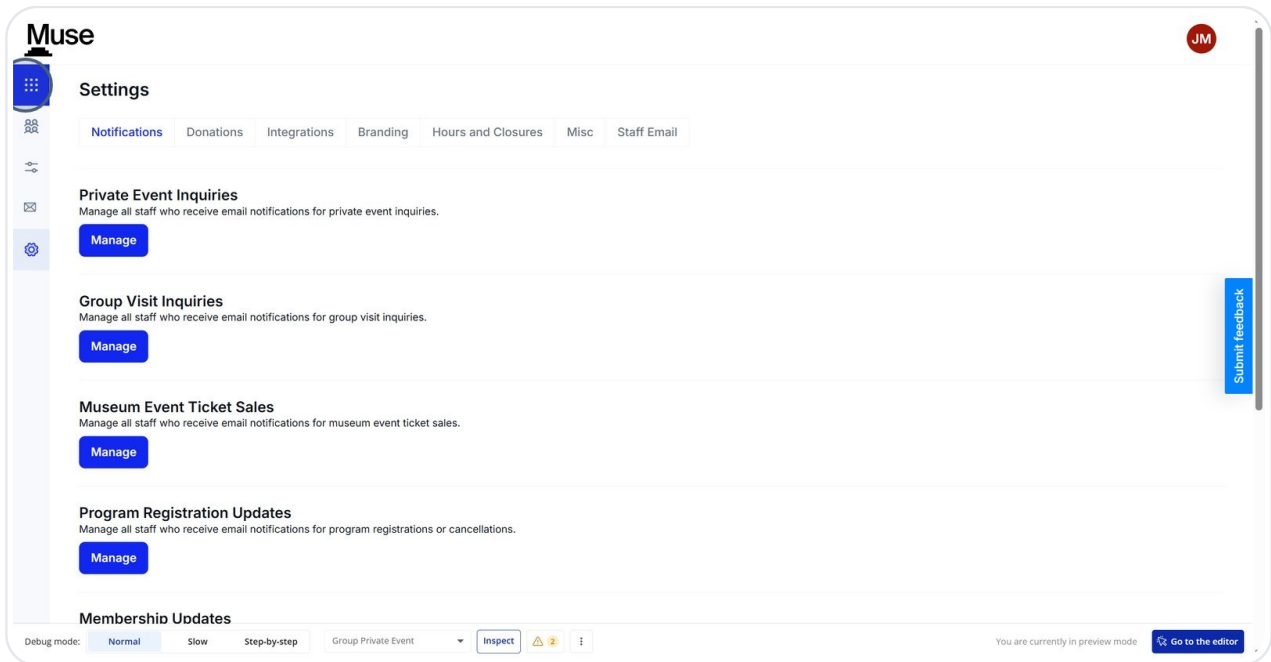


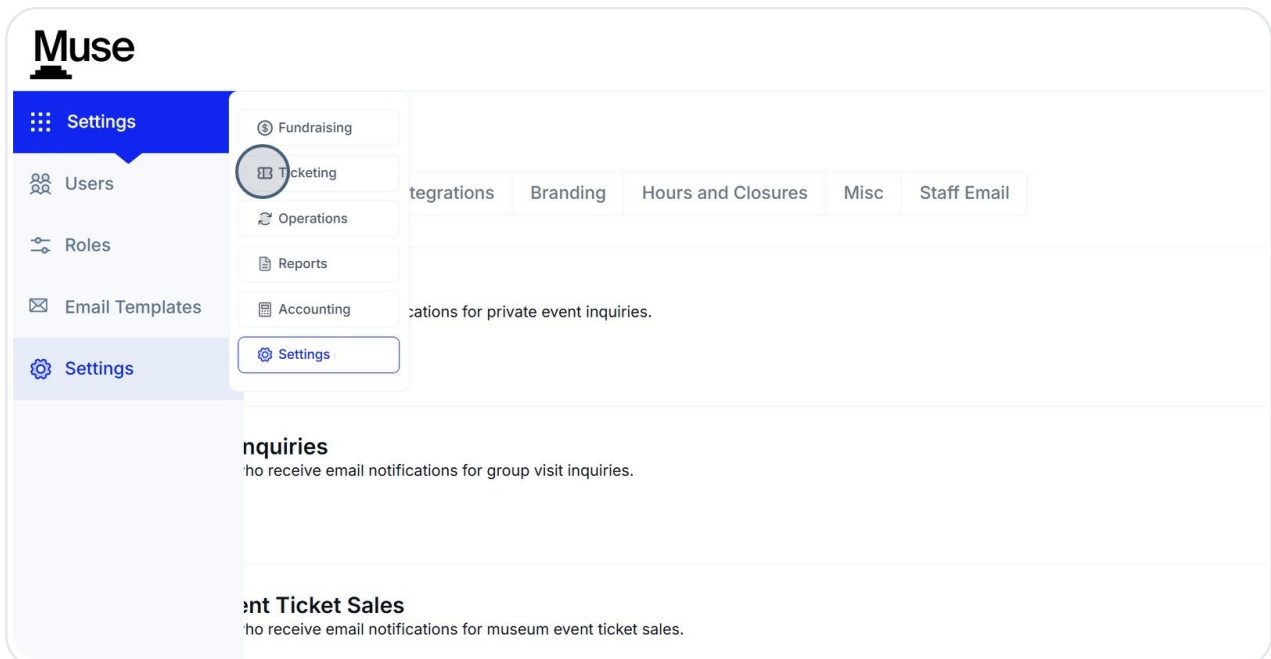


# Add or Remove a Program Category in Ticketing Settings

1. Start by clicking the blue North Star icon.



2. Choose Ticketing in settings to manage ticket-related preferences and notifications.



### 3. Open Settings within the Ticketing module.

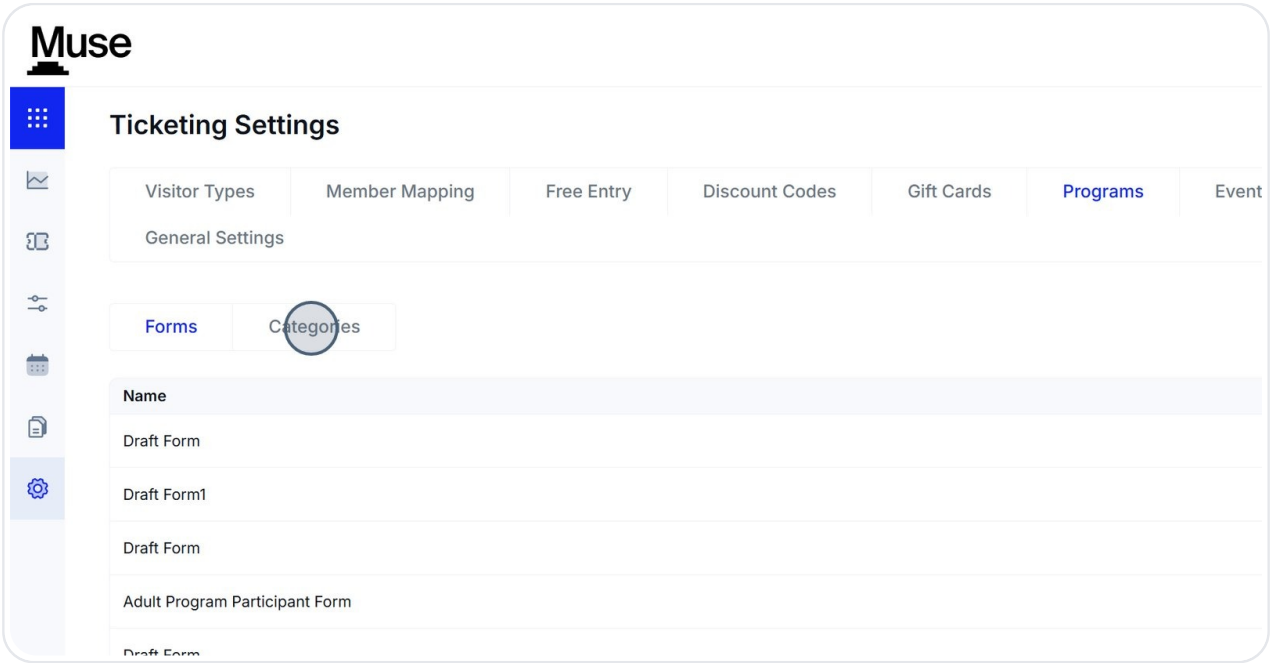
The screenshot shows the Muse Ticketing Dashboard. On the left, a sidebar menu is open, and the 'Settings' option, represented by a gear icon, is circled. The main dashboard area displays several key metrics: 'Revenue' at \$0.00, 'Tickets sold' at 0, and 'Events reached capacity' at 0 (75%+ capacity). Below these metrics is a table with columns for Date and Time, Venue, Capacity, Sold, % of Spots Sold, and Status. The first row shows an event on Aug 22, 2026 at 7:00pm at the Main Exhibition Hall with a capacity of 300, 22 tickets sold, and 7% of spots sold. The status is 'Upcoming'. At the bottom, a debug mode bar shows 'Normal' as the selected mode, and a 'Go to the editor' button is visible on the right.

### 4. Select "Programs"

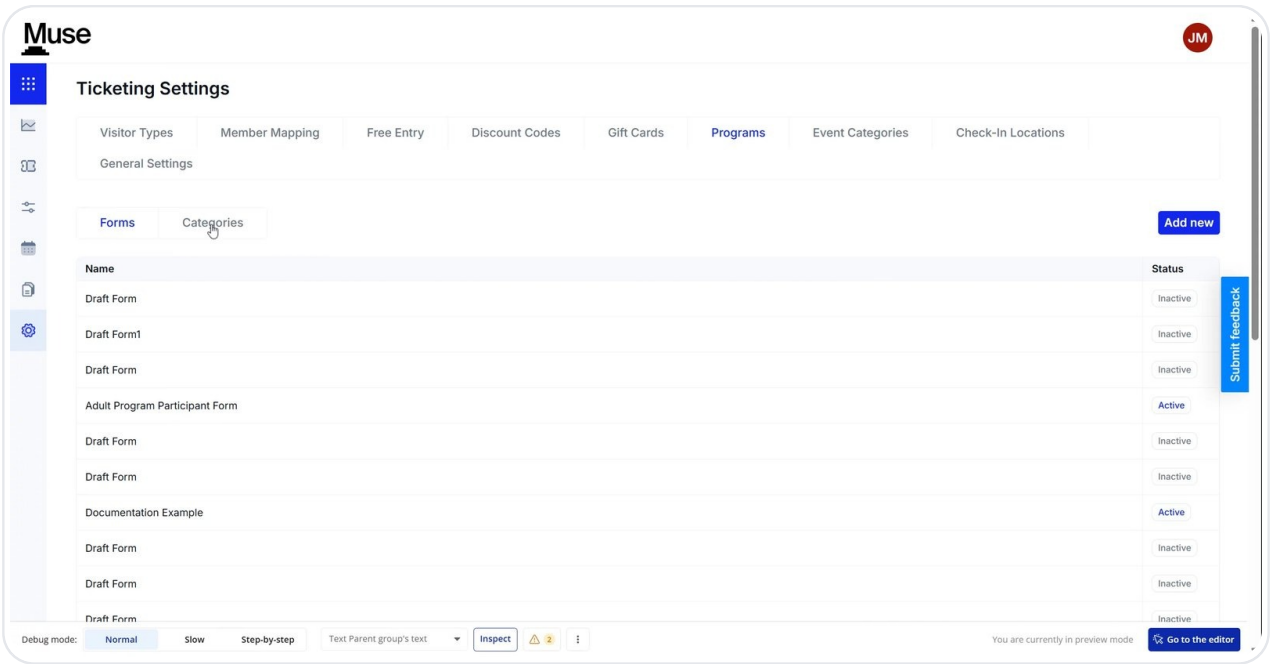
The screenshot shows the 'Ticketing Settings' page in the Muse application. The 'Programs' tab is selected and circled. The page displays a table of programs with columns for Name, Visitor Count, Reporting Rollup, and Status. The table lists various programs such as 'Adult', 'Child (Under 13)', 'Comp Gala Ticket', 'Family', 'Field Trip - Chaperone', 'Field Trip - Non-Student Child', 'Field Trip - Student', 'Field Trip - Teacher', 'Military', and 'Senior (65+)'. Each program has a visitor count and a reporting rollup. The status is 'Active' for most programs, and 'Inactive' for 'Military'. An 'Add type' button is located at the top right of the table. The bottom debug mode bar shows 'Normal' as the selected mode, and a 'Go to the editor' button is visible on the right.

| 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   |
| Military                       | 1             | Military                       | Inactive |
| Senior (65+)                   | 1             | Senior (65+)                   | Active   |

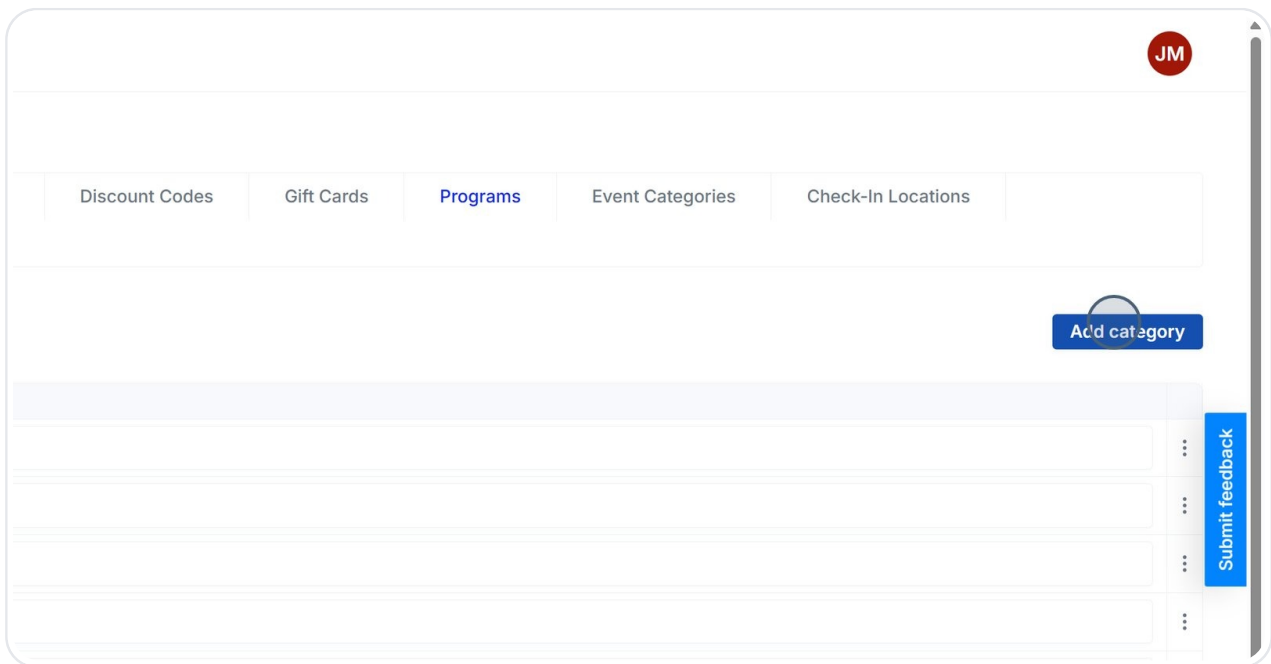
5. Click Categories to manage and organize your program categories efficiently.



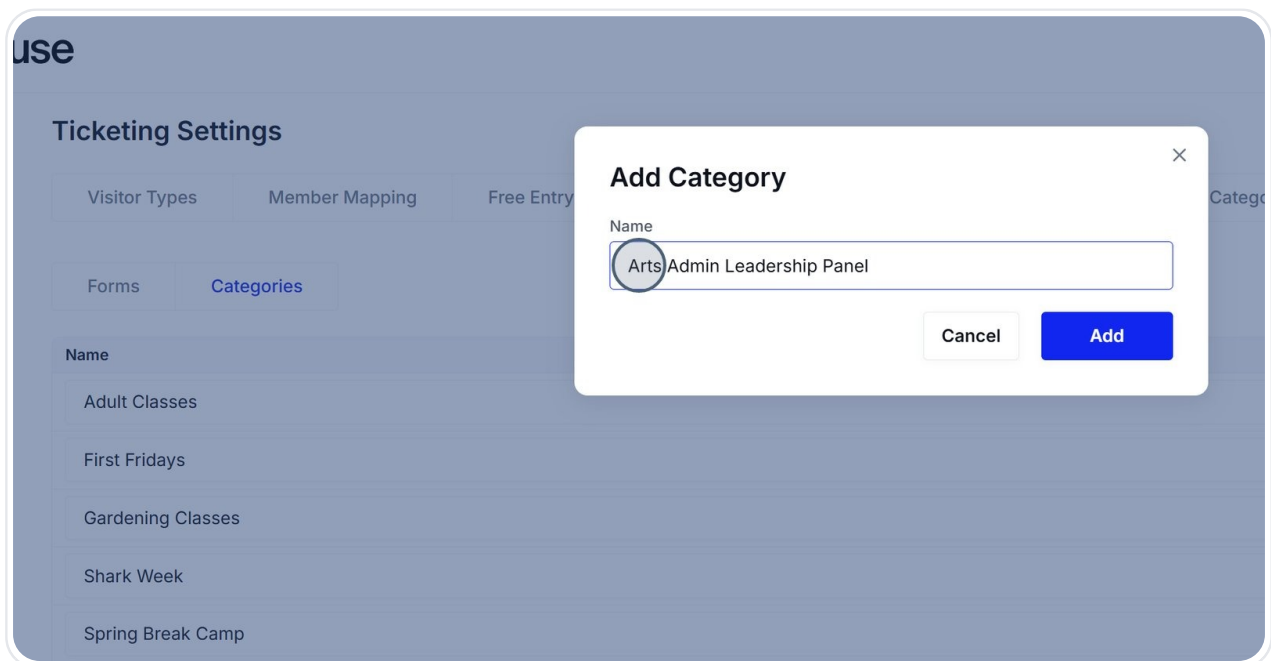
6.



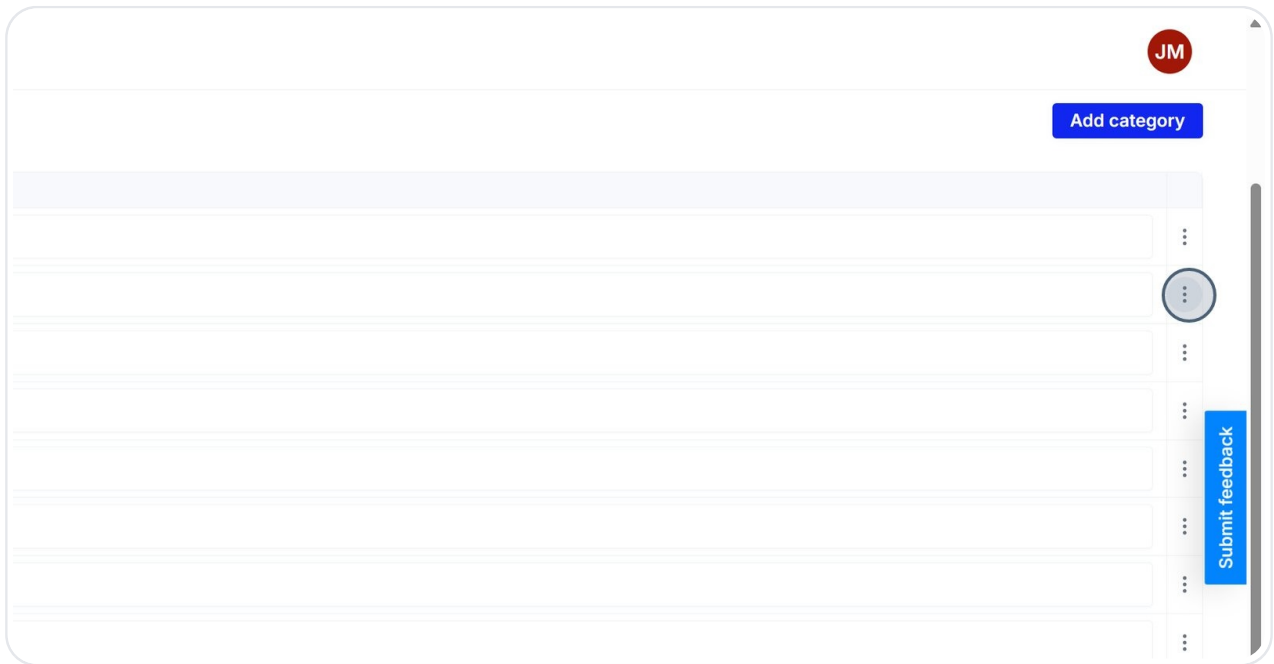
7. Tap "Add category" to create a new program category.



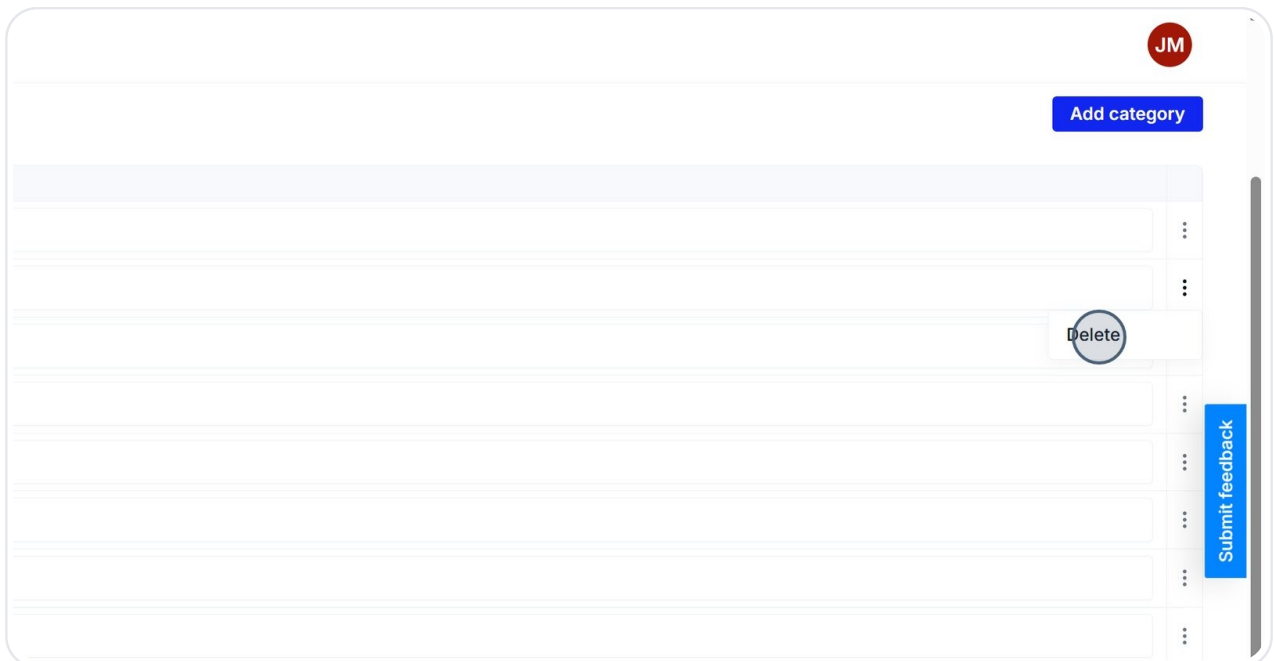
8. Enter a name for your new category. Examples may include: Early Education Programs, Summer Camps, Spring Break Camp.



9. Open the options menu beside a category to delete it.



10. Click Delete to start removing a program category you no longer need.



11. Confirm deletion to permanently remove the selected program category from your records.

