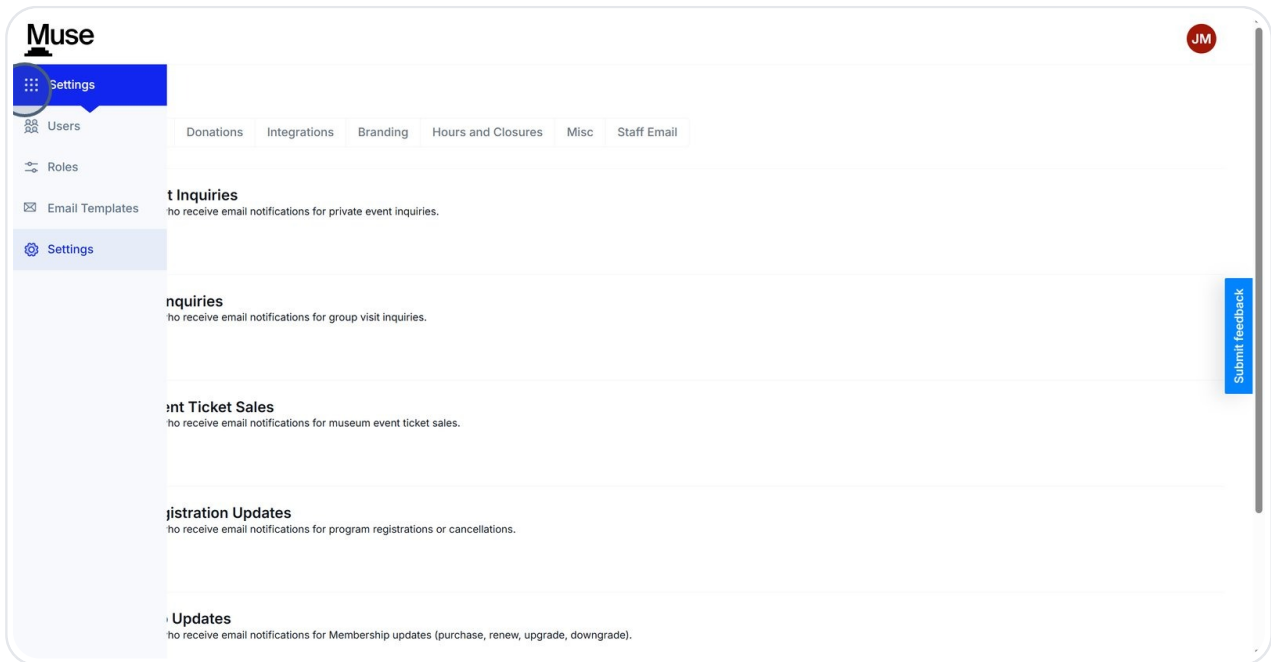


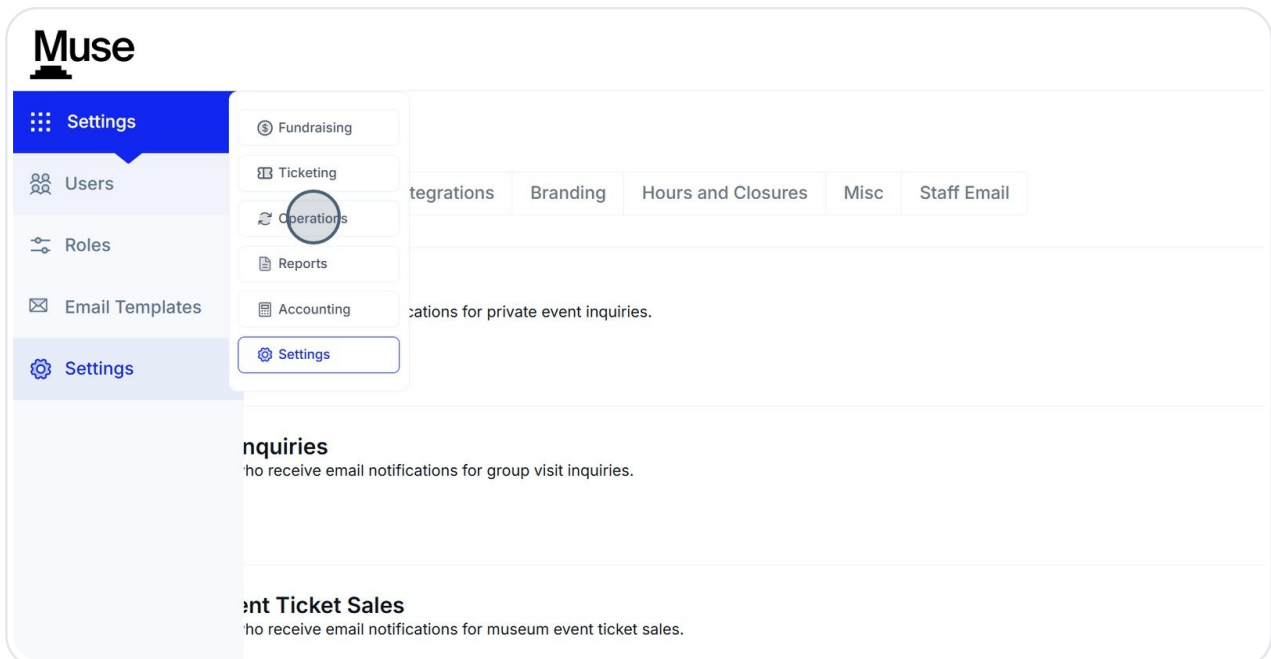


How to Edit a Private Event Request

1. Click the blue North Star icon.



2. Navigate to the "Operations" module.



3. Click 'Private Events' in 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	Dinosaurs Roamed the Earth Summer Splash Pad 3:00 pm: Ben Franklin Elementary School Group Visit	Dinosaurs Roamed the Earth Carousel	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth 12:30 pm: Ben Franklin Elementary Group Visit	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
28	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
29	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
30	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
31	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
1	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth

Submit feedback

4. Switch to the Custom Events tab for a clear overview of all tailored events.

Muse

Operations

Dashboard

Private Events

Group Visits

POS

Reports

Settings

Events

Custom Events

Self-Serve Events

Filter

Self-Serve Events

Closed / Blackout Dates

Special Hours

August 2026

	MON	TUE	WED	THU	FRI	SAT
27						1
28						
29						
30						
31						
1						

Submit feedback

5. Click directly on the row from within the event request list.

Muse

CalendarCustom EventsSelf-Serve Events

ListSetup

Name	Organization	Primary Contact	Date
Muse Corporate Event	Muse Software	Ben Wright	8/15/26
Cedars-Sinai Holiday Party	Cedars-Sinai Medical Center	Brandon Weibrecht	12/05/26
Jen Mendoza Event	Jen Mendoza	Jen Mendoza	5/15/27

6. From within the pop-up window, click "View Details" to enter the edit screen.

Event Details

Event Name

Event Date/Time

Event Location

Event Description

Event Status

Contact

Organization or School Name

Size

Needs

Requirements

Additional Information

Ben Wright
ben@musesoftware.ai

Muse Software

250

Full menu, work with onsite catering service

Need audio/visual

N/A

North Garden

8/15/26 from 4:00 pm - 8:00 pm (4 hours)

Close

View Details

North Garden

250

In Discussion

The Museum Floor

150

Confirmed

North Garden

150

Confirmed

Submit feedback

7. Expand the 'Original Inquiry' section to see the event request as it was submitted online.

The screenshot shows the 'Muse Corporate Event' page. The 'Original Inquiry' section is expanded, revealing a form with the following details:

- Event Name:** Muse Corporate Event
- Primary Contact*:**
 - Primary Contact First Name*: Ben
 - Primary Contact Last Name*: Wright
 - Primary Contact Email*: ben@musesoftware.ai
 - Primary Contact Phone Number*: +1 316-648-0254
- ☒ Billing Contact Same as Primary*
- Billing Contact*:**
 - Billing Contact First Name*: Ben
 - Billing Contact Last Name*: Wright

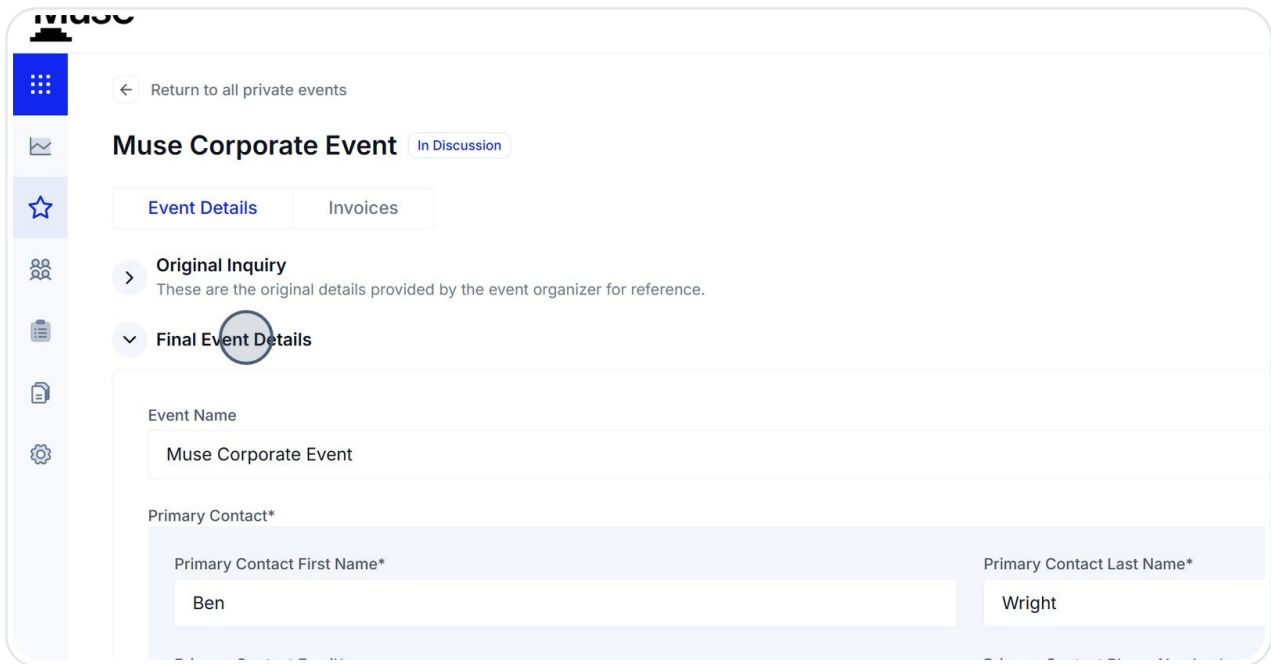
A 'Submit feedback' button is visible on the right side of the form.

8. Toggle this section to show or hide the original event details provided by the organizer.

The screenshot shows the 'Muse Corporate Event' page with the 'Original Inquiry' section collapsed. The section is represented by a single line with a downward arrow icon. The details are as follows:

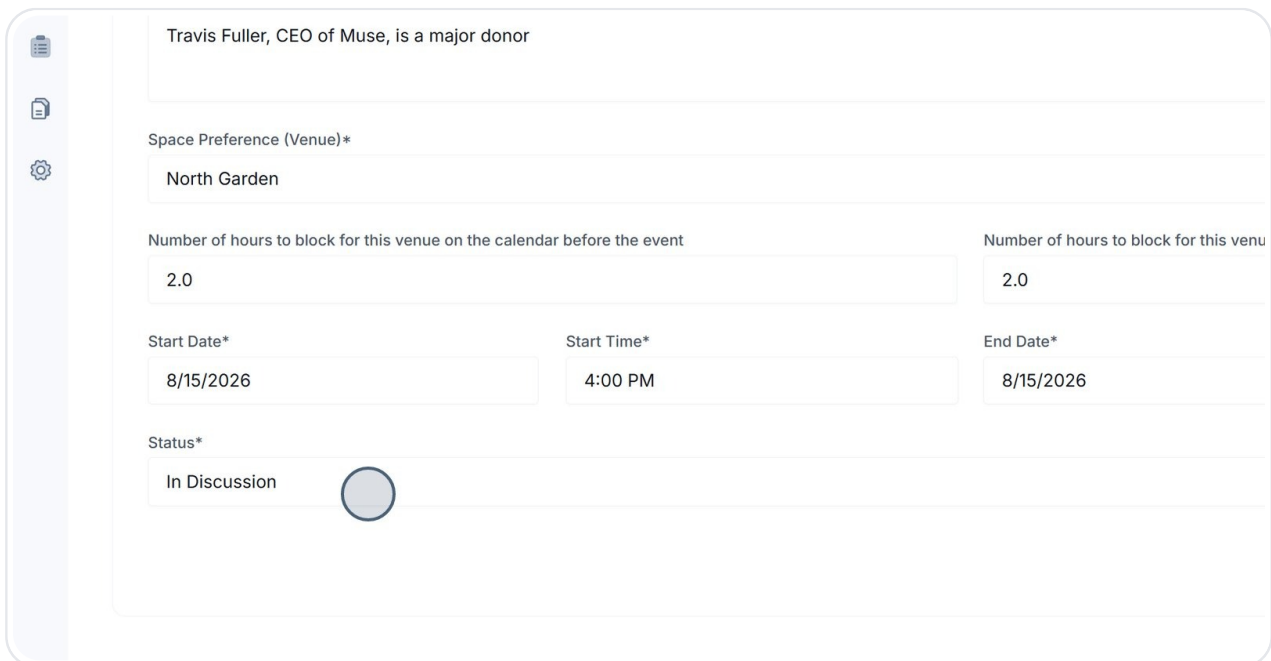
Event Name	Muse Software Event
Primary Contact	Ben Wright ben@musesoftware.ai +13166480254
Billing Contact	Ben Wright ben@musesoftware.ai +13166480254
Organization or School Name	Muse Software
Guest Count (approximate)	250

9. The "Final Event Details" section is where you have the ability to update with the confirmed details you're capturing before moving forward with a confirmation or cancellation.



The screenshot shows the 'Muse Corporate Event' page. The left sidebar contains a navigation menu with icons for a grid, envelope, star, people, calendar, document, and settings. The main content area has a header with a back arrow and 'Return to all private events'. Below this is the event title 'Muse Corporate Event' with a status tag 'In Discussion'. Two tabs, 'Event Details' and 'Invoices', are visible. The 'Event Details' section is expanded, showing 'Original Inquiry' and 'Final Event Details'. The 'Final Event Details' section is highlighted with a blue circle. It contains a form with the following fields: 'Event Name' (Muse Corporate Event), 'Primary Contact*' (Primary Contact First Name*: Ben, Primary Contact Last Name*: Wright).

10. Scroll to the bottom of the Final Event Details section to update the booking "Status". Options include New, In Discussion, Confirmed, and Cancelled.



The screenshot shows the 'Muse Corporate Event' page, scrolled down to the 'Final Event Details' section. The left sidebar is the same as in the previous screenshot. The main content area shows a text box with 'Travis Fuller, CEO of Muse, is a major donor'. Below this is the 'Space Preference (Venue)*' field with 'North Garden'. The 'Number of hours to block for this venue on the calendar before the event' is set to '2.0'. The 'Start Date*' is '8/15/2026', the 'Start Time*' is '4:00 PM', and the 'End Date*' is '8/15/2026'. The 'Status*' dropdown is highlighted with a blue circle, showing 'In Discussion' as the selected option.

11. Click Save Changes when finished.

event

Number of hours to block for this venue on the calendar after the event

2.0

*M

End Date*

8/15/2026

End Time*

8:00 PM

Cancel

Save Changes

Submit feedback

12. Switch to the Calendar tab for a visual overview of upcoming events.

Muse

Success!
The event has been saved!

Private Events

CalendarCustom EventsSelf-Serve Events

ListSetup

Filters (1)

Form Link

Add Event

Name	Organization	Primary Contact	Date	Event Type	Venue	Guests	Status
Muse Corporate Event	Muse Software	Ben Wright	8/15/26	Corporate Rental	North Garden	250	Confirmed
Cedars-Sinai Holiday Party	Cedars-Sinai Medical Center	Brandon Weibrecht	12/05/26	Corporate Rental	The Museum Floor	150	Confirmed
Jen Mendoza Event	Jen Mendoza	Jen Mendoza	5/15/27	Wedding	North Garden	150	Confirmed

Submit feedback

13. Click the arrows next to the month label to navigate between different timeframes and manage your schedule.

Private Events

Calendar Custom Events Self-Serve Events

Private Events Self-Serve Events Closed / Blackout Dates Special Hours

< **August 2026** >

SUN	MON	TUE	WED	THU
26	27	28	29	30