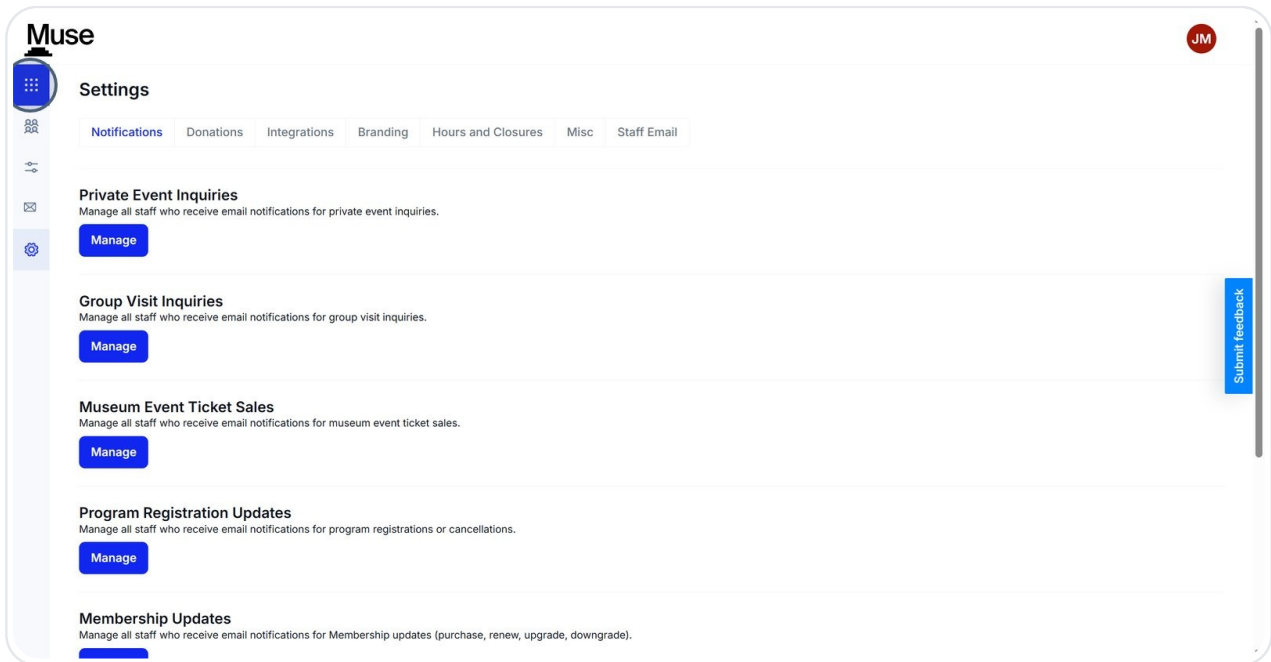


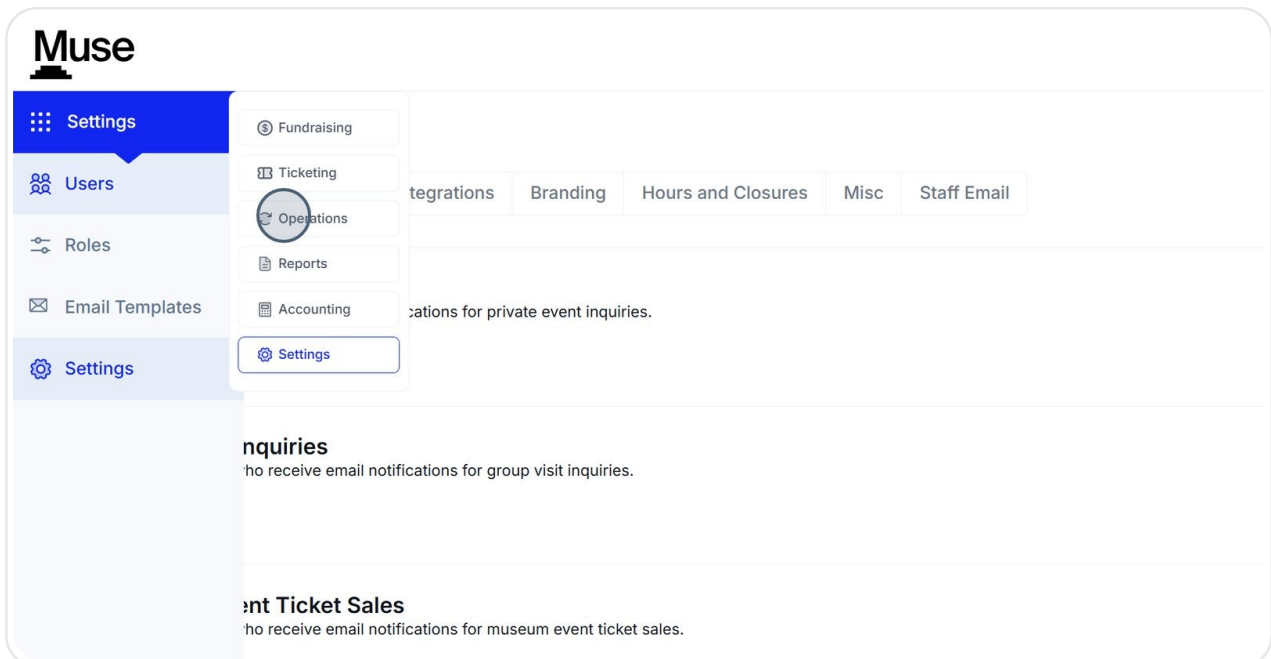


How to Add a New Venue

1. Click the blue North Star icon.



2. Click "Operations".



3. Click the 'Settings' icon in the sidebar.

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

	MON	TUE	WED	THU	FRI	SAT
	27	28	29	30	31	1
Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition
Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
11:30 am - 12:30 pm	Summer Splash Pad	Carousel	3:00 pm - 3:15 pm: History of The Muse Collective Short Film	10:00 am - 11:30 am: Guided Tours	10:00 am - 11:30 am: Guided Tours	11:00 am - 12:30 pm: Guided Tours
2:30 pm - 3:30 pm	9:00 am - 10:00 am: Motion Simulator	3:30 am - 3:45 am: History of The Muse Collective Short Film	3:30 pm - 3:45 pm: History of The Muse Collective Short Film	11:00 am - 12:00 pm: Penguin Encounter	12:00 pm - 1:30 pm: Guided Tours	11:00 am - 12:00 pm: Penguin Encounter
12:15 pm - 12:45 pm: The Muse Short Film	10:00 am - 11:30 am: Guided Tours	10:00 am - 11:30 am: Guided Tours		12:00 pm - 1:30 pm: Guided Tours	3:00 pm - 3:15 pm: History of The Muse Collective Short Film	1:00 pm - 2:30 pm: Guided Tours
12:45 pm - 1:00 pm: The Muse Short Film	12:00 pm - 1:30 pm: Guided Tours	11:00 am - 12:00 pm: Penguin Encounter		12:30 pm: Ben Franklin Elementary Group Visit	3:30 pm - 3:45 pm: History of The Muse Collective Short Film	3:00 pm - 3:15 pm: History of The Muse Collective Short Film
3:00 pm - 3:15 pm	3:00 pm - 3:15 pm: History of The Muse Collective Short Film	1:00 pm - 2:00 pm: Penguin Encounter		1:00 pm - 2:00 pm: Penguin Encounter		3:30 pm - 3:45 pm: History of The Muse Collective Short Film
3:15 pm - 3:30 pm	3:00 pm: Ben Franklin Elementary School Group Visit	3:00 pm - 3:15 pm: History of The Muse Collective Short Film		3:00 pm - 3:15 pm: History of The Muse		

Submit feedback

4. Select the 'Events' tab.

Muse

Settings

Events

Stock

Group Visits

Events

Stock

Group Visits

Add venue

Name	Status
The Museum Floor	☒ Active
Conference Room 1	☒ Active
Birthday Party Room	☒ Active
Conference Room 2	☐ Activate
IMAX Theater	☒ Active
North Garden	☒ Active
Education Room 1	☒ Active
Education Room 2	☒ Active
Courtyard	☐ Activate
Library	☐ Activate

Submit feedback

5. From here, you'll see your list of created venues.

Muse

JM

Settings

EventsStockGroup Visits

Venues

Add venue

Name	Status
The Museum Floor	Active
Conference Room 1	Active
Birthday Party Room	Active
Conference Room 2	Activate
IMAX Theater	Active
North Garden	Active
Education Room 1	Active
Education Room 2	Active
Courtyard	Activate
Library	Activate

Submit feedback

6. To activate or deactivate a listed venue, toggle the corresponding switch on or off.

Add venue

Status
☒ Active
☒ Active
☒ Active
☐ Activate
☒ Active
☒ Active
☒ Active

7. To add a new venue to the list, click the blue "Add venue" button.

The screenshot shows a web interface for managing venues. At the top right, there is a blue button labeled "Add venue" with a circular callout around it. Below this is a table with a "Status" column. The table has five rows, each with a toggle switch and the word "Active". The first three toggles are turned on (blue), and the last two are turned off (grey). To the right of the table is a vertical blue button labeled "Submit feedback".

Status
☒ Active
☒ Active
☒ Active
☐ Activate
☒ Active

8. Enter the venue name.

The screenshot shows the Muse application interface. On the left is a sidebar with a "Muse" logo and a list of icons. The main area is titled "Settings" and has three tabs: "Events", "Stock", and "Group Visits". Below these is a section titled "Venues" with a list of venue names: "The Museum Floor", "Conference Room 1", "Birthday Party Room", "Conference Room 2", and "IMAX Theater". A modal form titled "Edit a Space" is open in the foreground. It has a "Name" field with a circular callout around it, and a "Status" field. At the bottom right of the modal are "Cancel" and "Save" buttons.

Muse

Settings

Events Stock Group Visits

Venues

Name

The Museum Floor

Conference Room 1

Birthday Party Room

Conference Room 2

IMAX Theater

Edit a Space

Name

Status

Cancel Save

9. Select Active or Inactive as your initial setting for this venue.

The screenshot shows the 'Muse' application interface. On the left is a sidebar with icons for various settings. The main area is titled 'Settings' and contains tabs for 'Events', 'Stock', and 'Group Visits'. Below these is a 'Venues' section with a list of venue names: 'The Museum Floor', 'Conference Room 1', 'Birthday Party Room', 'Conference Room 2', 'IMAX Theater', and 'North Garden'. An 'Edit a Space' modal is open in the foreground. It has a 'Name' input field and a 'Status' dropdown menu. The 'Status' dropdown is currently set to 'Active', indicated by a blue circle. At the bottom right of the modal are 'Cancel' and 'Save changes' buttons.

10. Click 'Save changes' to finish creating the venue.

This screenshot shows the same 'Muse' application interface as the previous one, but with the 'Edit a Space' modal in a different state. The 'Name' input field is now empty. The 'Status' dropdown menu is still set to 'Active'. The 'Save changes' button is now highlighted with a blue circle, indicating it is the next step to click. The 'Cancel' button is also visible. In the background, the 'Venues' list is visible, and a 'Submit feedback' button is on the right side of the page.