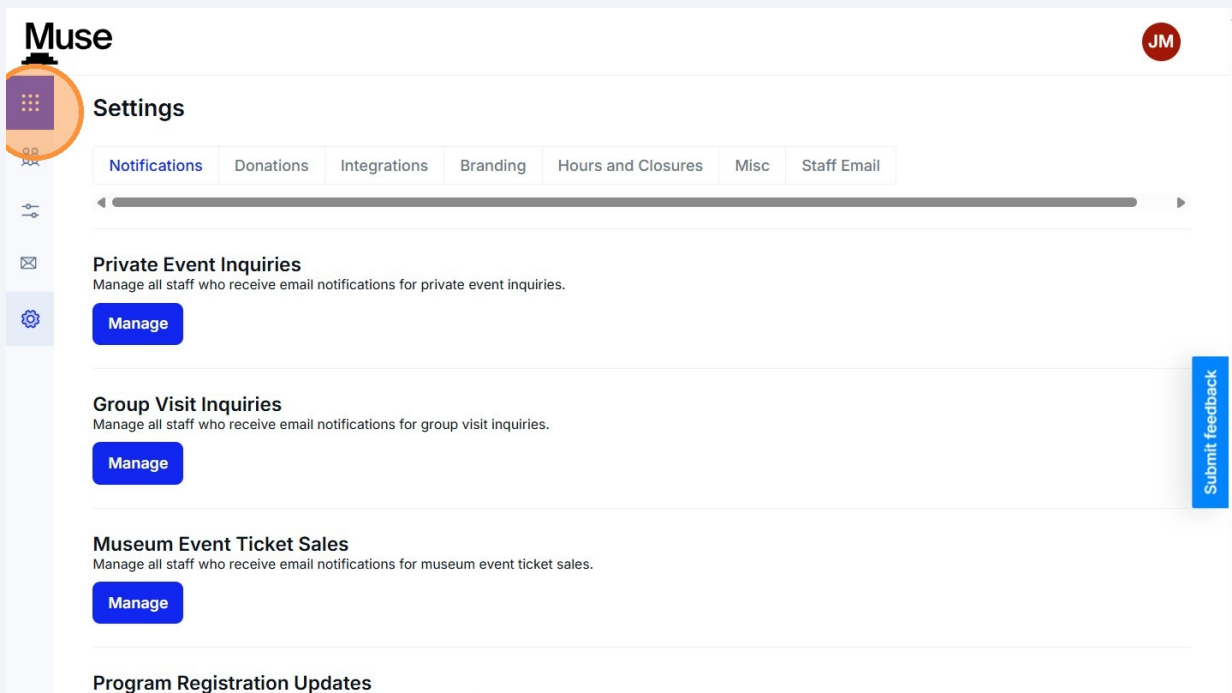


# How to Create a New Gift Card

Learn how to efficiently manage your gift card inventory by adding new options directly through your Ticketing module. This guide simplifies the setup process to help you quickly configure and save new gift card amounts for your guests.

1 Click the blue North Star icon.



## 2 Click "Ticketing."

The screenshot shows the Muse dashboard with a settings menu open. The 'Ticketing' option is highlighted with an orange circle. The dashboard header includes the 'Muse' logo and a user profile icon 'JM'. The settings menu lists options: Fundraising, Ticketing, Operations, Reports, Accounting, and Settings. The main dashboard area shows sections for 'Inquiries', 'Event Ticket Sales', and 'Registration Updates', each with a description of email notifications. A 'Submit feedback' button is visible on the right side.

## 3 Click "Settings" in the navigation menu.

The screenshot shows the Muse Ticketing dashboard. The 'Settings' option in the navigation menu is highlighted with an orange circle. The dashboard features a 'Dashboard' header with buttons for 'Create a ticket type' and 'Create a membership benefit'. It displays three key metrics: Revenue (\$13.63), Tickets sold (8), and Events reached capacity (0). A table below lists upcoming events with columns for Date and Time, Venue, Capacity, Sold, % of Spots Sold, and Status. A 'Submit feedback' button is located on the right side.

	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status	
5K	Jun 27, 2026 at 6:00am	N/A	550	0	0%	Upcoming	⋮
	Jun 27, 2026 at 7:00pm	Main Exhibition Hall	300	15	5%	Upcoming	⋮

4 Click the "Gift Cards" tab.

The screenshot shows the Muse Ticketing Settings interface. The 'Gift Cards' tab is highlighted with an orange circle. The interface includes a sidebar with navigation icons, a top navigation bar with tabs for Visitor Types, Member Mapping, Free Entry, Discount Codes, Gift Cards, Programs, and Event Categories. Below the tabs is a table of visitor types with columns for Name, Visitor Count, Reporting Rollup, and Status. A blue 'Add type' button is located at the bottom right of the table.

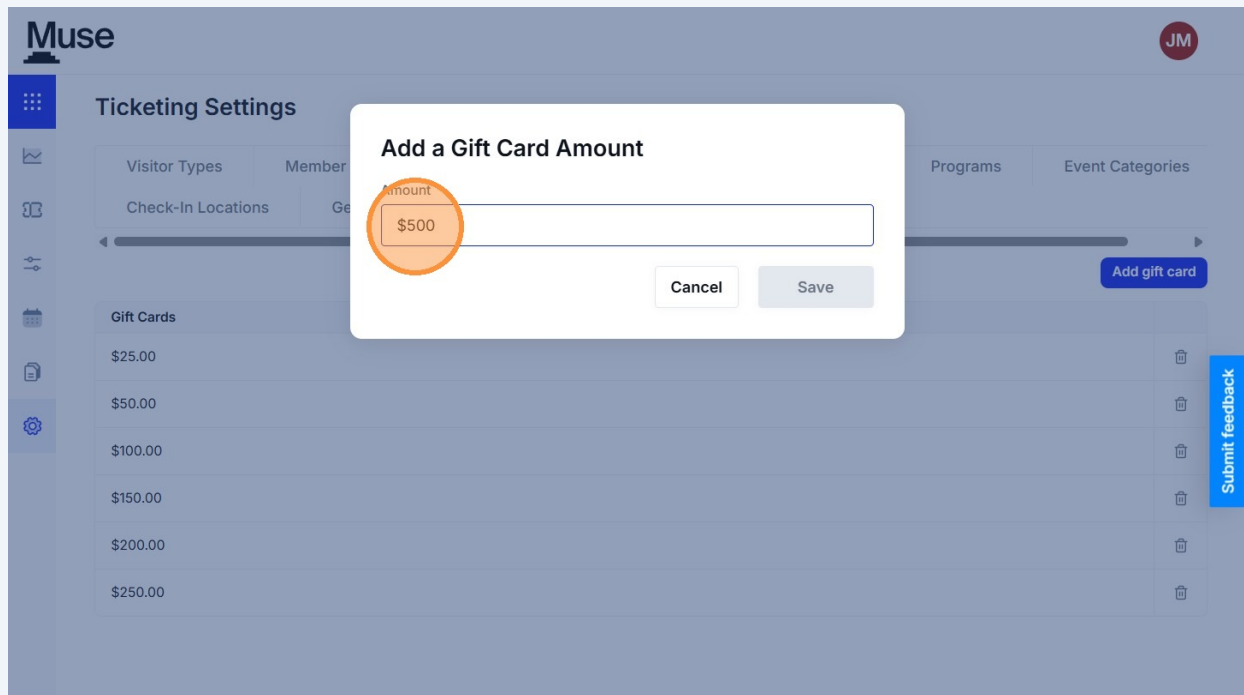
Name	Visitor Count	Reporting Rollup	Status
Adult	1	Adult	Active
Child (Under 13)	1	Child (Under 13)	Active
Comp Gala Ticket	1	Adult	Active
Family	4	Adult	Active
Field Trip - Chaperone	1	Adult	Active
Field Trip - Non-Student Child	1	Field Trip - Non-Student Child	Active
Field Trip - Student	1	Field Trip - Student	Active
Field Trip - Teacher	1	Field Trip - Teacher	Active

5 Click the blue "Add gift card" button.

The screenshot shows the Muse Ticketing Settings interface with the 'Gift Cards' tab selected. The 'Add gift card' button is highlighted with an orange circle. The interface displays a list of gift card denominations: \$25.00, \$50.00, \$100.00, \$150.00, \$200.00, and \$250.00. A blue 'Submit feedback' button is located on the right side of the page.

Gift Cards
\$25.00
\$50.00
\$100.00
\$150.00
\$200.00
\$250.00

6 Enter the amount you wish to sell.



Tip! An option for the buyer to input a custom gift card amount upon purchase is available by default and not a required configuration

7 When finished, click "Save."

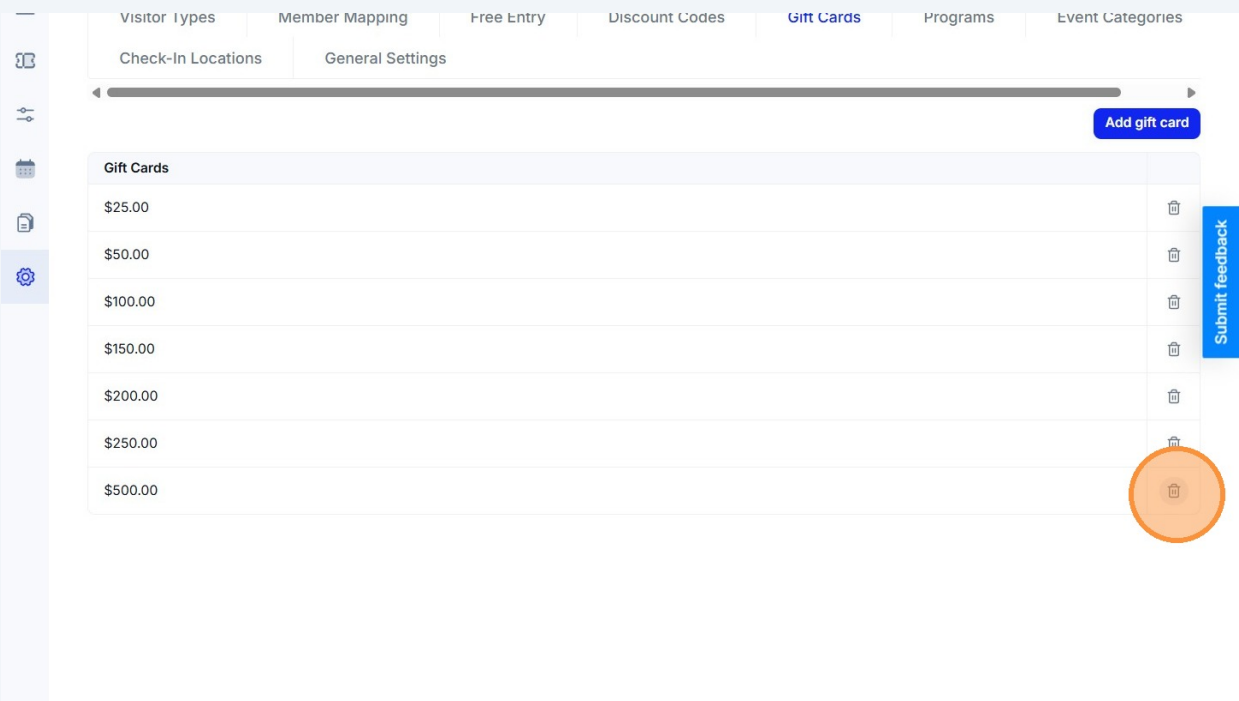
The screenshot shows the Muse Ticketing Settings interface. A modal dialog titled "Add a Gift Card Amount" is open, displaying a text input field with the value "\$500" and two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange circle. In the background, the "Gift Cards" section of the settings is visible, showing a list of amounts from \$25.00 to \$250.00. A vertical "Submit feedback" button is located on the right side of the interface.

8 You will now see the list of Gift Card amounts.

The screenshot shows the Muse Ticketing Settings interface with the "Gift Cards" section selected. A list of gift card amounts is displayed, ranging from \$25.00 to \$500.00. Each amount has a trash icon to its right. A vertical "Submit feedback" button is located on the right side of the interface.

Gift Cards	
\$25.00	
\$50.00	
\$100.00	
\$150.00	
\$200.00	
\$250.00	
\$500.00	

9 To remove any amount, click the Trash Can icon on the far right of the row.



10 Then, click "Remove."

