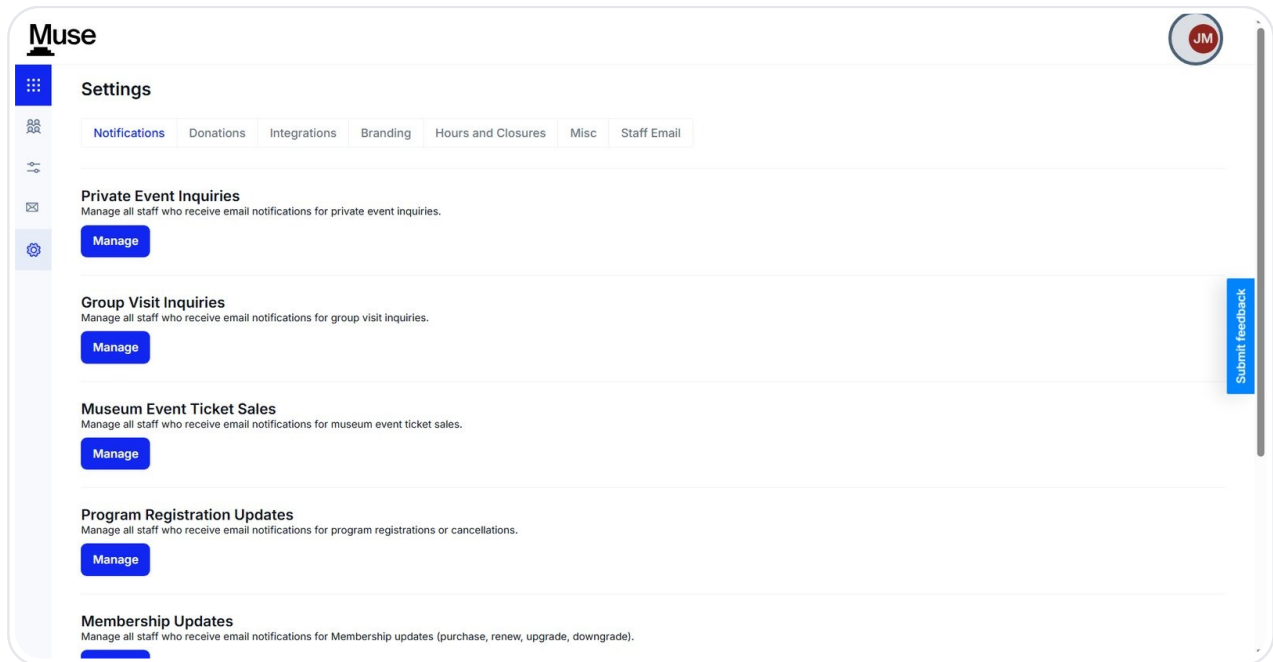


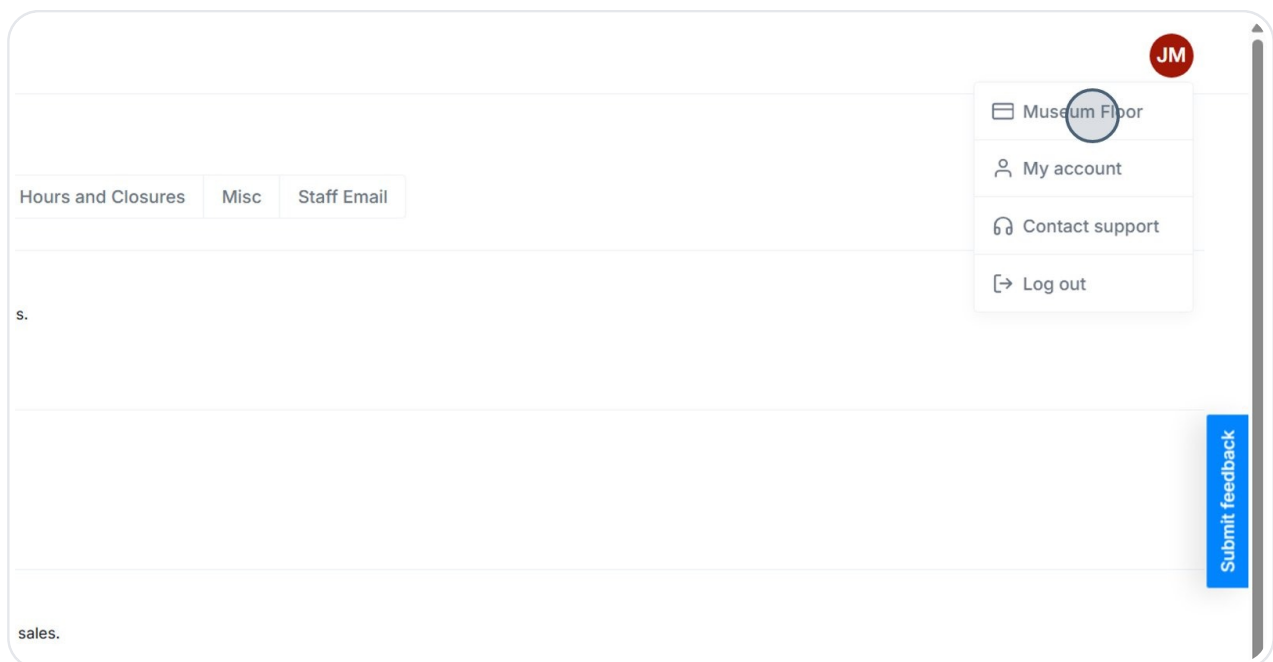


Attendance Counts on Schedule View

1. Navigate to user settings by clicking the initials in the top right of the screen.



2. Jump to the Museum Floor.



3. Head over to the Schedule tab to manage upcoming events and classes at a glance.

Muse

PortalJM

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Connected (simulated)

9/14/2026

General Admission

Adult
Adult Admission\$15.00

Child (Under 13)
Under 13 child admission\$10.00

Field Trip - Chaperone
Chaperone\$7.00

Field Trip - Student
used for Field trip onsite checkin and payment\$5.00

Field Trip - Teacher
Teachers\$0.00

Infant (under 1)
Child under 1\$0.00

Senior (65+)
Senior (65+)\$12.00

Exhibitions / Other

Italian Glass Exhibition

Italian Glass Exhibition

Order Summary

Add Member Details

Cart is empty

Submit feedback

Cart Subtotal\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

4. Click 'View' to see full details for ticketed events, Group Visits and Private Events on your specified date.

Schedule

Floor Admin

Filters (1)

	Type	Start Time	Notes	Attendance	Actions
	Program	8:00 am		9 of 50 sold	View
	Program	9:00 am		2 of 12 sold	View
	Program	9:00 am		0 of 12 sold	View
	Experience	10:00 am		0 of 50 sold	
	Experience	12:00 pm		0 of 50 sold	
	Experience	3:00 pm		0 of 50 sold	

Submit feedback

5. Click 'Check In' to instantly mark a member as present for the day's program.

Finalize Check-In

Contact Email	Contact Phone	Add-Ons	Check-In Status
jerushaforwork@gmail.com	+18055515026		→ Check In
ryan.grande@musesoftware.ai	+15088578563		→ Check In
amanda.fraser@musesoftware.ai	+18503205175		→ Check In
ryan.grande@musesoftware.ai	+12125555555		→ Check In
megan.gill+mkg@musesoftware.ai	+15035551234		→ Check In
jen.mendoza@musesoftware.ai	+18885555555		→ Check In
josh.meyer@musesoftware.ai	+18055515026		→ Check In
fsouza13@gmail.com	+13031428909		→ Check In

Submit feedback

6. Once attendance has been tracked for all participants, select 'Finalize Check-In' to confidently confirm all attendees for your class.

Portal JM

Schedule Floor Admin

Finalize Check-In

Contact Email	Contact Phone	Add-Ons	Check-In Status
jerushaforwork@gmail.com	+18055515026		→ Check In
ryan.grande@musesoftware.ai	+15088578563		→ Check In
amanda.fraser@musesoftware.ai	+18503205175		✓ Checked In
ryan.grande@musesoftware.ai	+12125555555		→ Check In
megan.gill+mkg@musesoftware.ai	+15035551234		→ Check In
jen.mendoza@musesoftware.ai	+18885555555		→ Check In

Submit feedback

7. The Attendance column on the schedule view provides a snapshot of class enrollment and participation rates.

Portal

JM

Schedule

Floor Admin

Filters (1)

	Type	Start Time	Notes	Attendance	Actions
	Program	8:00 am		9 of 50 sold	View
	Program	9:00 am		2 of 12 sold	View
	Program	9:00 am		0 of 12 sold	View
	Experience	10:00 am		0 of 50 sold	
	Experience	12:00 pm		0 of 50 sold	
	Experience	3:00 pm		0 of 50 sold	

Submit feedback

8. Ticketed sessions show attendance against capacity, Group Visits show check-in progress, and Private Events show the recorded headcount. Numbers change as sales come in, no refresh needed!

Muse

Portal

JM

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Schedule: Sep 14, 2026

Filters (1)

Name	Type	Start Time	Notes	Attendance	Actions
Adult Classes - Adult Ceramics	Program	8:00 am		9 of 50 sold	View
Adult Classes - Independent Pottery	Program	9:00 am		2 of 12 sold	View
Adult Classes - Group Pottery Studio Sessions	Program	9:00 am		0 of 12 sold	View
Guided Tours	Experience	10:00 am		0 of 50 sold	
Guided Tours	Experience	12:00 pm		0 of 50 sold	
History of The Muse Collective Short Film	Experience	3:00 pm		0 of 50 sold	
Guided Tours	Experience	3:00 pm		0 of 50 sold	
History of The Muse Collective Short Film	Experience	3:30 pm		0 of 50 sold	

Submit feedback