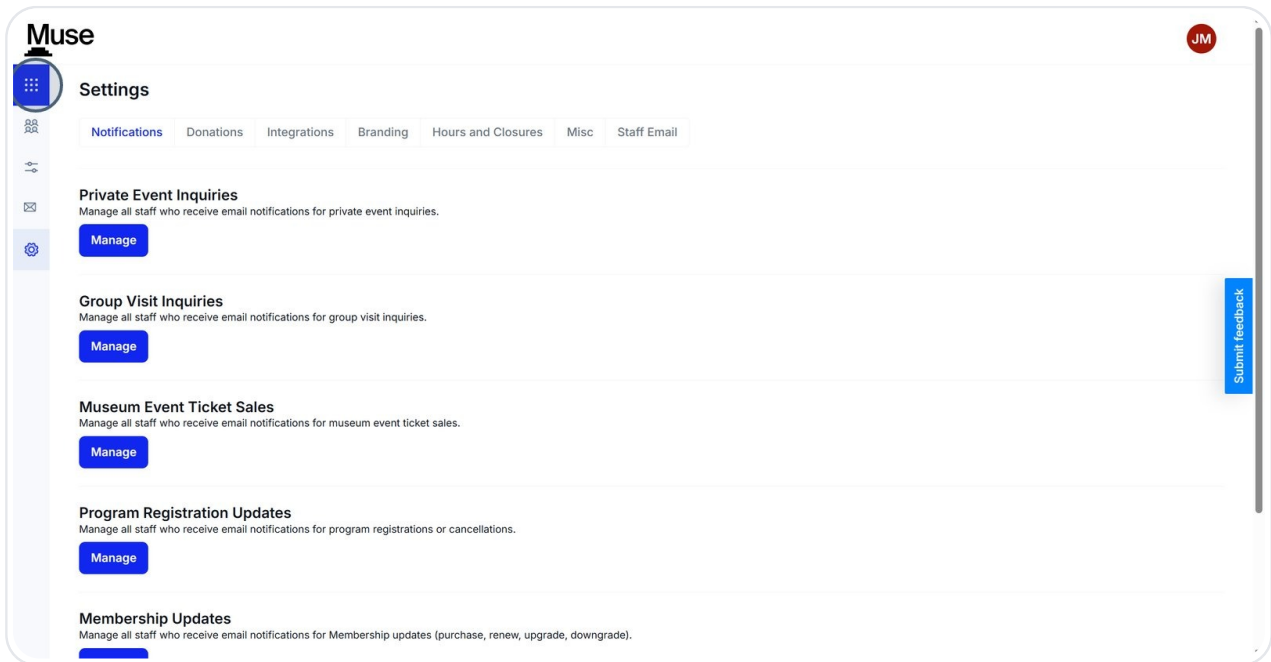


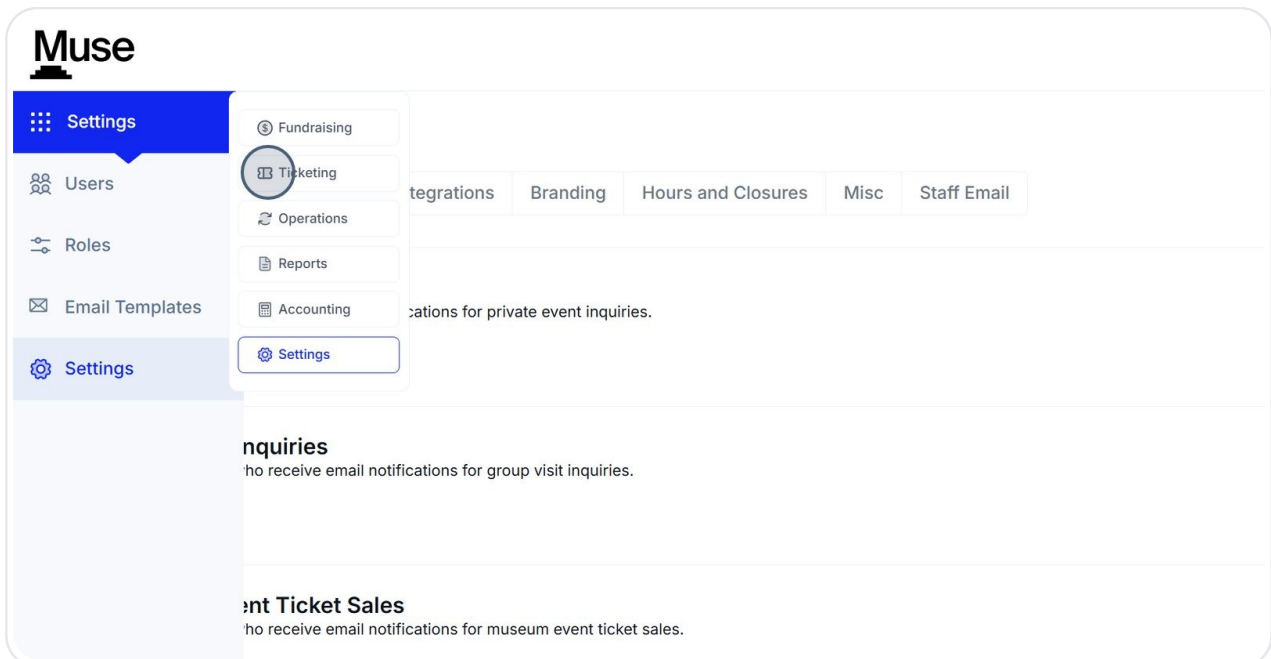


How to Create and Configure Exhi- bitions

1. Start by opening the main navigation menu from the blue North Star icon.



2. Go to Ticketing.



3. Select 'Events.'

Ticketing Dashboard

[Create an event](#)
[Create a ticket type](#)
[Create a membership benefit](#)

Today
7 Days
30 Days

Tickets revenue

\$0.00

Tickets sold

0

Events reached capacity

0

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

Event capacity

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

Submit feedback

4. Click the Exhibitions tab to manage or view exhibitions specifically.

Muse

JM

Events

Exhibitions

Packages

Experiences

Filters (1)

Add

Name	Description	Category	Date and Time	Tickets Sold	Status	
Annual Gala	Come join us to recognize the great work of our team and the contributions from our patrons, members, and donors!	Annual Gala	Aug 22, 2026 7:00pm - 7:00pm	29/300	Upcoming	⋮

Submit Feedback

5. Refine your exhibitions list using the Filter option.

JM

iences

Filter

Add

	Description	Start Date	End Date	Status	
	Group Checkin	--	--	Evergreen	⋮
	Group Check-In	--	--	Evergreen	⋮
	Enjoy these magnificent glass sculptures.	Jan 1, 2026	Dec 31, 2026	Ongoing	⋮
	Celebrate that special someone with museum made cards, history of Valentines Day, and learn more about the flowers we celebrate with!	Jan 5, 2026	Feb 28, 2026	Completed	⋮
	Come enjoy photographs and artifacts that document the inspirational life of the winningest player in baseball history.	Feb 1, 2026	Apr 5, 2026	Archived	⋮
	Developed in partnership with eight Indigenous Consulting Curators, the recently opened Native North America Gallery weaves archaeology, ethnology, and contemporary perspectives to explore the longevity and enduring self-determination of Native peoples in the United States—despite a historic agenda to erase Indigenous identity, culture, and language.	Feb 3, 2026	Feb 24, 2026	Completed	⋮

Submit feedback

6. Find exhibitions faster by searching with a specific keyword.

JM

iences

Filter

Add

	Description	Start Date
	Group Checkin	--
	Group Check-In	--
	Enjoy these magnificent glass sculptures.	Jan 1, 2026
	Celebrate that special someone with museum made cards, history of Valentines Day, and learn more about the flowers we celebrate with!	Jan 5, 2026
	Come enjoy photographs and artifacts that document the inspirational life of the winningest player in baseball history.	Feb 1, 2026
	Developed in partnership with eight Indigenous Consulting Curators, the recently opened Native North America Gallery weaves archaeology, ethnology, and contemporary perspectives to explore the longevity and enduring self-determination of Native peoples in the United States—despite a historic agenda to erase Indigenous identity, culture, and language.	Feb 3, 2026

Keyword

Search by keyword

Status

Select from

Start Date

8/17/2026

End Date

8/17/2026

Clear

Update

Submit feedback

7. Click the more options icon (three dots) to Edit or Archive any existing Exhibition.

Muse

JM

Exhibitions

EventsExhibitionsPackagesExperiences

FilterAdd

Name	Description	Start Date	End Date	Status	
The Puppet Exhibition	Group Checkin	--	--	Evergreen	⋮
Group Check-In	Group Check-In	--	--	Edit	⋮
Italian Glass Exhibition	Enjoy these magnificent glass sculptures.	Jan 1, 2026	Dec 31, 2026	Archive	⋮
Be My Valentine!	Celebrate that special someone with museum made cards, history of Valentines Day, and learn more about the flowers we celebrate with!	Jan 5, 2026	Feb 28, 2026	Completed	⋮
The Yogi Berra Museum Collection	Come enjoy photographs and artifacts that document the inspirational life of the winningest player in baseball history.	Feb 1, 2026	Apr 5, 2026	Archived	⋮
The Deep Dig	Developed in partnership with eight Indigenous Consulting Curators, the recently opened Native North America Gallery weaves archaeology, ethnology, and contemporary perspectives to explore the longevity and enduring self-determination of Native peoples in the United States—despite a historic agenda to erase Indigenous identity, culture, and language.	Feb 3, 2026	Feb 24, 2026	Completed	⋮
Dinosaurs Roamed the Earth	Come see what it was like to roam the earth with dinosaurs!	--	--	Evergreen	⋮
Tour of Des Moines	bus tour of des moines	May 22, 2026	May 22, 2026	Completed	⋮
Rob Ickes & Trey Hensley	American singer-songwriter and multi-instrumentalist from Purcell, Oklahoma, playing a blend of blues, country, rock, Americana, and folk music.	Jun 7, 2026	Jun 7, 2026	Archived	⋮
Summer Splash Pad	Cool down in our SplashPad Zone! Free for members!	Jul 27, 2026	Jul 27, 2026	Completed	⋮
Parking	Save time and pre-pay for parking	Jul 27, 2026		Archived	⋮
Carousel	Enjoy a spin on our carousel! Members ride free!	Jul 28, 2026	Jul 28, 2026	Completed	⋮

Submit feedback

8. Click the Add button to create a new exhibition.

JM

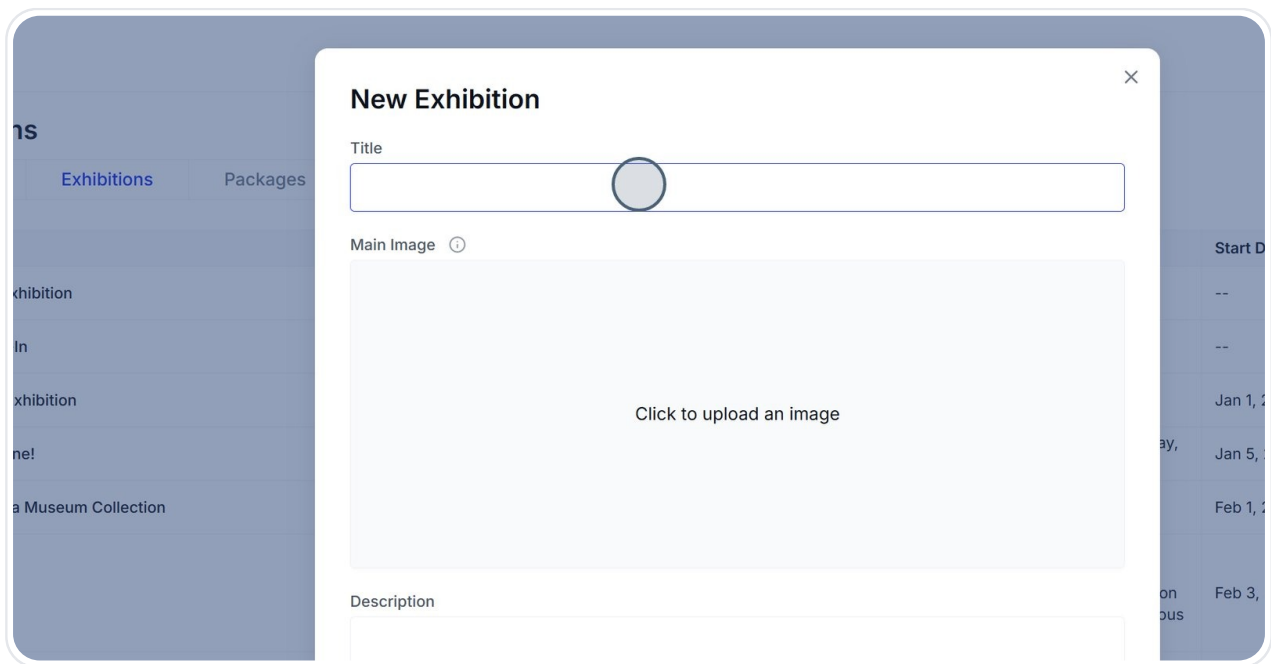
iences

FilterAdd

Description	Start Date	End Date	Status	
Group Checkin	--	--	Evergreen	⋮
Group Check-In	--	--	Evergreen	⋮
Enjoy these magnificent glass sculptures.	Jan 1, 2026	Dec 31, 2026	Ongoing	⋮
Celebrate that special someone with museum made cards, history of Valentines Day, and learn more about the flowers we celebrate with!	Jan 5, 2026	Feb 28, 2026	Completed	⋮
Come enjoy photographs and artifacts that document the inspirational life of the winningest player in baseball history.	Feb 1, 2026	Apr 5, 2026	Archived	⋮
Developed in partnership with eight Indigenous Consulting Curators, the recently opened Native North America Gallery weaves archaeology, ethnology, and contemporary perspectives to explore the longevity and enduring self-determination of Native peoples in the United States—despite a historic agenda to erase Indigenous identity, culture, and language.	Feb 3, 2026	Feb 24, 2026	Completed	⋮

Submit feedback

9. Add a Title.



The screenshot shows a 'New Exhibition' form. The 'Title' field is highlighted with a blue circle. The form includes a 'Main Image' section with a placeholder and a 'Description' field. The background shows a sidebar with 'Exhibitions' and 'Packages' tabs, and a table with columns for 'Start Date' and 'End Date'.

New Exhibition

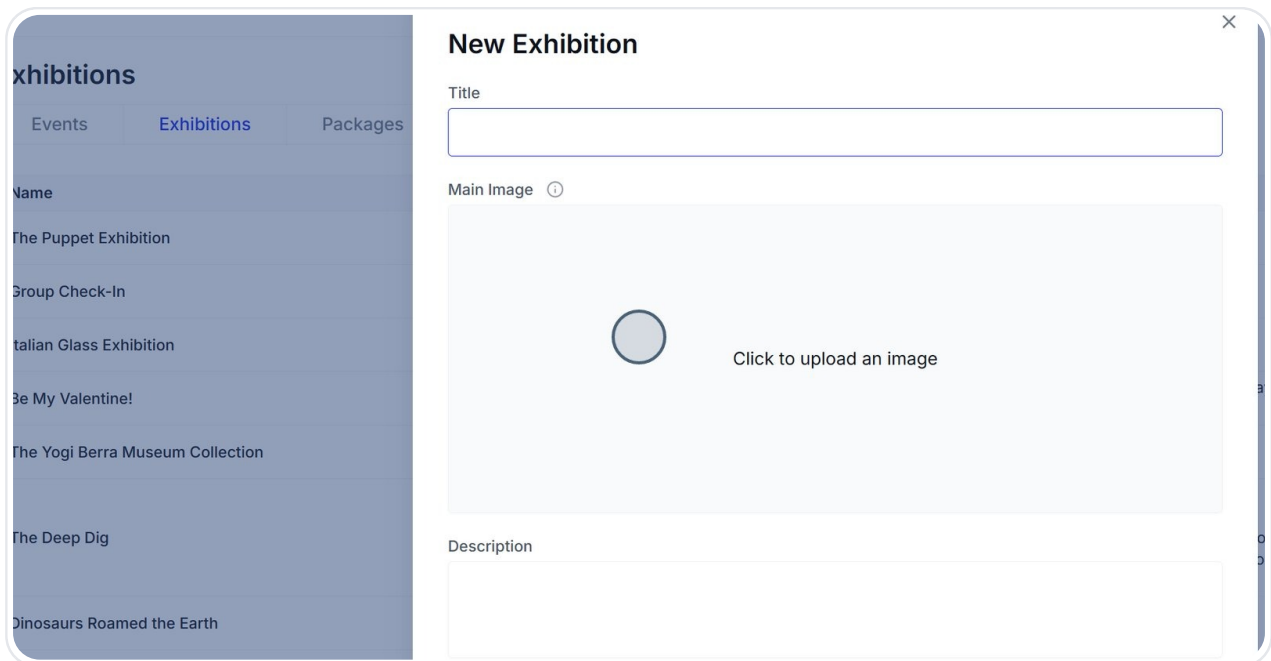
Title

Main Image ⓘ

Click to upload an image

Description

10. Add an Image. The recommended image size is 2000px by 600px.



The screenshot shows the 'New Exhibition' form. The 'Main Image' section is highlighted with a blue circle. The form includes a 'Title' field and a 'Description' field. The background shows a sidebar with 'Exhibitions' and 'Packages' tabs, and a table with columns for 'Start Date' and 'End Date'.

New Exhibition

Title

Main Image ⓘ

Click to upload an image

Description

11. Add a Description.



Group Check-In



Italian Glass Exhibition



Be My Valentine!



The Yogi Berra Museum Collection



The Deep Dig

Dinosaurs Roamed the Earth

Tour of Des Moines

Rob Ickes & Trey Hensley

Summer Splash Pad

Parking

Carousel

Click to upload an image

Description



Internal Notes

Members Only?

No

12. Add internal notes.



Group Check-In



Italian Glass Exhibition



Be My Valentine!



The Yogi Berra Museum Collection



The Deep Dig

Dinosaurs Roamed the Earth

Tour of Des Moines

Rob Ickes & Trey Hensley

Summer Splash Pad

Parking

Carousel

Click to upload an image

Description

Internal Notes



Members Only?

No

13. Decide if this exhibition should be exclusive to members.

use

Exhibitions

EventsExhibitionsPackages

Name

The Puppet Exhibition

Group Check-In

Italian Glass Exhibition

Be My Valentine!

The Yogi Berra Museum Collection

The Deep Dig

Internal Notes

Members Only?

No

☒

☐ Permanent/evergreen exhibition

Start Date

8/17/2026

End Date

8/17/2026

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

14. Set whether or not this is a Permanent exhibition that happens year-round.



Home



My Exhibitions



My Events



My Groups



My Documents



Settings

Name

The Puppet Exhibition

Group Check-In

Italian Glass Exhibition

Be My Valentine!

The Yogi Berra Museum Collection

The Deep Dig

Dinosaurs Roamed the Earth

Tour of Des Moines

Rob Ickes & Trey Hensley

Summer Splash Pad

Internal Notes

Members Only?

No

☒ Permanent/evergreen exhibition

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Specific Building or Area Name (Optional)

Status

Draft

15. If this is not a permanent exhibition, set a start and end date to let everyone know the duration.

EXHIBITIONS

EventsExhibitionsPackages

Name

The Puppet Exhibition

Group Check-In

Italian Glass Exhibition

Be My Valentine!

The Yogi Berra Museum Collection

The Deep Dig

Dinosaurs Roamed the Earth

Tour of Des Moines

Members Only?

No

☐ Permanent/evergreen exhibition

Start Date

8/17/2026

End Date

8/17/2026

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Specific Building or Area Name (Optional)

16. Set the location as it will appear in Google Maps.

☐ Permanent/evergreen exhibition

Start Date

8/17/2026

End Date

8/17/2026

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Specific Building or Area Name (Optional)

Status

Draft

Cancel

Create

Jan 1, 2026

Dec 31, 2026

Jan 5, 2026

Feb 28, 2026

Feb 1, 2026

Apr 5, 2026

Feb 3, 2026

Feb 24, 2026

--

--

May 22, 2026

May 22, 2026

Jun 7, 2026

Jun 7, 2026

Jul 27, 2026

Jul 27, 2026

Jul 27, 2026

Jul 28, 2026

Jul 28, 2026

17. Specify a building or area name of where the Exhibition is held in your space.

Group Check-In

Italian Glass Exhibition

Be My Valentine!

The Yogi Berra Museum Collection

The Deep Dig

Dinosaurs Roamed the Earth

Tour of Des Moines

Rob Ickes & Trey Hensley

Summer Splash Pad

Parking

Carousel

☐ Permanent/evergreen exhibition

Start Date

8/17/2026

End Date

8/17/2026

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Specific Building or Area Name (Optional)

Status

Draft

Cancel Create

18. Click "Status" to set as Active or Draft.

Group Check-In

Italian Glass Exhibition

Be My Valentine!

The Yogi Berra Museum Collection

The Deep Dig

Dinosaurs Roamed the Earth

Tour of Des Moines

Rob Ickes & Trey Hensley

Summer Splash Pad

Parking

Carousel

☐ Permanent/evergreen exhibition

Start Date

8/17/2026

End Date

8/17/2026

Location

123 Encinitas Blvd, Encinitas, CA 92024, USA

Specific Building or Area Name (Optional)

Status

Draft

Cancel Create

19. Click Create to add your new exhibition to the lineup.

itas Blvd, Encinitas, CA 92024, USA

ing or Area Name (Optional)

CancelCreate

20. When you finished creating your Exhibition, don't forget to create the corresponding Ticket Type. Please review our article on Ticket Types.

Muse

Exhibitions

EventsExhibitionsPackagesExperiences

FilterAdd

Name	Description	Start Date	End Date	Status	
The Puppet Exhibition	Group Checkin	--	--	Evergreen	
Group Check-In	Group Check-In	--	--	Evergreen	
Italian Glass Exhibition	Enjoy these magnificent glass sculptures.	Jan 1, 2026	Dec 31, 2026	Ongoing	
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Dinosaurs Roamed the Earth	Come see what it was like to roam the earth with dinosaurs!	--	--	Evergreen	
Tour of Des Moines	bus tour of des moines	May 22, 2026	May 22, 2026	Completed	
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Parking	Save time and pre-pay for parking	Jul 27, 2026		Archived	
Carousel	Enjoy a spin on our carousel! Members ride free!	Jul 28, 2026	Jul 28, 2026	Completed	

Submit feedback