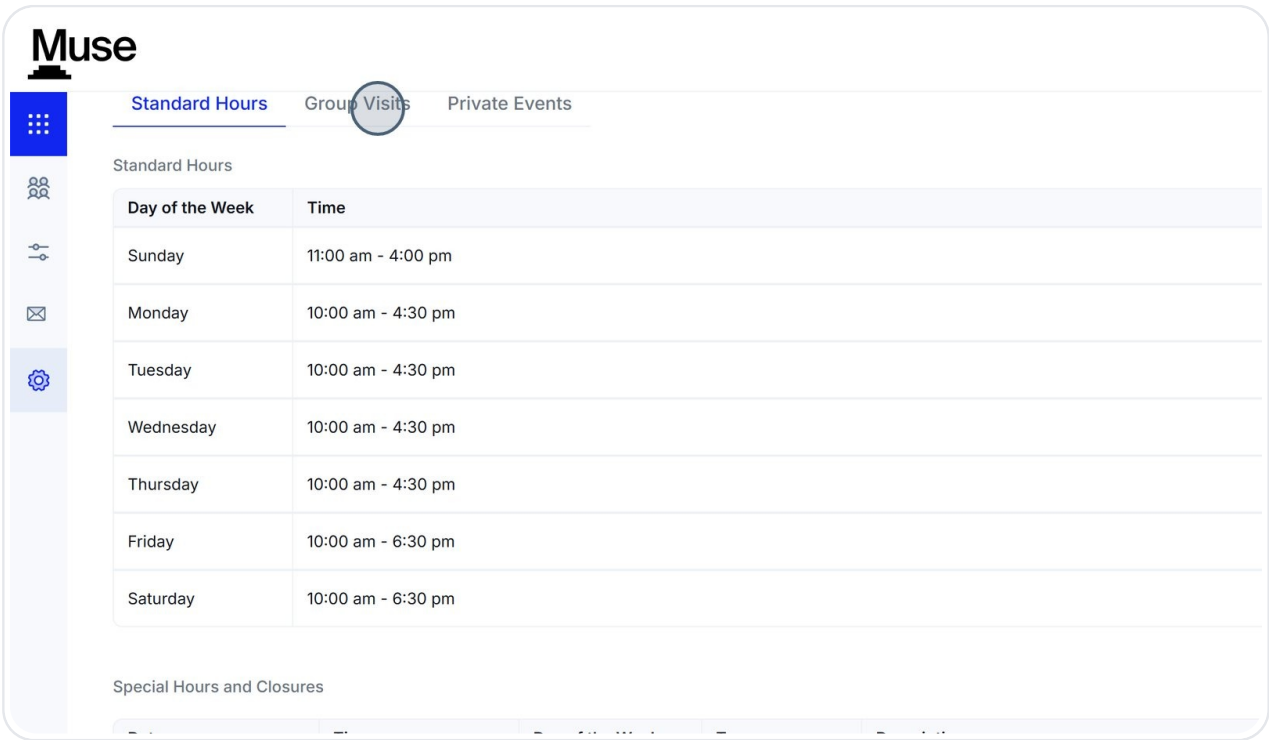
2. Find all your configuration options—like Users and Templates—here in the sidebar.



3. Open the Hours and Closures tab to view and adjust your facility's schedule.



4. Switch to the Group Visits tab to customize hours and closures just for group bookings.



5. Until you update, your Group Visits and Private Events are following the hours you have set in Standard hours

[illegible]

6. **Customize hours** to set unique group visit times and control every detail of your group experience.

AF

Hours and Closures

Misc

Staff Email

or group visits.

Customize hours

Week	Type	Description	
	Holiday closure	Christmas Day	⋮
	Holiday closure	Staff Training Day	⋮
	Early closure	Valentine's Day	⋮
	Holiday closure	Thanksgiving	⋮

New

Submit feedback

7. Restore group visit hours to match your standard schedule with a single click.

Hours copied from Standard Hours

Hours and Closures

Misc

Staff Email

Revert to Standard Hours

Submit feedback

8. Edit specific days, like Sunday, to fine-tune availability for group visits.

Muse

AF

Settings

Notifications

Donations

Integrations

Branding

Hours and Closures

Misc

Staff Email

Standard Hours

Group Visits

Private Events

Group Visits

Revert to Standard Hours

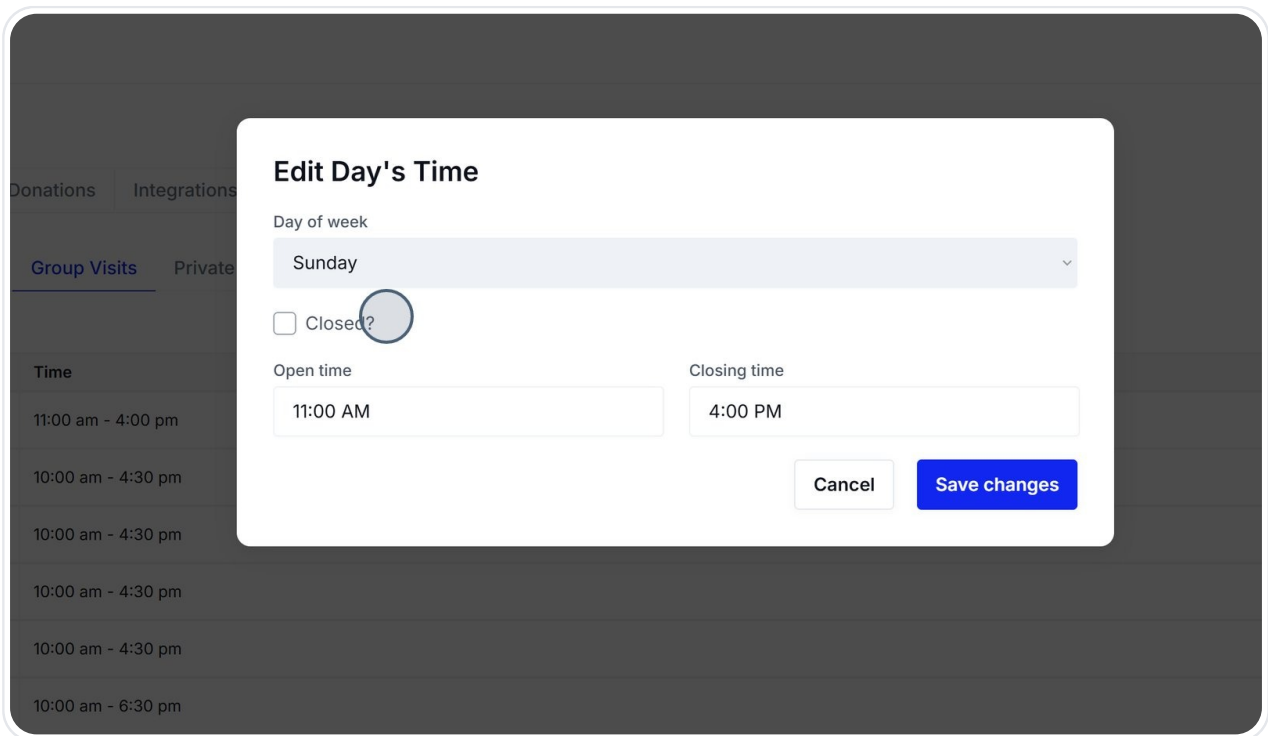
Day of the Week	Time	
Sunday	11:00 am - 4:00 pm	
Monday	10:00 am - 4:30 pm	
Tuesday	10:00 am - 4:30 pm	
Wednesday	10:00 am - 4:30 pm	
Thursday	10:00 am - 4:30 pm	
Friday	10:00 am - 6:30 pm	
Saturday	10:00 am - 6:30 pm	

Special Hours and Closures

New

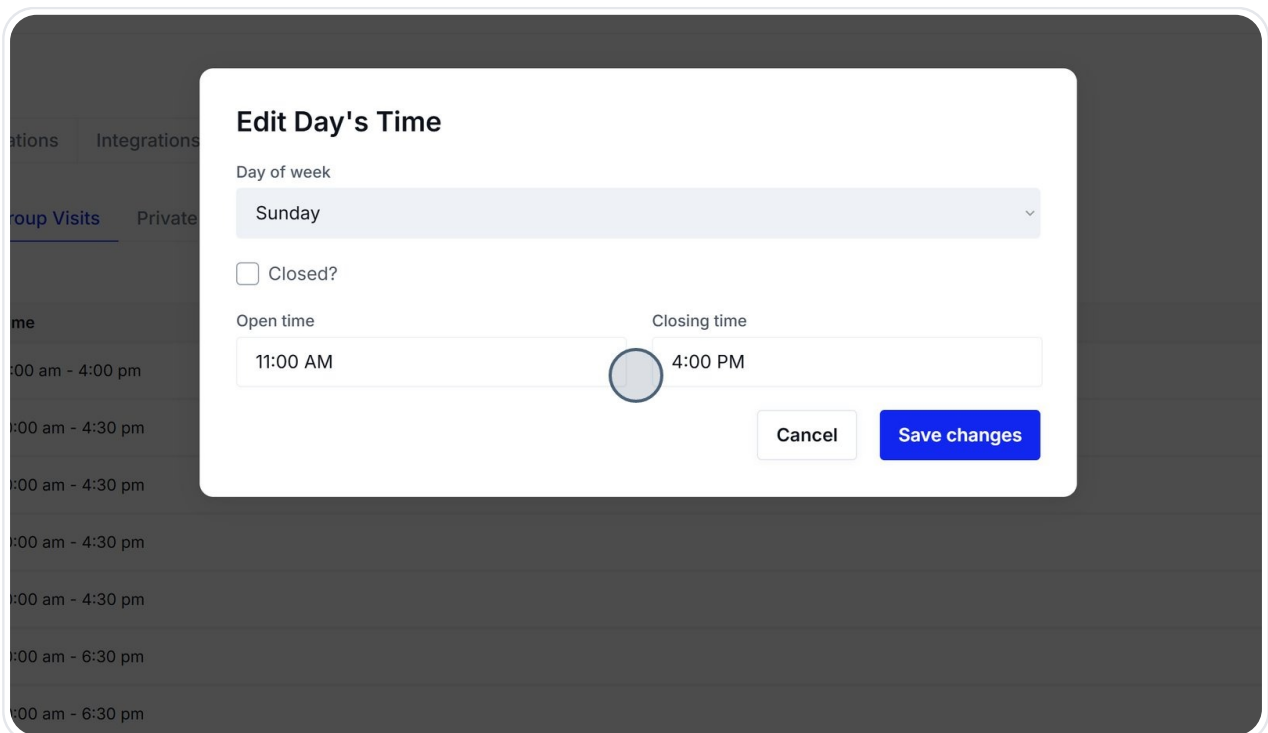
Date	Time	Day of the Week	Type	Description	
December 25, 2026	Closed	Friday	Holiday closure	Christmas Day	...
January 18, 2026	Closed	Sunday	Holiday closure	Staff Training Day	...
February 14, 2026	10:00 am - 4:00 pm	Saturday	Early closure	Valentine's Day	...

9. Check 'Closed?' if you want to mark this day unavailable for group visits.



The screenshot shows a web application interface with a sidebar on the left containing links for 'Donations', 'Integrations', 'Group Visits', and 'Private'. The 'Group Visits' link is active. The main content area displays a table with a 'Time' column and several rows of time slots: '11:00 am - 4:00 pm', '10:00 am - 4:30 pm', '10:00 am - 4:30 pm', '10:00 am - 4:30 pm', '10:00 am - 4:30 pm', '10:00 am - 4:30 pm', and '10:00 am - 6:30 pm'. A modal titled 'Edit Day's Time' is open in the center. It features a 'Day of week' dropdown menu set to 'Sunday'. Below this is a checkbox labeled 'Closed?' which is highlighted with a blue circle. At the bottom of the modal, there are two input fields: 'Open time' with the value '11:00 AM' and 'Closing time' with the value '4:00 PM'. To the right of these fields are two buttons: 'Cancel' and 'Save changes'.

10. Select and update open and close times to match your group's needs.



This screenshot shows the same 'Edit Day's Time' modal as the previous one. In this instance, the 'Closing time' input field, which contains the text '4:00 PM', is highlighted with a blue circle. The 'Open time' field remains at '11:00 AM'. The 'Day of week' dropdown is still set to 'Sunday', and the 'Closed?' checkbox is unchecked. The 'Cancel' and 'Save changes' buttons are still present at the bottom right of the modal.

ons

Integrations

up Visits

Private

Day of week

Sunday

☐ Closed?

Open time

11:00 AM

Closing time

4:00 PM

Cancel

Save changes

Submit feedback

Week	Type	Description	
	Holiday closure	Christmas Day	⋮
	Holiday closure	Staff Training Day	⋮
	Early closure	Valentine's Day	⋮
	Holiday closure	Thanksgiving	⋮
	Holiday closure		⋮

13. Choose the type of special schedule—like holiday or early closure—for this date.

Group VisitsPrivate Events

Time

11:00 am - 4:00 pm

10:00 am - 4:30 pm

10:00 am - 4:30 pm

10:00 am - 4:30 pm

10:00 am - 4:30 pm

10:00 am - 4:30 pm

10:00 am - 6:30 pm

10:00 am - 6:30 pm

Set Special Hours and Dates

Type

Date

9/28/2026

Description

Cancel

Save

14. Save your special hours or closures to keep guests and teams informed.

ard HoursGroup VisitsPrivate Events

Special hours

Early closure

Holiday closure

11:00 am - 4:00 pm

10:00 am - 4:30 pm

10:00 am - 4:30 pm

10:00 am - 4:30 pm

10:00 am - 4:30 pm

10:00 am - 6:30 pm

10:00 am - 6:30 pm

Date

9/28/2026

Description

Cancel

Save

Hours and Closures

Time

Day of the Week

Type

Description

[illegible]

AF

Hours and Closures

Misc

Staff Email

or private events.

Customize hours

New

Week	Type	Description	
	Holiday closure	Christmas Day	...
	Holiday closure	Staff Training Day	...
	Early closure	Valentine's Day	...
	Holiday closure	Thanksgiving	...

Submit feedback

17. Reset private event hours to match your standard operating schedule with one click.

The screenshot shows a web interface with a top navigation bar containing three tabs: 'Hours and Closures' (selected), 'Misc', and 'Staff Email'. A green notification bubble in the top right corner reads 'Hours copied from Standard Hours'. Below the tabs is a table with seven rows. The first row is highlighted in light blue. To the right of the table is a vertical blue button labeled 'Submit feedback'. A circular callout points to a link labeled 'Revert to Standard Hours' located at the end of the first row of the table.

18. Confirm reverting to standard hours to remove any special private event times.

The screenshot shows a confirmation dialog box titled 'Revert to Standard Hours?'. The dialog text reads: 'This deletes the custom hours for private events. Standard Hours will apply again.' There are two buttons: 'Cancel' and 'Revert to Standard Hours'. A circular callout points to the 'Revert to Standard Hours' button. In the background, a sidebar menu is visible with options 'Integrations', 'Branding', and 'Hours' (selected). Below the menu is a section titled 'Private Events' with a list of times: '10:00 pm', '10:30 pm', '11:00 pm', '11:30 pm', '12:00 pm', '12:30 pm', and '1:00 pm'. A green notification bubble in the top right corner reads 'Hours copied from Standard Hours'.

19. These closures and special hours will affect the Museum, not just the Private Events

Hours and Closures

Misc

Staff Email

or private events.

Customize hours

New

Week	Type	Description	
	Holiday closure	Christmas Day	...
	Holiday closure	Staff Training Day	...
	Early closure	Valentine's Day	...
	Holiday closure	Thanksgiving	...
	Holiday closure		...

Submit feedback