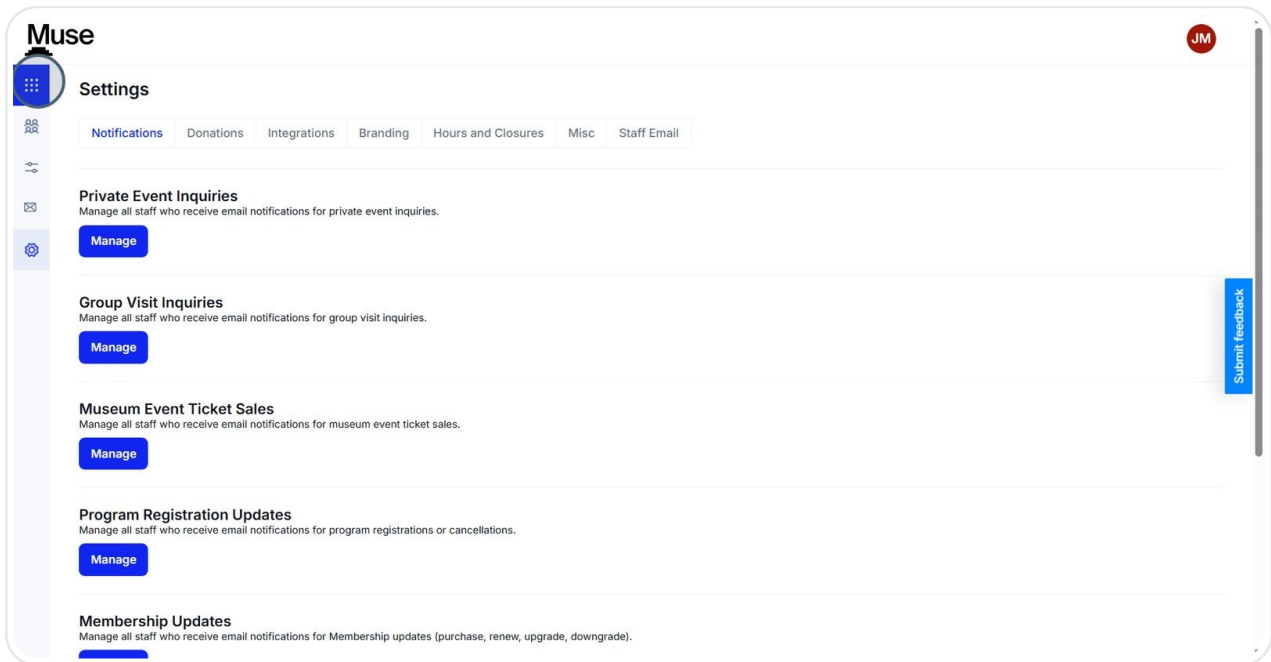


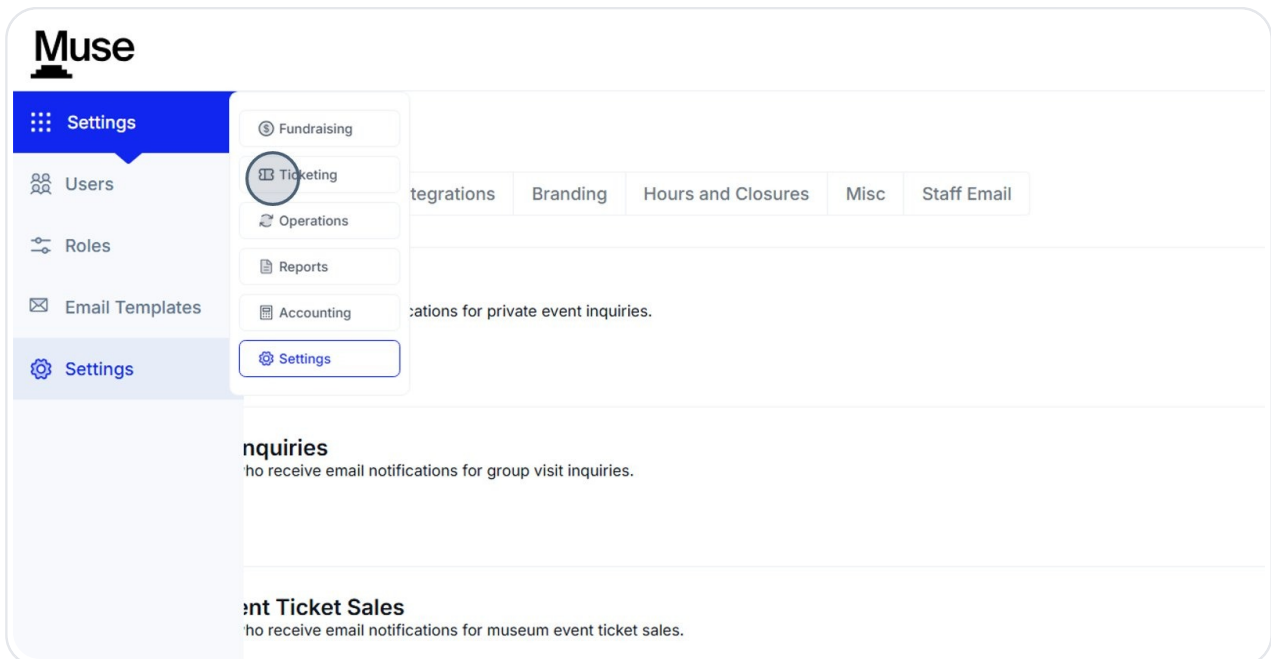


Enable Auto-Renewal Default for Memberships

1. Click the blue North Star icon.



2. Select 'Ticketing'



3. Head to 'Settings' within the Ticketing navigation menu.

Muse

Ticketing

Dashboard

Event

Create a ticket type

Create a membership benefit

Ticket Types

Memberships

Events

Programs

Reports

Settings

Dashboard

7 Days30 Days

Revenue

Tickets sold

Events reached capacity

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

	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
ktacular	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
s Eve Gala	Dec 31, 2026 at 7:00pm	Main ballroom	500	0	0%	Upcoming

Submit feedback

4. Click on the 'Memberships' tab.

Muse

Ticketing

Ticketing Settings

Visitor Types

Memberships

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

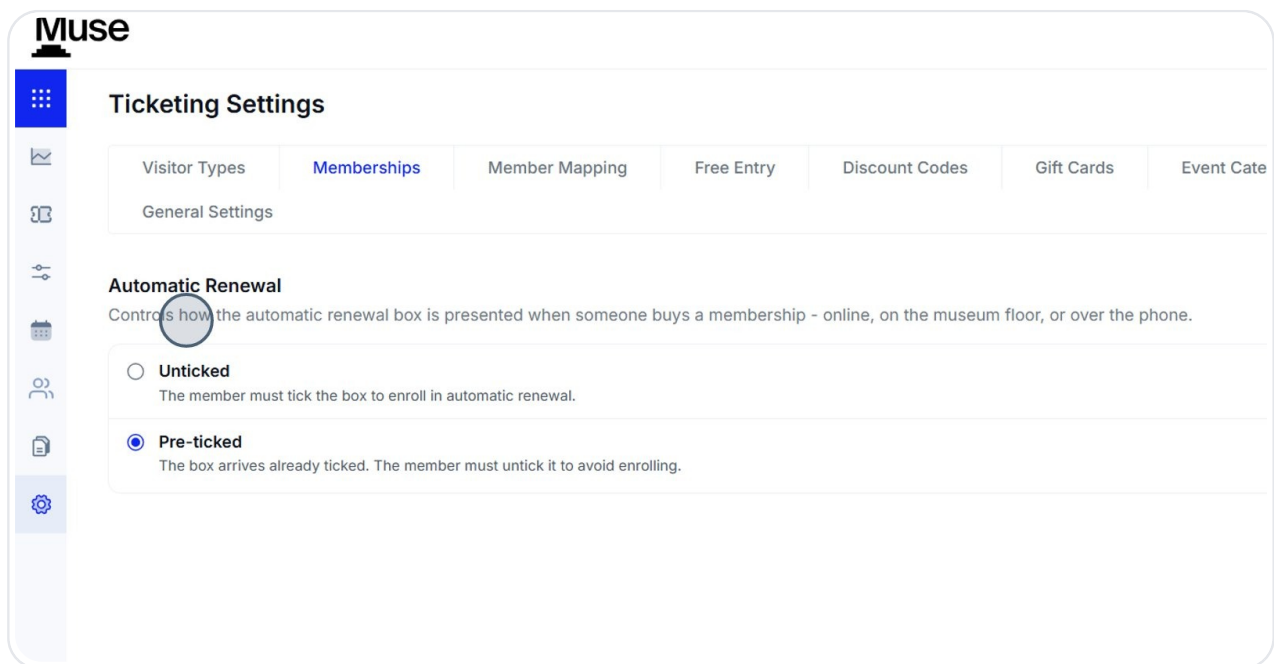
Memberships

Add type

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

Submit feedback

5. From here, you can control how 'Automatic Renewal' is presented to your members.



The screenshot shows the 'Muse' application interface. On the left is a vertical sidebar with icons for various settings. The main header is 'Ticketing Settings'. Below it is a horizontal tab bar with 'Visitor Types', 'Memberships' (selected), 'Member Mapping', 'Free Entry', 'Discount Codes', 'Gift Cards', and 'Event Cate'. Under the 'Memberships' tab, there is a 'General Settings' section. The 'Automatic Renewal' section is highlighted with a blue circle. It contains a description: 'Controls how the automatic renewal box is presented when someone buys a membership - online, on the museum floor, or over the phone.' Below this are two radio button options: 'Unticked' (selected) and 'Pre-ticked'.

Muse

Ticketing Settings

Visitor Types | **Memberships** | Member Mapping | Free Entry | Discount Codes | Gift Cards | Event Cate

General Settings

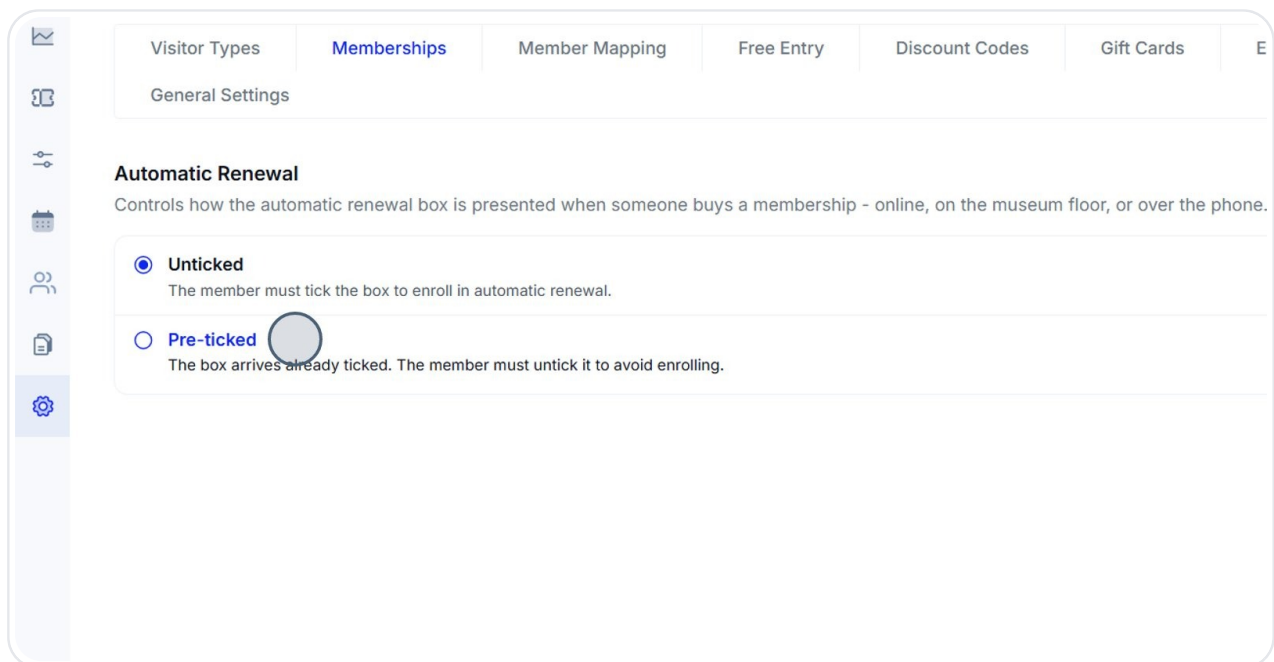
Automatic Renewal

Controls how the automatic renewal box is presented when someone buys a membership - online, on the museum floor, or over the phone.

☒ **Unticked**
The member must tick the box to enroll in automatic renewal.

☐ **Pre-ticked**
The box arrives already ticked. The member must untick it to avoid enrolling.

6. Review the benefits of automatic renewal for easier member retention.



This screenshot is similar to the previous one, but the 'Pre-ticked' radio button is now selected and highlighted with a blue circle. The 'Unticked' option is now unselected. The rest of the interface remains the same.

Muse

Ticketing Settings

Visitor Types | **Memberships** | Member Mapping | Free Entry | Discount Codes | Gift Cards | E

General Settings

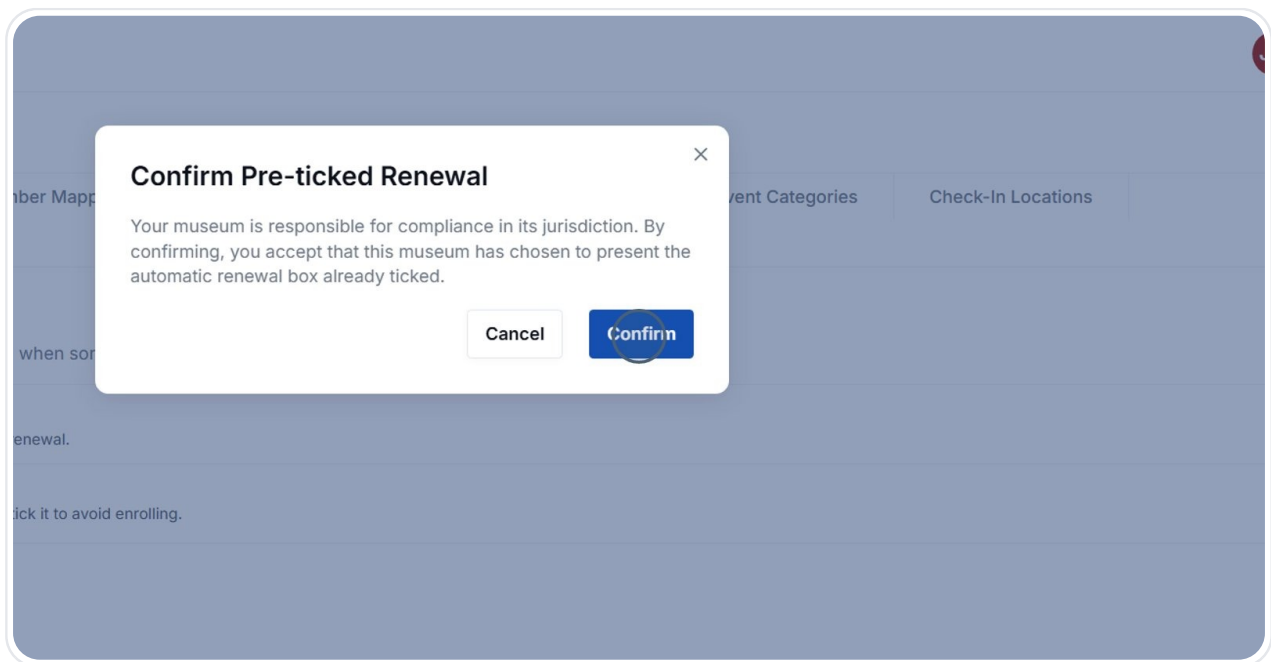
Automatic Renewal

Controls how the automatic renewal box is presented when someone buys a membership - online, on the museum floor, or over the phone.

☒ **Unticked**
The member must tick the box to enroll in automatic renewal.

☐ **Pre-ticked**
The box arrives already ticked. The member must untick it to avoid enrolling.

7. Click 'Confirm' to activate pre-ticked renewal for seamless recurring memberships.



8. A renewal checkbox is available for every sale online, via the Museum Floor, and by phone, with renewal terms stated right next to it. Your members can switch automatic renewal on or off anytime from their online account, or via staff.

