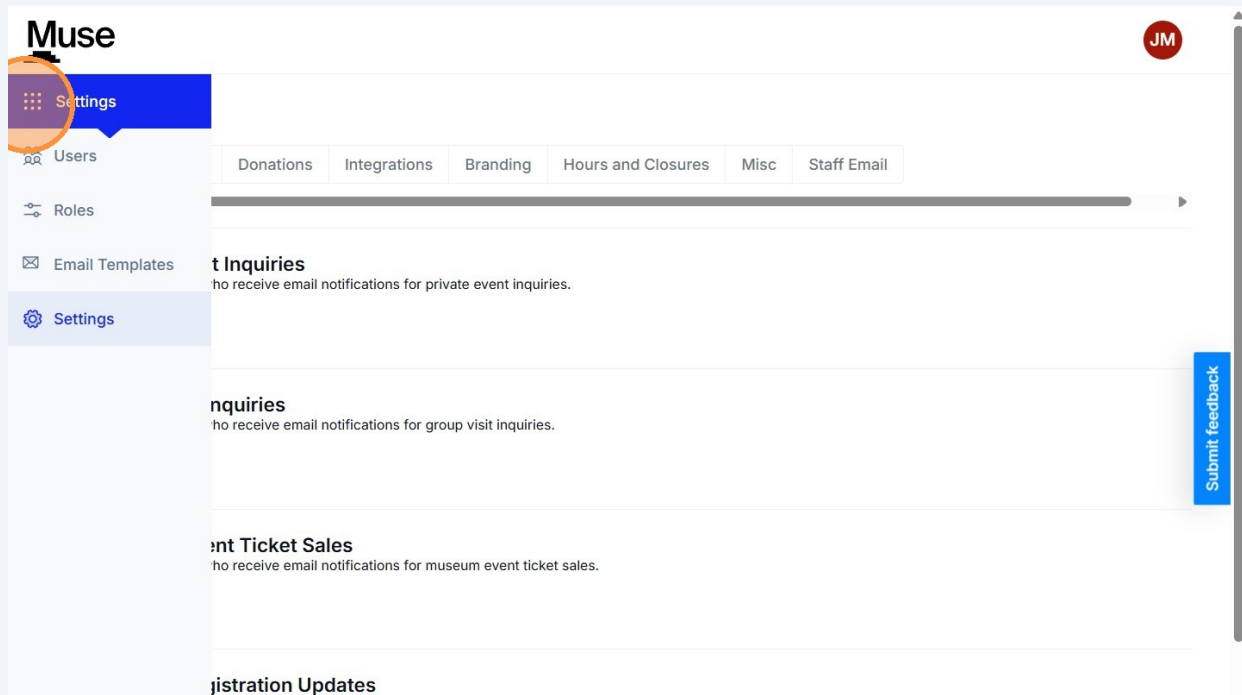


How To Add A New Venue

Learn how to efficiently manage your event locations by adding a new venue to your system. This guide walks you through the navigation steps and configuration settings required to activate a new venue in your portal.

1 Click the blue North Star icon.



2 Click "Operations".

The screenshot shows the Muse dashboard interface. On the left, a sidebar contains a 'Settings' icon (a gear) which is circled in orange. The main content area displays a top navigation bar with tabs: 'Integrations', 'Branding', 'Hours and Closures', 'Misc', and 'Staff Email'. Below this, there are sections for 'Inquiries' (with a sub-section for 'Group visit inquiries'), 'Event Ticket Sales' (with a sub-section for 'Museum event ticket sales'), and 'Registration Updates'. A 'Submit feedback' button is visible on the right side of the dashboard.

3 Click the 'Settings' icon in the sidebar.

The screenshot shows the Muse dashboard interface. On the left, a sidebar contains a 'Settings' icon (a gear) which is circled in orange. The main content area displays a top navigation bar with tabs: 'Dashboard', 'Private Events', 'Group Visits', 'POS', 'Reports', and 'Settings'. Below this, there is a section for 'Exhibitions' with a sub-section for 'Group Visits'. The main content area also features a calendar view for 'June 2026' with a table of events. A 'Submit feedback' button is visible on the right side of the dashboard.

	MON	TUE	WED	THU	FRI	SAT
1	Chihuly Glass Exhibition	Chihuly Glass Exhibition	Chihuly Glass Exhibition	Chihuly Glass Exhibition	Chihuly Glass Exhibition	Chihuly Glass Exhibition
2	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
3	6:00 am - 12:30 pm: Zoo Tour	12:00 am: Westwood School Group Visit	9:00 am - 12:00 pm: Zoo Tour	8:00 am: Muse Software Group Visit	9:00 am - 10:00 am: Story Hour: Frog and Toad All Year	11:00 am - 12:30 pm: Guided Tours
4	7:00 am - 12:00 pm: Zoo Tour	3:30 am - 3:45 am: History of The Muse Collective	1:00 pm - 2:00 pm: Sea Turtles Experience	9:00 am - 12:00 pm: Zoo Tour	10:00 am - 11:30 am: Guided Tours	11:00 am - 12:30 pm: IMAX
5	8:00 am - 10:00			9:00 am - 10:00		11:00 am - 12:00

4 Select the 'Events' tab.

The screenshot shows the Muse application interface. At the top left is the 'Muse' logo. To its right is a user profile icon with the initials 'JM'. Below the logo is a vertical sidebar with several icons, including a gear icon at the bottom. The main content area is titled 'Settings' and contains two tabs: 'Events' (highlighted with an orange circle) and 'Stock'. Below the tabs is a section titled 'Venues' with an 'Add venue' button in the top right corner. A table lists various venues with their names and status. The status column contains toggle switches, all of which are currently turned on (blue).

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

On the right side of the table, there is a vertical blue button labeled 'Submit feedback'.

5 From here, you'll see your list of created venues. To activate or deactivate a listed venue, toggle the corresponding switch on or off.

This screenshot is identical to the previous one, but with an orange circle highlighting the toggle switch for 'The Museum Floor' in the 'Status' column. The switch is currently in the 'off' position (grey), and the text 'Activate' is visible next to it. The other venues remain in the 'on' position (blue) with the text 'Active'.

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

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

The screenshot shows the Muse application interface. At the top left is the 'Muse' logo. To its right is a user profile icon with the initials 'JM'. Below the logo is a sidebar with a grid icon and several other icons. The main content area is titled 'Settings' and has two tabs: 'Events' (selected) and 'Stock'. Below the tabs is a section titled 'Venues'. It contains a table with two columns: 'Name' and 'Status'. The table lists several venues, each with a toggle switch and the word 'Active'. An orange circle highlights a blue 'Add venue' button in the top right corner of the Venues section. A vertical blue button labeled 'Submit feedback' is on the right side of the page.

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

7 Enter the venue name, and select Active or Inactive as your initial setting for this venue.

The screenshot shows the same Muse application interface as before, but with a modal window titled 'Edit a Space' open in the center. The modal has two input fields: 'Name' with the text 'Courtyard' and 'Status' with a dropdown menu showing 'Active'. An orange circle highlights the 'Status' dropdown. At the bottom of the modal are two buttons: 'Cancel' and 'Save changes'. The background is dimmed, and the 'Add venue' button and 'Submit feedback' button are still visible.

8

Click "Save changes" to finish creating the venue.

The screenshot shows the Muse application interface. A modal dialog titled "Edit a Space" is open in the center. The modal contains two input fields: "Name" with the text "Courtyard" and "Status" with a dropdown menu showing "Active". Below these fields are two buttons: "Cancel" and "Save changes". The "Save changes" button is highlighted with an orange circle. In the background, the "Settings" page is visible, showing a list of venues under the "Venues" tab. The venues listed are: "The Museum Floor", "Conference Room", "Birthday Party Room", "Conference Room 2", "IMAX Theater", "North Garden", "Education Room 1", and "Education Room 2". Each venue has a status toggle switch, all of which are currently set to "Active". The "Add venue" button is visible in the top right corner of the settings page. The "Submit feedback" button is visible in the bottom right corner of the settings page. The user's profile "JM" is visible in the top right corner of the application.

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