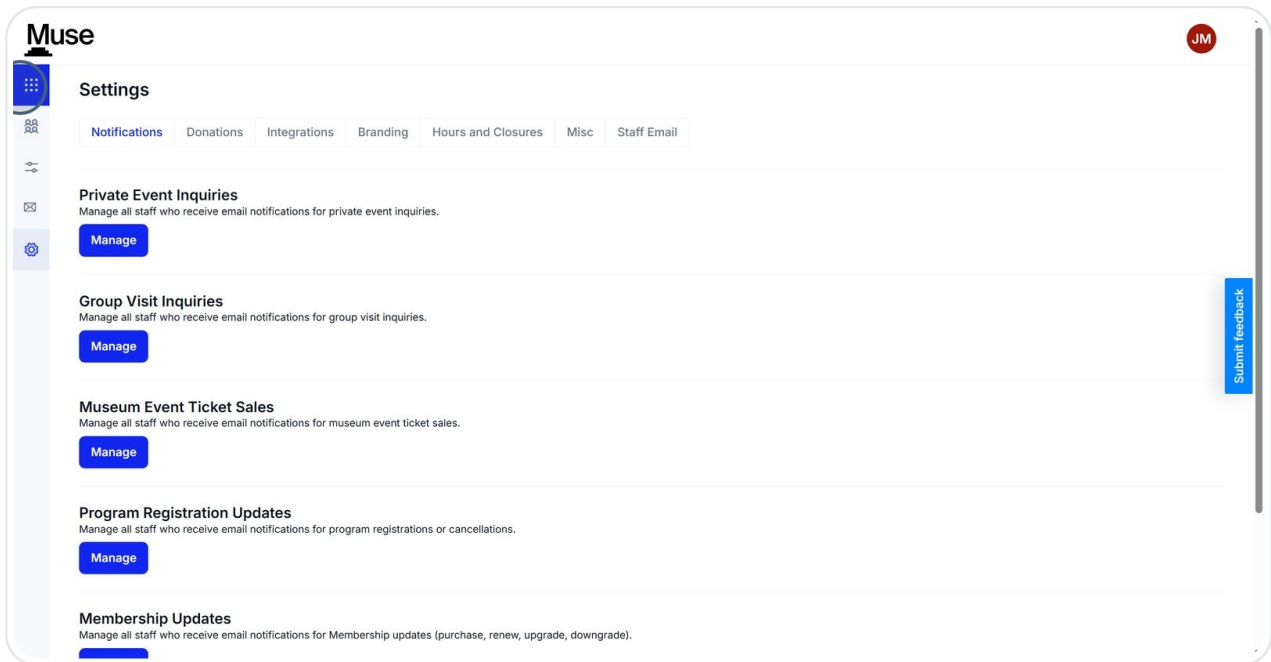


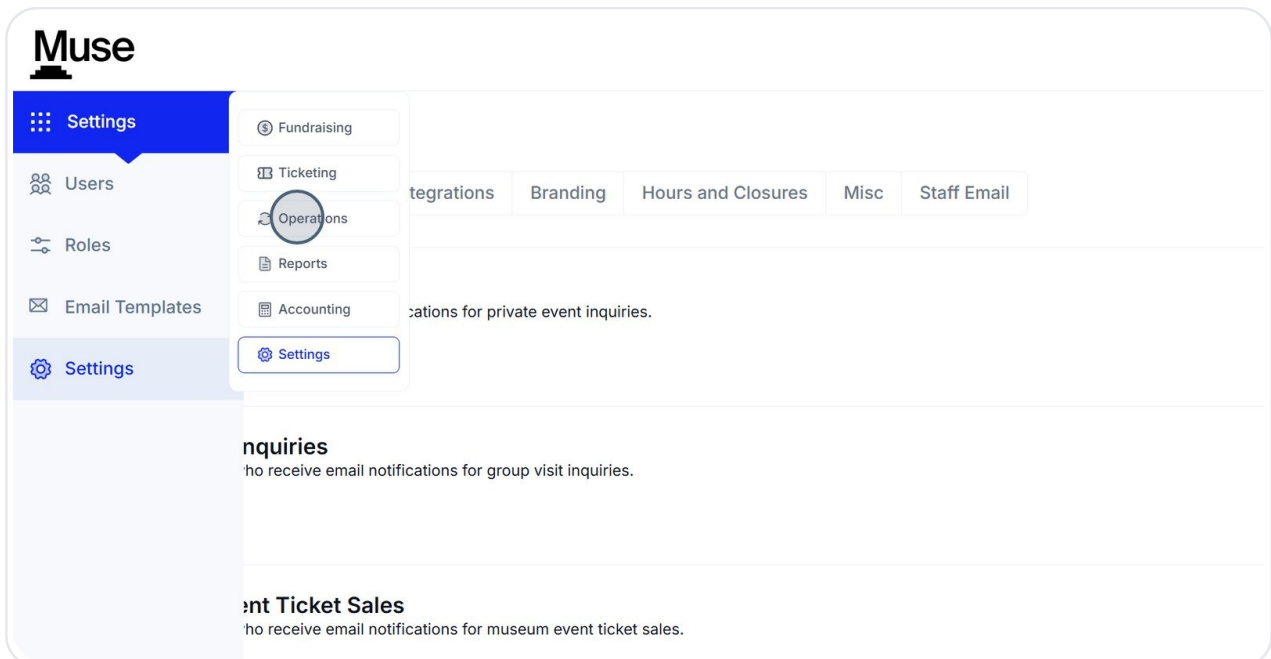
Muse

Add a New Inventory Item to the Operations Dashboard

1. Start by navigating to Settings from the blue North Star icon.



2. Select the 'Operations' menu to access operations-related tools and features.



3. Head to the Dashboard for a comprehensive calendar view of all events.

Muse

Operations Dashboard

Dashboard

Private Events

Group Visits

POS

Reports

Settings

Create a group event

Create an inventory item

Blackout calendar dates

Events/Exhibitions

Group Visits

Private Events

Not Confirmed

Self-Serve Events

Closed / Blackout Dates

Special Hours

Programs

Experiences

August 2026

	MON	TUE	WED	THU	FRI	SAT
	27	28	29	30	31	1
Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
3:00 pm: Ben Franklin Elementary School Group Visit	Carousel	9:00 am - 12:00 pm: Summer Camp	9:00 am - 12:00 pm: Summer Camp	9:00 am - 12:00 pm: Summer Camp	9:00 am - 12:00 pm: Summer Camp	
		9:00 am - 12:00 pm: Summer Camp - Kids	9:00 am - 12:00 pm: Summer Camp - Kids	9:00 am - 12:00 pm: Summer Camp - Kids	9:00 am - 12:00 pm: Summer Camp - Kids	
		9:00 am - 12:00 pm: Summer Camp - Teens	9:00 am - 12:00 pm: Summer Camp - Teens	9:00 am - 12:00 pm: Summer Camp - Teens	9:00 am - 12:00 pm: Summer Camp - Teens	
		9:00 am - 12:00 pm: Summer Camp Art 101	9:00 am - 12:00 pm: Summer Camp Art 101			
		9:00 am - 12:00 pm: Summer Camp Robotics Session		12:30 pm: Ben Franklin Elementary Group Visit		

Submit feedback

4. From the calendar view, you can see a Legend of scheduled events, confirmed group visits, private events, self-serve events, blackout dates and special hours as well as events that remain in the queue yet to be confirmed.

Muse

Operations Dashboard

Create a group event

Create an inventory item

Blackout calendar dates

Events/Exhibitions

Group Visits

Private Events

Not Confirmed

Self-Serve Events

Closed / Blackout Dates

Special Hours

Programs

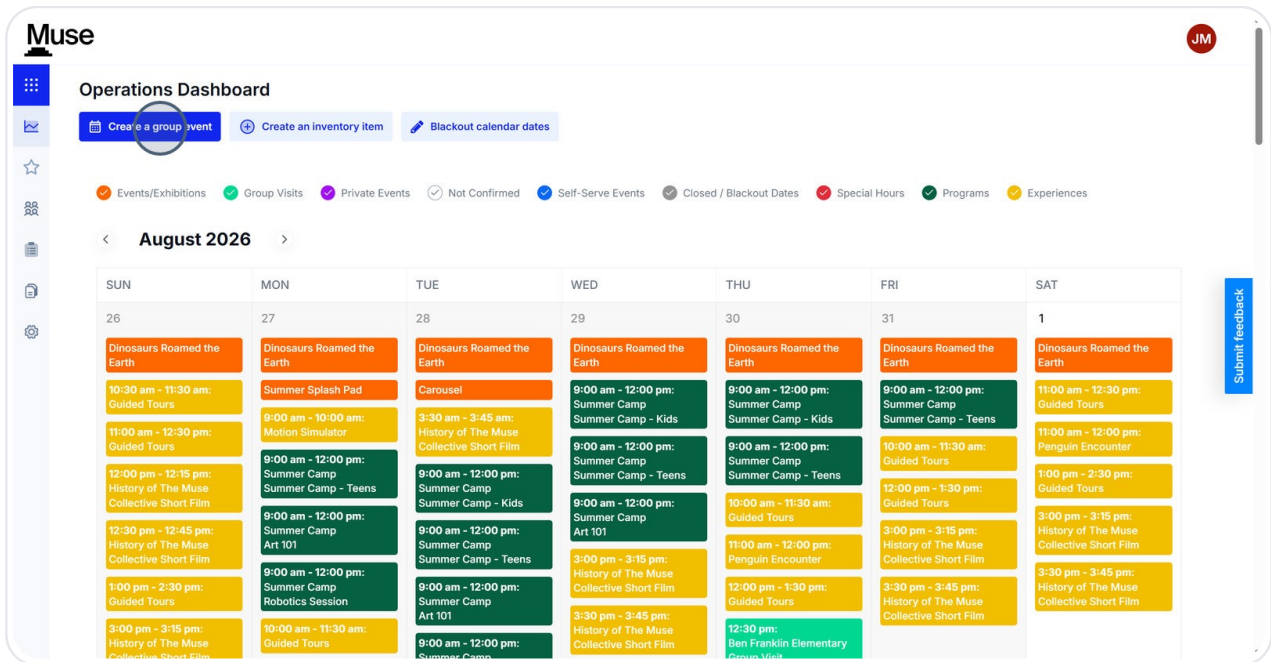
Experiences

August 2026

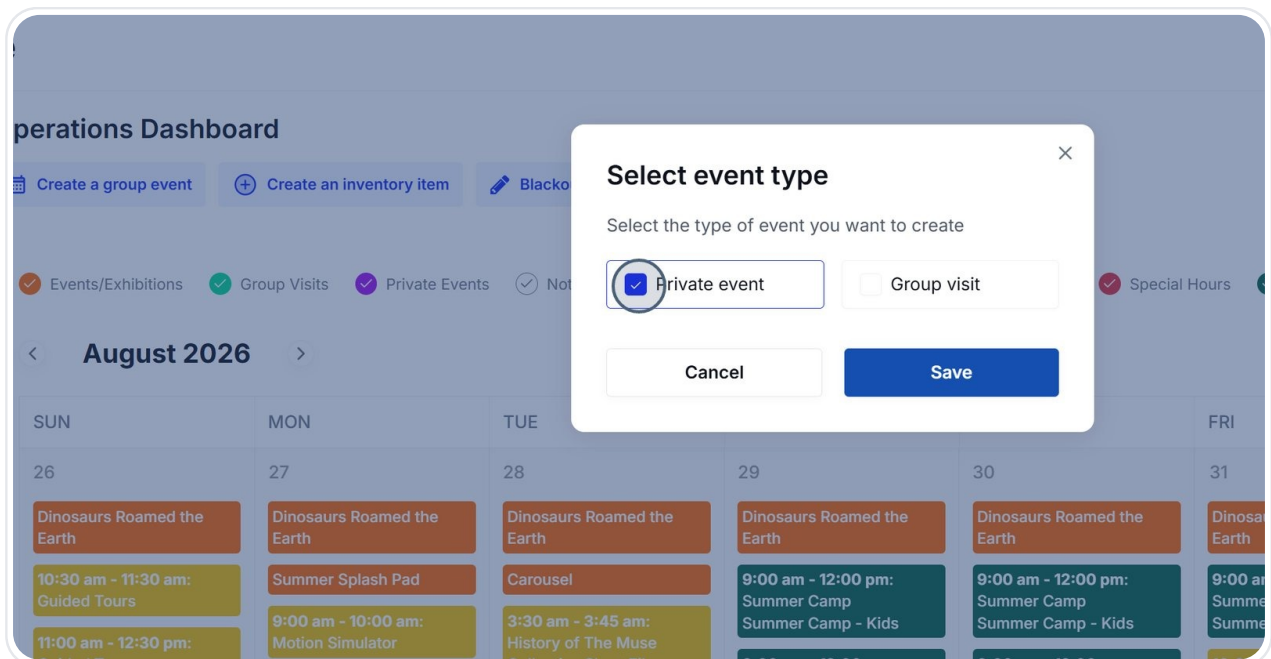
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
10:30 am - 11:30 am: Guided Tours	Summer Splash Pad	Carousel	9:00 am - 12:00 pm: Summer Camp	9:00 am - 12:00 pm: Summer Camp	9:00 am - 12:00 pm: Summer Camp	11:00 am - 12:30 pm: Guided Tours
11:00 am - 12:30 pm: Guided Tours	9:00 am - 10:00 am: Motion Simulator	3:30 am - 3:45 am: History of The Muse Collective Short Film	9:00 am - 12:00 pm: Summer Camp - Kids	9:00 am - 12:00 pm: Summer Camp - Kids	9:00 am - 12:00 pm: Summer Camp - Kids	11:00 am - 12:00 pm: Penguin Encounter
12:00 pm - 12:15 pm: History of The Muse Collective Short Film	9:00 am - 12:00 pm: Summer Camp - Teens	9:00 am - 12:00 pm: Summer Camp - Kids	9:00 am - 12:00 pm: Summer Camp - Teens	9:00 am - 12:00 pm: Summer Camp - Teens	10:00 am - 11:30 am: Guided Tours	1:00 pm - 2:30 pm: Guided Tours
12:30 pm - 12:45 pm: History of The Muse Collective Short Film	9:00 am - 12:00 pm: Summer Camp Art 101	9:00 am - 12:00 pm: Summer Camp - Teens	9:00 am - 12:00 pm: Summer Camp Art 101	10:00 am - 11:30 am: Guided Tours	3:00 pm - 3:15 pm: History of The Muse Collective Short Film	3:00 pm - 3:15 pm: History of The Muse Collective Short Film
1:00 pm - 2:30 pm: Guided Tours	9:00 am - 12:00 pm: Summer Camp Robotics Session	9:00 am - 12:00 pm: Summer Camp Art 101	3:00 pm - 3:15 pm: History of The Muse Collective Short Film	11:00 am - 12:00 pm: Penguin Encounter	3:30 pm - 3:45 pm: History of The Muse Collective Short Film	3:30 pm - 3:45 pm: History of The Muse Collective Short Film
3:00 pm - 3:15 pm: History of The Muse Collective Short Film	10:00 am - 11:30 am: Guided Tours	9:00 am - 12:00 pm: Summer Camp	3:30 pm - 3:45 pm: History of The Muse Collective Short Film	12:30 pm: Ben Franklin Elementary Group Visit		

Submit feedback

5. From the Operations Dashboard, you have a short cut to create a Private or Group Event.



6. Select 'Private Event' to add a new private event booking to your calendar.



7. The form that pops up on the following screen is the same form you setup and configure for online bookings via your e-commerce site. To set-up this form, go to Operations > Private Events > Custom Events > Setup.

The screenshot shows a 'Submit a Venue Rental Request' modal form. The form fields include: 'Space Preference (Venue)*' (a dropdown menu), 'Primary Contact First Name*', 'Primary Contact Last Name*', 'Primary Contact Email*', and 'Primary Contact Phone Number*' (with a country code dropdown set to '+1' and the number '201-555-0123'). There is a checked checkbox for 'Billing Contact Same as Primary*'. Below these are 'Organization or School Name' and 'Event Type*' (a dropdown menu). At the bottom is 'Duration (Hours)*'. The background shows a calendar for August 2026 with various event slots like 'Dinosaurs Roamed the Earth' and 'Summer Camp'.

8. Click Group visit to open the group visit workflow and continue.

The screenshot shows a 'Select event type' modal form. It contains the instruction 'Select the type of event you want to create' and two radio button options: 'Private event' and 'Group visit'. The 'Group visit' option is selected and circled. At the bottom are 'Cancel' and 'Save' buttons. The background shows the same calendar interface as the previous screenshot.

9.

The screenshot shows a modal window titled "Select event type" with a close button (X) in the top right corner. The text inside the modal says "Select the type of event you want to create". There are two radio button options: "Private event" (which is unselected) and "Group visit" (which is selected with a blue checkmark). Below these options are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a blue circle. In the background, a calendar interface is visible, showing dates from Tuesday the 28th to Saturday the 1st, with various event cards for "Dinosaurs Roamed the Earth", "Carousel", "Summer Camp", and "Penguin Encounter".

10. The form that pops up on the following screen is the same form you setup and configure for online bookings via your e-commerce site. To set-up this form, go to Operations > Group Visits > Inquiry Form.

The screenshot shows a modal window titled "Submit a Group Visit Request" with a close button (X) in the top right corner. The form contains the following fields: "Primary Contact First Name*" (text input), "Primary Contact Last Name*" (text input), "Primary Contact Email*" (text input), "Primary Contact Phone Number*" (text input with a dropdown for country code and the number "+1 201-555-0123"), "Organization or School Name*" (text input), "Group Type*" (dropdown menu), "Date*" (text input with the placeholder "MM/DD/YYYY"), "Time*" (text input with the placeholder "Please select a date"), and "Number of Visitors*" (text input). The "Submit" button is circled in blue. In the background, a calendar interface is visible, showing dates from Monday the 27th to Saturday the 1st, with various event cards for "Dinosaurs Roamed the Earth", "Summer Splash Party", "Motion Simulator", and "Penguin Encounter".

11. Click 'Create an inventory item' to add resources directly to your Point of Sale.

Muse

Operations Dashboard

Create a group event **Create an inventory item** Blackout calendar dates

Events/Exhibitions Group Visits Private Events Not Confirmed Self-Serve Events Closed / Blackout Dates Sp

< **August 2026** >

SUN	MON	TUE	WED	THU
26	27	28	29	30
Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
10:30 am - 11:30 am: Guided Tours	Summer Splash Pad	Carousel	9:00 am - 12:00 pm: Summer Camp	9:00 am - 12:00 pm: Summer Camp
11:00 am - 12:30 pm:	9:00 am - 10:00 am: Motion Simulator	3:30 am - 3:45 am: History of The Muse	Summer Camp - Kids	Summer Camp - Kids

12. The form that pops up on the following screen is the same form you configure under Operations > Point of Sale > Products > Add Product.

Muse

Operations Dashboard

Create a group event Create an inventory item

Events/Exhibitions Group Visits Private Events

< **August 2026** >

SUN	MON
26	27
Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
10:30 am - 11:30 am: Guided Tours	Summer Splash Pad
11:00 am - 12:30 pm:	9:00 am - 10:00 am: Motion Simulator

Create an Inventory Item

Name

☐ Ad Hoc Variants?

Category

Subcategory

Select category first

Base Price

☐ Requires Sales Tax?

Status

13.

The screenshot shows the Muse Operations Dashboard with a sidebar on the left containing icons for a menu, calendar, star, group, document, and settings. The main area displays the 'Create an Inventory Item' modal form. The form has the following fields and options:

- Name:** A text input field.
- ☐ **Ad Hoc Variants?**
- Category:** A dropdown menu with 'Food & Beverage' selected.
- Subcategory:** A text input field.
- Base Price:** A text input field.
- ☐ **Requires Sales Tax?**
- Status:** A text input field.

In the background, the dashboard shows a calendar for August 2026 with events like 'Dinosaurs Roamed the Earth' and 'Summer Splash Pad'.

14. Click Blackout calendar dates to open the date settings for this item.

The screenshot shows the Muse Operations Dashboard with the 'Blackout calendar dates' button circled in the top navigation bar. The dashboard displays a calendar for August 2026 with various events and blackout dates. The events are color-coded: orange for 'Dinosaurs Roamed the Earth', yellow for 'Summer Splash Pad', and green for 'Summer Camp - Kids'.

SUN	MON	TUE	WED	THU	FRI
26	27	28	29	30	31
Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaur Earth
10:30 am - 11:30 am: Guided Tours	Summer Splash Pad	Carousel	9:00 am - 12:00 pm: Summer Camp Summer Camp - Kids	9:00 am - 12:00 pm: Summer Camp Summer Camp - Kids	9:00 am Summer
11:00 am - 12:30 pm:	9:00 am - 10:00 am: Motion Simulator	3:30 am - 3:45 am: History of The Muse			

15. The form that follows is the same setting configured under Settings > Settings > Hours & Closures. Be sure to check out our help article on setting operating hours!

Muse

Operations Dashboard

Create a group event

Create an inventory

Events/Exhibitions

Group Visits

Pricing

< August 2026 >

SUN
26
Dinosaurs Roamed the Earth
10:30 am - 11:30 am:
Guided Tours
11:00 am - 12:30 pm:

MON
27
Dinosaurs Roamed the Earth
Summer Splash Party
9:00 am - 10:00 am:
Motion Simulator
3:30 am - 3:45 am:
History of The Muse
Summer Camp Summer Camp - Kids
Summer Camp Summer Camp - Kids

Set Special Hours and Dates

Type

Date

8/03/2026

Description

Cancel

Save