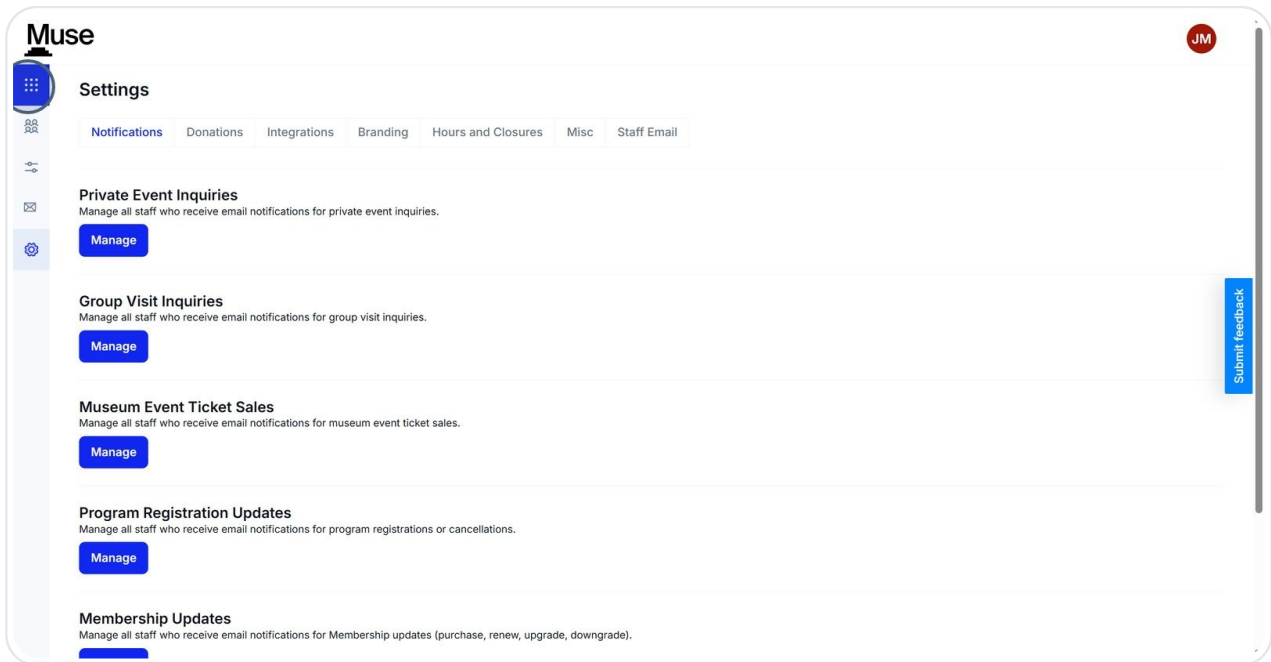


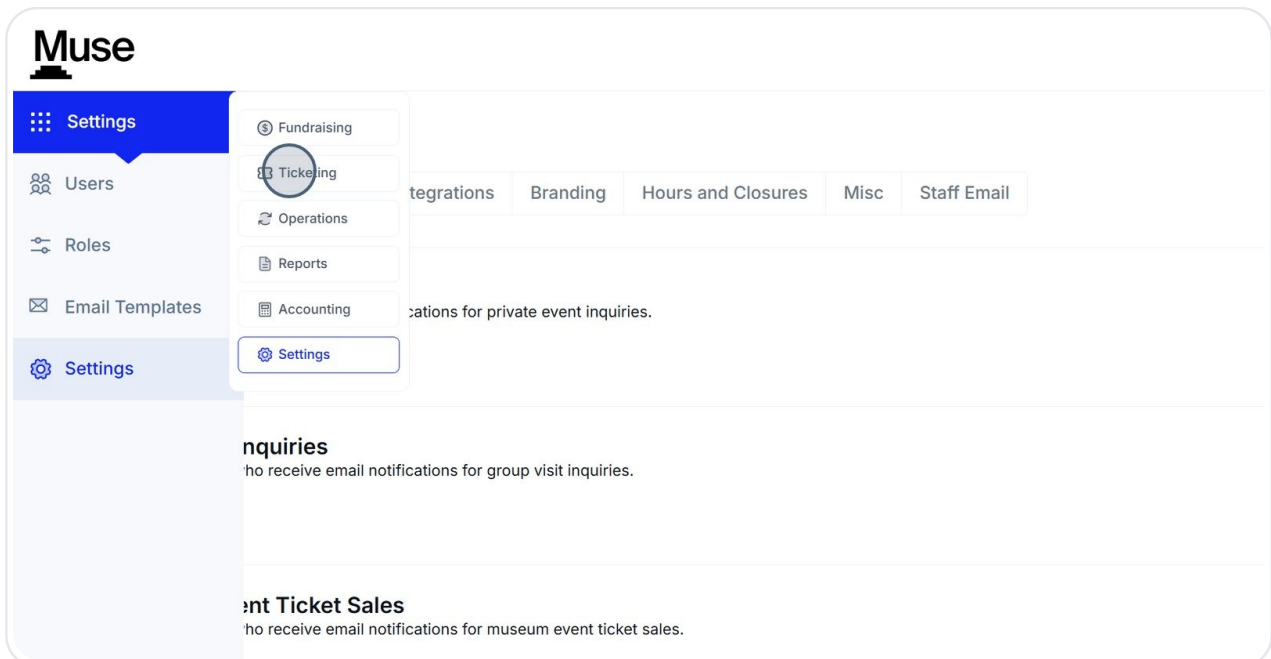


# Add a Tag to a Program

1. Open the main menu from the blue North Star icon.



2. Head to Ticketing.



3. Click 'Programs' from the Ticketing navigation menu.

Muse

Ticketing

Dashboard

Create a ticket type

Create a membership benefit

Ticket Types

Memberships

Events

Programs

Reports

Settings

Dashboard

7 Days

30 Days

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   |
|------------------------|----------------------|----------|------|-----------------|----------|
| Aug 22, 2026 at 7:00pm | Main Exhibition Hall | 300      | 23   | 8%              | Upcoming |

Submit feedback

4. Select the Tags tab to view and organize tags.

Select the Tags tab to view and organize tags for easy program categorization.

Muse

Programs

Programs

Add-Ons

Forms

Categories

Tags

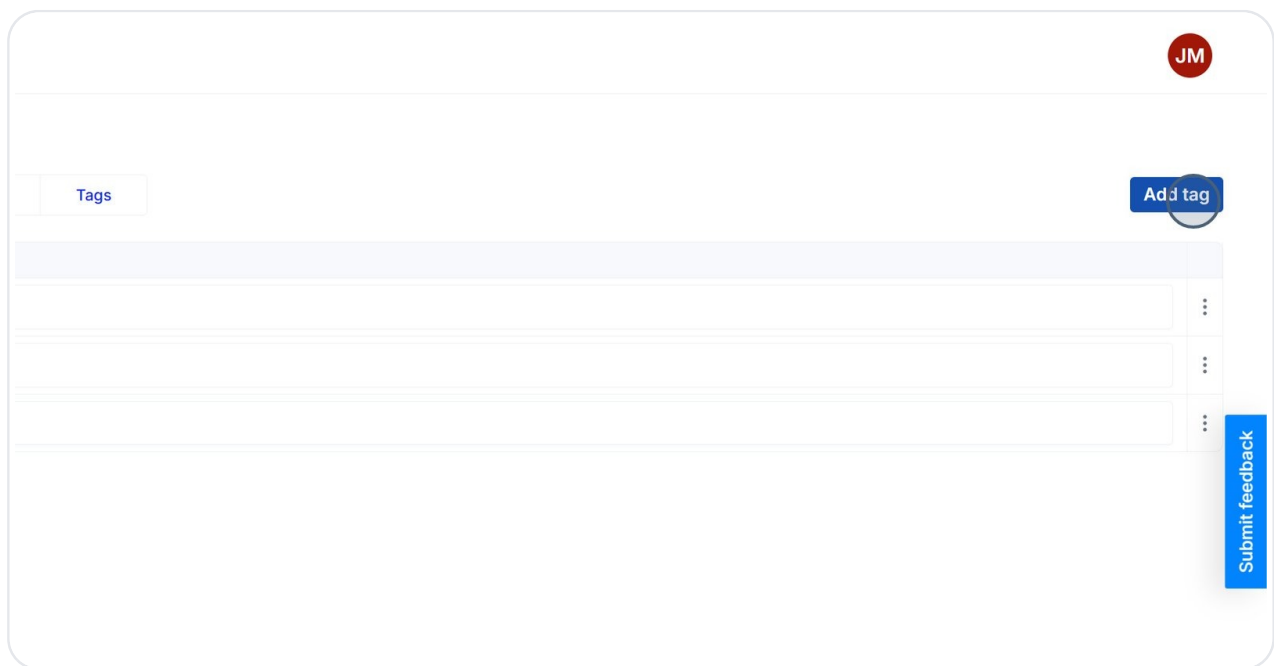
Filter

Add new

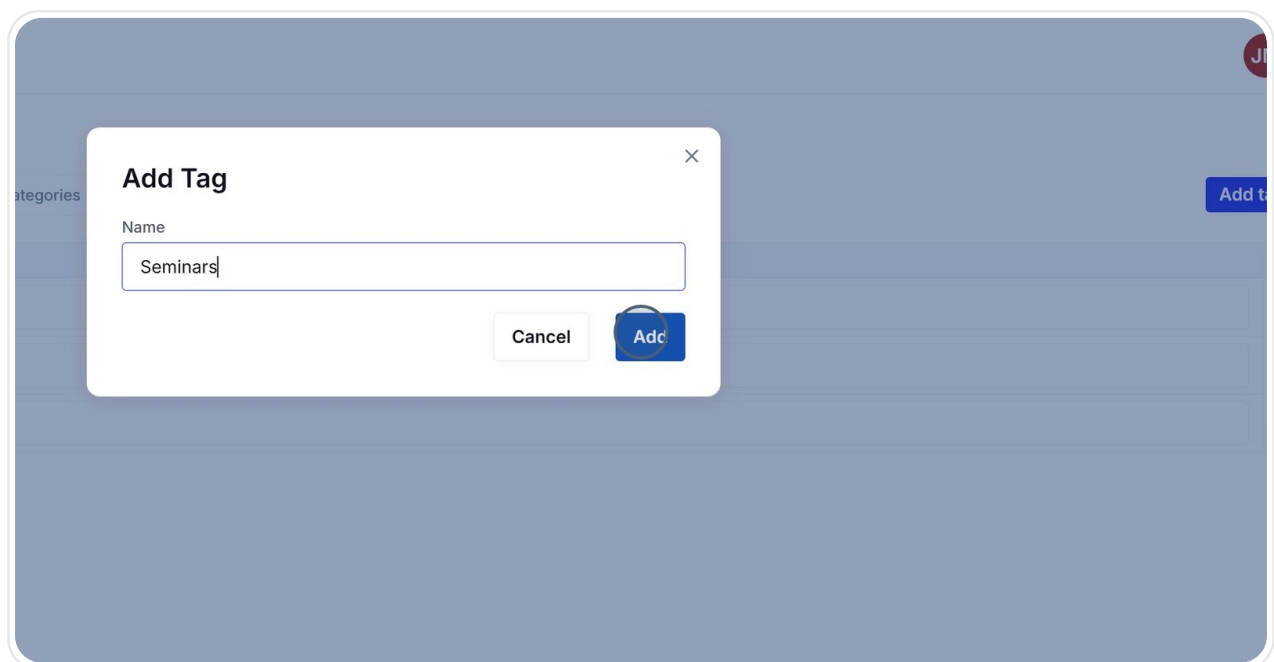
| Name                   | Category          | Enrollment Type | Start Date   | End Date     | # of Published Variants | Status    |
|------------------------|-------------------|-----------------|--------------|--------------|-------------------------|-----------|
| Gardening Classes      | Gardening Classes | Single Session  | Sep 21, 2026 | Sep 25, 2026 | 1                       | Upcoming  |
| Butterfly Release      | Adult Classes     | Single Session  | Jul 22, 2026 | Jul 22, 2026 | 2                       | Completed |
| Summer Camp            | Summer Camp       | All Sessions    | Jul 1, 2026  | Sep 30, 2026 | 5                       | Ongoing   |
| Avalanche Lake Program | Adult Classes     | Single Session  | Jul 1, 2026  | Jul 4, 2026  | 2                       | Cancelled |
| Adult Classes          | Adult Classes     | All Sessions    | May 31, 2026 | Nov 30, 2026 | 6                       | Ongoing   |
| First Fridays          | First Fridays     | All Sessions    | Jan 2, 2026  | Dec 25, 2026 | 2                       | Cancelled |

Submit feedback

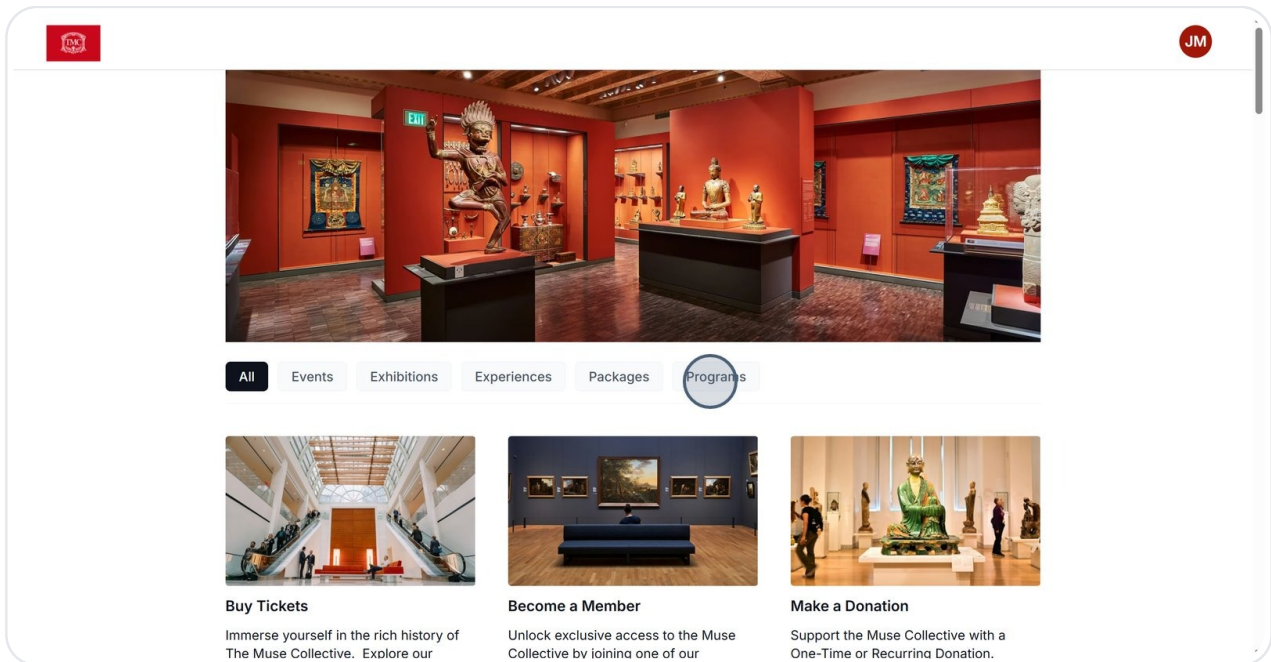
5. Click 'Add tag' to create a new custom label for your programs.



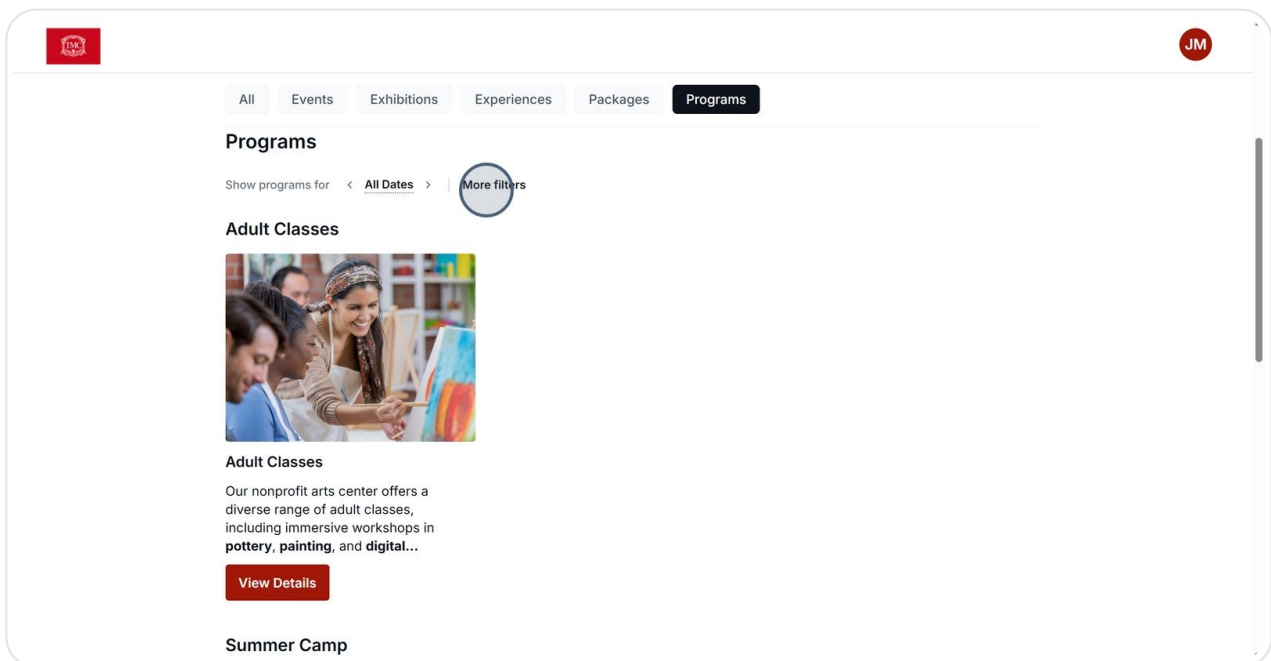
6. Hit the Add button to instantly create your new tag.



7. Next, head over to your e-commerce site to explore the Programs tab.



8. Select 'More filters' to personalize your search and quickly find programs that match your interests.



9. From here, you can quickly narrow down museum programs by selecting one of the tags that was configured in the previous steps.

### Programs

Show programs for < All Dates > | Fewer filters

Category  
All Categories ▾

Participant Age  
Any Age ▾

Tags  

Camps

**Classes**

Seminars

Workshops

### Adult Classes



10. Easily reset your filters with 'Clear all filters' to view every available program again.



All Events Exhibitions Experiences Packages **Programs**

### Programs

Show programs for < All Dates > | Fewer filters (1)

Category  
All Categories ▾

Participant Age  
Any Age ▾

Tags  

Camps

Classes

**Seminars**

Workshops

Clear all filters



No current or upcoming programs for this week.



AllEventsExhibitionsExperiencesPackages**Programs**

## Programs

Show programs for < **All Dates** > | **More filters**

### Adult Classes



#### Adult Classes

Our nonprofit arts center offers a diverse range of adult classes, including immersive workshops in **pottery, painting, and digital...**

[View Details](#)