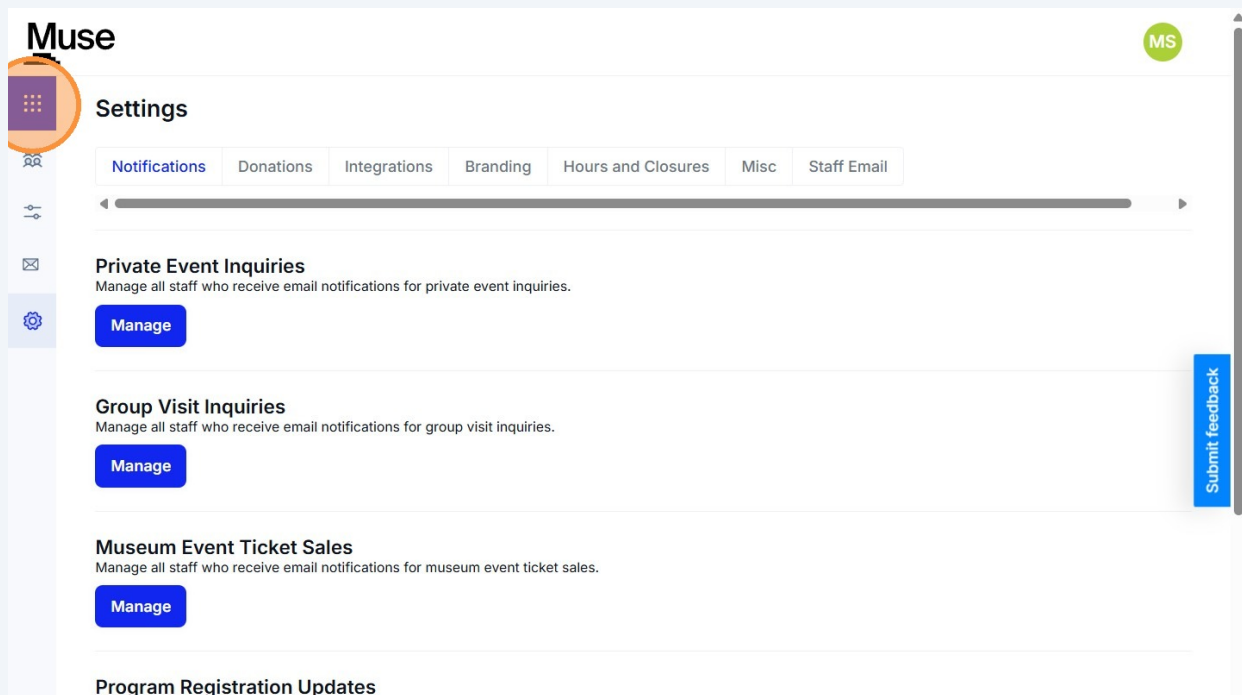


How To Edit A Private Event Request

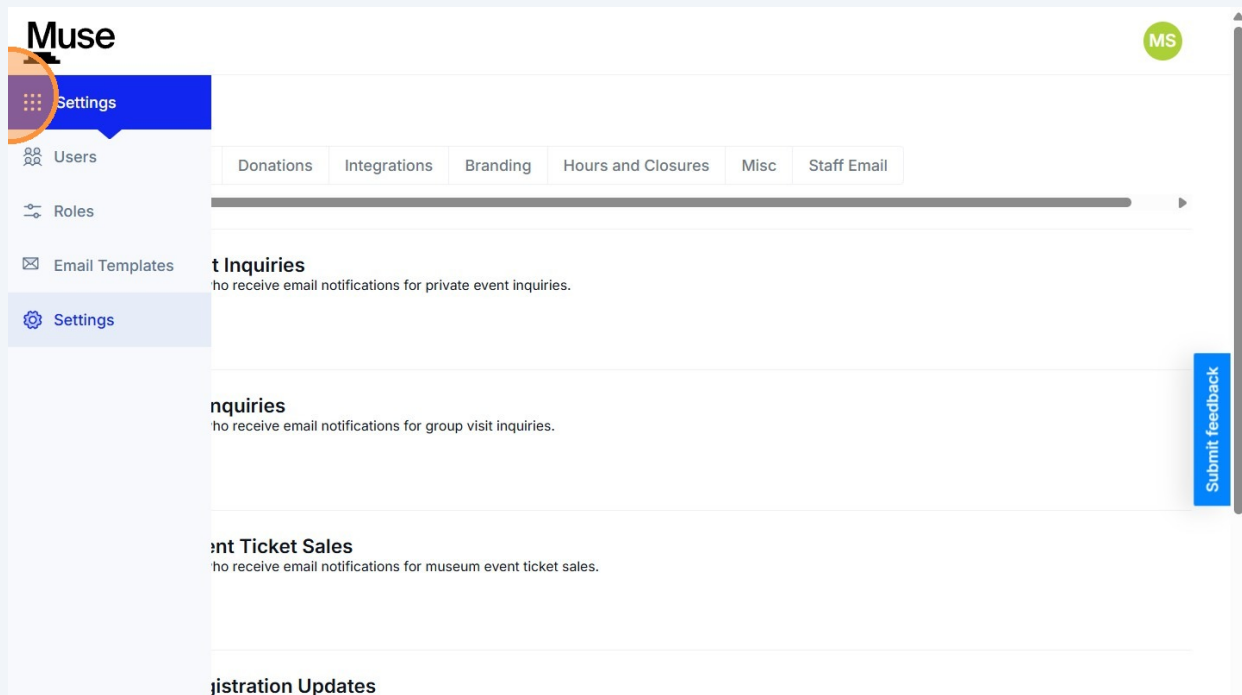
Learn how to navigate your Private Event dashboard to locate event requests and initiate a confirmation or cancellation. This guide provides a direct path to managing your private event bookings effectively.

Module Navigation

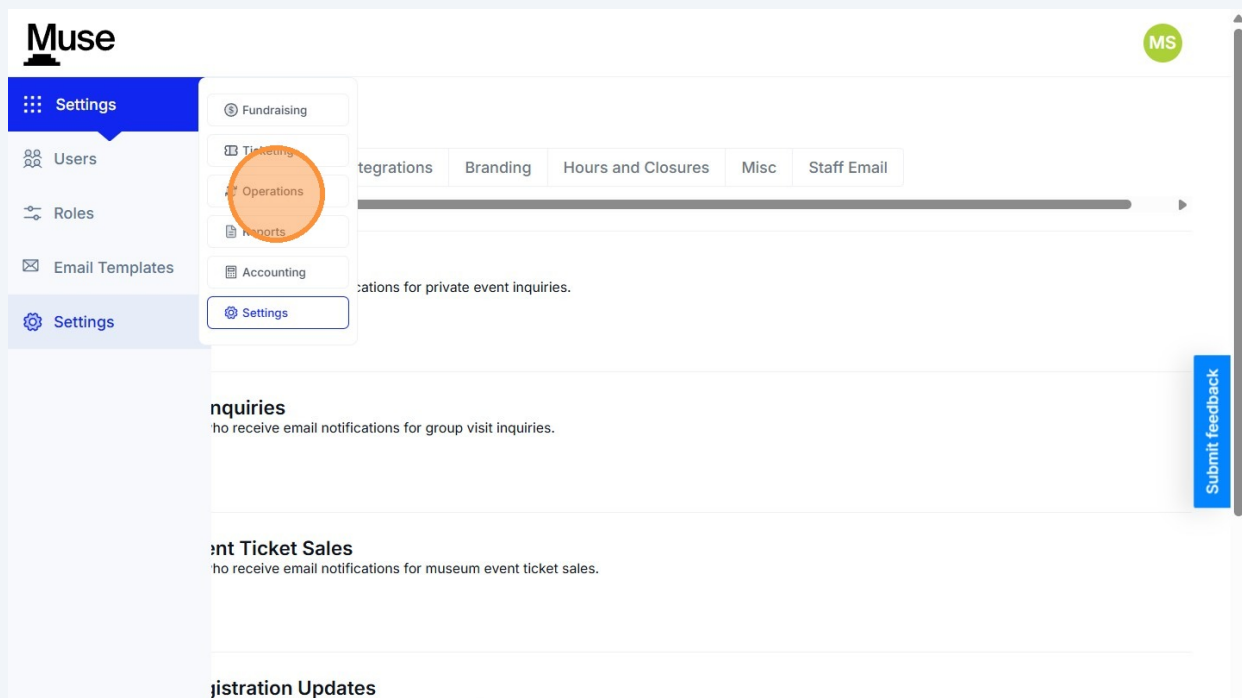
- 1 Click the blue North Star icon.



2 Select 'Settings' from the admin menu.



3 Navigate to the "Operations" module.



Private Event Management

4 Click 'Private Events' in sidebar

Muse MS

Operations Dashboard

Dashboard Group event Create an inventory item Blackout calendar dates

Private Events

Group Visits

POS

Reports

Settings

Exhibitions Group Visits Private Events Not Confirmed Self-Serve Events Closed / Blackout Dates

Programs Experiences

June 2026

MON	TUE	WED	THU	FRI	SAT
1 Closed day	2	3	4	5 9:30 am: Bowling Green Chacon Group Visit	6 11:00 am - 12:30 pm: Daytime Birthday Parties (Birthday Party Room) 2:00 pm - 3:30 pm: Daytime Birthday Parties (Birthday Party Room)

Submit feedback

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

Calendar Custom Events Self-Serve Events

List Setup

Filters (1) Add Event

Name	Organization	Primary Contact	Date	Event Type	Venue	Guests	Status
Alyssa Cotta Event	Alyssa Cotta	Alyssa Cotta	6/19/26		--		New
Nina Li Event	Nina Li	Nina Li	6/20/26		--		New
Crystal Witherall Event	Crystal Witherall	Crystal Witherall	6/27/26		--		New
Brandy Cosentino - Leal Event	Brandy Cosentino - Leal	Brandy Cosentino - Leal	6/28/26		--		New
DeeDee Wang Event	DeeDee Wang	DeeDee Wang	7/11/26		--		New
Tiffany Hill Event	Tiffany Hill	Tiffany Hill	7/11/26		--		New
Wes Clark Event	Wes Clark	Wes Clark	7/12/26		--		Confirmed
Andrea Barraza Event	Andrea Barraza	Andrea Barraza	7/18/26		--		New
Sophie Ellinghouse Event	Sophie Ellinghouse	Sophie Ellinghouse	7/19/26		--		New
Dorsa Behmardipour Event	Dorsa Behmardipour	Dorsa Behmardipour	7/25/26		--		New
Ramona Garcia Event	Ramona Garcia	Ramona Garcia	7/25/26		--		New

Submit feedback

6

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

The screenshot shows a web application interface with a pop-up window. The pop-up window has a left sidebar with a list of events, a main content area with event details, and a right sidebar with a guest list. The 'View Details' button is highlighted with an orange circle.

Primary Contact
Brandy Cosentino - Leal
Brandychoaleal@gmail.com
+19495203266

Billing Contact
Brandy Cosentino - Leal
Brandychoaleal@gmail.com
+19495203266

Organization or School Name
Brandy Cosentino - Leal

Group Size

Catering Needs
--

Special Requirements
N/A

Additional Information
--

Venue

Preferred Date/Time
6/28/26 from 4:30 pm - 4:30 pm (0 hours)

Guests
Status
New
New
New
New
New
Confirmed
New
New
New
New
New

Buttons: Close, View Details, Add Event, Submit feedback, Go to the editor

Debug mode: Normal, Slow, Step-by-step

Group Inner buttons: Inspect, 2, ...

Footer: You are currently in preview mode

7

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

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 displays the Muse event management interface. At the top, the 'Muse' logo is on the left, and a green 'MS' badge is on the right. Below the logo, there's a navigation bar with 'Event Details' and 'Invoices' tabs, and a 'View Calendar' button. The main content area is divided into two sections: 'Original Inquiry' and 'Final Event Details'. The 'Original Inquiry' section is highlighted with an orange circle and contains a right-pointing arrow icon. The 'Final Event Details' section is expanded and shows a form for event details. The form includes fields for 'Event Name' (Brandy Cosentino - Leal Event), 'Primary Contact*' (Brandy Cosentino - Leal), 'Primary Contact Email*' (Brandychoaleal@gmail.com), and 'Primary Contact Phone Number*' (+1 949-520-3266). A 'Billing Contact*' section is also visible at the bottom. A blue 'Submit feedback' button is located on the right side of the form.

Muse MS

Event Details Invoices View Calendar

Original Inquiry
These are the original details provided by the event organizer for reference.

Final Event Details

Event Name
Brandy Cosentino - Leal Event

Primary Contact*

Primary Contact First Name* Brandy	Primary Contact Last Name* Cosentino - Leal
Primary Contact Email* Brandychoaleal@gmail.com	Primary Contact Phone Number* +1 949-520-3266

Billing Contact*

Billing Contact Last Name*
Cosentino - Leal

Submit feedback

8

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

Click Save Changes when finished.

☒ Youth Small
☐ Youth Medium

☐ I understand I am submitting a request for a member-hour or after-hour birthday party. My reservation is not confirmed until I receive an email from the museum's birthday party coordinator and an invoice for payment. Requests are reviewed in the order they are received. Response time is up to 7 days after your submission

Number of hours to block for this venue on the calendar before the event: 0.0
Number of hours to block for this venue on the calendar after the event: 0.0

Start Date*: 6/28/2026
Start Time*: 4:30 PM
End Date*: 6/28/2026
End Time*: 5:00 PM

Status*: New

Cancel Save Changes

Submit feedback

Debug mode: Normal Slow Step-by-step Dropdown Status Private Event Inspect 2 You are currently in preview mode Go to the editor

Calendar View

9 From the Private Events screen, you can access a "Calendar".

Muse MS

Private Events

Calendar Custom Events Self-Serve Events

List Setup Filters (1) Add Event

Name	Organization	Primary Contact	Date	Event Type	Venue	Guests	Status
Alyssa Cotta Event	Alyssa Cotta	Alyssa Cotta	6/19/26		--		New
Nina Li Event	Nina Li	Nina Li	6/20/26		--		New
Crystal Witherall Event	Crystal Witherall	Crystal Witherall	6/27/26		--		New
Brandy Cosentino - Leal Event	Brandy Cosentino - Leal	Brandy Cosentino - Leal	6/28/26		--		New
DeeDee Wang Event	DeeDee Wang	DeeDee Wang	7/11/26		--		New
Tiffany Hill Event	Tiffany Hill	Tiffany Hill	7/11/26		--		New
Wes Clark Event	Wes Clark	Wes Clark	7/12/26		--		Confirmed
Andrea Barraza Event	Andrea Barraza	Andrea Barraza	7/18/26		--		New
Sophie Fillinghouse Event	Sophie Fillinghouse	Sophie	7/19/26		--		New

Submit feedback

10 The calendar view will show confirmed events in solid color, unconfirmed events outlined in color, and closed dates highlighted in gray.

Muse MS

< **June 2026** >

SUN	MON	TUE	WED	THU	FRI	SAT
31	1 Closed day	2	3	4	5	6 11:00 am - 12:30 pm: Daytime Birthday Parties (Birthday Party Room) 2:00 pm - 3:30 pm: Daytime Birthday Parties (Birthday Party Room) 4:30 pm - 4:30 pm: Devon Keeler Event ()
7 11:00 am - 12:30 pm: Daytime Birthday Parties (Birthday)	8 Closed day	9	10	11	12	13 11:00 am - 12:30 pm: Daytime Birthday Parties (Birthday)

Submit feedback