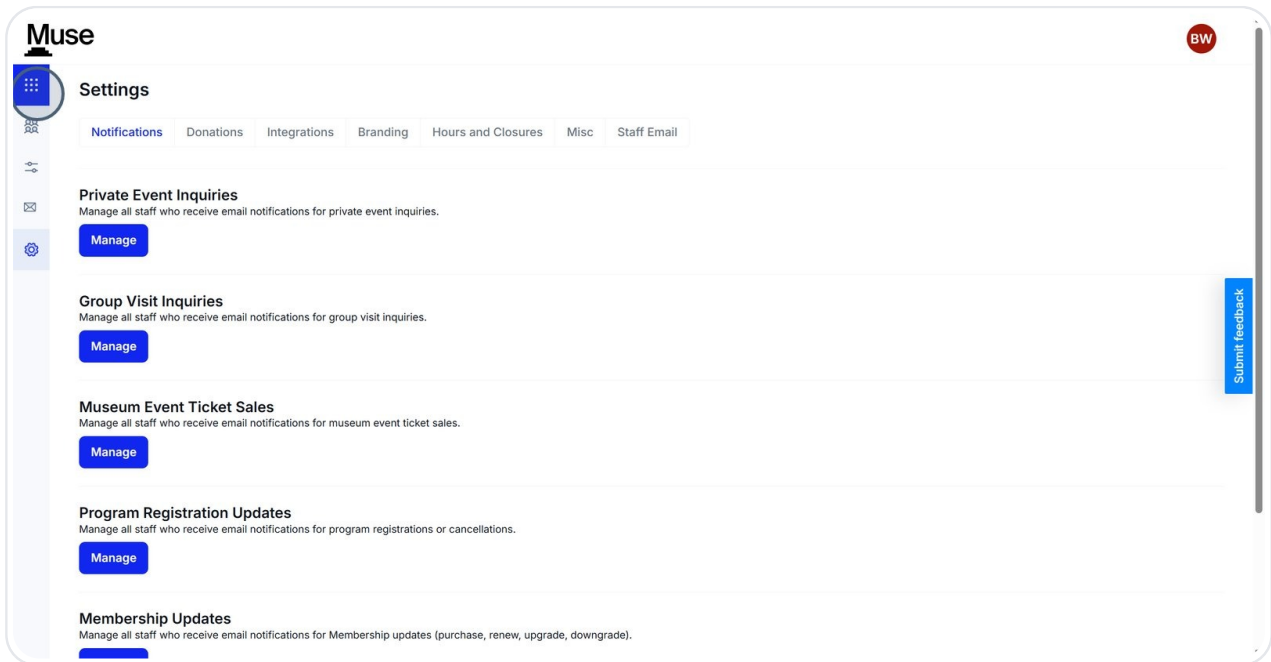


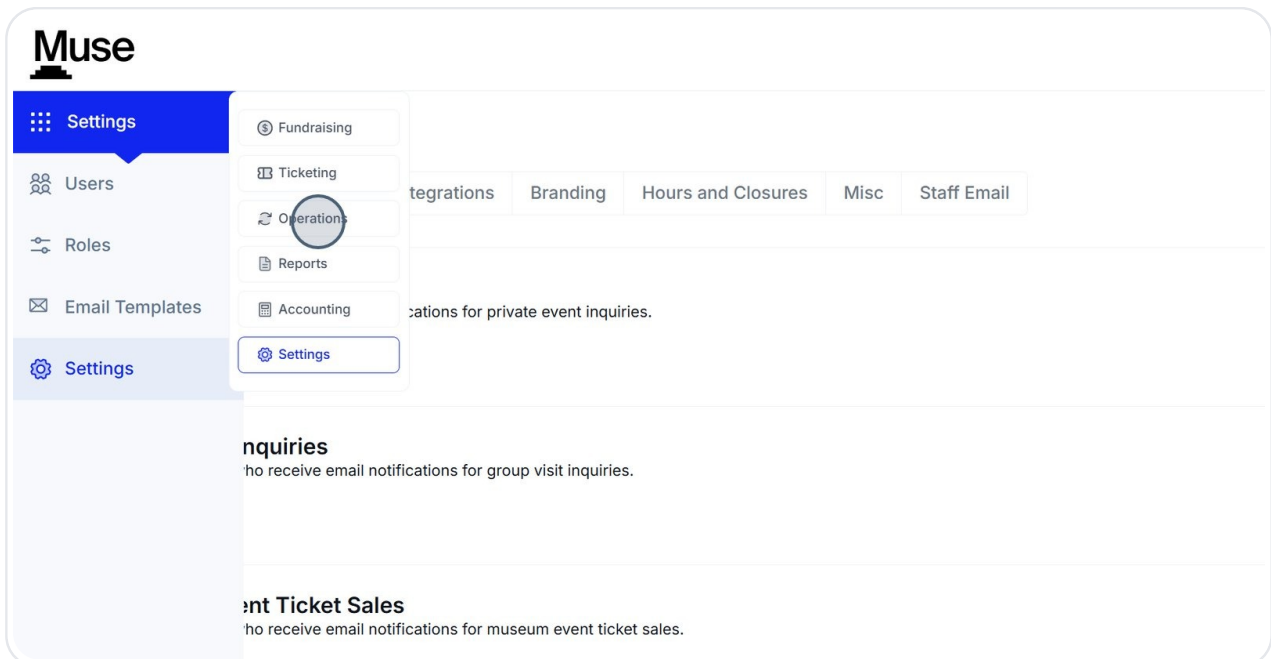


Create and Book a Self-Serve Event

1. Start by opening the main dashboard from the blue North Star icon.



2. Go to Operations.



3. Select 'Private Events.'

Muse

Operations

Dashboard

Private Events

Group Visits

POS

Reports

Settings

Dashboard

Group event

Create an inventory item

Blackout calendar dates

Exhibitions

Group Visits

Private Events

Not Confirmed

Self-Serve Events

Closed / Blackout Dates

Special Hours

Programs

Experiences

August 2026

<

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	MON	TUE	WED	THU	FRI	SAT
27	Dinosaurs Roamed the Earth Summer Splash Pad 3:00 pm: Ben Franklin Elementary School Group Visit	Dinosaurs Roamed the Earth Carousel	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth 12:30 pm: Ben Franklin Elementary Group Visit	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
3	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth

Submit feedback

4. Switch to the Self-Serve Events tab.

Muse

Private Events

Calendar

Custom Events

Self-Serve Events

Private Events

Self-Serve Events

Closed / Blackout Dates

Special Hours

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August 2026

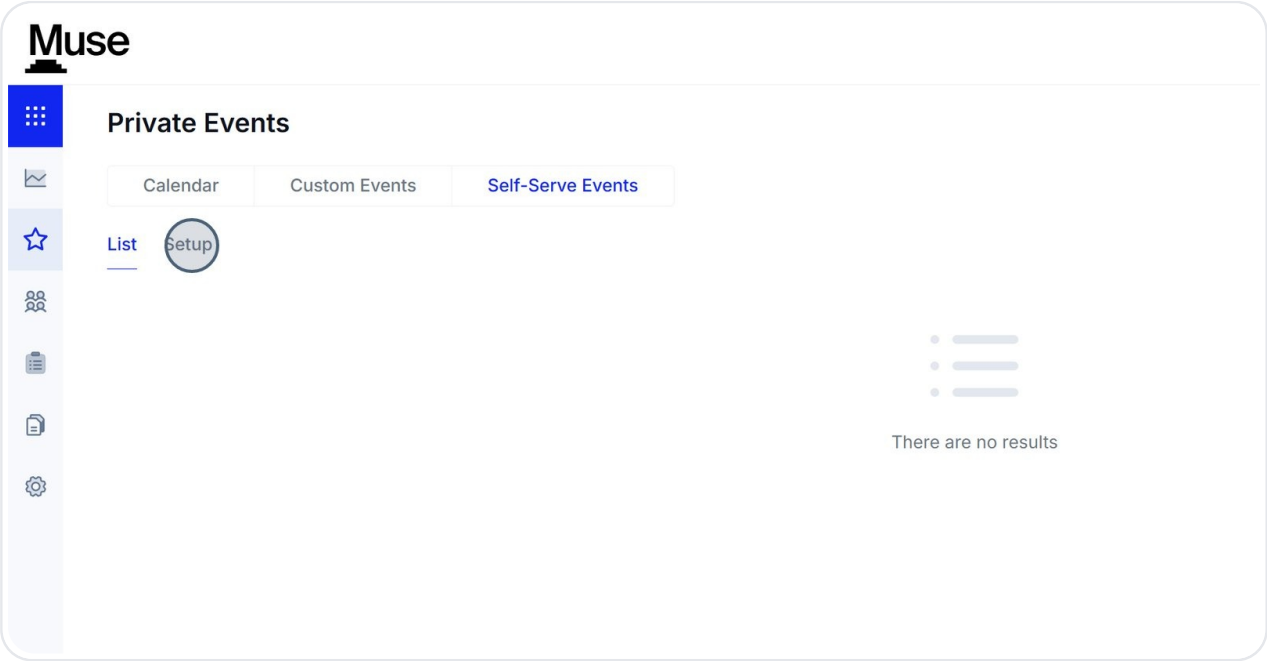
>

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8

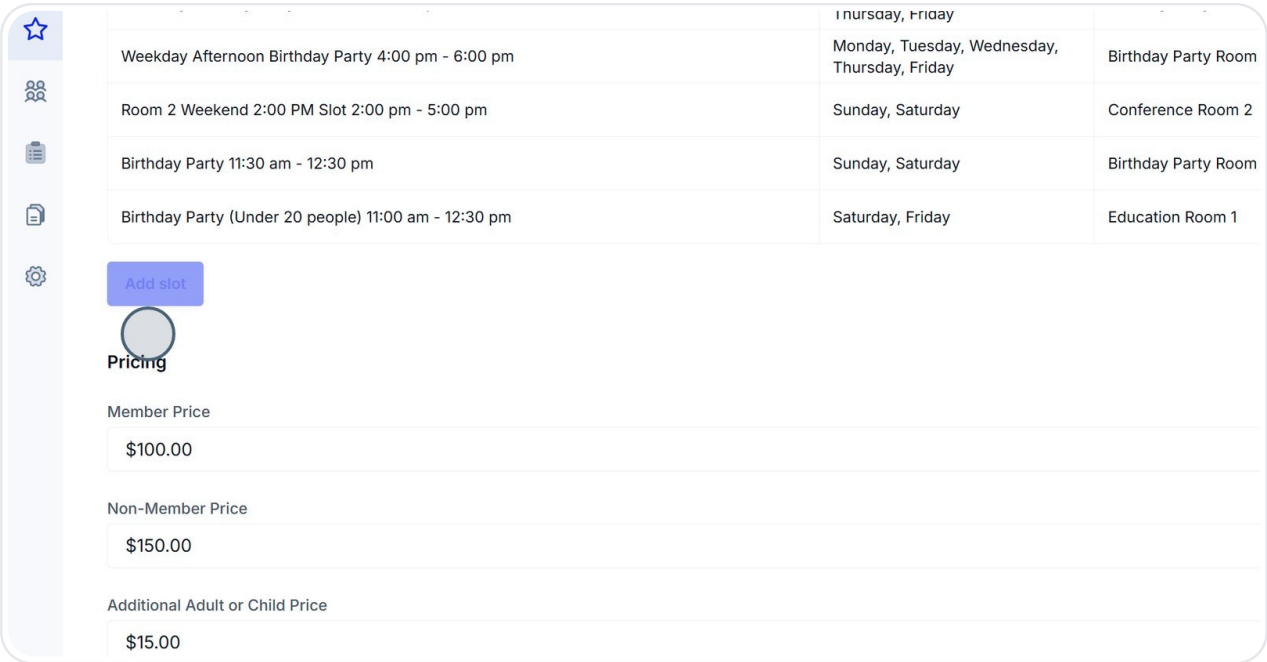
Filter

Submit feedback

5. Click the 'Setup' option to customize your self-serve event booking form.



6. Hit Add slot to create a new event booking slot for your venue.



7. Pick your desired start and end date for the new event slot.

Weekend 4pm Slot 4:00 pm - 5:00 pm

Friday Afternoon 2:00 pm - 5:00 pm

Weekday Birthday Party 10:00 am - 12:00 pm

Weekday Afternoon Birthday Party 4:00 pm - 6:00 pm

Weekend 2:00 PM Slot 2:00 pm - 5:00 pm

Weekday Party 11:30 am - 12:30 pm

Weekday Party (Under 20 people) 11:00 am - 12:30 pm

slot

g

er Price

0.00

Add Booking Slot

Set a name, select days, and choose the time range for this booking slot.

Name

Birthday Party

From

8/12/2026

To

8/12/2026

Days of Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

Venue

8. Select the day(s) of the week to match the booking availability.

2:00 pm

10:00 pm - 6:00 pm

pm - 5:00 pm

0 am - 12:30 pm

Add Booking Slot

Set a name, select days, and choose the time range for this booking slot.

Name

Birthday Party

From

9/09/2026

To

9/09/2026

Days of Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

3:30 pm

End Time

11:00 pm

Venue

IMAX Theater

2:00 pm - 5:00 pm

10:00 am - 12:00 pm

4:00 pm - 6:00 pm

2:00 pm - 5:00 pm

11:30 am - 12:30 pm

11:00 am - 12:30 pm

9. Choose the start and end time for your event slot.

Room 2 Weekend 2:00 PM Slot 2:00 pm - 5:00 pm

Birthday Party 11:30 am - 12:30 pm

Birthday Party (Under 20 people) 11:00 am - 12:30 pm

Add slot

Pricing

Member Price

\$100.00

Non-Member Price

\$150.00

Additional Adult or Child Price

\$15.00

Cleaning Fee

From

9/09/2026

To

9/09/2026

Days of Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

Venue

Cancel

Save

10. Select your preferred venue. Please review our article on how to add a new venue to populate this list.

12:30 pm

people) 11:00 am - 12:30 pm

rice

9/09/2026

9/09/2026

Days of Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

3:30 pm

End Time

11:00 pm

Venue

Cancel

Save

11:30 am - 12:30 pm

11:00 am - 12:30 pm

11. Save your new booking slot to instantly make it available for self-serve bookings.

This screenshot shows a booking slot creation form. At the top, there are date pickers for '9/2026' and '9/09/2026'. Below these are day selection buttons for 'Monday', 'Tuesday', 'Wednesday' (which is highlighted), 'Thursday', and 'Friday'. There are also input fields for 'Start Time' and 'End Time', with '11:00 pm' selected for the end time. A dropdown menu for 'Theater' is visible. At the bottom of the form, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in blue. To the right of the form is a sidebar with a 'Submit feedback' button and a list of existing booking slots, including '11:30 am - 12:30 pm' and '11:00 am - 12:30 pm', both marked as 'Active'. A scroll bar is visible on the right side of the sidebar.

12. Click Save Changes to keep your form updates.

This screenshot shows a form with several input fields. A blue plus sign icon is visible in the center of the form. On the right side, there is a 'Required' toggle switch that is turned on, followed by a three-dot menu icon. At the bottom right, there are 'Cancel' and 'Save Changes' buttons, with the 'Save Changes' button circled in blue. A 'Submit feedback' button is located on the far right. A scroll bar is visible on the right side of the form.

13. Switch to the List tab to see and manage all event slots in one place.

Muse

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⚙️

Private Events

Calendar

Custom Events

Self-Serve Events

List

Setup

Event Title ⓘ

Birthday Party

Event Description

B *I* 🔗 ≡ H₁ H₂

Come celebrate your birthday!

Booking Slot

14. You can manually add a self-serve event on the back-end by clicking Add Event.

A screenshot of the BW Events page. At the top right, there is a red circular logo with the letters 'BW'. Below the header, there is a search bar on the left. In the center, there is a message that says 'There are no results' with a small icon of three horizontal lines above it. To the right of the message, there are three buttons: 'Add Event' (blue), 'Created Date' (white with a dropdown arrow), and 'Filters (1)' (white with a dropdown arrow). At the bottom right, there is a blue button that says 'Submit feedback'.

15. Complete the form you just configured with the booking details.

The screenshot shows the Muse Private Events interface. A modal titled "Add Self-Serve Event Booking" is open. The form includes sections for Event Details, Pricing, Event Info, and Acknowledgement of Risk and Release of Liability. The Acknowledgement section contains two paragraphs of text and a checkbox for agreeing to the waiver. A "Submit feedback" button is visible on the right side of the modal.

Muse

Private Events

Calendar Custom Events Self-Serve

List Setup

Add Self-Serve Event Booking

Event Details

Select a schedule by clicking the pencil icon

Pricing

Member: \$100.00 Non-member: \$150.00

Event Info

Guest Count (approx.) *

Acknowledgement of Risk and Release of Liability

1. Acknowledgment of Risk I, the undersigned, understand that participation in birthday party activities at the museum involves certain risks, including but not limited to trips, falls, and interactions with interactive exhibits. I voluntarily assume all risks associated with my child's participation.

2. Release of Liability In consideration of being permitted to participate, I hereby release and hold harmless The Museum, its employees, and volunteers from any and all claims, damages, or liabilities arising from any injury or loss sustained during the event, except in cases of gross negligence by the museum.

(Type your name in the box below for signature) *

☐ I agree to the above Liability Waiver *

Submit feedback

16. Click Save Event to confirm and reserve your self-serve event slot.

The screenshot shows the Muse Private Events interface. The form is partially filled out, showing the Acknowledgement of Risk and Release of Liability section. The "Save Event" button is highlighted with a red circle. A "Submit feedback" button is visible on the right side of the modal.

to the above Liability Waiver *

Contact

* Last Name *

Mendoza

Phone Number

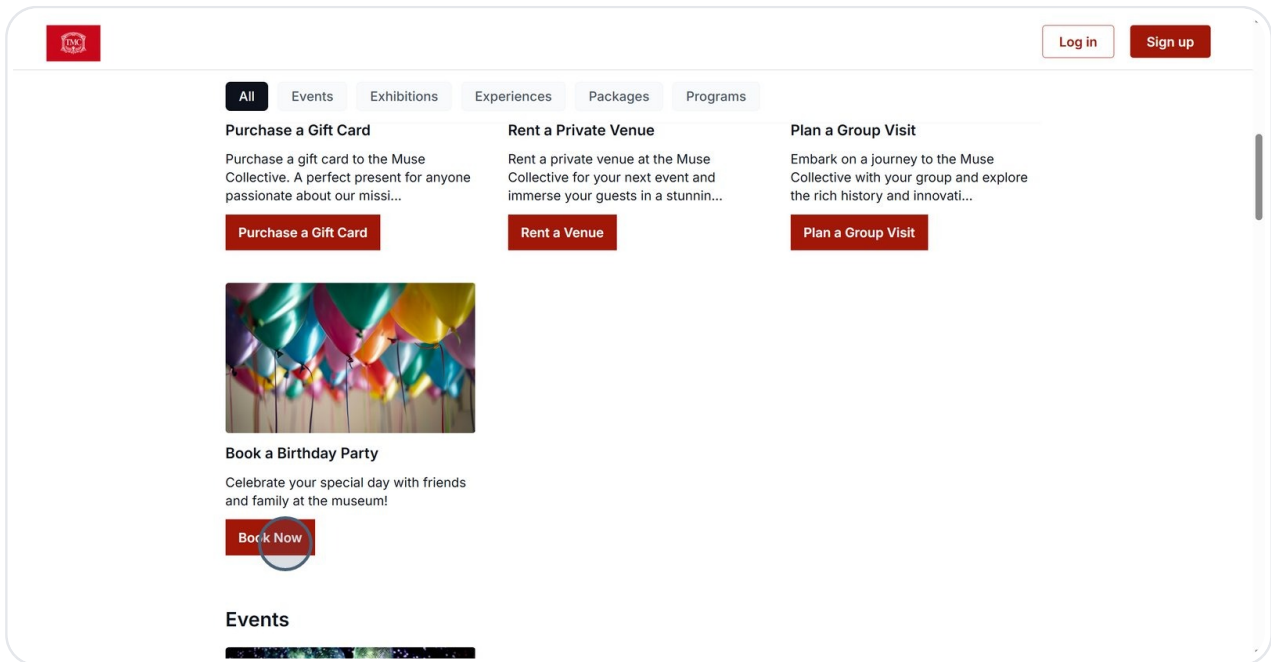
doza@musesoftware.ai +1 888-555-5555

read and agree to the Terms & Conditions

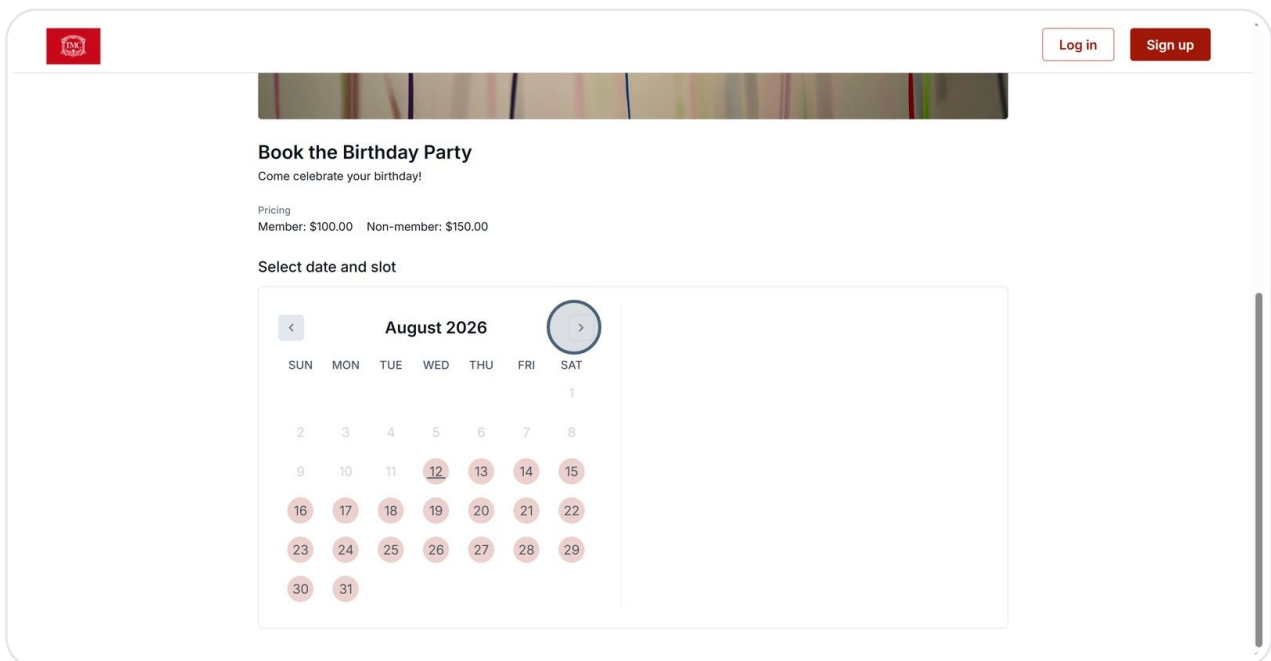
Cancel Save Event

Submit feedback

17. Click Book Now to secure your self-serve event slot and continue to purchase.



18. Click through the calendar to choose your event month and day and continue to the next step.



19.

Pricing
Member: \$100.00 | Non-member: \$150.00

Select date and slot

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September 2026

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SUN	MON	TUE	WED	THU	FRI	SAT
		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			

20. After the purchaser has selected their booking date and time, they'll complete your booking form and proceed to their cart to pay and book the self-serve event.

er: \$150.00

ber 2026

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WED	THU	FRI	SAT
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

Wed, Sep 9, 2026

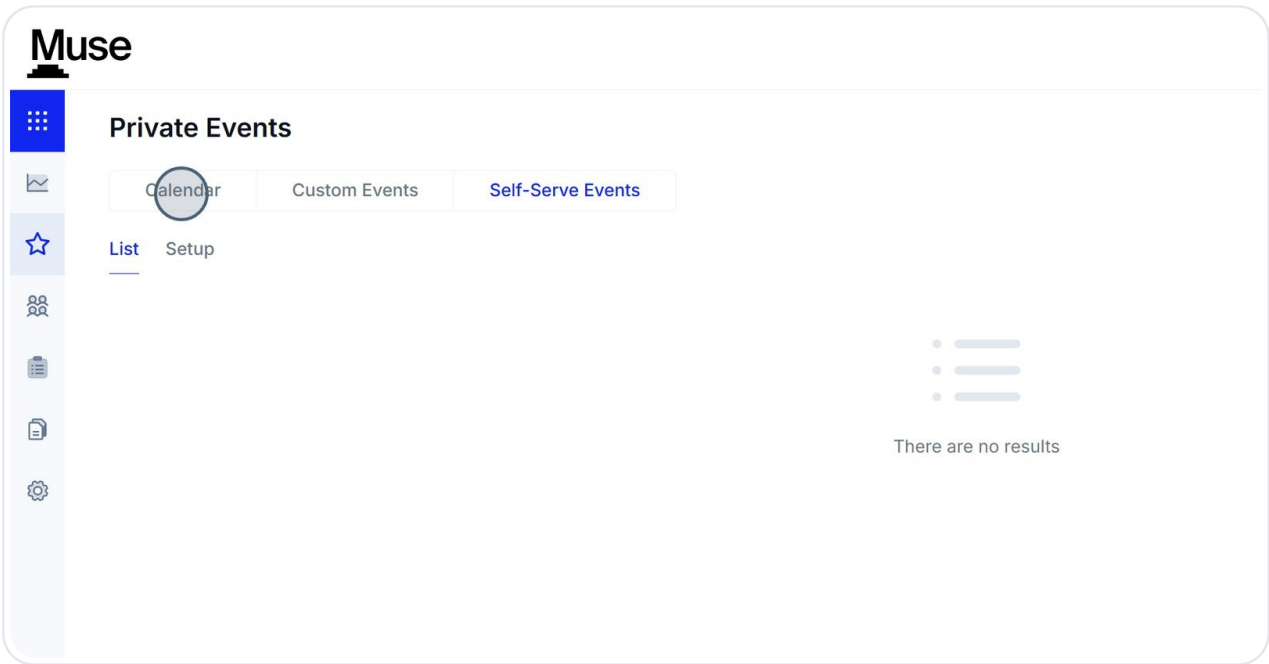
Weekday Birthday Party
10:00 AM - 12:00 PM

Weekday Afternoon Birthday Party
4:00 PM - 6:00 PM

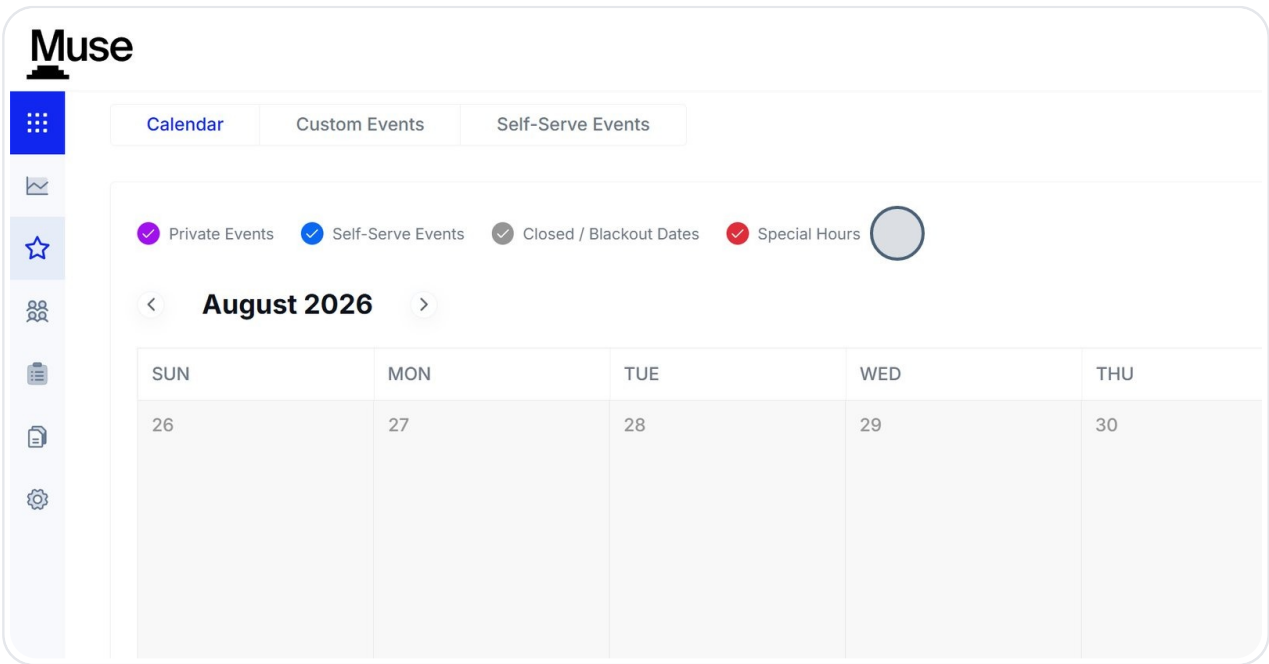
Birthday Party
3:30 PM - 11:00 PM

>

21. Back in the Portal, switch to Calendar view for an intuitive visual overview of all bookings and availability.



22. From within the calendar view, you can see all booked Private Events, Self-Serve Events, Closed/Blackout dates, and Special Hours.



23. You can jump to any month using the back and forth arrows.

Muse

Calendar

Custom Events

Self-Serve Events

Private Events

Self-Serve Events

Closed / Blackout Dates

Special Hours

<

August 2026

>

SUN	MON	TUE	WED	THU
26	27	28	29	30