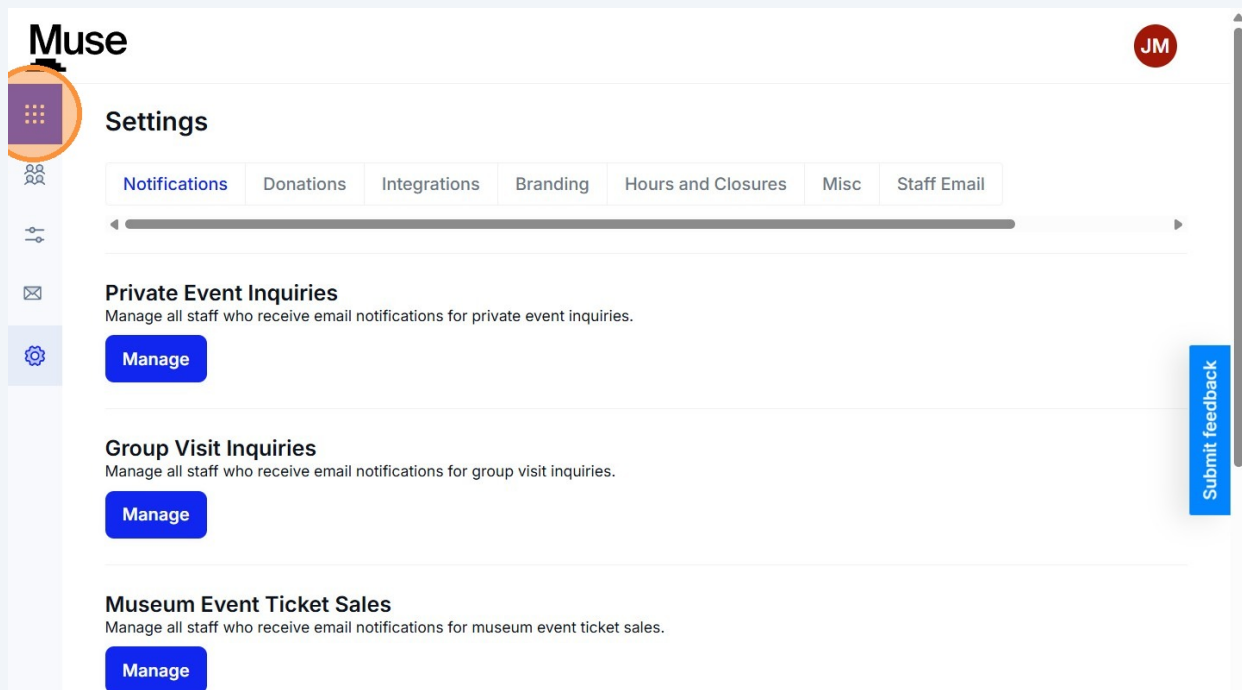


How To Configure Blackout Dates for Self-Serve Private Events

Learn how to manage and add availability for private events within your portal settings. This guide simplifies the process of defining specific dates, times, and room assignments for your venue.

1 Click the blue North Star icon.



The screenshot shows the Muse portal settings interface. At the top left, the word "Muse" is displayed next to a profile picture icon. A blue North Star icon is highlighted with a red circle. Below the header, the "Settings" section is visible, with tabs for "Notifications", "Donations", "Integrations", "Branding", "Hours and Closures", "Misc", and "Staff Email". The "Private Event Inquiries" section is expanded, showing a description: "Manage all staff who receive email notifications for private event inquiries." Below this description is a blue "Manage" button. The "Group Visit Inquiries" section is also visible, with a description: "Manage all staff who receive email notifications for group visit inquiries." and a blue "Manage" button. The "Museum Event Ticket Sales" section is partially visible at the bottom, with a description: "Manage all staff who receive email notifications for museum event ticket sales." and a blue "Manage" button. A vertical "Submit feedback" button is located on the right side of the page.

2 Select 'Operations' from the navigation menu.

The screenshot shows the Muse dashboard interface. The top left corner displays the 'Muse' logo. A navigation sidebar on the left contains several menu items: 'Settings' (highlighted in blue), 'Users', 'Roles', 'Email Templates', and another 'Settings' item. A dropdown menu is open from the first 'Settings' item, listing 'Fundraising', 'Ticketing', 'Operations' (circled in orange), 'Reports', 'Accounting', and 'Settings'. The main content area shows a header with 'JM' in a red circle, followed by tabs for 'Integrations', 'Branding', 'Hours and Closures', 'Misc', and 'Staff Email'. Below the tabs, there are sections for 'Inquiries' and 'Event Ticket Sales', each with a description of email notification preferences. A 'Submit feedback' button is located on the right side of the page.

3 Select 'Private Events' from the sidebar.

The screenshot shows the Muse dashboard interface. The top left corner displays the 'Muse' logo. A navigation sidebar on the left contains several menu items: 'Operations' (highlighted in blue), 'Dashboard', 'Private Events' (circled in orange), 'Group Visits', 'POS', 'Reports', and 'Settings'. The main content area shows a header with 'JM' in a red circle, followed by a 'Dashboard' title and three buttons: 'Group event', 'Create an inventory item', and 'Blackout calendar dates'. Below the buttons, there are several status indicators with colored circles: 'Exhibitions' (green), 'Group Visits' (green), 'Private Events' (purple), 'Not Confirmed' (grey), 'Self-Serve Events' (blue), 'Blackout Dates' (red), 'Special Hours' (red), 'Programs' (green), and 'Experiences' (yellow). Below the indicators, there is a 'June 2026' calendar header. The calendar grid shows the days of the week (MON to SAT) and the dates 1 through 6. Each date has a corresponding event card with a title and time slot. For example, on Monday 1st, there is a 'Chihuly Glass Exhibition' from 6:00 am to 12:30 pm. On Tuesday 2nd, there is a 'Dinosaurs Roamed the Earth' from 12:00 am to 12:00 pm at Westwood. On Wednesday 3rd, there is a 'Dinosaurs Roamed the Earth' from 9:00 am to 12:00 pm. On Thursday 4th, there is a 'Dinosaurs Roamed the Earth' from 8:00 am to 10:00 am at Muse. On Friday 5th, there is a 'Dinosaurs Roamed the Earth' from 9:00 am to 10:00 am. On Saturday 6th, there is a 'Dinosaurs Roamed the Earth' from 11:00 am to 12:30 pm. A 'Submit feedback' button is located on the right side of the page.

4 Click the 'Self-Serve Events' tab.

The screenshot shows the Muse interface with the 'Private Events' section active. The 'Self-Serve Events' tab is highlighted with an orange circle. Below the tabs, there are filter options: 'Private Events' (checked), 'Self-Serve Events' (checked), 'Closed / Blackout Dates' (unchecked), and 'Special Hours' (checked). A calendar for June 2026 is displayed, showing days from Sunday to Saturday. A 'Submit feedback' button is visible on the right side.

5 Click 'Setup'.

The screenshot shows the Muse interface with the 'Self-Serve Events' tab selected. The 'Setup' button is highlighted with an orange circle. The interface includes an 'Add Event' button, a 'Created Date' filter, and 'Filters (1)'. Below the main content area, there is a message that says 'There are no results' with three horizontal lines above it. A 'Submit feedback' button is visible on the right side.

Booking Slot Creation

6 Click 'Add slot' to define a new booking period.

Name	Days of Week	Venue	Duration	Status	
Weekend 2:00 PM Slot 2:00 pm - 5:00 pm	Saturday, Sunday	The Museum Floor	2:00 pm - 5:00 pm	Active	⋮
Weekend 1pm Slot 1:00 pm - 2:30 pm	Sunday, Saturday	Birthday Party Room	1:00 pm - 2:30 pm	Active	⋮
Weekend 4pm Slot 4:00 pm - 5:00 pm	Sunday, Saturday	Birthday Party Room	4:00 pm - 5:00 pm	Active	⋮
Friday Afternoon 2:00 pm - 5:00 pm	Friday	Birthday Party Room	2:00 pm - 5:00 pm	Active	⋮
Weekday Birthday Party 10:00 am - 12:00 pm	Monday, Tuesday, Wednesday, Thursday, Friday	Birthday Party Room	10:00 am - 12:00 pm	Active	⋮
Weekday Afternoon Birthday Party 4:00 pm - 6:00 pm	Monday, Tuesday, Wednesday, Thursday, Friday	Birthday Party Room	4:00 pm - 6:00 pm	Active	⋮
Room 2 Weekend 2:00 PM Slot 2:00 pm - 5:00 pm	Sunday, Saturday	Conference Room 2	2:00 pm - 5:00 pm	Active	⋮

Add slot

Pricing

Debug mode: Normal Slow Step-by-step Button Add slot Inspect ⚠️ 2 ⋮ Go to the editor

7 Enter the name of your booking slot into the Name field.

Muse

Add Booking Slot

Set a name, select days, and choose the time range for this booking slot.

Name

From To

Days of Week

Sunday Monday Tuesday Wednesday Thursday Friday

Saturday

Start Time End Time

Venue

Status Active ⋮

Submit feedback

8

Select your days of the week for this booking slot.

Add Booking Slot
Set a name, select days, and choose the time range for this booking slot.

Name

From To

Days of Week

Sunday Monday Tuesday Wednesday Thursday Friday

Saturday

Start Time End Time

Venue

Status

Active ...

Active ...

Active ...

Active ...

Active ...

Active ...

Active ...

Active ...

Active ...

Submit feedback

Add Booking Slot
Set a name, select days, and choose the time range for this booking slot.

Name

From To

Days of Week

Sunday Monday Tuesday Wednesday Thursday Friday

Saturday

Start Time End Time

Venue

Status

Active ...

Active ...

Active ...

Active ...

Active ...

Active ...

Active ...

Active ...

Submit feedback

9

To restrict bookings around a blackout date, create one slot with a booking window that closes just before the blackout date(s).

Add Booking Slot

Set a name, select days, and choose the time range for this booking slot.

Name

From To

Days of Week

Start Time End Time

Venue

Status

Active	⋮
Active	⋮
Active	⋮
Active	⋮
Active	⋮
Active	⋮
Active	⋮
Active	⋮

Submit feedback

Name

From To

Days of Week

Start Time End Time

Venue

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today Clear Close

Cancel Save

Status

Active	⋮
Active	⋮
Active	⋮
Active	⋮
Active	⋮
Active	⋮
Active	⋮
Active	⋮

Submit feedback

Add slot

Pricing

10 Set the Start and End Time for your booking slot.

The screenshot shows a booking slot configuration form. The form includes a 'Name' field, 'From' and 'To' date pickers (6/13/2026 and 6/20/2026), 'Days of Week' buttons (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday), 'Start Time' and 'End Time' dropdown menus, and a 'Venue' dropdown menu. An orange circle highlights the 'End Time' dropdown menu, which currently shows '12:30 pm'. The form also has 'Cancel' and 'Save' buttons. The background shows a sidebar with 'Booking Slot' and 'Pricing' sections, and a 'Status' table with 'Active' entries. A 'Submit feedback' button is visible on the right side.

Booking Slot

Name

From 6/13/2026 To 6/20/2026

Days of Week

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Start Time 11:00 am End Time 12:30 pm

Venue

Cancel Save

Debug mode: Normal Slow Step-by-step Text Set a name, select d Inspect 2 Go to the editor

Status

Active

Submit feedback

11 Select the venue from the dropdown.

The screenshot shows the same booking slot configuration form as in step 10. The 'Venue' dropdown menu is now highlighted with an orange circle and shows 'Birthday Party Room' selected. The 'End Time' dropdown menu is no longer highlighted. The form also has 'Cancel' and 'Save' buttons. The background shows the same sidebar and status table as in step 10.

Booking Slot

Name

From 6/13/2026 To 6/20/2026

Days of Week

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Start Time 11:00 am End Time 12:30 pm

Venue Birthday Party Room

Cancel Save

Debug mode: Normal Slow Step-by-step Popup Add/edit booking slot Inspect 2 Go to the editor

Status

Active

Submit feedback



Alert! You'll first need to create your Venue options by going to Operations > Settings > Events tab and click the blue "Add venue" button.

12 Click 'Save' to confirm the first booking slot.

Booking Slot

Name: Birthday Party

From: 6/13/2026 To: 6/20/2026

Days of Week: Sunday, Saturday

Start Time: 11:00 am End Time: 12:30 pm

Venue: Birthday Party Room

Buttons: Cancel, Save

Debug mode: Normal, Slow, Step-by-step | Group Inner buttons | Inspect | 2 | Go to the editor

Submit feedback

13

Next, click 'Add slot' to create another booking slot that resumes after your blackout date(s) and follow the same steps as above to complete.

Booking Slot

Name	Days of Week	Venue	Duration	Status	
Weekend 2:00 PM Slot 2:00 pm - 5:00 pm	Saturday, Sunday	The Museum Floor	2:00 pm - 5:00 pm	Active	⋮
Weekend 1pm Slot 1:00 pm - 2:30 pm	Sunday, Saturday	Birthday Party Room	1:00 pm - 2:30 pm	Active	⋮
Weekend 4pm Slot 4:00 pm - 5:00 pm	Sunday, Saturday	Birthday Party Room	4:00 pm - 5:00 pm	Active	⋮
Friday Afternoon 2:00 pm - 5:00 pm	Friday	Birthday Party Room	2:00 pm - 5:00 pm	Active	⋮
Weekday Birthday Party 10:00 am - 12:00 pm	Monday, Tuesday, Wednesday, Thursday, Friday	Birthday Party Room	10:00 am - 12:00 pm	Active	⋮
Weekday Afternoon Birthday Party 4:00 pm - 6:00 pm	Monday, Tuesday, Wednesday, Thursday, Friday	Birthday Party Room	4:00 pm - 6:00 pm	Active	⋮
Room 2 Weekend 2:00 PM Slot 2:00 pm - 5:00 pm	Sunday, Saturday	Conference Room 2	2:00 pm - 5:00 pm	Active	⋮
Birthday Party 11:00 am - 12:30 pm	Sunday, Saturday	Birthday Party Room	11:00 am - 12:30 pm	Active	⋮

Add slot

Debug mode: **Normal** Slow Step-by-step Button Add slot Inspect 2

Submit feedback

Go to the editor