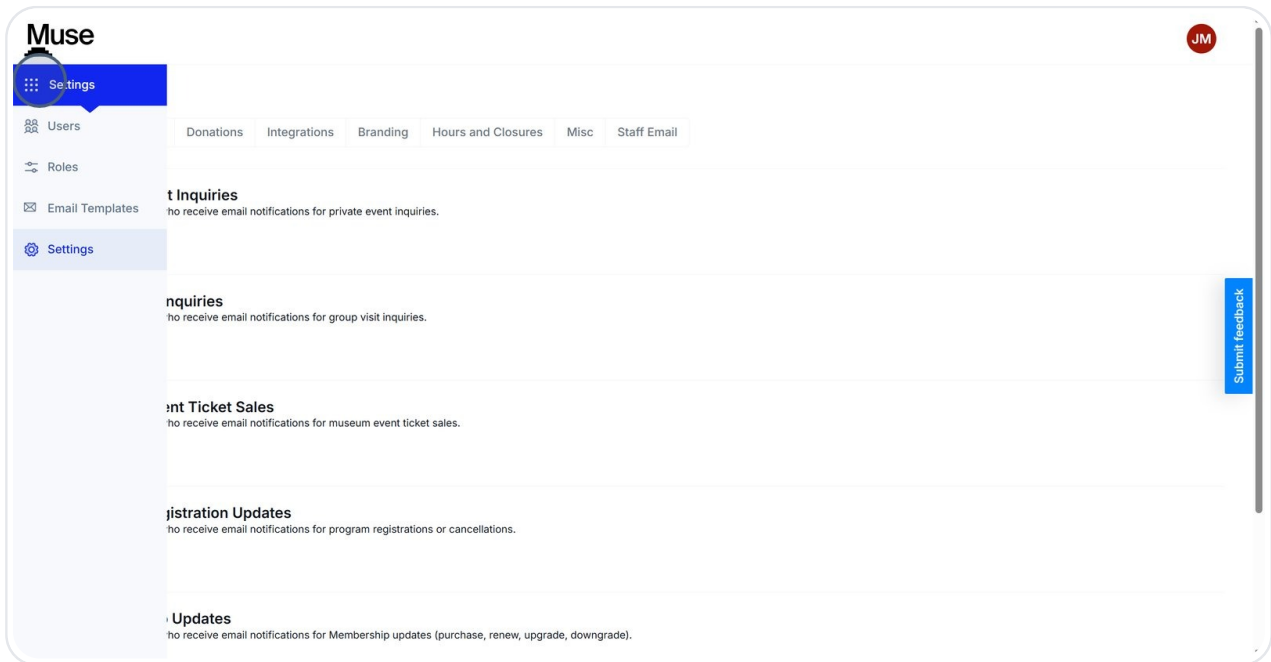


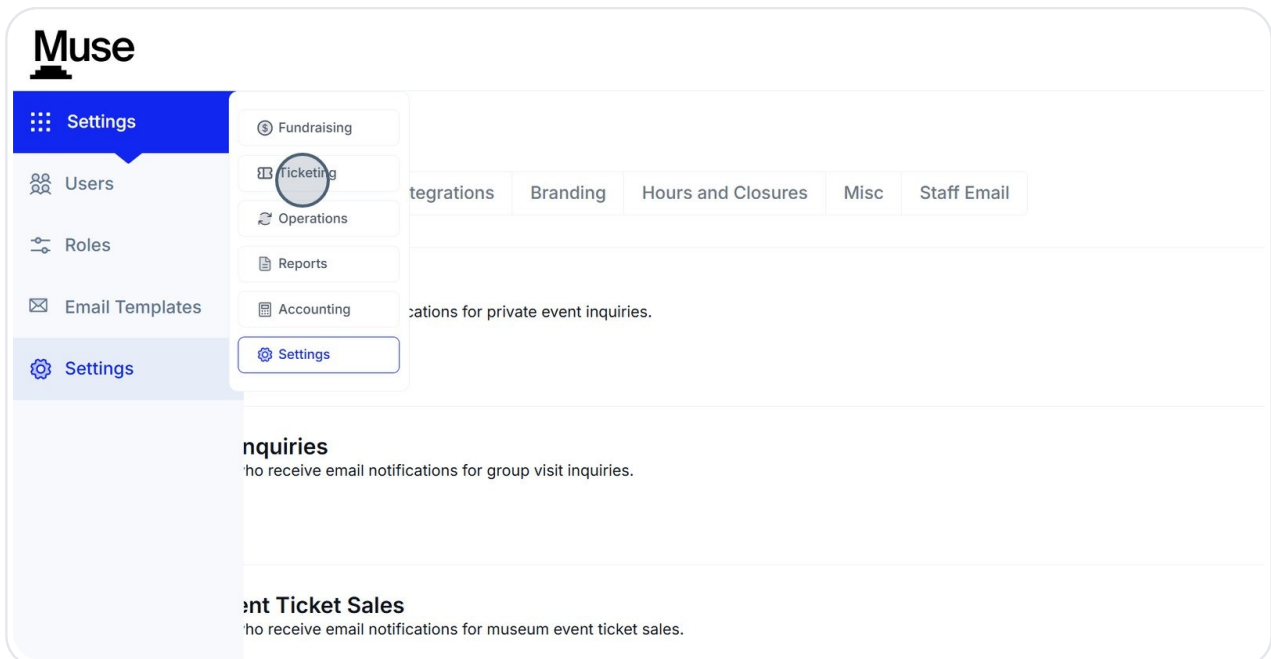


Adding Check-In Locations

1. Click the blue North Star icon.



2. Select 'Ticketing'



3. Click "Settings" from within the Ticketing navigation menu.

Ticketing Dashboard

[Create an event](#)
[Create a ticket type](#)
[Create a membership benefit](#)

Today
7 Days
30 Days

Tickets revenue

\$0.00

Tickets sold

0

Events reached capacity

0

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

Event capacity

Event Name	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
Halloween Spooktacular	Oct 31, 2026 at 8:00pm	N/A	250	1	0%	Upcoming

Submit feedback

4. Select the 'Check-In Locations' tab.

Ticketing Settings

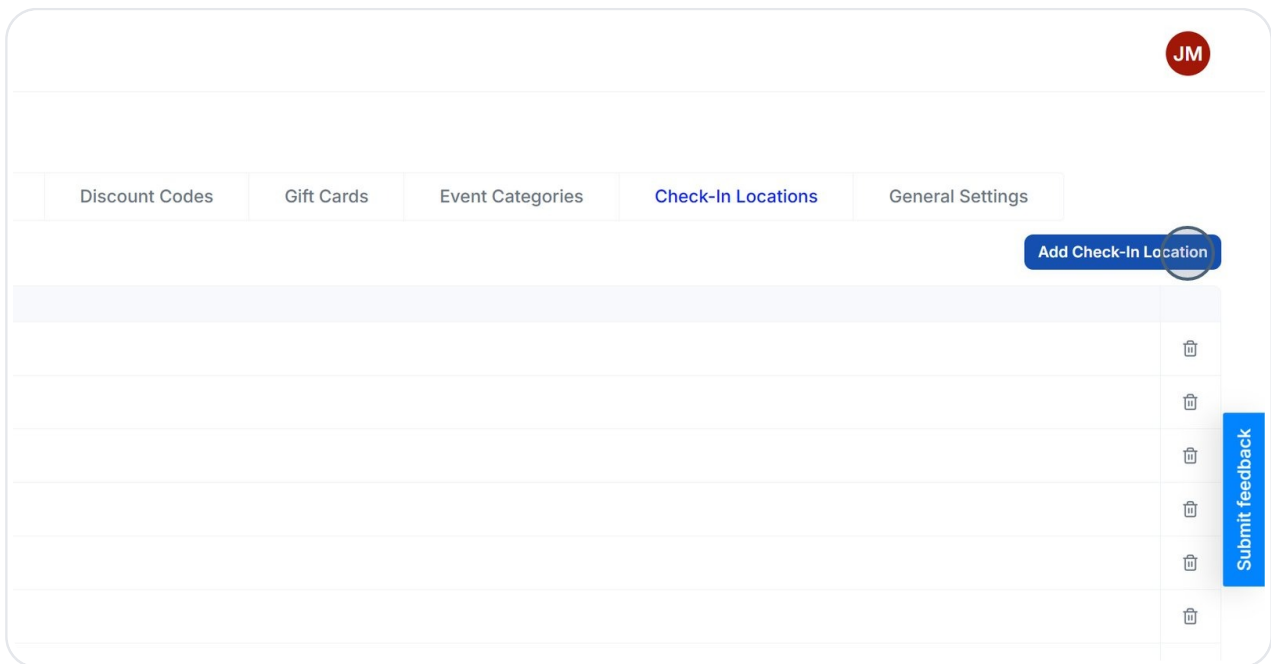
Visitor Types
Member Mapping
Free Entry
Discount Codes
Gift Cards
Event Categories
Check-In Locations
General Settings

Add type

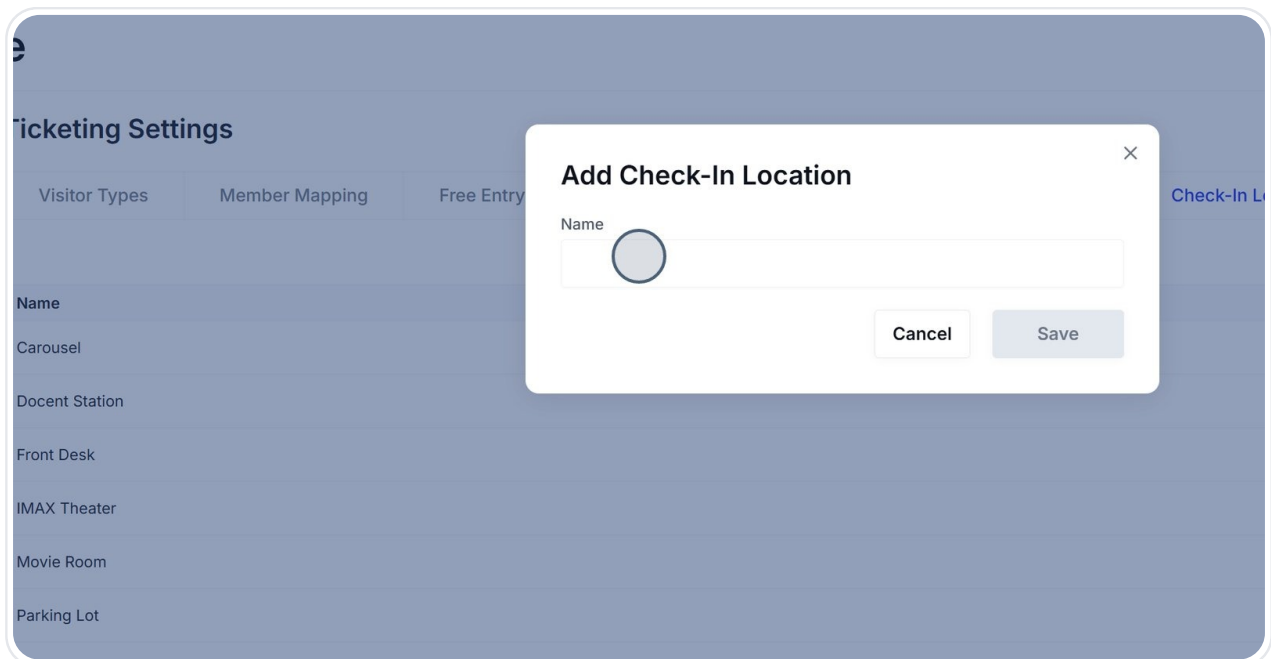
Name	Visitor Count	Reporting Rollup	Status
Adult	1	Adult	Active
Child (Under 13)	1	Child (Under 13)	Active
Comp Gala Ticket	1	Adult	Active
Family	4	Adult	Active
Field Trip - Chaperone	1	Adult	Active
Field Trip - Non-Student Child	1	Field Trip - Non-Student Child	Active
Field Trip - Student	1	Student	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

Submit feedback

5. Click the blue 'Add Check-In Location' button.



6. Add the name of your Check-In Location.



7. Click "Save" when finished. Repeat these steps for every check-in point at your facility.

The screenshot shows a modal window titled "Add Check-In Location" with a close button (X) in the top right corner. Inside the modal, there is a label "Name" above a text input field. Below the input field are two buttons: "Cancel" and "Save". The "Save" button is circled with a black line. In the background, a blurred interface shows tabs for "Free Entry", "Check-In Locations", and "General Settings", along with an "Add Check-In Location" button.

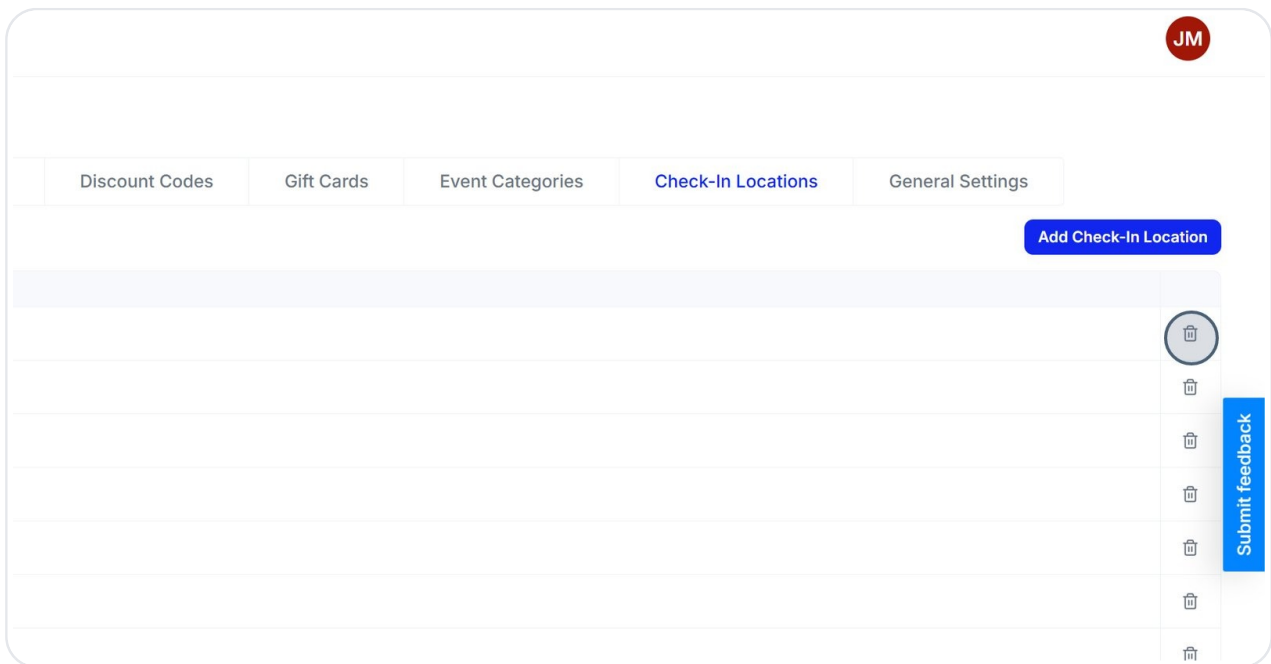
8. You will now see the list of Check-in Locations.

The screenshot displays the "Muse" application interface. At the top left is the "Muse" logo. At the top right is a user profile icon with the initials "JM". Below the logo is a sidebar with a grid icon and several icons representing different settings. The main header is "Ticketing Settings". Below this is a row of tabs: "Visitor Types", "Member Mapping", "Free Entry", "Discount Codes", "Gift Cards", "Event Categories", "Check-In Locations" (which is highlighted), and "General Settings". To the right of the tabs is a blue button labeled "Add Check-In Location". The main content area is a table with the following data:

Name	
Carousel	
Docent Station	
Front Desk	
IMAX Theater	
Movie Room	
Parking Lot	
Penguin House	
SplashPad Zone	

On the right side of the table, there is a vertical blue button labeled "Submit Feedback".

9. To remove a location, click the trash can icon on the far right of the row.



10. Click 'Remove' to confirm the deletion.

