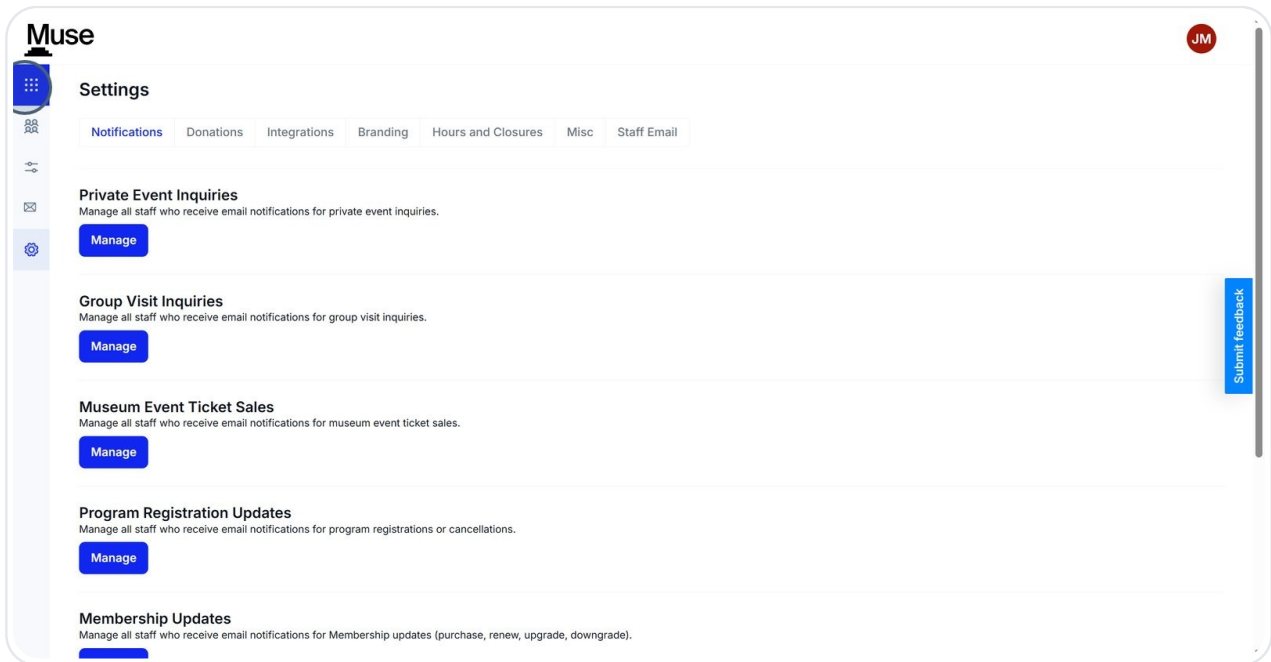


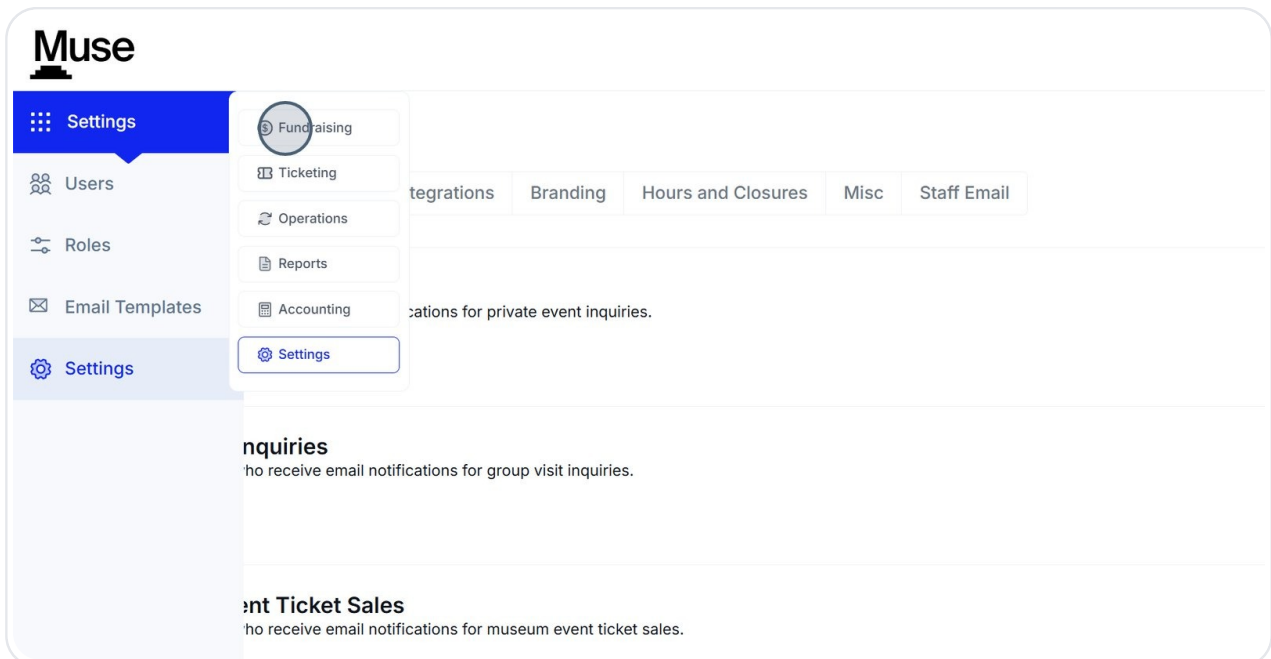


How to Manage Events

1. Click the blue North Star icon and select "Settings".



2. Select "Fundraising" from the main navigation menu.



3. Click "Events" in the left-hand sidebar.

Muse

Q Search for an individual or organization

JM

Fundraising

g Dashboard

Dashboard

ination

Create a contact

Create a task

Record a pledge

Constituents

Campaigns

Donations

Events

Tasks

Reports

Settings

Name	Campaign	Commitment Type	Payment Type	Frequency	Amount
ne Bailey	2026 Capital Campaign	Donation	Money	One-time	\$500.00
Aendoza	General Fund	Donation	Money	One-time	\$225.00
ne Bailey	2026 Capital Campaign	Donation	Money	Monthly	\$25.00
ida Fraser	General Fund	Donation	Money	Monthly	\$25.00
Adams	2026 Capital Campaign	Donation	Money	Monthly	\$5.00

	Assignee	Due Date
p on Lunch meeting	Brandon Gabosch	8/31/26
about his membership	Chris Bilbro	8/31/26
ine about gala tickets	Chris Bilbro	8/31/26
id-year report	Jerusha Schmalzel	8/31/26

ersary

27.97%

2026 Capital Campaign

0.60%

Submit feedback

4. From here, you are presented with a list of Events you created under Settings > Ticketing > Events. From the list view, you can preview event Name, Description, Category, Date and Time, Tickets Sold and Status.

Muse

Q Search for an individual or organization

JM

Events

Filters (1)

Name	Description	Category	Date and Time	Tickets Sold	Status
Truck or Treat	Come join us as a sponsor for our 5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50	Completed
Cheetah Chase 5K	Get Ready to Join the Chase! Join us for the 2026 Cheetah Chase 5K - a race like no other! Where else can you tackle tight turns, scenic trails, and breathtaking savanna views, all while spotting giraffes, zebras, and cheetahs along the way? The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses. Sign Up Today!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/550	Completed
Butterfly Release Event	Join us to release butterflies into the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1	Completed
Halloween Spooktacular	Have a frighteningly good time at our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250	Upcoming
Annual Gala	Come join us to recognize the great work of our team and the contributions from our patrons, members, and donors!	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300	Upcoming

Submit feedback

5. Use the Filters button to quickly narrow down your event list by specific criteria.

JM

Events

Filters (1)

Name	Description	Category	Date and Time	Tickets Sold	Status
Truck or Treat	Come join us as a sponsor for our 5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50	Completed
Cheetah Chase 5K	Get Ready to Join the Chase!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/550	Completed
	Join us for the 2026 Cheetah Chase 5K - a race like no other!				
	Where else can you tackle tight turns, scenic trails, and breathtaking savanna views, all while spotting giraffes, zebras, and cheetahs along the way?				
	The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses.				
	Sign Up Today!				
Butterfly Release Event	Join us to release butterflies into the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1	Completed
Halloween Spooktacular	Have a frighteningly good time at our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250	Upcoming
Annual Gala	Come join us to recognize the great work of our team and the contributions from our patrons, members, and donors!	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300	Upcoming

Submit feedback

6. Enter a keyword here to instantly find the event you're searching for.

Search for an individual or organization

JM

[Filters \(1\)](#)

	Category	Date and Time	Ticket Price	Keyword
Our 5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/5C	Search by keyword
Raise 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/5	Category
Turns, scenic trails, and breathtaking savanna views, all while spotting on the way?				Select from
Join a race—it's an adventure through one of Michigan's most beautiful				Status
				Select from
the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1	Start Date
				6/01/2026
Join our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/25	End Date
				8/31/2026

Submit feedback

7. Filter by category.

Q Search for an individual or organization

JM

Filters (1)

	Category	Date and Time	Tickets
Our 5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50
Base 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/5
Turns, scenic trails, and breathtaking savanna views, all while spotting on the way?			
Join a race—it's an adventure through one of Michigan's most beautiful			
the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1
Join our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/25

Keyword

Search by keyword

Category

Select from

Status

Select from

Start Date

6/01/2026

End Date

8/31/2026

Submit feedback

8. Choose a status to view draft, active or archived events.

Filters (1)

	Category	Date and Time	Tickets
Our 5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50
Base 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/5
Turns, scenic trails, and breathtaking savanna views, all while spotting on the way?			
Join a race—it's an adventure through one of Michigan's most beautiful			
the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1
Join our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/25
Meet work of our team and the contributions from our patrons,	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/3

Keyword

Search by keyword

Category

Select from

Status

Select from

Start Date

6/01/2026

End Date

8/31/2026

Clear

Update

Submit feedback

9. Set the start and/or end date to focus on events happening during a specific period.

	Category	Date and Time	Tickets
Our 5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50
Base 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/50
Runs, scenic trails, and breathtaking savanna views, all while spotting on the way?			
Join a race—it's an adventure through one of Michigan's most beautiful	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1
the wild!			
Join our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/25
Meet work of our team and the contributions from our patrons,	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/50

Keyword
Search by keyword

Category
Select from

Status
Select from

Start Date
6/01/2026

End Date
8/31/2026

ClearUpdate

Submit feedback

10. Click 'Update' to apply your filters.

Base 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/50
Runs, scenic trails, and breathtaking savanna views, all while spotting on the way?			
Join a race—it's an adventure through one of Michigan's most beautiful	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1
the wild!			
Join our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/25
Meet work of our team and the contributions from our patrons,	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/50

Select from

Status
Select from

Start Date
6/01/2026

End Date
8/31/2026

ClearUpdate

Submit feedback

11. Click the vertical ellipses to the right of the row to Edit the event, view Tickets sold, or Clone the event.

Filters (1)

	Category	Date and Time	Tickets Sold	Status	
ir 5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50	Completed	⋮
ase 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/550	Completed	⋮
urns, scenic trails, and breathtaking savanna views, all while spotting ong the way?					
an a race—it's an adventure through one of Michigan's most beautiful					
the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1	Completed	⋮
t our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250	Upcoming	⋮
eat work of our team and the contributions from our patrons,	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300	Upcoming	⋮

Submit feedback

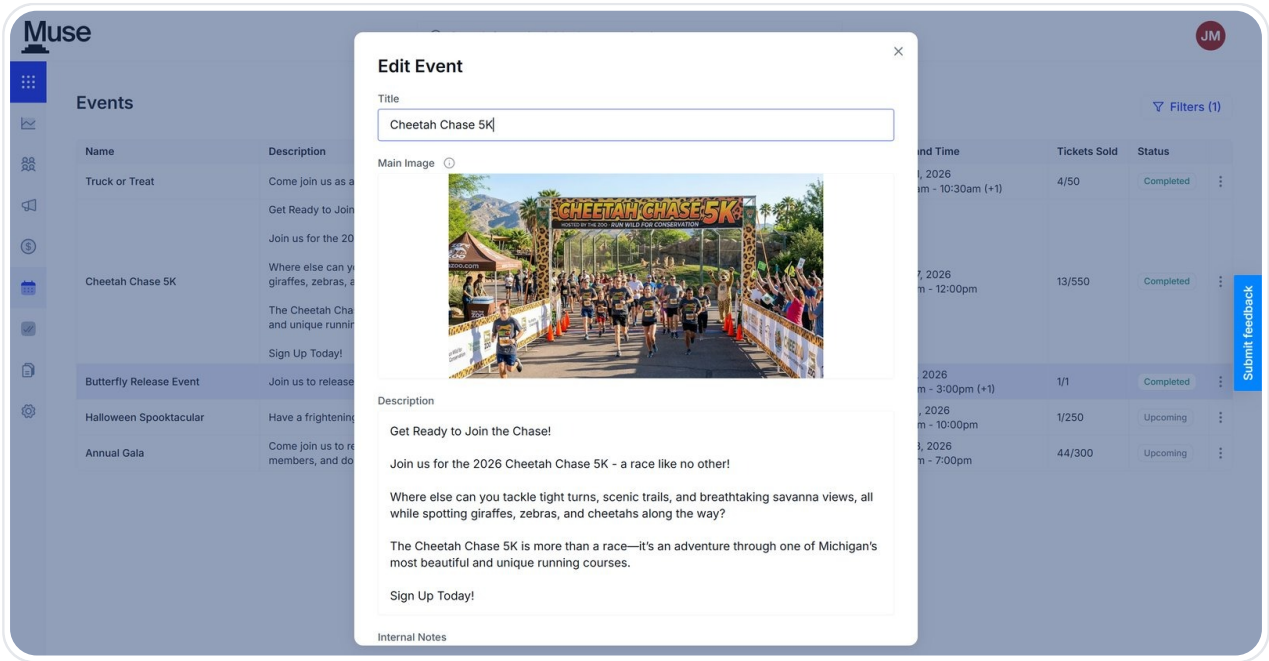
12. Select 'Edit' to update your event details.

Filters (1)

	Category	Date and Time	Tickets Sold	Status	
ir 5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50	Completed	⋮
ase 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/550	Completed	⋮
urns, scenic trails, and breathtaking savanna views, all while spotting ong the way?					
an a race—it's an adventure through one of Michigan's most beautiful					
the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1		⋮
t our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250	Upcoming	⋮
eat work of our team and the contributions from our patrons,	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300	Upcoming	⋮

Submit feedback

13.



14. To view tickets sold, click the corresponding option from the expanded menu.

	Category	Date and Time	Tickets Sold	Status	
5th annual Truck or Treat!	Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50	Completed	⋮
ase 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/550	Completed	⋮
urns, scenic trails, and breathtaking savanna views, all while spotting ong the way?				Edit	⋮
an a race—it's an adventure through one of Michigan's most beautiful	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1	Tickets sold	⋮
the wild!				Clone	⋮
t our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250	Upcoming	⋮
eat work of our team and the contributions from our patrons,	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300	Upcoming	⋮

15. The following screen provides a list of all tickets sold to the specific event you're viewing. You can preview Buyer Name, Phone, Email, Visitor Type, as well as any answers to custom questions or staff-only fields from this list view.

Muse

Q Search for an individual or organization

JM

Return to All Events

Attendees for Cheetah Chase 5K

Block tickets

Buyer Name	Phone	Email	Visitor Type	Seat	Table Number
Ben Wright	+13166480255	bwrightwfu@gmail.com	Adult	TK36371770090 · 1	
Ben Wright	+13166480255	bwrightwfu@gmail.com	Adult	TK37446449853 · 2	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK35115468137 · 1	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK38050186593 · 2	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK36429001223 · 3	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK39590712296 · 4	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK38443726041 · 5	
Robert Payton	+18166052874	robbie.payton89@gmail.com	Adult	TK35597646090 · 1	

Submit feedback

16. Click "Block tickets" to manually reserve a number of tickets for any constituent.

Muse

Q Search for an individual or organization

JM

Return to All Events

Attendees for Cheetah Chase 5K

Block tickets

Buyer Name	Phone	Email	Visitor Type	Seat	Table Number
Ben Wright	+13166480255	bwrightwfu@gmail.com	Adult	TK36371770090 · 1	
Ben Wright	+13166480255	bwrightwfu@gmail.com	Adult	TK37446449853 · 2	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza Blocked	+18885555555	jen.mendoza+visitor@musesoftware.ai		1	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK35115468137 · 1	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK38050186593 · 2	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK36429001223 · 3	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK39590712296 · 4	
Jen Mendoza	+18885555555	jen.mendoza+visitor@musesoftware.ai	Adult	TK38443726041 · 5	
Robert Payton	+18166052874	robbie.payton89@gmail.com	Adult	TK35597646090 · 1	

Submit feedback

17. After locating a constituent and entering the number of tickets, click "Block tickets" to complete the reservation process.

Block tickets

Constituent *

Search for an individual or organization

Number of tickets * (Maximum of 1,000 at a time)

Cancel

Block tickets

Block tickets

	Seat	Table Number
	TK36371770090 · 1	
	TK37446449853 · 2	
	1	
	1	
	1	
jen.mendoza+visitor@musesoftware.ai	Adult	TK35115468137 · 1
jen.mendoza+visitor@musesoftware.ai	Adult	TK38050186593 · 2
jen.mendoza+visitor@musesoftware.ai		

18. Back on the Tickets Sold list, you can download sold tickets to a CSV export.

Search for an individual or organization

JM

Block tickets

Email	Visitor Type	Seat	Table Number
bwrightwfu@gmail.com	Adult	TK36371770090 · 1	
bwrightwfu@gmail.com	Adult	TK37446449853 · 2	
jen.mendoza+visitor@musesoftware.ai		1	
jen.mendoza+visitor@musesoftware.ai		1	
jen.mendoza+visitor@musesoftware.ai		1	
jen.mendoza+visitor@musesoftware.ai		1	
jen.mendoza+visitor@musesoftware.ai		1	
jen.mendoza+visitor@musesoftware.ai	Adult	TK35115468137 · 1	

Submit feedback

19. Back on the main events list, you can "Clone" an event to shortcut having to recreate it from scratch.

ase 5K - a race like no other!	One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/550	Completed	⋮
the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1	Completed	⋮
t our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250	Edit	
eat work of our team and the contributions from our patrons,	Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300	Tickets sold	
				Clone	

20. Enter an event name for this cloned event.

Search for an individual or organization			
ts			
or Treat	Description	Category	Date and Time
	Come join us as a sponsor for our 5th annual Tr	Annual Gala	Jun 01, 2026 10:30am - 10:
	Get Ready to Join the Chase!		
	Join us for the 2026 Cheetah Chase 5K - a race		
h Chase 5K	Where else can you tackle tight turns, scenic tra giraffes, zebras, and cheetahs along the way?	One Day Event	Jun 27, 2026 6:00am - 12:0
	The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses.		
	Sign Up Today!		
ly Release Event	Join us to release butterflies into the wild!	Annual Gala	Jul 01, 2026 3:00pm - 3:0
een Spooktacular	Have a frighteningly good time at our annual Halloween event. Costumes strongly encouraged!	Holiday Events	Oct 31, 2026 8:00pm - 10:0

21. Click "Clone" when finished.

description

ne join us as a sponsor for our 5th annual Tr

Ready to Join the Chase!

h us for the 2026 Cheetah Chase 5K - a race

ere else can you tackle tight turns, scenic tra

ffes, zebras, and cheetahs along the way?

e Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautifu

unique running courses.

h Up Today!

h us to release butterflies into the wild!

re a frighteningly good time at our annual Halloween event. Costumes strongly encouraged!

ne join us to recognize the great work of our team and the contributions from our patrons,

mbers, and donors!

Clone this event?

Are you sure you want to clone the **Butterfly Release Event** event?

New event name

Cancel

Clone

Category	Date and Time	Tickets Sold
Annual Gala	Jun 01, 2026 10:30am - 10:30am (+1)	4/50
One Day Event	Jun 27, 2026 6:00am - 12:00pm	13/550
Annual Gala	Jul 01, 2026 3:00pm - 3:00pm (+1)	1/1
Holiday Events	Oct 31, 2026 8:00pm - 10:00pm	1/250
Annual Gala	Dec 18, 2026 7:00pm - 7:00pm	44/300