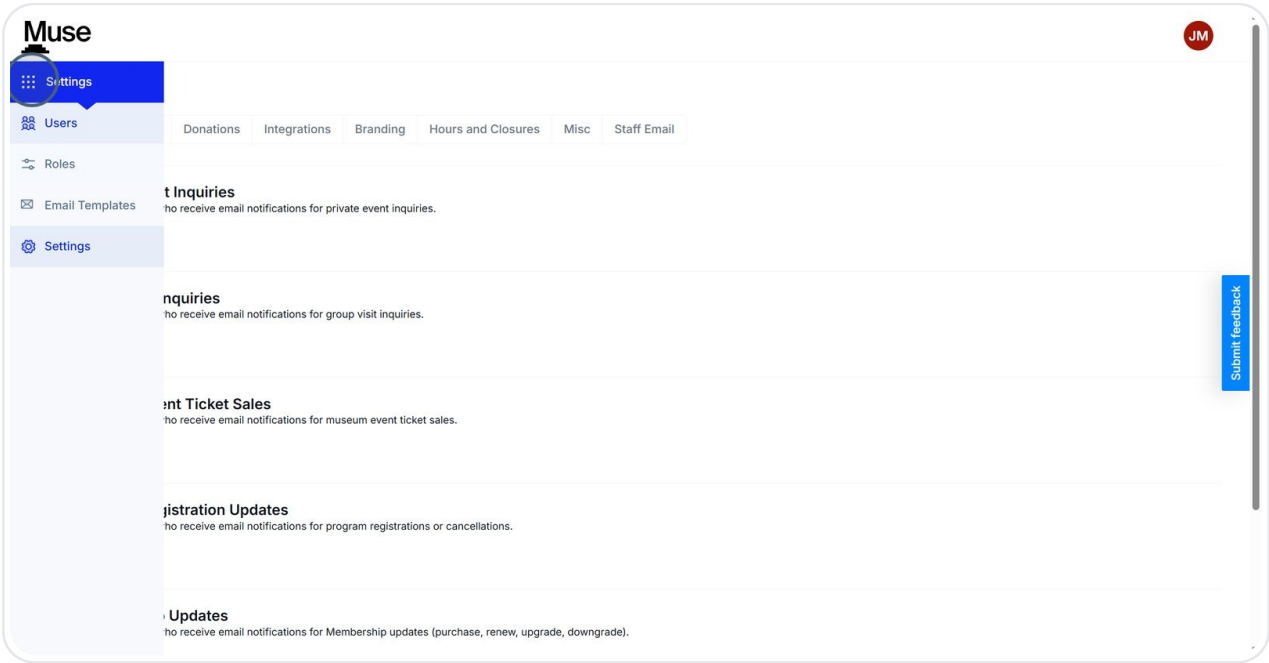


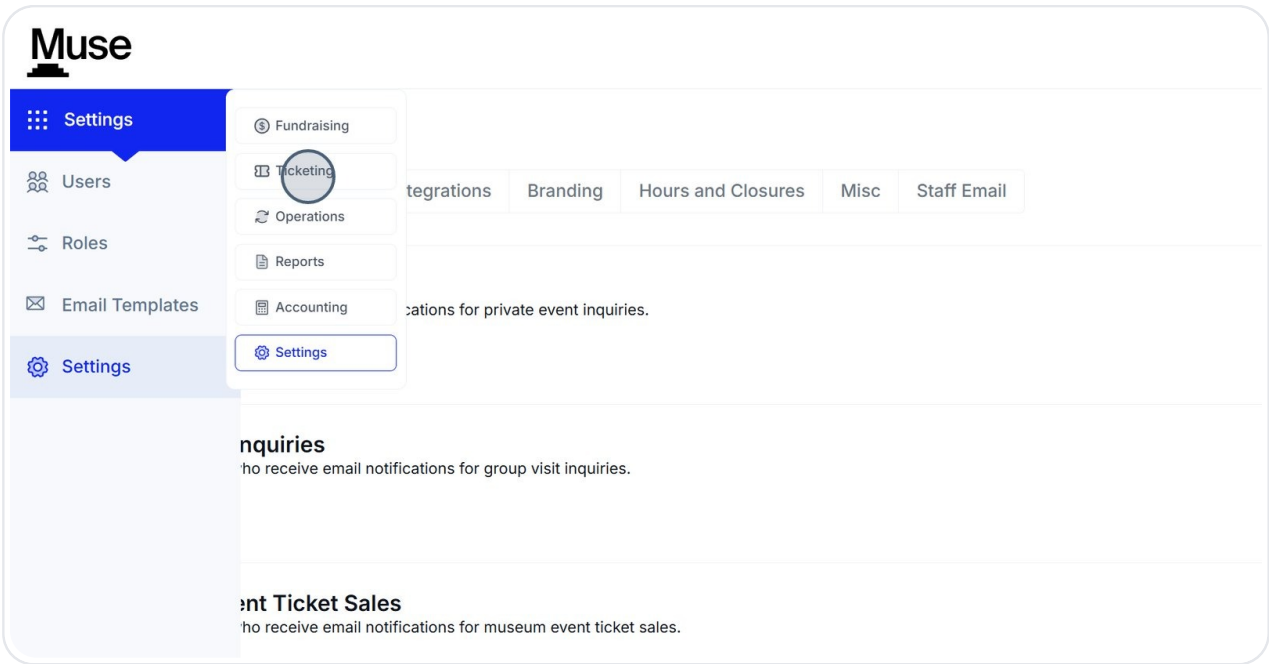


Create and Apply Discount Codes

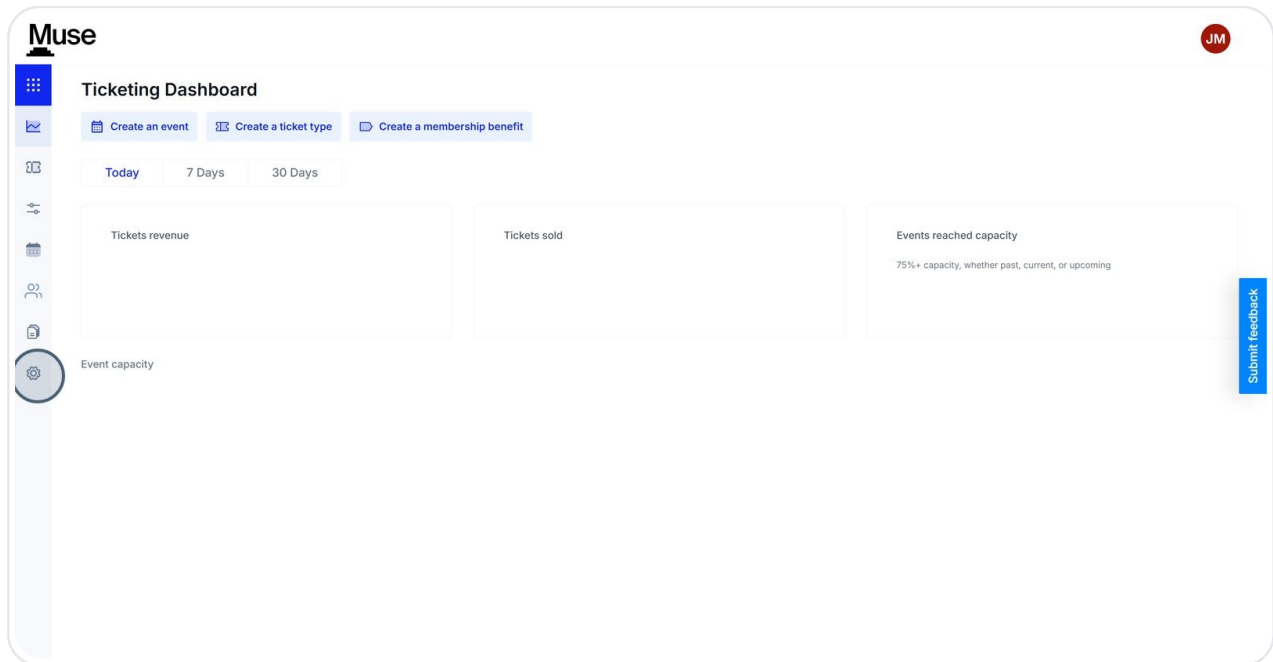
1. Start by launching the Settings menu from the blue North Star icon.



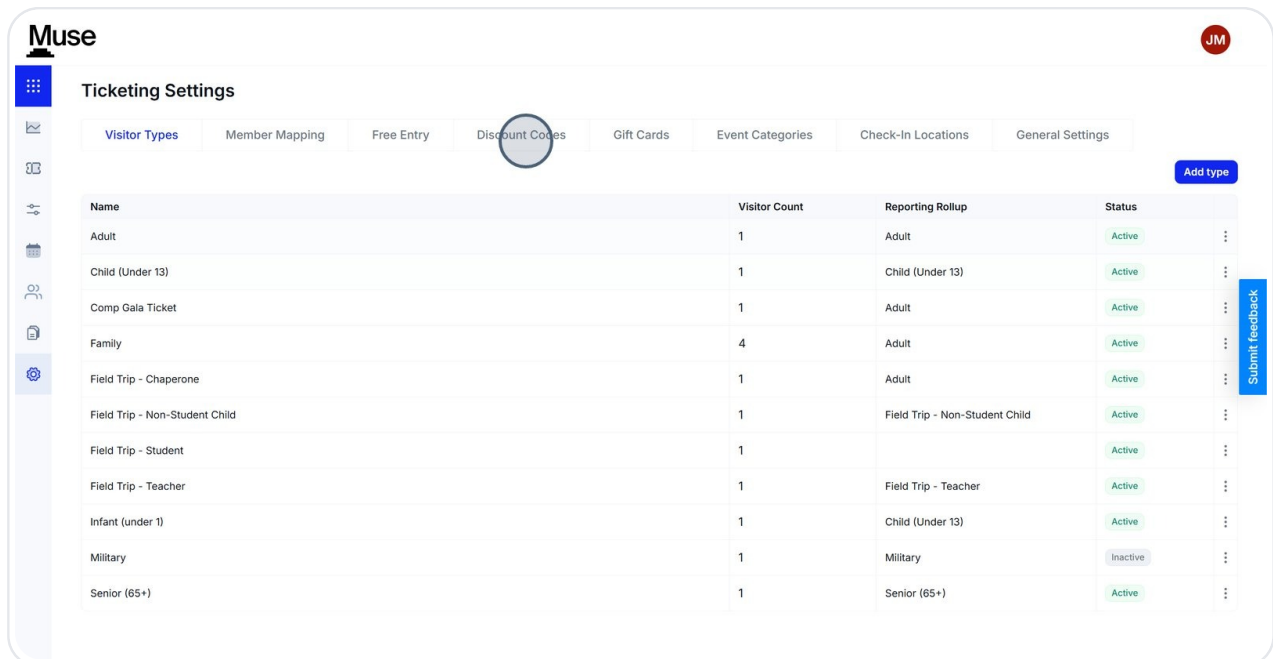
2. Select "Ticketing."



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



4. Open the Discount Codes tab to manage or create codes.



5. Click "Add code."

JM

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

Add code

	Valid Date Range	Usage Count	Status	
	Dec 1, 2025 - Dec 31, 2029	6 / Unlimited	Active	⋮
	Dec 1, 2025 - Dec 31, 2029	2 / 150	Active	⋮
	Dec 1, 2025 - Dec 31, 2029	4 / Unlimited	Active	⋮
	May 4, 2026 - No End Date	0 / Unlimited	Active	⋮
	Jun 30, 2026 - Jul 31, 2026	1 / Unlimited	Active	⋮
	Jun 17, 2026 - No End Date	0 / Unlimited	Active	⋮

Submit feedback

6. Enter the desired discount code in the 'Code' field.

Muse

Ticketing Settings

Visitor Types

Member Mapping

Code	Percentage
10%	1
20%	2
Local-\$10off	\$
Sibling-50%	5
MemberDay-20%	2
Comp-100%Off	1

New Discount Code

Code

Discount Type

Start Date

8/25/2026

End Date

Optional

Usage Limit

Unlimited

Applicable To

7. All discounts are triggered with a code. Do not use spaces when creating your code.

The screenshot shows a 'New Discount Code' form within the Muse application. The form is located on the right side of the screen, with a sidebar on the left containing navigation icons and a table of existing discount codes. The form fields are as follows:

- Code:** A text input field with a cursor at the beginning.
- Discount Type:** A dropdown menu with a downward arrow.
- Start Date:** A date input field containing '8/25/2026'.
- End Date:** A dropdown menu with 'Optional' selected.
- Usage Limit:** A dropdown menu with 'Unlimited' selected.
- Applicable To:** A dropdown menu with 'Everything' selected.
- Status:** A dropdown menu with a downward arrow.

The sidebar on the left shows a table of existing discount codes:

Code	Discount Type	Start Date	End Date	Usage Limit	Applicable To	Status
10%						
20%						
Local-\$10off						
Sibling-50%						
MemberDay-20%						
Comp-100%Off						

8. Select the discount type from the dropdown menu.

The screenshot shows the 'New Discount Code' form in the Muse application, with the 'Discount Type' dropdown menu open. The form is located on the right side of the screen, with a sidebar on the left containing navigation icons and a table of existing discount codes. The form fields are as follows:

- Code:** A text input field.
- Discount Type:** A dropdown menu with a circular selection indicator.
- Start Date:** A date input field containing '8/25/2026'.
- End Date:** A dropdown menu with 'Optional' selected.
- Usage Limit:** A dropdown menu with 'Unlimited' selected.
- Applicable To:** A dropdown menu.

The sidebar on the left shows a table of existing discount codes:

Code	Discount Type	Start Date	End Date	Usage Limit	Applicable To	Status
10%						
20%						
Local-\$10off						
Sibling-50%						
MemberDay-20%						
Comp-100%Off						

9. Choose a Percentage or Fixed Amount.

Muse

Ticketing Settings

Visitor Types

Member Mapping

Code	Percentage	Fixed amount
10%	1	
20%	2	
Local-\$10off	\$	
Sibling-50%	5	
MemberDay-20%	2	
Comp-100%Off	1	

New Discount Code

Code

Percentage

Fixed amount

Start Date

8/25/2026

End Date

Optional

Usage Limit

Unlimited

Applicable To

10. Click **Start Date** to choose the first date you would like the code to be valid.

Muse

Ticketing Settings

Visitor Types

Member Mapping

Code

V

10%

1

20%

2

Local-\$10off

\$

Sibling-50%

5

MemberDay-20%

2

Comp-100% Off

1

CashDiscount

4

New Discount Code

Code

Discount Type

Start Date

8/25/2026

◀

August 2026

Sun

Mon

Tue

Wed

Thu

Fri

Sat

26

27

28

29

30

31

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

11. Click the "End Date" to choose the last date the code is valid. Leave as "Optional" if the code is always valid.

The screenshot shows the 'Marketing Settings' interface with the 'Member Mapping' tab selected. The 'End Date' field is highlighted with a red circle, and a calendar for August 2026 is displayed below it. The calendar shows the dates from Sunday, August 26, to Saturday, August 31, 2026. The date 25 is highlighted in blue.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

12. Define the 'Usage Limit' for this discount code.

The screenshot shows the 'Marketing Settings' interface with the 'Usage Limit' field highlighted. The 'Usage Limit' field is set to 'Unlimited'. The 'End Date' field is set to 'Optional'. The 'Applicable To' field is set to 'Everything'. The 'Status' field is empty. The 'Cancel' and 'Save' buttons are visible at the bottom right.

End Date
Optional

Usage Limit
Unlimited

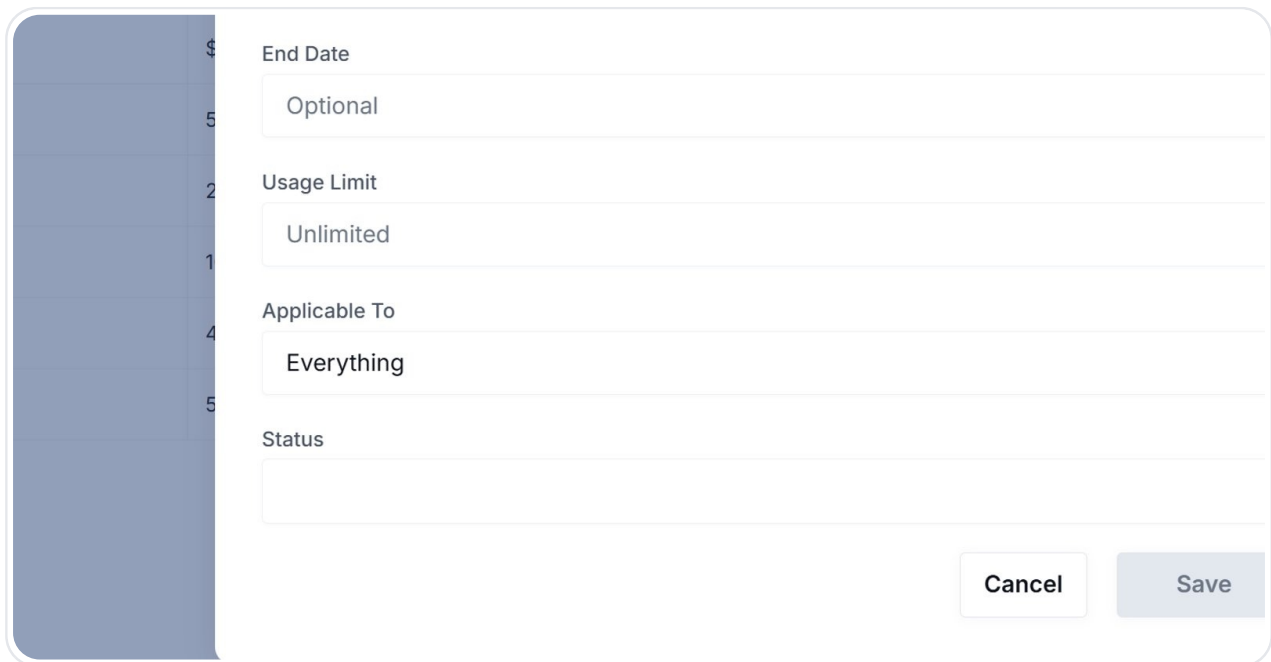
Applicable To
Everything

Status

Cancel Save

13. **Note:** This is a total usage limit, not a usage per user limit.

Note: This is a total usage limit, not a usage per user limit

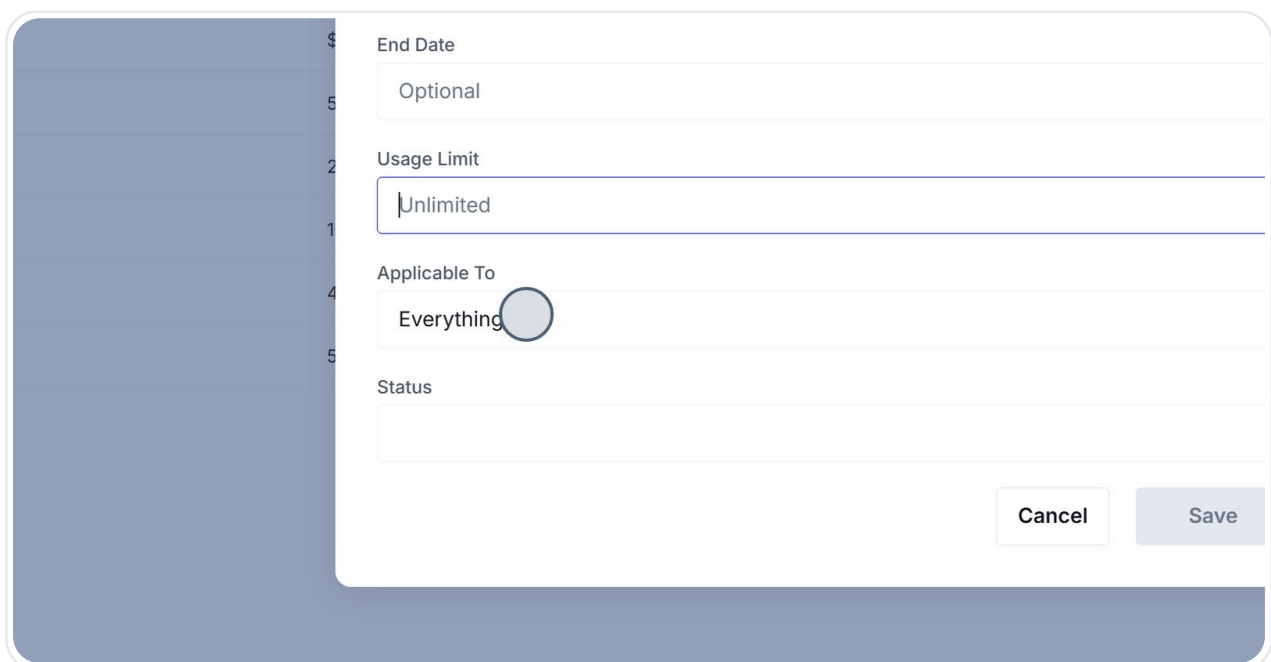


A screenshot of a discount configuration form. On the left, a vertical sidebar shows a list of items with prices: \$5.21, \$4.50, \$5.00, \$4.00, and \$5.00. The main form area contains the following fields:

- End Date:** A dropdown menu with "Optional" selected.
- Usage Limit:** A dropdown menu with "Unlimited" selected.
- Applicable To:** A dropdown menu with "Everything" selected.
- Status:** An empty text input field.

At the bottom right of the form are two buttons: "Cancel" and "Save".

14. Click the 'Applicable To' dropdown menu. If this discount applies to any item, you can leave this set to Everything.



A screenshot of the same discount configuration form as above. A mouse cursor is shown clicking on the "Applicable To" dropdown menu, which currently displays "Everything". The other fields remain unchanged: "End Date" is "Optional", "Usage Limit" is "Unlimited", and "Status" is empty. The "Cancel" and "Save" buttons are still at the bottom right.

15. Select the "Select Categories Only" option if you would like to only apply this discount to specific categories.

Local-\$10off

Sibling-50%

MemberDay-20%

Comp-100%Off

CashDiscount

MugClear

End Date

Optional

Usage Limit

Unlimited

Applicable To

Select Categories Only

General Admission Tickets

Event Tickets

Exhibition Tickets

Merchandise Sales

Food & Beverage Sales

Packages

Prog

Experiences

Add-On

☐ Apply to Specific Items Only [Only available with single category]

Status

16. Click on any of the categories you would like to include in the discount.

End Date

Optional

Usage Limit

Unlimited

Applicable To

Select Categories Only

General Admission Tickets

Event Tickets

Exhibition Tickets

Memberships

Merchandise Sales

Food & Beverage Sales

Packages

Program Purchase

Experiences

Add-On

☐ Apply to Specific Items Only [Only available with single category]

Status

17. Click "Apply to Specific Items Only" to choose specific items or ticketed items you would like to include in the discount.

Click "Apply to Specific Items Only" to choose specific items or ticketed items you would like to include in the discount. Search for and add the item in the box and then click the check mark.

The screenshot shows a configuration panel for a discount. On the left is a list of discount types: Local-\$10off, Bowling-50%, MemberDay-20%, Comp-100%Off, CashDiscount, and BugClear. The main panel contains the following settings:

- End Date: Optional
- Usage Limit: Unlimited
- Applicable To: Select Categories Only
- Category buttons: General Admission Tickets, **Event Tickets** (highlighted), Exhibition Tickets, Memberships, Merchandise Sales, Food & Beverage Sales, Packages, Program Purchase, Experiences, Add-On
- ☒ Apply to Specific Items Only (highlighted with a red circle)
- Status: (empty field)

18. Search for and add the item in the box and then click the check mark.

This screenshot shows the same configuration panel as above, but with the 'Apply to Specific Items Only' checkbox checked. A new section titled 'Item' is visible, containing a search box with the placeholder text 'Search here...' and a checkmark icon to its right. The search box is highlighted with a red circle. At the bottom right of the panel are 'Cancel' and 'Save' buttons.

19.

Muse

Ticketing Settings

Visitor Types | Member Mapping

Code

10%	1
20%	2
Local-\$10off	\$
Sibling-50%	5
MemberDay-20%	2
Comp-100%Off	1
CashDiscount	4
MugClear	5

Optional

Usage Limit
Unlimited

Applicable To
Select Categories Only

General Admission Tickets | **Event Tickets** | Exhibition Tickets | Memberships

Merchandise Sales | Food & Beverage Sales | Packages | Program Purchase

Experiences | Add-On

☒ Apply to Specific Items Only

Item

annual gala

- Annual Gala
- Annual Gala
- Annual Gala2

Status

20.

Muse

Ticketing Settings

Visitor Types | Member Mapping

Code

10%	1
20%	2
Local-\$10off	\$
Sibling-50%	5
MemberDay-20%	2
Comp-100%Off	1
CashDiscount	4
MugClear	5

Optional

Usage Limit
Unlimited

Applicable To
Select Categories Only

General Admission Tickets | **Event Tickets** | Exhibition Tickets | Memberships

Merchandise Sales | Food & Beverage Sales | Packages | Program Purchase

Experiences | Add-On

☒ Apply to Specific Items Only

Item

Annual Gala

Status

21. Set the discount code status to 'Active.'

Merchandise SalesFood & Beverage SalesPackagesProgram PurchaseExperiencesAdd-On

☒ Apply to Specific Items Only

Item	
Annual Gala	☒

Status

CancelSave

22. Click Save to make your discount code live for purchasers.

Merchandise SalesFood & Beverage SalesPackagesProgram PurchaseExperiencesAdd-On

☒ Apply to Specific Items Only

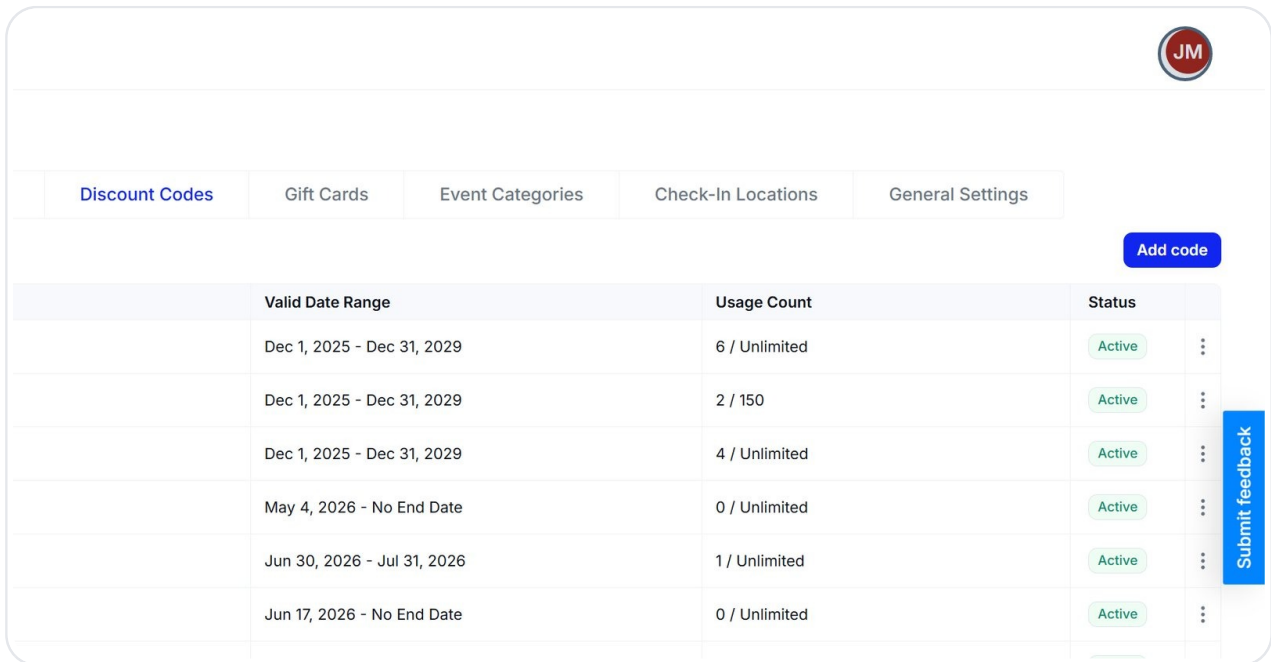
Annual Gala	☐
Click here...	☒

CancelSave

unlimited	Active	⋮
50	Active	⋮
unlimited	Active	⋮
unlimited	Active	⋮
unlimited	Active	⋮
unlimited	Active	⋮
unlimited	Active	⋮
unlimited	Active	⋮

Submit feedback

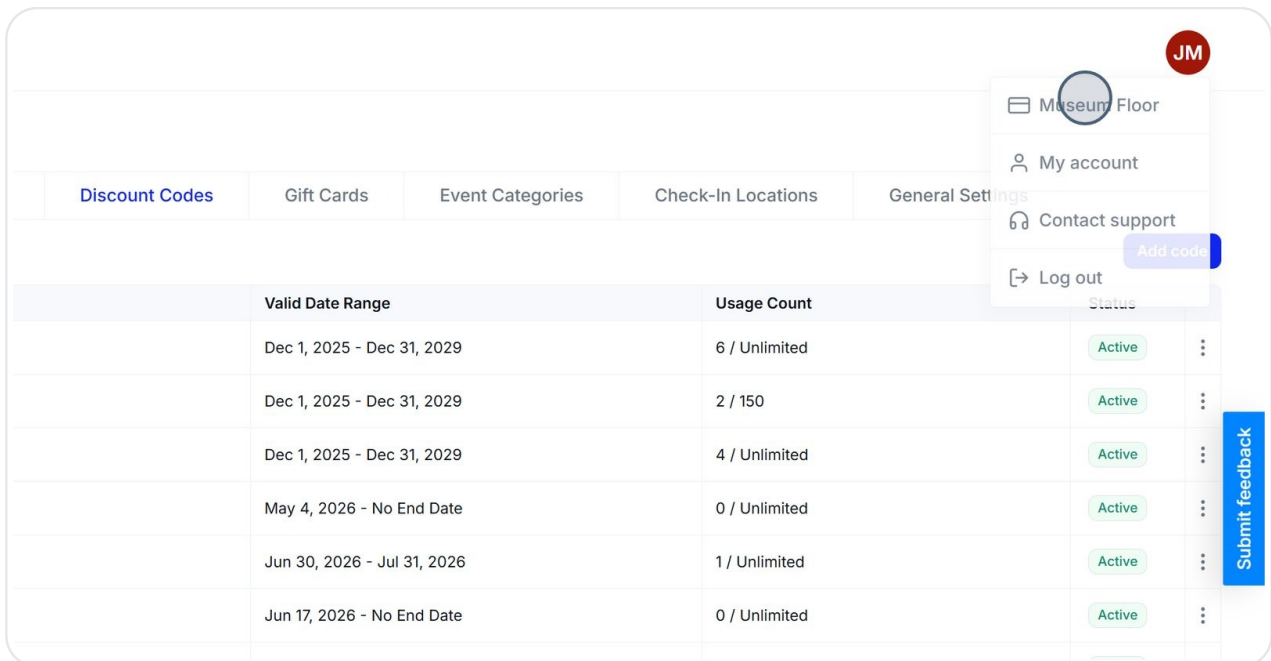
23. Next, click the user profile icon (initials) in the top right.



The screenshot shows the top right corner of the application interface. A circular user profile icon with the initials 'JM' is highlighted. Below it, a dropdown menu is open, displaying the following options: 'Museum Floor' (with a folder icon), 'My account' (with a person icon), 'Contact support' (with a headset icon), and 'Log out' (with an arrow icon). The 'Museum Floor' option is circled in blue. The background of the interface shows a navigation bar with 'Discount Codes' selected, and a table with columns for 'Valid Date Range', 'Usage Count', and 'Status'. A blue 'Add code' button is visible in the top right, and a vertical blue 'Submit feedback' button is on the right side.

Valid Date Range	Usage Count	Status
Dec 1, 2025 - Dec 31, 2029	6 / Unlimited	Active
Dec 1, 2025 - Dec 31, 2029	2 / 150	Active
Dec 1, 2025 - Dec 31, 2029	4 / Unlimited	Active
May 4, 2026 - No End Date	0 / Unlimited	Active
Jun 30, 2026 - Jul 31, 2026	1 / Unlimited	Active
Jun 17, 2026 - No End Date	0 / Unlimited	Active

24. Select 'Museum Floor' to open the point-of-sale interface.



The screenshot shows the same interface as the previous one, but with the 'Museum Floor' option in the dropdown menu selected and highlighted with a blue circle. The background elements, including the navigation bar, table, and buttons, remain the same.

Valid Date Range	Usage Count	Status
Dec 1, 2025 - Dec 31, 2029	6 / Unlimited	Active
Dec 1, 2025 - Dec 31, 2029	2 / 150	Active
Dec 1, 2025 - Dec 31, 2029	4 / Unlimited	Active
May 4, 2026 - No End Date	0 / Unlimited	Active
Jun 30, 2026 - Jul 31, 2026	1 / Unlimited	Active
Jun 17, 2026 - No End Date	0 / Unlimited	Active

25. Add a ticket to the transaction.

Muse

PortalJM

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Connected (simulated)

8/25/2026

General Admission

Adult
Adult Admission\$15.00

0

+

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

0

+

Field Trip - Chaperone
Chaperone\$7.00

0

+

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

0

+

Field Trip - Teacher
Teachers\$0.00

0

+

Infant (under 1)
Child under 1\$0.00

0

+

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

0

+

Exhibitions / Other

Italian Glass Exhibition

Adult
Adult Admission\$0.00

Order Summary

Add Member Details

Cart is empty

Running Total\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

26. Type your discount code and click Apply to see instant savings.

on

\$10.00

0

+

Field Trip - Chaperone
Chaperone\$7.00

0

+

\$0.00

0

+

Infant (under 1)
Child under 1\$0.00

0

+

Discount Code ⓘ

View Codes

Enter discount code

Apply

Running Total\$15.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

27. Or, click 'View Codes' to select your discount code from a list of available offers.

on

\$10.00

0

+

Field Trip - Chaperone

Chaperone

\$7.00

—

0

+

\$0.00

Infant (under 1)

Child under 1

\$0.00

—

0

+

Discount Code ⓘ

View Codes

Enter discount code

Apply

Running Total

\$15.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

28.

Muse

Portal JM

New Sale

Museum Entry

Transactions

Tickets

Programs

Memberships

Merchandise

Search...

General Admission

Adult Admission \$15.00

— 1 +

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

— 0 +

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

— 0 +

Exhibitions / Other

Italian Glass Exhibition

Adult Adult Admission \$0.00

Apply Discount Code

10% 10.0% off

20% 20.0% off

CashDiscount 4.0% off

Comp-100%Off 100.0% off

Local-\$10off \$10.00 off

Sibling-50% 50.0% off

Cancel Apply

Order Summary

Add Member Details

1 General Admission Tuesday, Aug 25th \$15.00

1 Adult (\$15.00)

Discount Code ⓘ View Codes

Enter discount code Apply

Running Total \$15.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

29. After clicking on the code you need, click Apply to lock in your selected discount and update the order total.

10.0% off

20.0% off

ount4.0% off

0% Off100.0% off

off\$10.00 off

0%50.0% off

Cancel

Apply

1 General Admission

Tuesday, Aug 25th

1 Adult (\$15.00)

\$15.00

Submit feedback

Child under 1

0+0+

Discount Code ⓘ

View Codes

Enter discount code

Apply

30. Verify the discount in the cart.

on\$10.00

0+0+

Field Trip - Chaperone

Chaperone\$7.00

0+0+

\$0.00

0+0+

Infant (under 1)

Child under 1\$0.00

0+0+

Submit feedback

Discount Code ⓘ

View Codes

10% (10.00% Off)

Running Total

\$13.50

Pay Now

Final tax and discounts applied after pressing "Pay Now"