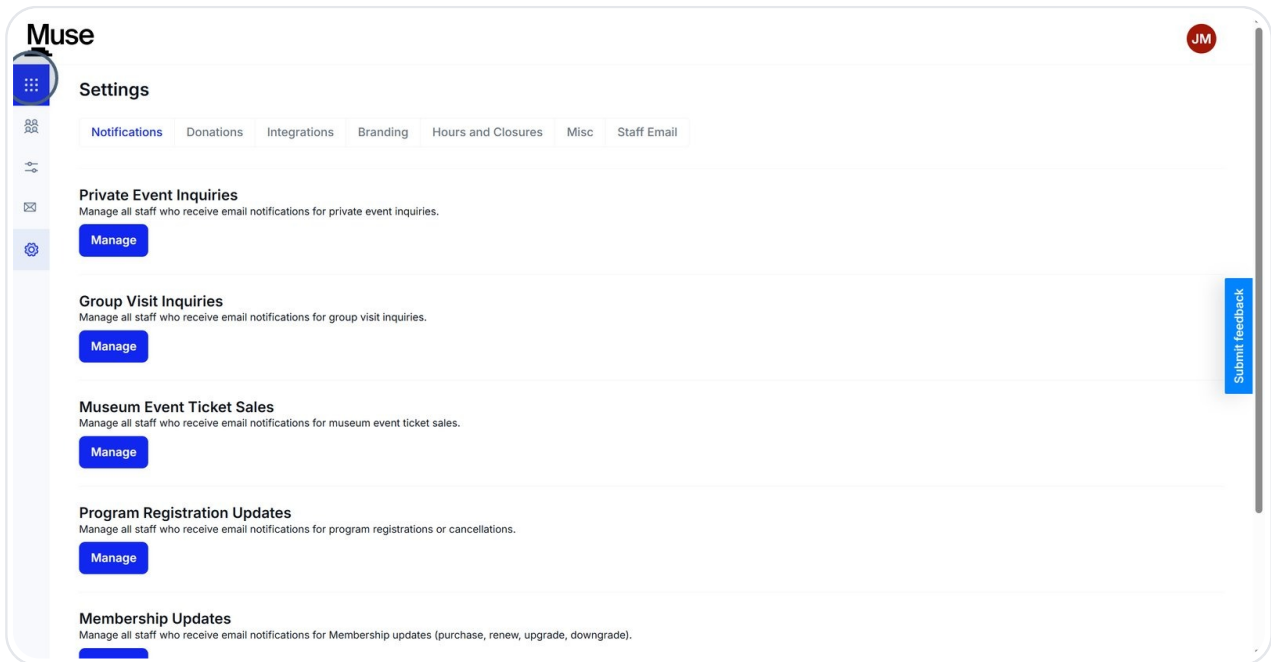


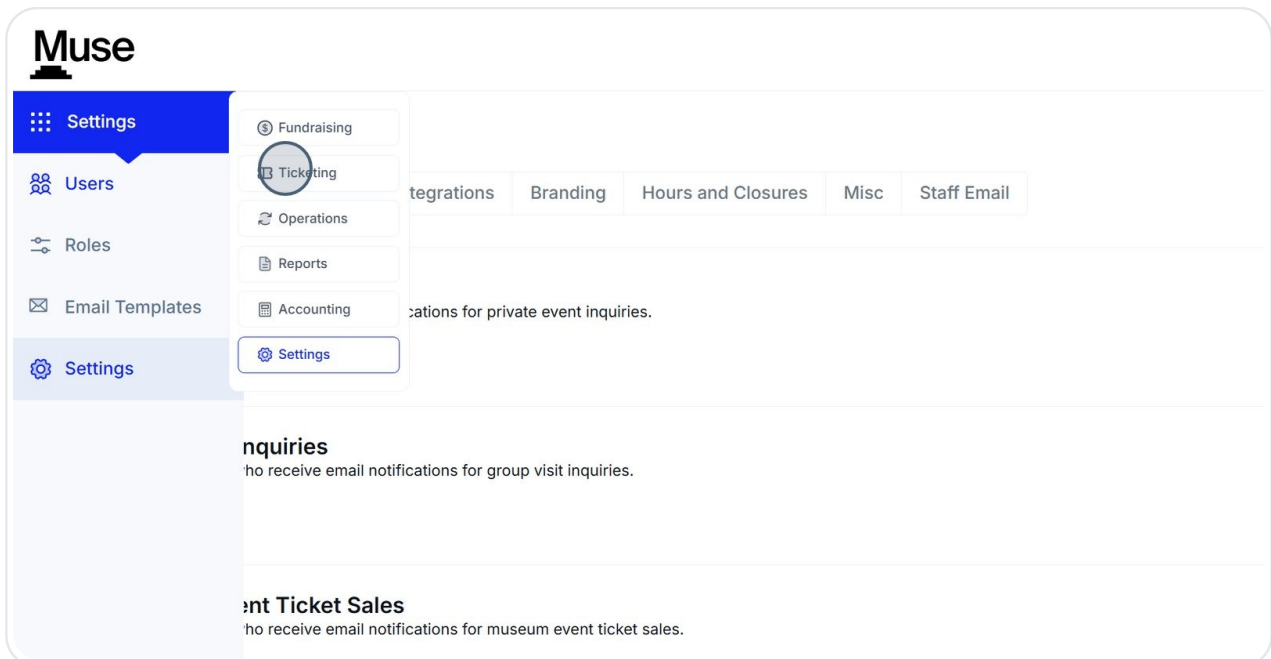


General Ticketing Settings

1. Open the main navigation menu from the blue North Star icon.



2. Select 'Ticketing'



3. Head to 'Settings'

Muse

Ticketing

Dashboard

Event

Create a ticket type

Create a membership benefit

Ticket Types

Memberships

Events

Programs

Reports

Settings

Dashboard

Revenue

Tickets sold

Events reached capacity

Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
Aug 22, 2026 at 7:00pm	Main Exhibition Hall	300	29	10%	Upcoming

Submit feedback

4. Click on the 'General Settings' tab to review or adjust foundational ticketing options.

Muse

Ticketing

Ticketing Settings

Visitor Types

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

Visitor Types

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

Visitor Types

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

Visitor Types

Member Mapping

Free Entry

Discount Codes

Gift Cards

Event Categories

Check-In Locations

General Settings

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

Submit feedback

5. Click **Daily Capacity Settings** to adjust the maximum daily visitor capacity to control crowd sizes and set how many General Admission tickets you want to sell daily.

Muse

Ticketing Settings

Visitor TypesMember MappingFree EntryDiscount CodesGift CardsEvent Categories

Daily Capacity Settings

Maximum daily museum capacity

1000

Checkout Policy

Refund policy link ⓘ

<https://yourmuseum.org/refund-policy>

Ticket Purchase Settings

How many days in advance General Admission or Exhibition tickets can be purchased

360

6. Click Checkout Policy to add a URL from your website outlining your refund or other checkout policies.

[illegible]

7. Click Ticket Purchase Settings to set how far in advance General Admission and Exhibition tickets can be purchased.

Maximum daily museum capacity

1000

Checkout Policy

Refund policy link ⓘ
<https://yourmuseum.org/refund-policy>

Ticket Purchase Settings

How many days in advance General Admission or Exhibition tickets can be purchased
360

Purchase Page Settings

General Admissions

Image

Recommended image size (2000px by 600px)



Show section

Title

Buy Tickets

Thumbnail Description

8. Edit the 'General Admissions' section to highlight your primary ticket offering.

[illegible]

9. Click the image upload field for General Admissions to add a branded image to appear on your e-Commerce site. The recommended image size is 2000px by 600px.

360

Purchase Page Settings

General Admissions

Show section ☒

Title

Image

Recommended image size (2000px by 600px)



Buy Tickets

Thumbnail Description

Immerse yourself in the rich history of The Muse Collective. Explore our Museum floor and

Memberships

Show section ☒

Title

Image

Recommended image size (2000px by 600px)



Become a Member

10. Edit the Title field to adjust the copy as it will appear on your e-Commerce site.

[illegible]

11. Revise the thumbnail description to give guests more insight before buying. This copy will appear on your e-Commerce site.

Purchase Page Settings

General Admissions

Recommended image size (2000px by 600px)



Show section

☒

Title

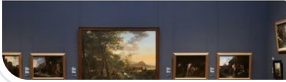
Buy Tickets

Thumbnail Description

Immerse yourself in the rich history of The Muse Collective. Explore our Museum floor and visit our rotating Ex

Memberships

Recommended image size (2000px by 600px)



Show section

☒

Title

Become a Member

Thumbnail Description

12. Toggle the Show section visibility to show or hide this section from your e-Commerce site.

Muse

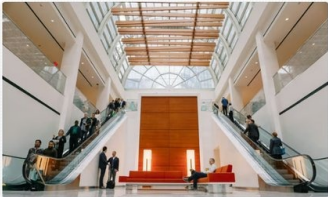
360

Purchase Page Settings

General Admissions

Image

Recommended image size (2000px by 600px)



Show section

☒

Title

Buy Tickets

Thumbnail Description

Immerse yourself in the rich history of The Muse Collective. Explore our Museum floor and

Memberships

Image

Recommended image size (2000px by 600px)



Show section

☒

Title

View online

13. Repeat the above steps for Memberships.

[illegible]

14. Repeat the above steps for Donations.

[illegible]

15. Repeat the above steps for Gift Cards.

Muse

A photograph showing a large, ornate green statue of a person sitting cross-legged on a pedestal in a museum setting.

Thumbnail Description

Support the Muse Collective with a One-Time or Recurring Donation.

GiftCards

Show section ☒

Title

Purchase a Gift Card

Thumbnail Description

Purchase a gift card to the Muse Collective. A perfect present for anyone passionate about

16. Repeat the above steps for Private Events.

Muse



Thumbnail Description

Purchase a gift card to the Muse Collective. A perfect present for anyone passionate about

Private Events

Image

Recommended image size (2000px by 600px)



Show section ☒

Title

Rent a Private Venue

Thumbnail Description

Rent a private venue at the Muse Collective for your next event and immerse your guests in

17. Repeat the above steps for Group Visits.

[illegible]

18. Repeat the above steps for Self-Serve Events.

Image

Recommended image size (2000px by 600px)



Title

Plan a Group Visit

Thumbnail Description

Embark on a journey to the Muse Collective with your group and explore the rich history and

Self-Serve Events

Image

Recommended image size (2000px by 600px)



Show section

☒

Title

Book a Birthday Party

Thumbnail Description

Celebrate your special day with friends and family at the museum!

19. Click 'Save' to apply all your customizations and update your ticket purchase page.

on

(142/200)

rne y to the Muse Collective with your group and explore the rich history and innovative designs that have shaped our community.

Party

on

(142/200)

pecial day with friends and family at the museum!

Cancel

Save

Submit feedback

↑