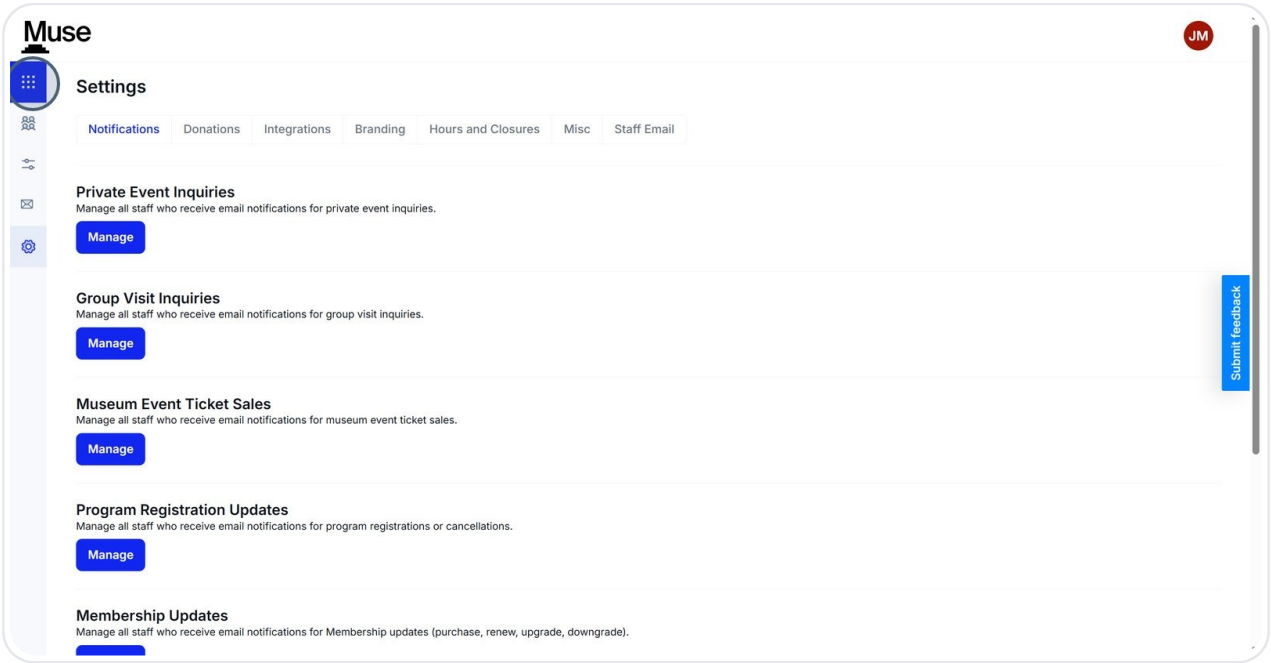


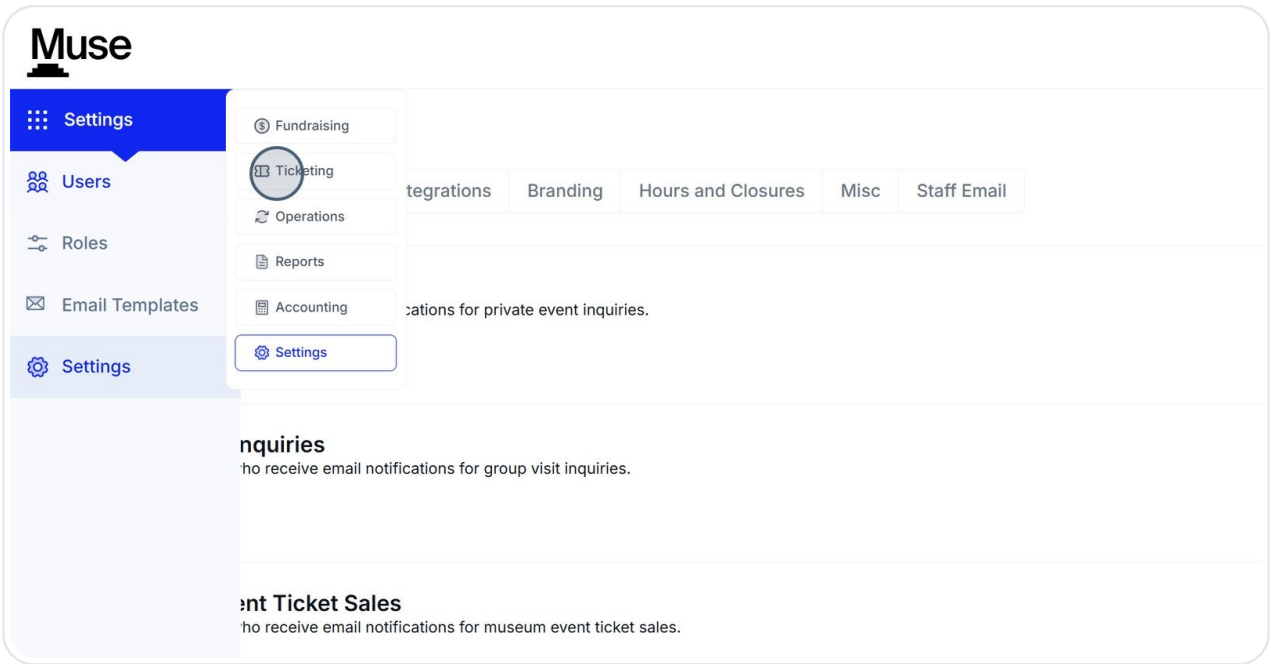


Create a New Gift Card

1. Click the blue North Star icon.



2. Click "Ticketing."



3. Click "Settings" in the navigation menu.

Ticketing Dashboard

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

Today
7 Days
30 Days

Tickets revenue

Tickets sold

Events reached capacity
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
Annual Gala	Dec 18, 2026 at 7:00pm	Main Exhibition Hall	300	44	15%	Upcoming
2025 New Year's Eve Gala	Dec 31, 2026 at 7:00pm	Main ballroom	500	0	0%	Upcoming

Submit feedback

4. Click the "Gift Cards" tab.


JM

☰

Ticketing Settings

Visitor Types

Memberships

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

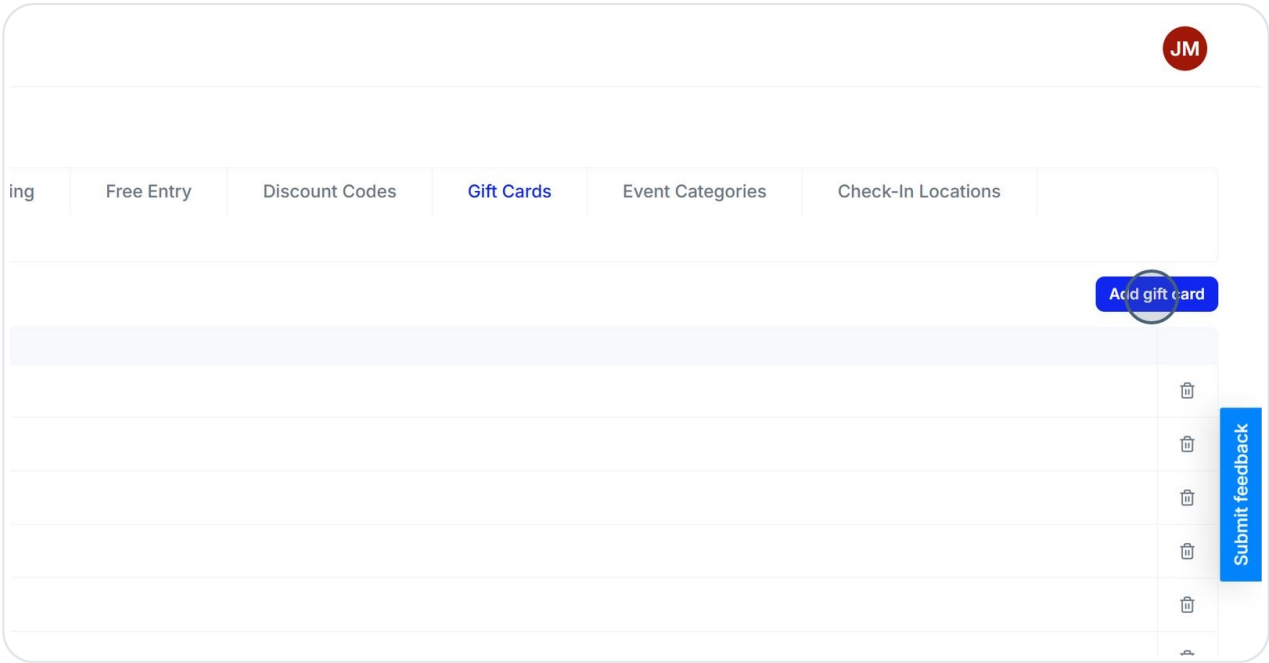
Name	Visitor Count	Reporting Rollup	Status	
Adult	1	Adult	Active	⋮
Child (Under 13)	1	Child (Under 13)	Active	⋮
Comp Gala Ticket	1	Adult	Active	⋮
Family	4	Adult	Active	⋮
Field Trip - Chaperone	1	Adult	Active	⋮
Field Trip - Non-Student Child	1	Field Trip - Non-Student Child	Active	⋮
Field Trip - Student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

[Add type](#)

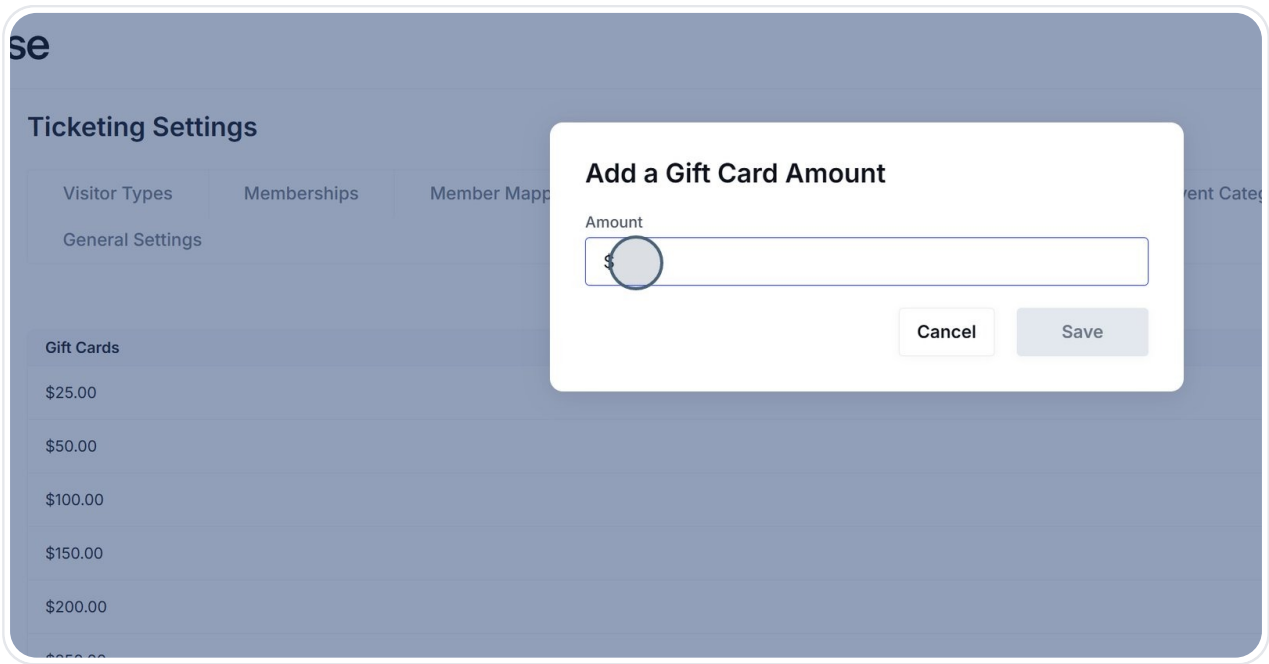
⚙️

Submit feedback

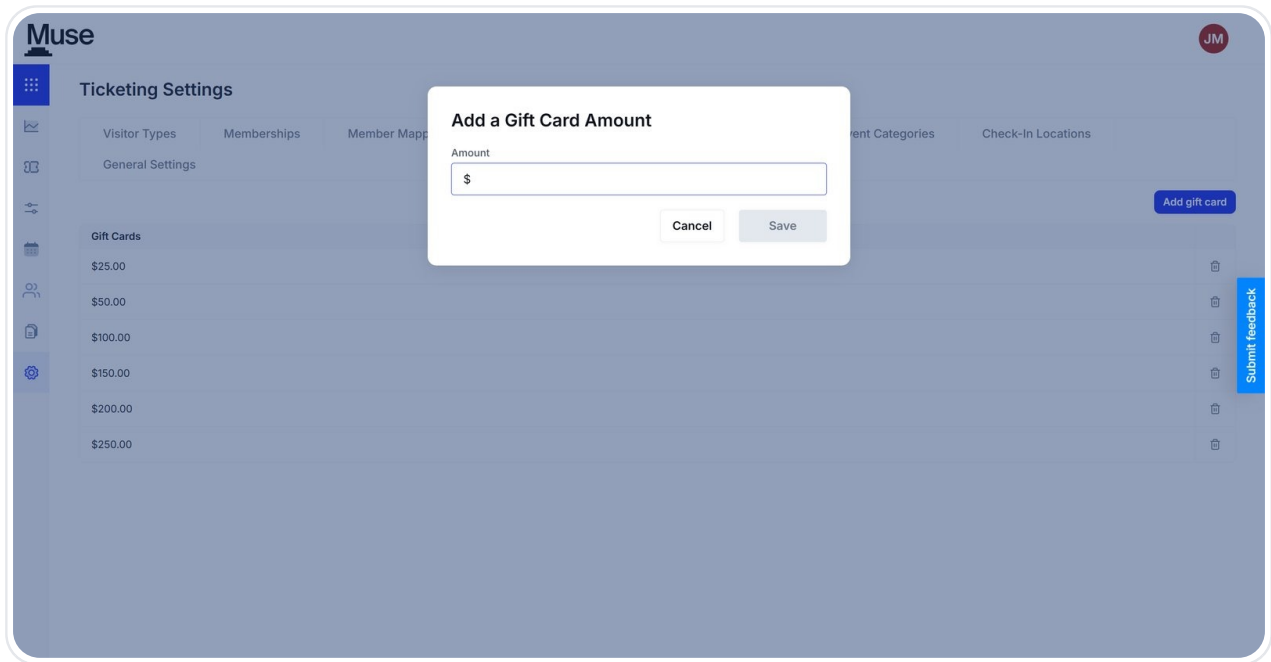
5. Click the blue "Add gift card" button.



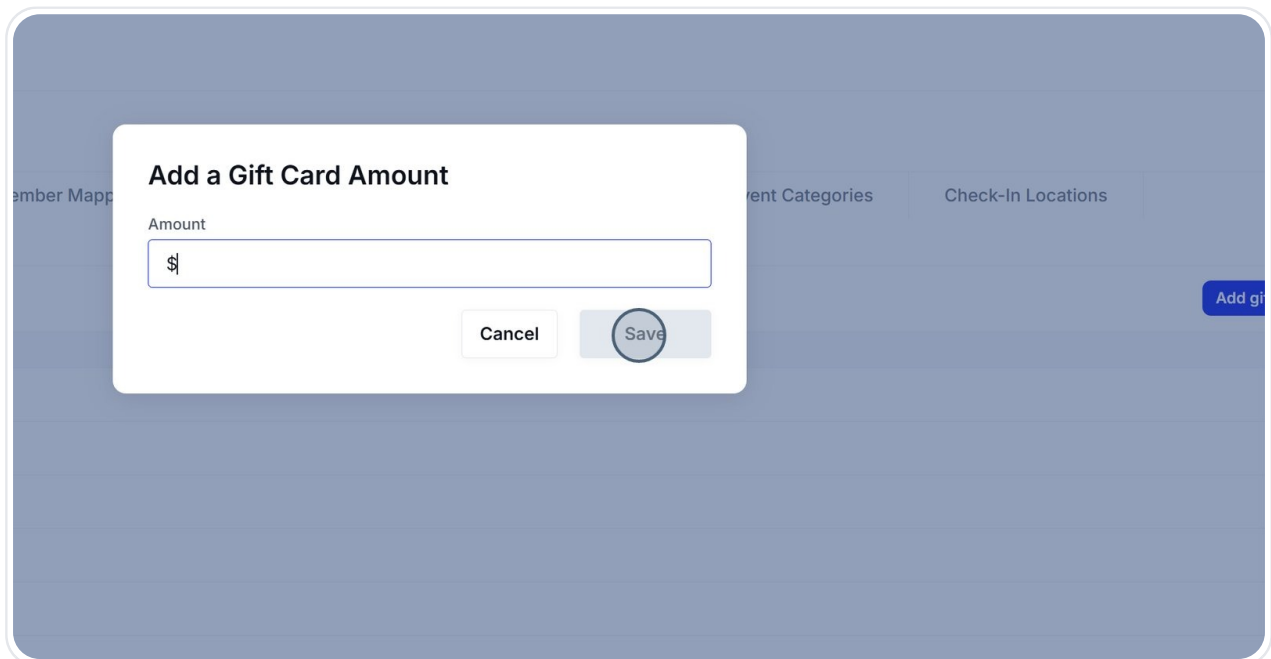
6. Enter the amount you wish to sell.



7. Tip! An option for the buyer to input a custom gift card amount upon purchase is available by default and not a required configuration.



8. When finished, click "Save."



9. You will now see the list of Gift Card amounts.

Muse

Ticketing Settings

Visitor Types | Memberships | Member Mapping | Free Entry | Discount Codes | **Gift Cards** | Event Categories | Check-In Locations

General Settings

[Add gift card](#)

Gift Cards	
\$25.00	
\$50.00	
\$100.00	
\$150.00	
\$200.00	
\$250.00	

[Submit feedback](#)

10. To remove any amount, click the Trash Can icon on the far right of the row.

Muse

Ticketing Settings

Visitor Types | Memberships | Member Mapping | Free Entry | Discount Codes | **Gift Cards** | Event Categories | Check-In Locations

General Settings

[Add gift card](#)

Gift Cards	
\$25.00	
\$50.00	
\$100.00	
\$150.00	
\$200.00	
\$250.00	

[Submit feedback](#)

11. Then, click "Remove."

