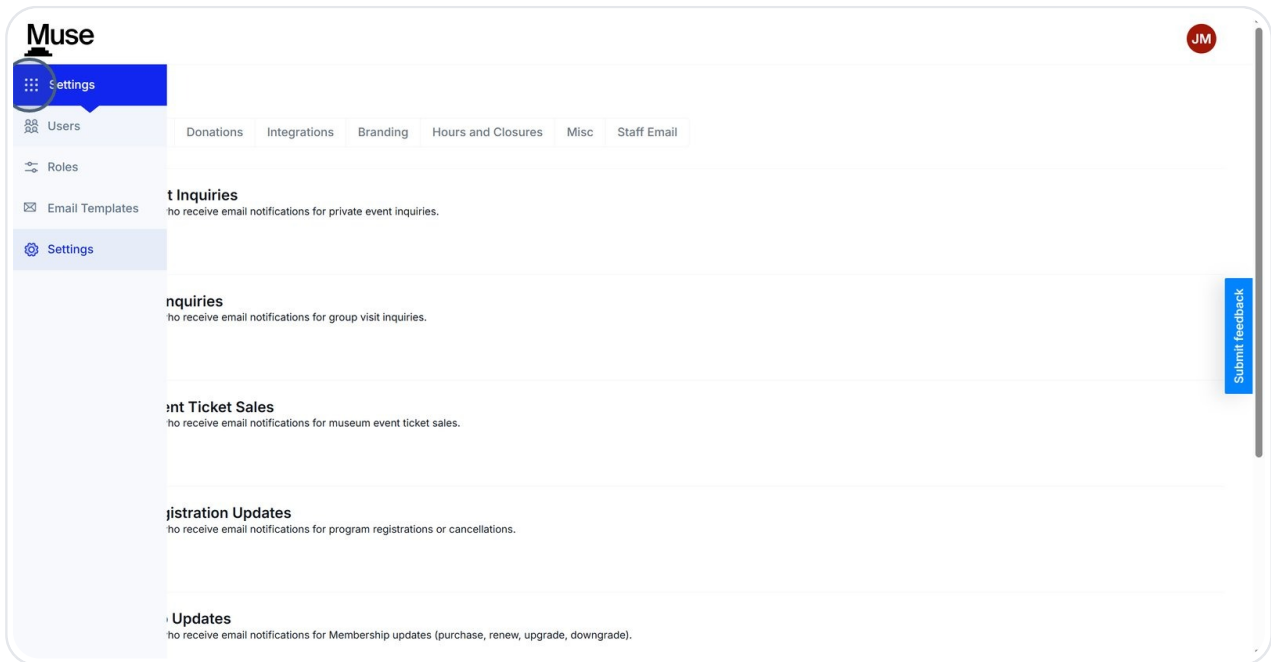


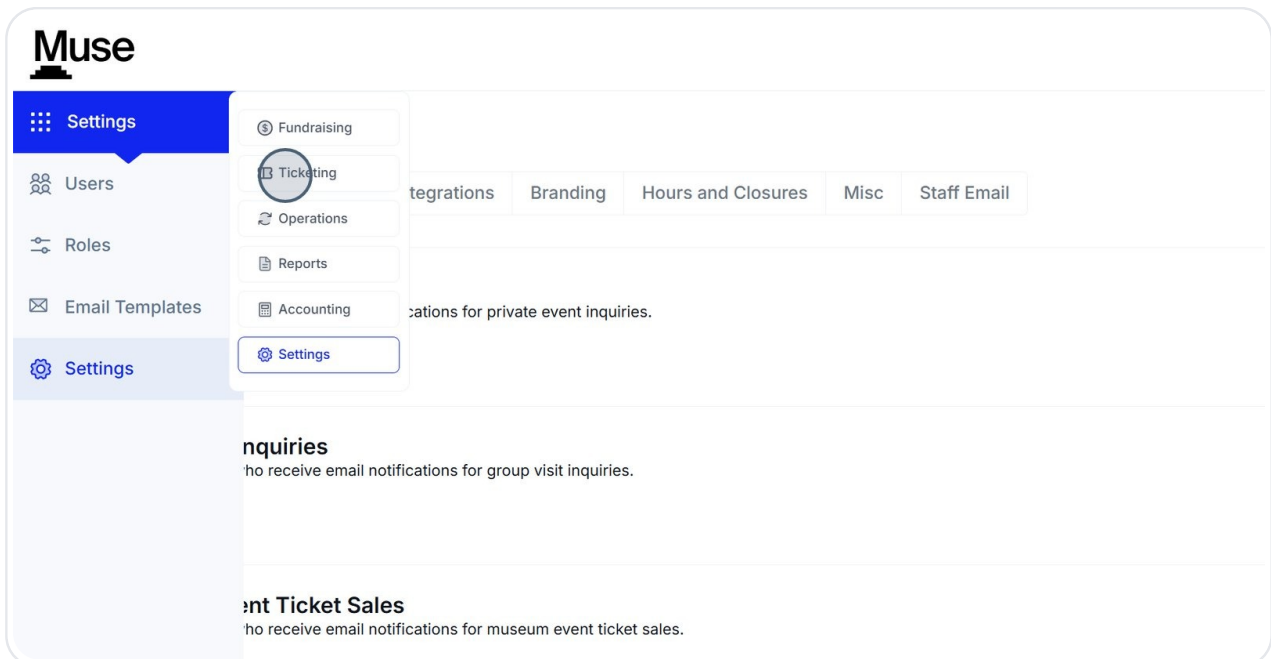


Event Categories

1. Click the blue North Star icon.



2. Click "Ticketing"



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

Muse

Ticketing

Dashboard

Create a ticket type

Create a membership benefit

Ticket Types

Memberships

Events

Programs

Reports

Settings

Dashboard

Revenue

Tickets sold

Events reached capacity

0.00

20

0

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

Submit feedback

	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

4. Select the 'Event Categories' tab.

Muse

Ticketing

Ticketing Settings

Visitor Types

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

Add type

Visitor Types

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

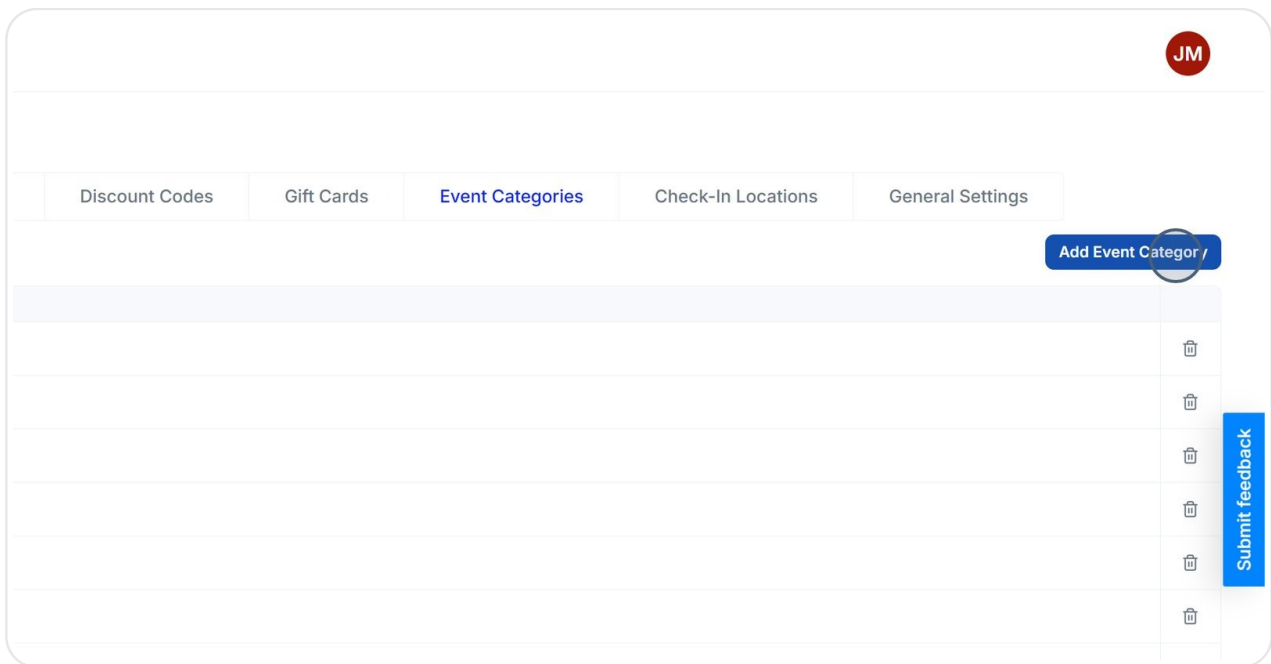
Check-In Locations

General Settings

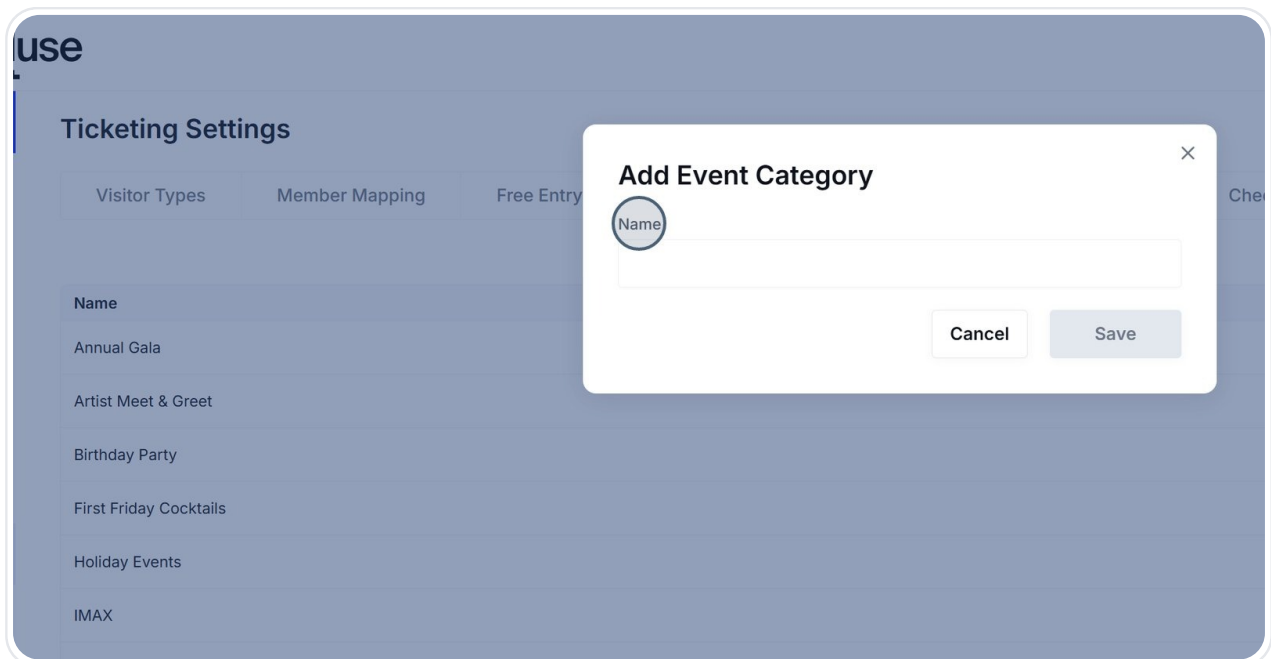
Add type

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
Silver Sponsor	6	Silver Sponsor	Active

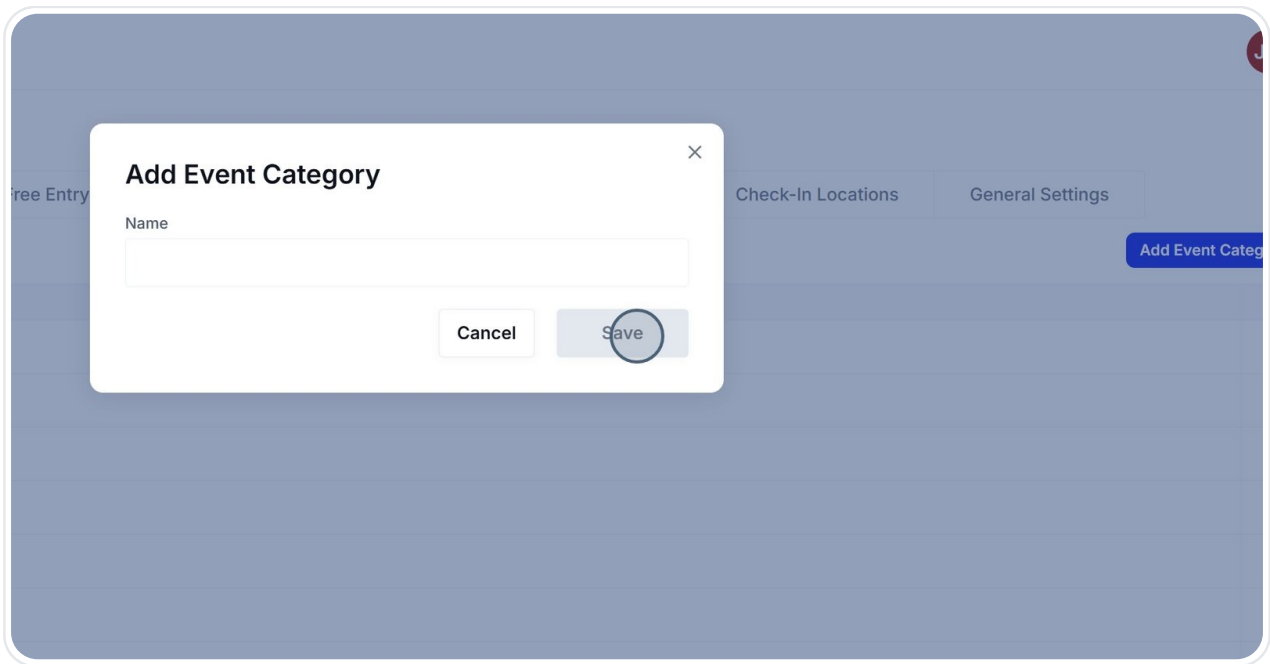
5. To add a new event category to your list, click the blue 'Add Event Category' button.



6. Type an Event Category name in the corresponding field.

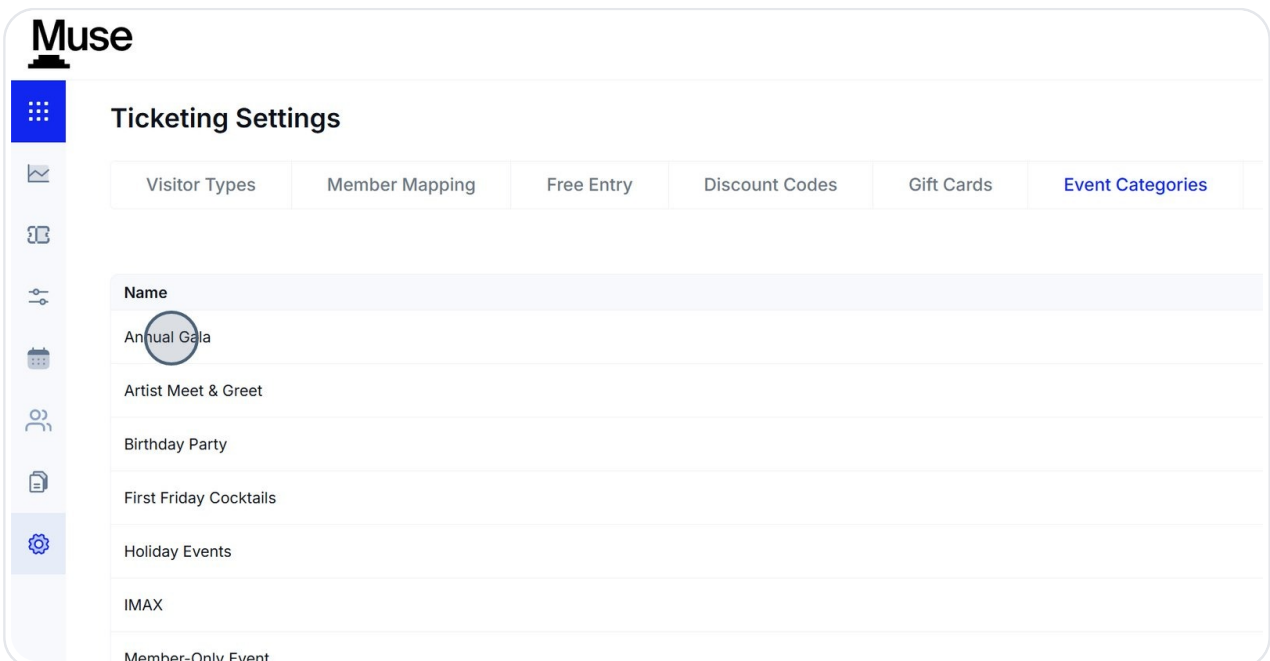


7. Click 'Save' when finished.



A screenshot of a web application interface showing a modal dialog titled "Add Event Category". The dialog has a close button (X) in the top right corner. Inside the dialog, there is a label "Name" above a text input field. Below the input field are two buttons: "Cancel" and "Save". The "Save" button is circled in blue. In the background, there is a blurred view of the "Event Categories" settings page, showing tabs for "Check-In Locations" and "General Settings", and a blue button labeled "Add Event Category".

8. Click on an event category name from your list to quickly edit its details.



A screenshot of the "Muse" Ticketing Settings page. The page has a header with the "Muse" logo and a sidebar with various icons. The main content area is titled "Ticketing Settings" and contains a list of event categories. The categories are: "Visitor Types", "Member Mapping", "Free Entry", "Discount Codes", "Gift Cards", and "Event Categories". The "Event Categories" tab is selected. Below the tabs, there is a table with the following rows:

Name
Annual Gala
Artist Meet & Greet
Birthday Party
First Friday Cocktails
Holiday Events
IMAX
Member-Only Event

The "Annual Gala" row is circled in blue.

9. Save your edits by clicking the blue checkmark next to the category name.

Muse

Ticketing Settings

Visitor Types Member Mapping Free Entry Discount Codes Gift Cards **Event Categories**

Name
Annual Gala 
Artist Meet & Greet
Birthday Party
First Friday Cocktails
Holiday Events
IMAX
Member-Only Event

10. Click the trash can icon to the far right of the row to remove an event category you no longer need.



Discount Codes Gift Cards **Event Categories** Check-In Locations General Settings

[Add Event Category](#)

[Submit feedback](#)

11. Confirm Remove to permanently delete this event category from your ticketing system.

