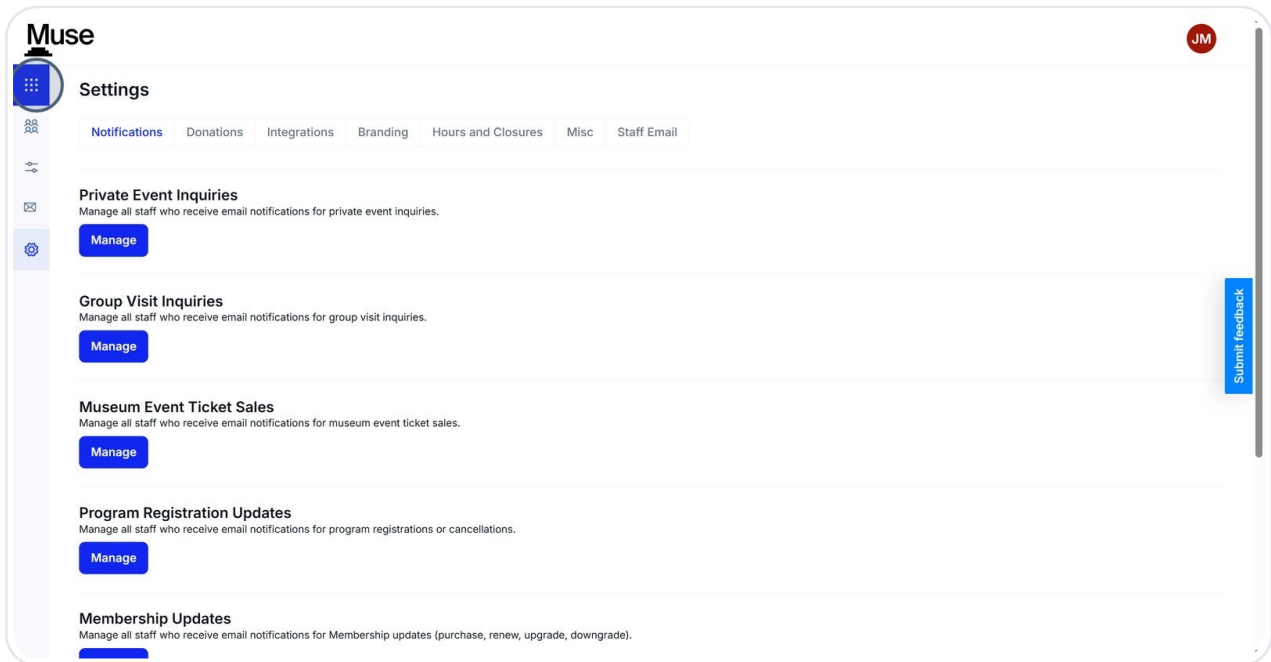


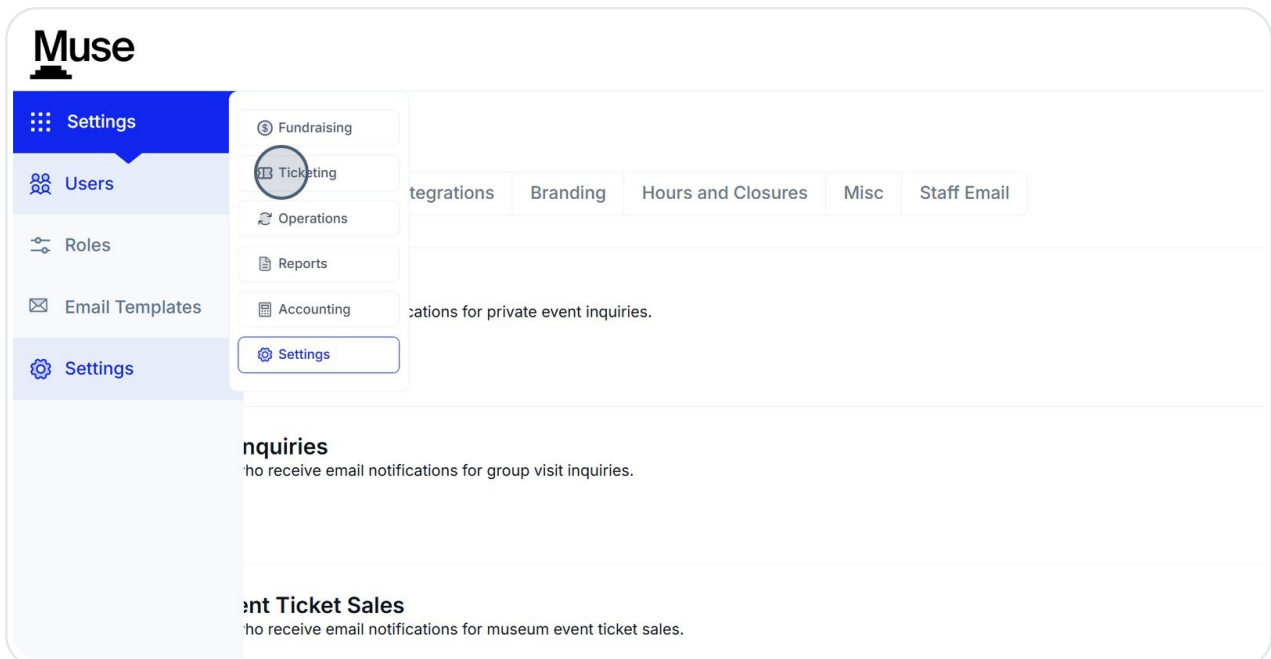


Create and Manage Experiences

1. Click the blue North Star icon.



2. Click "Ticketing."



3. Click "Events."

Muse

Ticketing

Dashboard

Ticket Types

Memberships

Events

Programs

Reports

Settings

Dashboard

Create a ticket type

Create a membership benefit

7 Days

30 Days

Revenue

00.00

Tickets sold

20

Events reached capacity

0

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

Submit feedback

	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
Spooktacular	Oct 31, 2026 at 8:00pm	N/A	250	1	0%	Upcoming
	Dec 18, 2026 at 7:00pm	Main Exhibition Hall	300	44	15%	Upcoming

4. Click "Experiences." Experiences are capacity-limited, timed-ticketing activities that can be scheduled on a recurring basis and added into Packages. Examples include Guided Tours, Movies, or special attractions.

Muse

Events

Exhibitions

Packages

Experiences

Events

Exhibitions

Packages

Experiences

Filters (1)

Add

Name	Description	Category	Date and Time	Tickets Sold	Status
Halloween Spooktacular	Have a frighteningly good time at our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250	Upcoming
Annual Gala	Come join us to recognize the great work of our team and the contributions from our patrons, members, and donors!	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300	Upcoming

Submit feedback

5. Click 'Filter' to quickly narrow your list and find specific experiences with ease.

JM

iences

Filter

Add

	Enrollment Type	Start Date	End Date	# of Published Variants	Status	
	Single Session	Mar 16, 2026	Ongoing	1	Ongoing	⋮
	Single Session	Mar 2, 2026	Aug 3, 2026	1	Completed	⋮
	Single Session	Mar 12, 2026	Dec 31, 2026	1	Ongoing	⋮
	Single Session	Mar 2, 2026	Jul 31, 2026	1	Completed	⋮
	Single Session	Mar 2, 2026	Dec 31, 2026	1	Canceled	⋮
	Single Session	Feb 1, 2026	Dec 31, 2026	1	Ongoing	⋮
	Single Session	Feb 28, 2026	Dec 31, 2026	1	Ongoing	⋮

Submit feedback

6. You can apply a filter to 'Search by keyword' or 'Program Status' to simplify list navigation.

JM

iences

Filter

Add

	Enrollment Type	Start Date	End Date	# of Published Variants	
	Single Session	Mar 16, 2026	Ongoing	1	
	Single Session	Mar 2, 2026	Aug 3, 2026	1	
	Single Session	Mar 12, 2026	Dec 31, 2026	1	
	Single Session	Mar 2, 2026	Jul 31, 2026	1	
	Single Session	Mar 2, 2026	Dec 31, 2026	1	
	Single Session	Feb 1, 2026	Dec 31, 2026	1	
	Single Session	Feb 28, 2026	Dec 31, 2026	1	

Search by keyword

Program Status

☐ Draft

☐ Upcoming

☐ Ongoing

☐ Completed

☐ Archived

☐ Canceled

Clear

Update

Submit feedback

7. Click the blue "Update" button to apply filters.

	Single Session	Mar 16, 2026	Ongoing	
	Single Session	Mar 2, 2026	Aug 3, 2026	
	Single Session	Mar 12, 2026	Dec 31, 2026	
	Single Session	Mar 2, 2026	Jul 31, 2026	
	Single Session	Mar 2, 2026	Dec 31, 2026	
	Single Session	Feb 1, 2026	Dec 31, 2026	
	Single Session	Feb 28, 2026	Dec 31, 2026	

Program Status

☐ Draft

☐ Upcoming

☐ Ongoing

☐ Completed

☐ Archived

☐ Canceled

Clear

Update

Submit feedback

8. To add a new Experience, click the blue "Add" button.

JM

iences

Filter

Add

	Enrollment Type	Start Date	End Date	# of Published Variants	Status	
	Single Session	Mar 16, 2026	Ongoing	1	Ongoing	⋮
	Single Session	Mar 2, 2026	Aug 3, 2026	1	Completed	⋮
	Single Session	Mar 12, 2026	Dec 31, 2026	1	Ongoing	⋮
	Single Session	Mar 2, 2026	Jul 31, 2026	1	Completed	⋮
	Single Session	Mar 2, 2026	Dec 31, 2026	1	Canceled	⋮
	Single Session	Feb 1, 2026	Dec 31, 2026	1	Ongoing	⋮
	Single Session	Feb 28, 2026	Dec 31, 2026	1	Ongoing	⋮

Submit feedback

9. From the "Create Experience" pop-up window, enter the Experience name. This will display on your e-commerce page.

Muse

Experiences

EventsExhibitionsPackages

Name

Sea Turtles Experience

Zoo Tour

Penguin Encounter

Motion Simulator

IMAX

History of The Muse Collective Short Film

Guided Tours

Create Experience

Name*

Main Image ⓘ

Click to upload an image

Description (visible to website visitors)

B I 🔗 ≡ H1 H2

10. Upload a main image that will appear on your e-commerce site when selling these tickets. The recommended image size is 2000px by 600px.

ExhibitionsPackages

Collective Short Film

Create Experience

Name*

Main Image ⓘ

Click to upload an image

Description (visible to website visitors)

B I 🔗 ≡ H1 H2

ed Date

of Pul

ngoing

g 3, 2026

ec 31, 2026

l 31, 2026

ec 31, 2026

ec 31, 2026

ec 31, 2026

11. Add a description for your Experience. This is external-facing and will appear on the e-commerce site.

Sea Turtles Experience

Zoo Tour

Penguin Encounter

Motion Simulator

IMAX

History of The Muse Collective Short Film

Guided Tours

Recommended image size
(2000px by 600px)

Click to upload an image

Description (visible to website visitors)

B I  H1 H2

Internal Notes

12. If you have any additional context about this Experience for your staff, include it in the 'Internal Notes' field.

Muse

Experiences

EventsExhibitionsPackages

Name

Sea Turtles Experience

Zoo Tour

Penguin Encounter

Motion Simulator

IMAX

History of The Muse Collective Short Film

Guided Tours

Internal Notes

Members Only?

No

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Venue

Number of Spots

13. If you wish to make the Experience visible to only members who are logged into your e-commerce site, specify that using the 'Members Only?' dropdown.

Experiences

EventsExhibitionsPackages

Name

Sea Turtles Experience

Zoo Tour

Penguin Encounter

Motion Simulator

IMAX

History of The Muse Collective Short Film

Guided Tours

Internal Notes

Members Only?

No

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Venue

Number of Spots

14. Enter the physical address as it would appear on Google Maps into the 'Location' field.

Experiences

EventsExhibitionsPackages

Name

Sea Turtles Experience

Zoo Tour

Penguin Encounter

Motion Simulator

IMAX

History of The Muse Collective Short Film

Guided Tours

Internal Notes

Members Only?

No

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Venue

Number of Spots

Minimum Age

15. Next, select the space within the museum property from the "Venue" dropdown.

Name

Sea Turtles Experience

Zoo Tour

Penguin Encounter

Motion Simulator

IMAX

History of The Muse Collective Short Film

Guided Tours

Members Only?

No

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Venue

Number of Spots

Minimum Age

Maximum Age

16. Venue options must first be configured under Operations > Settings > Events. View our Venue article for more information.

Muse

Experiences

EventsExhibitionsPackages

Name

Sea Turtles Experience

Zoo Tour

Penguin Encounter

Motion Simulator

IMAX

History of The Muse Collective Short Film

Guided Tours

Internal Notes

Members Only?

No

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Venue

Number of Spots

Minimum Age

Maximum Age

Schedule Type*

FilterAdd

Start Date	# of Published Variants	Status	
Ongoing	1	Ongoing	⋮
Aug 3, 2026	1	Completed	⋮
Dec 31, 2026	1	Ongoing	⋮
Jan 31, 2026	1	Completed	⋮
Dec 31, 2026	1	Cancelled	⋮
Dec 31, 2026	1	Ongoing	⋮
Dec 31, 2026	1	Ongoing	⋮

Submit feedback

View online

17. Update the total number of tickets available for sale in the 'Number of Spots' field.

The screenshot shows a form for editing a 'Zoo Tour'. On the left is a sidebar with a list of activities: Zoo Tour, Penguin Encounter, Motion Simulator, IMAX, History of The Muse Collective Short Film, and Guided Tours. The 'Zoo Tour' item is selected. The main form area contains the following fields: 'Members Only?' with a dropdown menu showing 'No'; 'Location' with the text '123 Encinitas Blvd, Encinitas, CA 92024, USA'; 'Venue' (empty); 'Number of Spots' (empty, highlighted with a red circle); 'Minimum Age' (empty); 'Maximum Age' (empty); and 'Schedule Type*' (empty).

18. Indicate the minimum and maximum age in the corresponding fields.

The screenshot shows the same form as in the previous image, but with the 'Minimum Age' field highlighted with a red circle. The sidebar on the left is more detailed, showing icons for each activity. The main form area contains the following fields: 'Location' with the text '123 Encinitas Blvd, Encinitas, CA 92024, USA'; 'Venue' (empty); 'Number of Spots' (empty); 'Minimum Age' (empty, highlighted with a red circle); 'Maximum Age' (empty); 'Schedule Type*' (empty); and 'Program Status' (empty).

19. From the "Schedule Type" dropdown, select 'Recurring' or 'Custom,'

The screenshot shows a sidebar on the left with a list of program types: Zoo Tour, Penguin Encounter, Motion Simulator, IMAX, History of The Muse Collective Short Film, and Guided Tours. The main form area contains the following fields: Number of Spots, Minimum Age, Maximum Age, Schedule Type* (highlighted with a blue circle), and Program Status (set to Draft). At the bottom right are 'Cancel' and 'Create' buttons.

20. And begin to build out your Date, Start Time and End Time. If the Experience is recurring, you'll also select the timeframe from the 'Start Date' and 'End Date' fields.

This screenshot shows the same form as the previous one, but with more information entered. The 'Schedule Type*' dropdown is now set to 'Recurring'. The 'Start Date*' field is filled with '8/31/2026' and is highlighted with a blue circle. The 'End Date' field is also filled with '8/31/2026'. Below these, there are fields for 'Day', 'Start Time', and 'End Time', each with a dropdown menu. The 'Program Status' remains 'Draft'. The 'Cancel' and 'Create' buttons are at the bottom right.

21. Select your Program Status as 'Draft' or 'Active'. Once Active it will be available on the e-commerce page for sale.

Minimum Age

Maximum Age

Schedule Type*

Recurring

Start Date*

8/31/2026

End Date

8/31/2026

Day

Start Time

End Time

✓

Program Status

Draft

Cancel

Create

ongoing	1	Ongoing	⋮
g 3, 2026	1	Completed	⋮
c 31, 2026	1	Ongoing	⋮
l 31, 2026	1	Completed	⋮
c 31, 2026	1	Canceled	⋮
c 31, 2026	1	Ongoing	⋮
c 31, 2026	1	Ongoing	⋮

Submit feedback

22. Click 'Create' when finished.

Age

Type*

ing

*

26

End Date

8/31/2026

Start Time

End Time

✓

Status

Cancel

Create

g 3, 2026	1	Completed	⋮
c 31, 2026	1	Ongoing	⋮
l 31, 2026	1	Completed	⋮
c 31, 2026	1	Canceled	⋮
c 31, 2026	1	Ongoing	⋮
c 31, 2026	1	Ongoing	⋮

Submit feedback

23. After these steps are completed, view our [Ticket Types](#) article to learn how to create the registration options and prices for this experience.

[illegible]