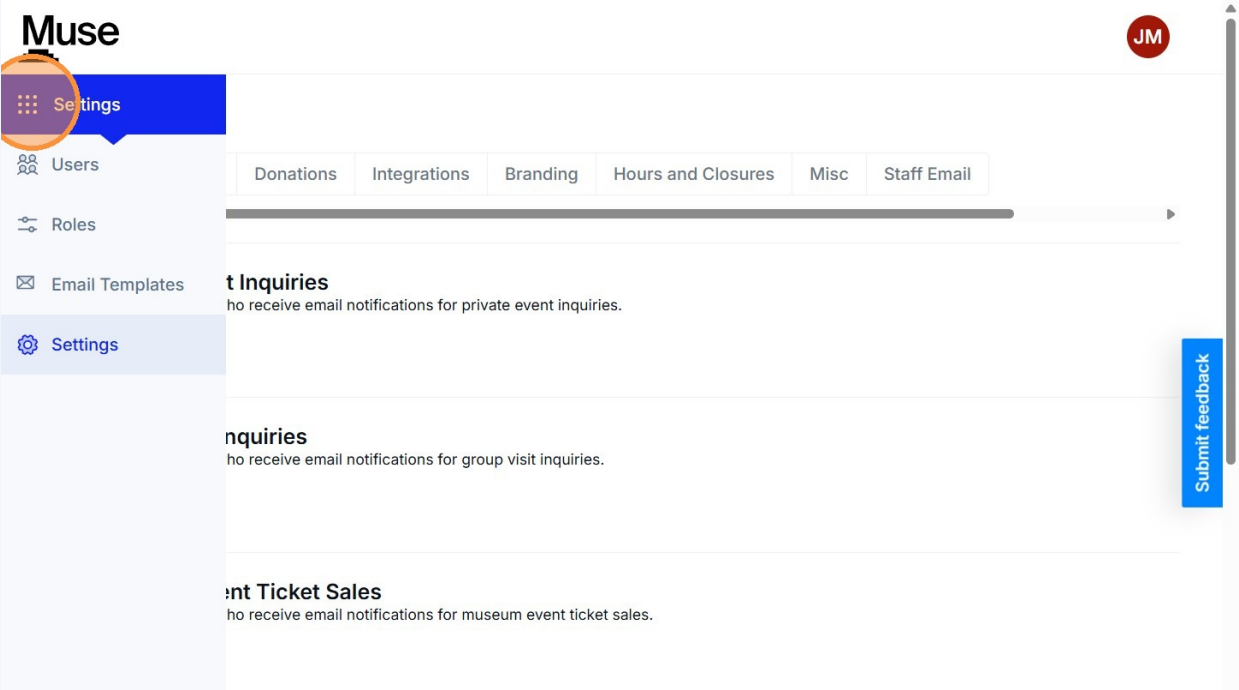


Adding Custom Questions to Event Registrations

Learn how to efficiently add custom survey questions to your event registration forms within the Muse platform. This guide helps you collect important attendee information, such as seating preferences, to streamline your event planning process.

1 Click on the blue North Star icon.



2 Click "Ticketing"

Muse JM

Settings

Users

Roles

Email Templates

Settings

Integrations Branding Hours and Closures Misc Staff Email

ations for private event inquiries.

Submit feedback

quiries
ho receive email notifications for group visit inquiries.

ent Ticket Sales
ho receive email notifications for museum event ticket sales.

3 Select 'Events' from Ticketing menu

Muse JM

Ticketing

Dashboard Exhibitions Packages Experiences Programs Filters (1) Add

	Description	Category	Date and Time	Tickets Sold	Status
	Get Ready to Join the Chase!				
5K	Join us for the 2026 Cheetah Chase 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	12/550	Upcoming
	Where else can you tackle tight turns, scenic trails, and breathtaking savanna views, all while spotting giraffes, zebras, and cheetahs along the way?				
	The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses.				

Submit feedback

Event Question Configuration

4 Add or select the event you wish to customize from the event list.

MIUSE JM

	and cheetahs along the way? The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses. Sign Up Today!					
Annual Gala	Come join us to recognize the great work of our team and the contributions from our patrons, members, and donors!	Annual Gala	Jun 27, 2026 7:00pm - 11:00pm	18/300	Upcoming	⋮
Truck or Treat	Come join us as a sponsor for our 5th annual Truck or Treat!	Annual Gala	Oct 20, 2026 10:30am - 10:30am (+1)	1/50	Draft	⋮

Submit feedback

5 To add a question, type in the Question text field.

Status: Active

Custom Questions for Ticket Buyers
These questions will be asked for each ticket purchased. For dropdowns, enter your choices below.

Questions (* required)

Menu Options* Dropdown

Allergies* Text

Question text

Answer type

Required

Cancel Add Question

Cancel Save

Debug mode: Normal Slow Step-by-step

Group Inner add new item container Inspect

Go to the editor

Submit feedback

6

Select your Answer Type from the caret. Options include 'Dropdown,' 'Text,' 'Number,' and 'Boolean.'

Status: Active

Custom Questions for Ticket Buyers
These questions will be asked for each ticket purchased. For dropdowns, enter your choices below.

Questions (* required)

Menu Options* Dropdown

Allergies* Text

Question text: Are there any other gala attendees you wish to be seated with for dinner?

Answer Type: [Dropdown menu highlighted with an orange circle]

Required:

Buttons: Cancel, Add Question, Save

Debug mode: Normal, Slow, Step-by-step | Dropdown Answer Type | Inspect | Go to the editor

7

Toggle the 'Required' switch if you wish for all ticket buyers to answer this question.

Status: Active

Custom Questions for Ticket Buyers
These questions will be asked for each ticket purchased. For dropdowns, enter your choices below.

Questions (* required)

Menu Options* Dropdown

Allergies* Text

Question text: Are there any other gala attendees you wish to be seated with for dinner?

Answer Type: Boolean

Required: (highlighted with an orange circle)

Buttons: Cancel, Add Question, Save

Debug mode: Normal, Slow, Step-by-step | Group Ticket Question | Inspect | Go to the editor

8 Click "Add Question"

The screenshot shows a configuration interface for 'Custom Questions for Ticket Buyers'. The 'Status' is set to 'Active'. The 'Question text' field contains the text: 'Are there any other gala attendees you wish to be seated with for dinner?'. The 'Answer Type' is set to 'Boolean'. The 'Required' toggle is turned off. At the bottom, the 'Add Question' button is highlighted with an orange circle. The interface also includes a 'Submit feedback' button on the right and a 'Go to the editor' button at the bottom right.

Status: Active

Custom Questions for Ticket Buyers
These questions will be asked for each ticket purchased. For dropdowns, enter your choices below.

Questions (* required)

Menu Options* Dropdown

Allergies* Text

Question text
Are there any other gala attendees you wish to be seated with for dinner?

Answer Type
Boolean

Required

Cancel Add Question

Cancel Save

Debug mode: Normal Slow Step-by-step Group Ticket Question Inspect

Go to the editor

9 Click "Save"

This screenshot is identical to the previous one, showing the same configuration interface. In this step, the 'Save' button at the bottom right is highlighted with an orange circle, indicating the action to be performed.

Status: Active

Custom Questions for Ticket Buyers
These questions will be asked for each ticket purchased. For dropdowns, enter your choices below.

Questions (* required)

Menu Options* Dropdown

Allergies* Text

Question text
Are there any other gala attendees you wish to be seated with for dinner?

Answer Type
Boolean

Required

Cancel Add Question

Cancel Save

Debug mode: Normal Slow Step-by-step grp Buttons Inspect

Go to the editor