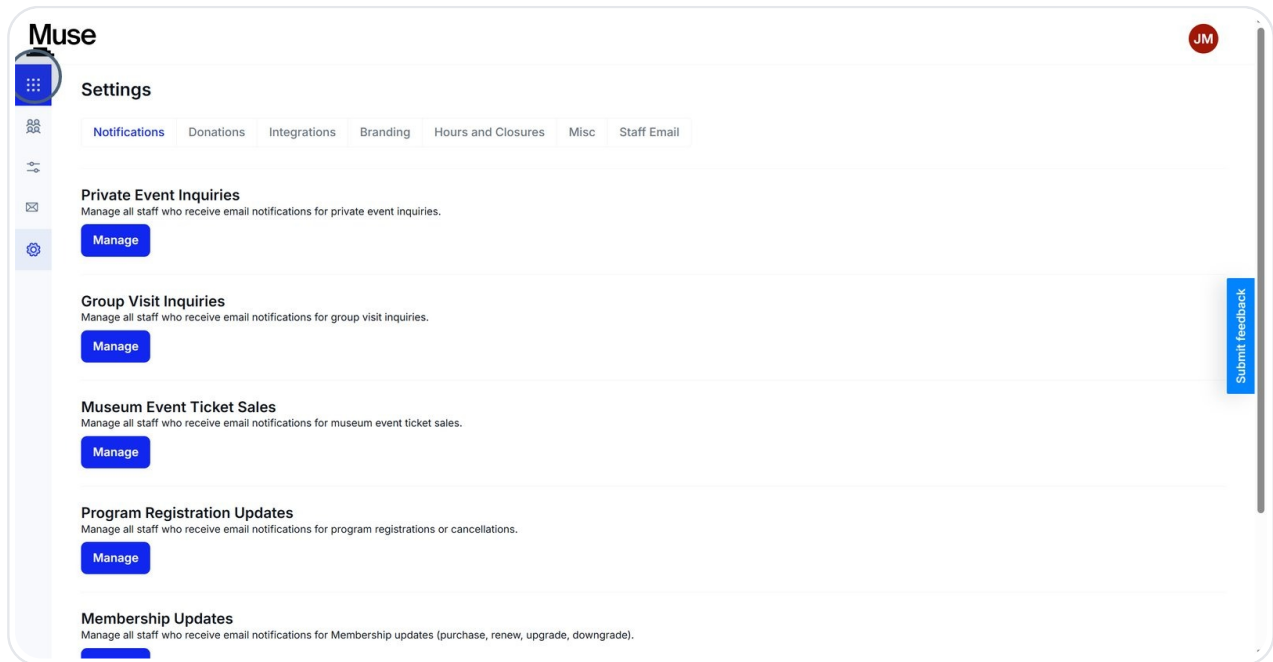


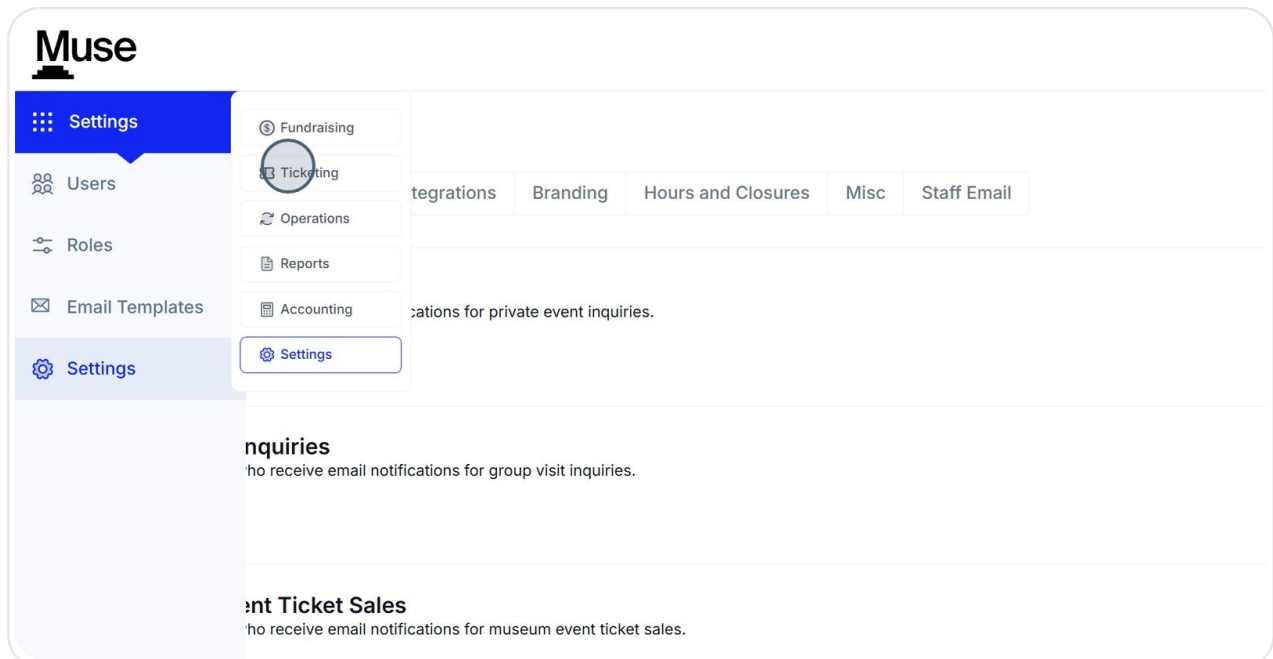


Create a New Membership Level

1. Navigate using the main menu from the blue North Star icon.



2. Head to Ticketing



3. Select Memberships.

Muse

Ticketing

Dashboard

Event

Create a ticket type

Create a membership benefit

Ticket Types

7 Days

30 Days

Memberships

Events

Programs

Reports

Settings

Revenue

05.00

Tickets sold

10

Events reached capacity

0

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

	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
	Aug 22, 2026 at 7:00pm	Main Exhibition Hall	300	29	10%	Upcoming

Submit feedback

4. Click the Levels tab to see all membership levels in one place.

Muse

Membership Levels

Levels

Benefits

Memberships

Add-Ons

Settings

Filters (1)

Add Level

Name	Type	Price	Visibility	Duration	Status
Individual	Individual	\$100.00	Public	12 Months	Active
Family Household-default	Group	\$150.00	Public	12 Months	Active
Supporter Membership	Group	\$200.00	Public	12 Months	Active
Student	Individual	\$1.00	Private	12 Months	Active
Senior Membership	Individual	\$75.00	Private	12 Months	Active
Lifetime Membership	Individual	\$500.00	Private	Lifetime	Active

Submit feedback

5. Click "Add level" to add a new membership level to easily tailor your member experience.

JM

Settings

Filters (1)Add Level

	Type	Price	Visibility	Duration	Status	
	Individual	\$100.00	Public	12 Months	Active	⋮
	Group	\$150.00	Public	12 Months	Active	⋮
	Group	\$200.00	Public	12 Months	Active	⋮
	Individual	\$1.00	Private	12 Months	Active	⋮
	Individual	\$75.00	Private	12 Months	Active	⋮
	Individual	\$500.00	Private	Lifetime	Active	⋮

Submit feedback

6. Enter a descriptive name for your new membership tier.

Membership Levels ⓘ

BenefitsMemberships

Default

Membership

Membership

Membership

New Membership Level

Name*

e.g., "Individual", "Family"

Duration Type*

Fixed term (months)

Membership Duration (In Months)* ⓘ

12

Price*

\$10.00

Public Description

e.g., Includes access to all exhibits for one day

Duration

12 Months

12 Months

12 Months

12 Months

12 Months

Lifetime

7. Choose the Duration Type to define how long this membership lasts. Options include Fixed Term or Lifetime.

Membership Levels ⓘ

BenefitsMemberships

New Membership Level

×

Name*

Individual + 1

Duration Type*

Fixed term (months)⌵

Membership Duration (In Months)* ⓘ

12

Price*

\$10.00

Public Description

e.g., Includes access to all exhibits for one day

Duration

12 Months

12 Months

12 Months

12 Months

12 Months

Lifetime

8. If Fixed Term, specify the membership’s duration in months.

Membership Duration (In Months)* ⓘ

12⌵

Price*

\$10.00

Public Description

e.g., Includes access to all exhibits for one day

Food and Beverage Discount (%)*

9. Set a competitive price to attract and engage your target audience.

Levels

Benefits

Memberships

Name

Individual

Family

Household-default

Supporter Membership

Student

Senior Membership

Lifetime Membership

Individual + 1

Duration Type*

Fixed term (months)

Membership Duration (In Months)* ⓘ

12

Price*

\$10.00

Public Description

e.g., Includes access to all exhibits for one day

Food and Beverage Discount (%)*

0%

Gift Shop Discount (%)*

10. Craft a public description that highlights the unique value of this level.

Household-default

Supporter Membership

Student Membership

Senior Membership

Lifetime Membership

Fixed term (months)

Membership Duration (In Months)* ⓘ

12

Price*

\$55

Public Description

e.g., Includes access to all exhibits for one day

Food and Beverage Discount (%)*

0%

Gift Shop Discount (%)*

0%

Type*

12

12

12

12

12

Lif

11. Add exclusive discounts to maximize member satisfaction.

Levels	Benefits	Memberships
Name		
Individual		
Family Household-default		
Supporter Membership		
Student		
Senior Membership		
Lifetime Membership		

Price*

\$55

Public Description

All the benefits of an individual membership + 1 additional member.

Food and Beverage Discount (%)*

0% ☐

Gift Shop Discount (%)*

0%

Type*

Individual

Maximum Number of Recurring Guests*

12. Choose the membership type that best matches your audience. For membership levels that include more than 1 member, select Group.

Family Household-default	All the benefits of an individual membership + 1 additional member.
Supporter Membership	
Student	
Senior Membership	
Lifetime Membership	

Food and Beverage Discount (%)*

10%

Gift Shop Discount (%)*

10%

Type*

Individual ☐

Maximum Number of Recurring Guests*

How Many Guest Passes are Allocated to Members?*

0

☒ Show the Number of Members in the Benefits

13. Define the number of adults included in this membership for complete clarity.

me

Individual

Family

Household-default

Supporter Membership

Student

Senior Membership

Lifetime Membership

10%

Gift Shop Discount (%)*

10%

Type*

Group

Number of Adults (Including Primary Member)*

Should Adults be Listed?*

No

Number of Children*

Should Children's DOB be Listed?*

No

Public Note for Associated Members

e.g. "Children can also include grandchildren"

Maximum Number of Recurring Guests*

14. Specify how many children are covered to make family benefits clear.

Family

Household-default

Supporter Membership

Student

Senior Membership

Lifetime Membership

10%

Type*

Group

Number of Adults (Including Primary Member)*

Should Adults be Listed?*

No

Number of Children*

Should Children's DOB be Listed?*

No

Public Note for Associated Members

e.g. "Children can also include grandchildren"

Maximum Number of Recurring Guests*

15. Set how many recurring guests your members can invite. Use this field if the membership is flexible in whether or not guests can be adults or children.

This screenshot shows the configuration form for step 15. On the left is a sidebar with membership types: Individual, Family (selected with 'Household-default' tag), Supporter Membership, Student, Senior Membership, and Lifetime Membership. The main form area contains the following fields and controls:

- Number of Children***: A text input field with the value '0'.
- Should Children's DOB be Listed?***: A dropdown menu with 'No' selected.
- Public Note for Associated Members**: A text area containing the example text 'e.g. "Children can also include grandchildren"'. A blue circle highlights the top of this area.
- Maximum Number of Recurring Guests***: A slider control with a blue circle highlighting the center.
- How Many Guest Passes are Allocated to Members?***: A text input field with the value '0'.
- Toggle 1**: A blue toggle switch labeled 'Show the Number of Members in the Benefits'.
- Toggle 2**: A grey toggle switch labeled 'Automatically add members to a single household'. Below it is a subtext: 'Adds secondary members to the primary member's household when they join the membership.'
- Additional Benefits**: A text input field.

16. Include additional benefits to make your membership truly stand out.

This screenshot shows the configuration form for step 16. The sidebar on the left is identical to the previous form, with 'Family' selected. The main form area contains the following fields and controls:

- Number of Children***: A text input field with the value '0'.
- How Many Guest Passes are Allocated to Members?***: A text input field with the value '0'.
- Toggle 1**: A blue toggle switch labeled 'Show the Number of Members in the Benefits'.
- Toggle 2**: A grey toggle switch labeled 'Automatically add members to a single household'. Below it is a subtext: 'Adds secondary members to the primary member's household when they join the members'.
- Additional Benefits**: A text input field with a blue circle highlighting the center.
- Internal Notes**: A text area containing the text 'Provide explanation for staff, if needed, on the reason for this level.'.
- Visibility***: A label with an information icon (i) and a text input field below it.

17. Adjust public or private visibility settings to control which audiences can view this membership on your e-commerce site.

The screenshot shows a membership settings form. On the left is a sidebar with membership types: Individual, Family (selected with 'Household-default' sub-label), Supporter Membership, Student, Senior Membership, and Lifetime Membership. The main content area has a top section with four benefit tags: 'x 10% Off in the Gift Shop and Cafe', 'x Reciprocal Access to Partner Museums', 'x Unique Member-Only Events', and 'x Access to the annual conference'. Below this is an 'Internal Notes' text area with the placeholder 'Provide explanation for staff, if needed, on the reason for this level.' The 'Visibility*' section features a circular slider control. The 'Status*' dropdown menu is set to 'Inactive'. At the bottom are three checkboxes: 'Floor Sales Only?', 'Skip Printing?', and 'Custom Digital Card Banner? (Optional)'. Navigation buttons are partially visible at the bottom right.

18. Mark a membership as inactive anytime you need to pause availability. To activate, select that option from the dropdown.

This screenshot shows the same membership settings form, but with changes for step 18. The 'Family' membership type is still selected. The benefit tags remain the same. The 'Internal Notes' text area is unchanged. In the 'Visibility*' section, the circular slider is now positioned to the left, and the dropdown menu is set to 'Public'. In the 'Status*' section, the dropdown menu is set to 'Inactive', and the circular slider is now positioned to the right. The checkboxes at the bottom are the same. At the bottom right, there are two buttons: a white 'Cancel' button and a blue 'Create' button.

19. Decide whether to enable the membership for floor sales only, skip card printing for a digital-first approach, and upload a custom digital card banner image.

Family

Household-default

Supporter Membership

Student

Senior Membership

Lifetime Membership

✕ Unique Member-Only Events

✕ Access to the annual conference

Internal Notes

Provide explanation for staff, if needed, on the reason for this level.

Visibility* ⓘ

Public

Status*

Active

☐ Floor Sales Only?

☐ Skip Printing?

☐ Custom Digital Card Banner? (Optional) ⓘ

Cancel

Create

20. Click Create to launch your new membership level and engage more members!

Unique Member-Only Events

✕ Access to the annual conference

Notes

Provide explanation for staff, if needed, on the reason for this level.

ⓘ

Sales Only?

Printing?

Custom Digital Card Banner? (Optional) ⓘ

Cancel

Create

12 Months	Active	⋮
12 Months	Active	⋮
12 Months	Active	⋮
12 Months	Active	⋮
Lifetime	Active	⋮

Submit feedback

View online

21. Use filters to easily find and manage the membership levels you care about.

JM

Settings

Filters (1)

Add Level

	Type	Price	Visibility	Duration	Status	
	Group	\$55.00	Public	12 Months	Active	⋮
	Individual	\$100.00	Public	12 Months	Active	⋮
	Group	\$150.00	Public	12 Months	Active	⋮
	Group	\$200.00	Public	12 Months	Active	⋮
	Individual	\$1.00	Private	12 Months	Active	⋮
	Individual	\$75.00	Private	12 Months	Active	⋮
	Individual	\$500.00	Private	Lifetime	Active	⋮

Submit feedback

22. Show active or inactive membership levels to keep your dashboard focused.

JM

Settings

Filters (1)

Add Level

	Type	Price	Visibility	Duration	Status	
	Group	\$55.00	Public	12 Months	Active	⋮
	Individual	\$100.00	Public	12 Months		⋮
	Group	\$150.00	Public	12 Months		⋮
	Group	\$200.00	Public	12 Months		⋮
	Individual	\$1.00	Private	12 Months	Active	⋮
	Individual	\$75.00	Private	12 Months	Active	⋮
	Individual	\$500.00	Private	Lifetime	Active	⋮

Submit feedback

Status

Active

Type

View all

Clear

Update

23. You can also filter membership levels by Private or Public.

Settings

Filters (1)

Add Level

	Type	Price	Visibility	Duration	
	Group	\$55.00	Public	12 Months	Status Active
	Individual	\$100.00	Public	12 Months	Type View all
	Group	\$150.00	Public	12 Months	Clear Update
	Group	\$200.00	Public	12 Months	Active
	Individual	\$1.00	Private	12 Months	Active
	Individual	\$75.00	Private	12 Months	Active
	Individual	\$500.00	Private	Lifetime	Active

Submit feedback

24. Apply updated filters for a personalized view of membership options.

Settings

Filters (2)

Add Level

	Type	Price	Visibility	Duration	
	Group	\$55.00	Public	12 Months	Status Active
	Individual	\$100.00	Public	12 Months	Type Public
	Group	\$150.00	Public	12 Months	Clear Update
	Group	\$200.00	Public	12 Months	Active
	Individual	\$1.00	Private	12 Months	Active
	Individual	\$75.00	Private	12 Months	Active
	Individual	\$500.00	Private	Lifetime	Active

Submit feedback

25. Clear all filters to see your full range of membership levels instantly.

Settings

Filters (2)

Add Level

	Type	Price	Visibility	Duration
	Group	\$55.00	Public	12 Months
	Individual	\$100.00	Public	12 Months
	Group	\$150.00	Public	12 Months
	Group	\$200.00	Public	12 Months

Status

Active

Type

Public

Clear

Update

Submit feedback

26.

Muse

JM

Membership Levels

LevelsBenefitsMembershipsAdd-OnsSettings

Filters (1)

Add Level

Name	Type	Price	Visibility	Duration	Status
Couple	Individual	\$15.00	Public	12 Months	Inactive
Individual + 1	Group	\$55.00	Public	12 Months	Inactive
Individual + 1	Group	\$55.00	Public	12 Months	Active
Student Membership	Individual	\$75.00	Public	12 Months	Inactive
Individual	Individual	\$100.00	Public	12 Months	Active
Family Household-default	Group	\$150.00	Public	12 Months	Active
Supporter Membership	Group	\$200.00	Public	12 Months	Active
Student	Individual	\$1.00	Private	12 Months	Active
Military Membership	Individual	\$25.00	Private	12 Months	Inactive
Senior Membership	Individual	\$75.00	Private	12 Months	Active
Lifetime Membership	Individual	\$500.00	Private	Lifetime	Active

Submit feedback