

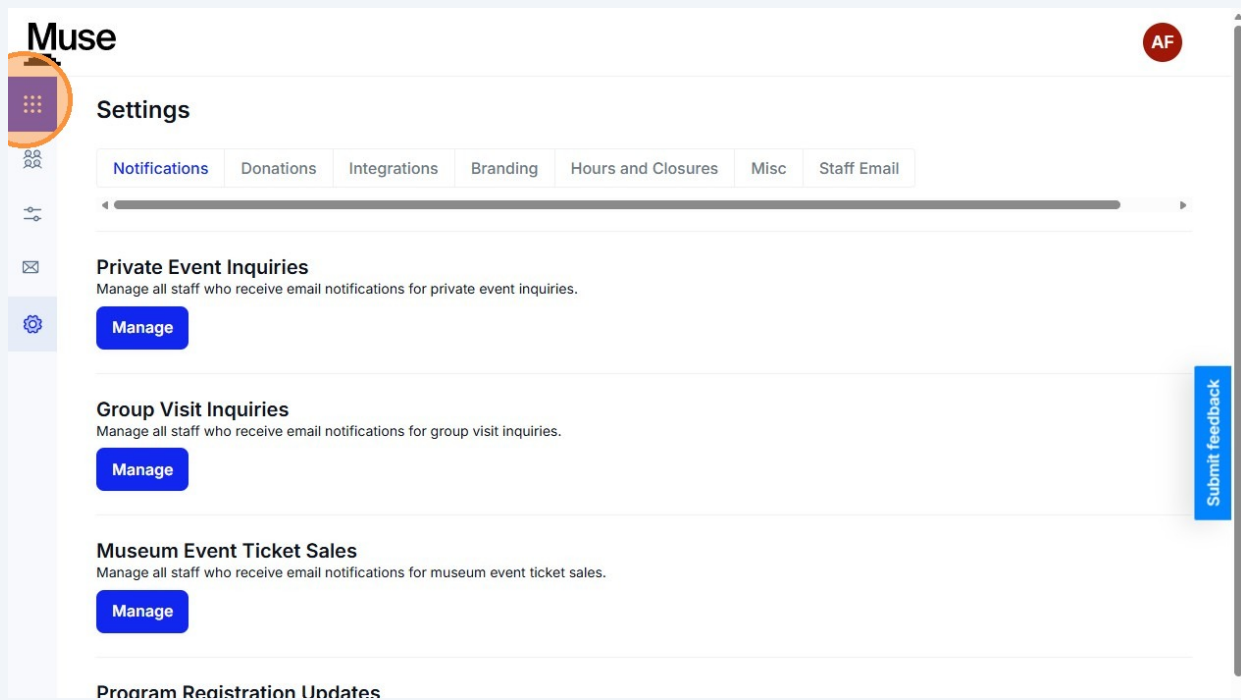
How to Create and Apply Discount Codes in Muse Software

Learn how to configure custom discount codes within the Muse Software portal and apply them to ticket purchases. This guide walks you through the settings and checkout process to ensure your promotional offers are set up correctly.

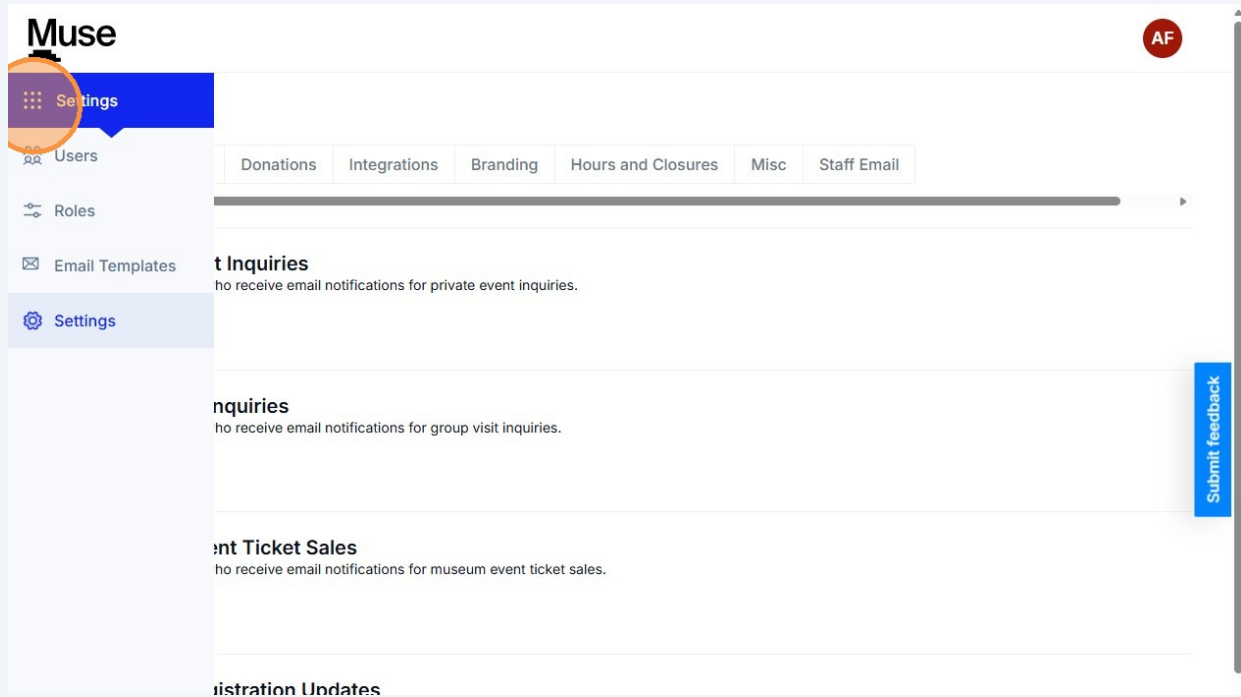
Discount Code Setup

1

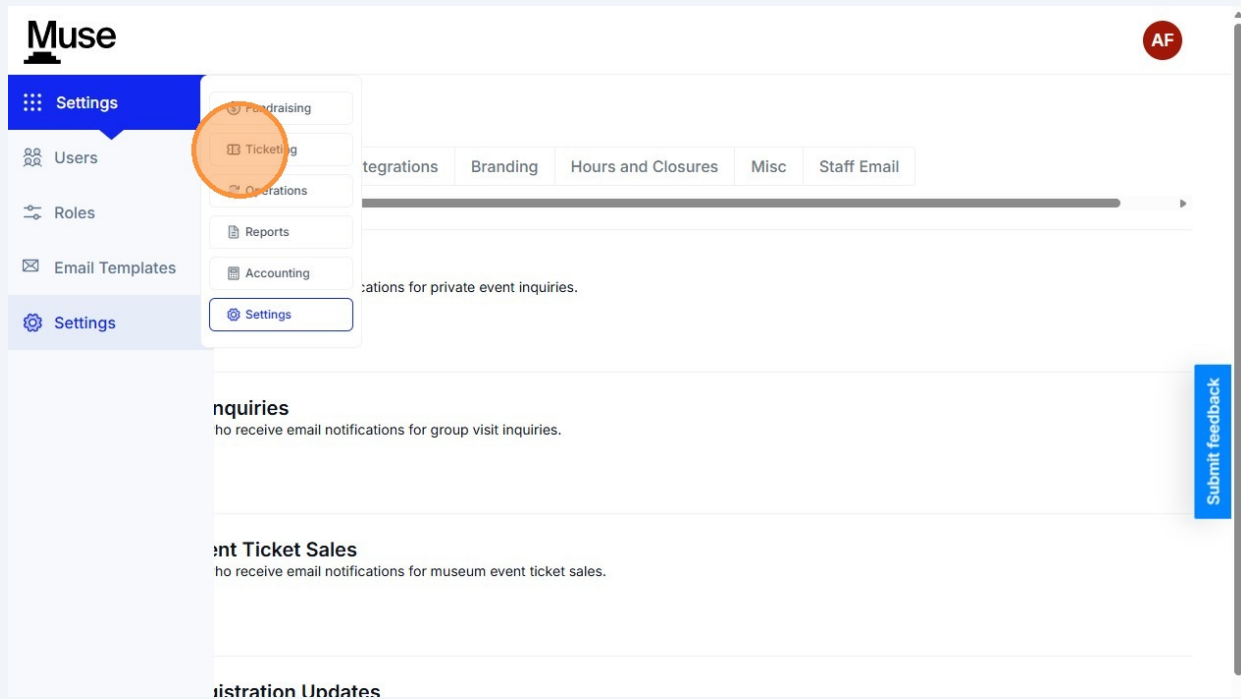
Click the App Launcher icon in the top left corner.



2 Click 'Settings' in the left-hand navigation sidebar.



3 Select 'Ticketing' from the module menu.



4 Click 'Settings' within the Ticketing dashboard.

The screenshot shows the 'Ticketing Dashboard' interface. On the left, a sidebar menu contains several options: 'Dashboard', 'Ticket Types', 'Memberships', 'Events', 'Reports', and 'Settings'. The 'Settings' option is highlighted with an orange circle. The main dashboard area displays three summary cards: 'Revenue' with a value of 5.50, 'Tickets sold' with a value of 4, and 'Events reached capacity' with a value of 0. Below these cards is a table with columns: 'Date and Time', 'Venue', 'Capacity', 'Sold', '% of Spots Sold', and 'Status'. The table contains two rows of data for events on June 27, 2026. A 'Submit feedback' button is visible on the right side of the dashboard.

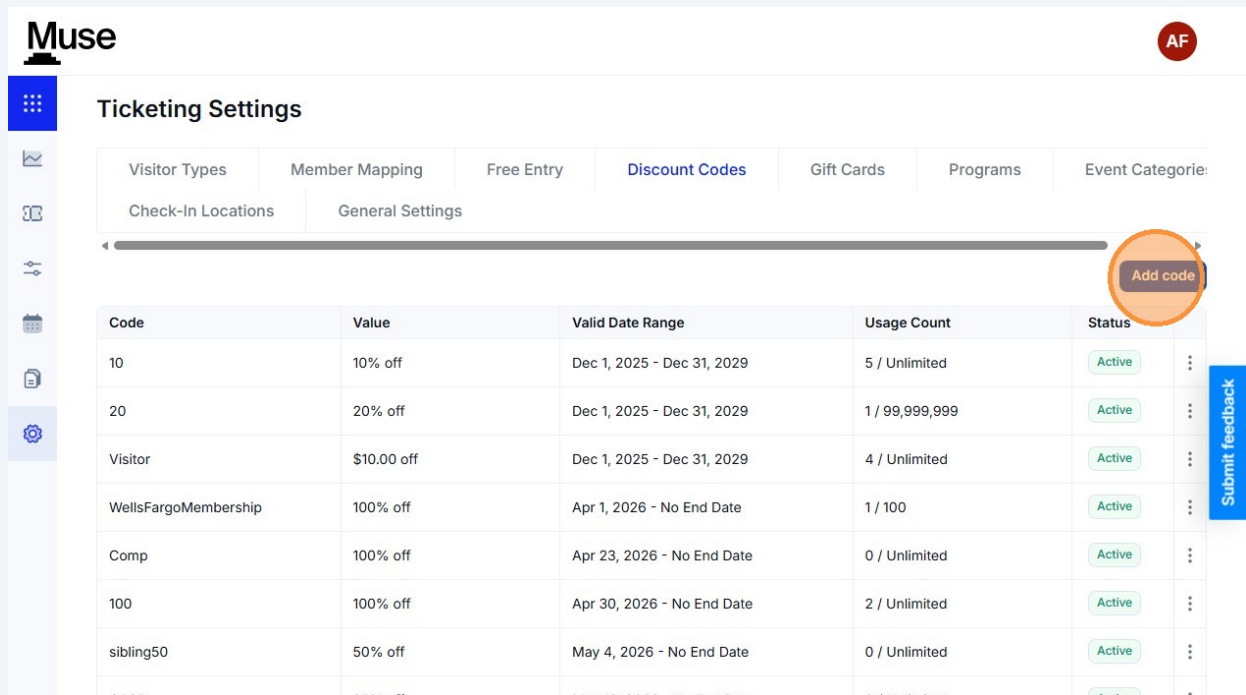
	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
5K	Jun 27, 2026 at 6:00am	N/A	550	13	2%	Upcoming
	Jun 27, 2026 at 7:00pm	Main Exhibition Hall	300	21	7%	Upcoming

5 Click "Discount Codes"

The screenshot shows the 'Muse Ticketing Settings' page. The 'Discount Codes' tab is highlighted with an orange circle. The page features a table with columns: 'Name', 'Visitor Count', 'Reporting Rollup', and 'Status'. The table lists various ticket types and their associated settings. A 'Submit feedback' button is located on the right side of the page.

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	Student	Active

6 Click "Add code"



Muse AF

Ticketing Settings

Visitor Types | Member Mapping | Free Entry | **Discount Codes** | Gift Cards | Programs | Event Categories

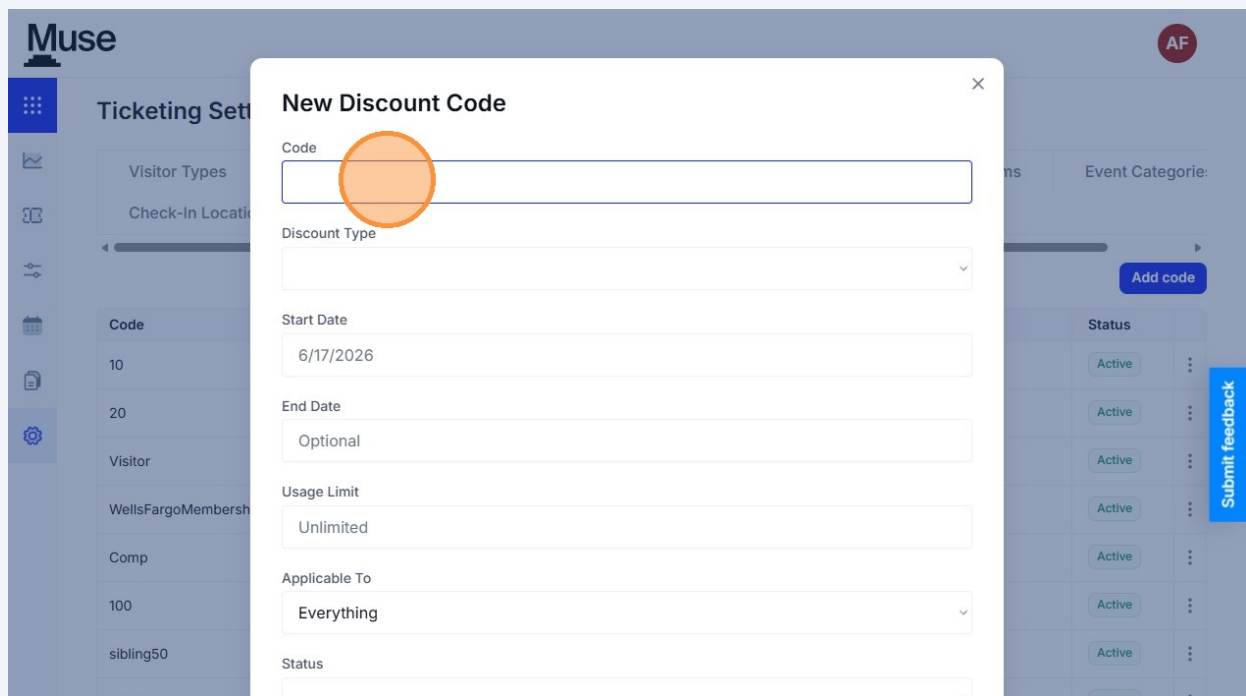
Check-In Locations | General Settings

Code	Value	Valid Date Range	Usage Count	Status	
10	10% off	Dec 1, 2025 - Dec 31, 2029	5 / Unlimited	Active	⋮
20	20% off	Dec 1, 2025 - Dec 31, 2029	1 / 99,999,999	Active	⋮
Visitor	\$10.00 off	Dec 1, 2025 - Dec 31, 2029	4 / Unlimited	Active	⋮
WellsFargoMembership	100% off	Apr 1, 2026 - No End Date	1 / 100	Active	⋮
Comp	100% off	Apr 23, 2026 - No End Date	0 / Unlimited	Active	⋮
100	100% off	Apr 30, 2026 - No End Date	2 / Unlimited	Active	⋮
sibling50	50% off	May 4, 2026 - No End Date	0 / Unlimited	Active	⋮
...	...	...	...	...	...

Add code

Submit feedback

7 Enter the desired discount code in the 'Code' field.



Muse AF

Ticketing Settings

Visitor Types | Member Mapping | Free Entry | **Discount Codes** | Gift Cards | Programs | Event Categories

Check-In Locations | General Settings

Code	Value	Valid Date Range	Usage Count	Status	
10	10% off	Dec 1, 2025 - Dec 31, 2029	5 / Unlimited	Active	⋮
20	20% off	Dec 1, 2025 - Dec 31, 2029	1 / 99,999,999	Active	⋮
Visitor	\$10.00 off	Dec 1, 2025 - Dec 31, 2029	4 / Unlimited	Active	⋮
WellsFargoMembership	100% off	Apr 1, 2026 - No End Date	1 / 100	Active	⋮
Comp	100% off	Apr 23, 2026 - No End Date	0 / Unlimited	Active	⋮
100	100% off	Apr 30, 2026 - No End Date	2 / Unlimited	Active	⋮
sibling50	50% off	May 4, 2026 - No End Date	0 / Unlimited	Active	⋮
...	...	...	...	...	...

Add code

Submit feedback

New Discount Code

Code

Discount Type

Start Date

End Date

Usage Limit

Applicable To

Status



All discounts are triggered with a code. Do not use spaces when creating your code.

8

Select the 'Discount Type' from the dropdown menu.

The screenshot shows the 'Muse' Ticketing Settings interface. A modal titled 'New Discount Code' is open, allowing users to create a new discount code. The modal contains the following fields:

- Code:** A text input field for the discount code.
- Discount Type:** A dropdown menu with an orange circle highlighting it, indicating the step to select a discount type.
- Start Date:** A date input field showing '6/17/2026'.
- End Date:** A date input field showing 'Optional'.
- Usage Limit:** A text input field showing 'Unlimited'.
- Applicable To:** A dropdown menu showing 'Everything'.
- Status:** A dropdown menu.

The background interface shows the 'Ticketing Settings' section with a list of codes (10, 20, Visitor, Wells Fargo Members, Comp, 100, sibling50) and a table of event categories with 'Active' status buttons. A 'Submit feedback' button is visible on the right side.

9

Muse

AF

Ticketing Settings

Visitor Types

Check-In Locations

Code

10

20

Visitor

Wells Fargo Memberships

Comp

100

sibling50

GA25

New Discount Code

Code

Discount Type

Percentage

Fixed amount

6/17/2016

End Date

Optional

Usage Limit

Unlimited

Applicable To

Everything

Status

Add code

Submit feedback

10

Muse

Ticketing Settings

Visitor Types

Check-In Locations

Discount Codes

Event Categories

Code

10

20

Visitor

WellsFargoMemberships

Comp

100

sibling50

GA25

Status

Active

Active

Active

Active

Active

Active

Active

Active

Add code

Submit feedback

New Discount Code

Code

Discount Type

Start Date

6/17/2016

June 2016

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

11

Click the "End Date" to choose the last date the code is valid. Leave as "Optional" if the code is always valid.

The screenshot shows the 'New Discount Code' form in a software interface. The form includes fields for Code, Discount Type, Start Date (6/17/2026), End Date (Optional), Usage Limit (Unlimited), Applicable To (Everything), and Status. The 'End Date' field is highlighted with an orange circle. To the right of the form is a table with 'Status' and 'Add code' buttons. A 'Submit feedback' button is visible on the far right.

Status
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active

12

Define the 'Usage Limit' for this discount code.

The screenshot shows the 'New Discount Code' form with the 'Usage Limit' field highlighted by an orange circle. The form fields are the same as in the previous screenshot, but the 'Usage Limit' is set to 'Unlimited'. The 'End Date' is still 'Optional'. The 'Add code' button and 'Submit feedback' button are also visible.

Status
Active
Active
Active
Active
Active
Active
Active
Active
Active
Active



Note: This is a total usage limit, not a usage per user limit

13

Click the 'Applicable To' dropdown menu. If this discount applies to any item, you can leave this set to Everything

Check-In Location

Discount Type

Start Date

6/17/2026

End Date

Optional

Usage Limit

Unlimited

Applicable To

Everything

Status

Cancel

Save

Add code

Status

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Active

Submit feedback

Code

10

20

Visitor

Wells Fargo Membersh

Comp

100

sibling50

GA25

MemberDay20

100% Off

14

Select the "Select Categories Only" option if you would like to only apply this discount to specific categories.

The screenshot shows a discount configuration form. On the left is a sidebar with a list of codes and their details. The main form has the following fields:

- Discount Type:** A dropdown menu.
- Start Date:** A date input field with the value 6/17/2026.
- End Date:** A date input field with the value Optional.
- Usage Limit:** A text input field with the value Unlimited.
- Applicable To:** A dropdown menu with the option "Select Categories Only" highlighted by an orange circle.
- Category Selection:** A grid of buttons representing different categories: General Admission Tickets, Event Tickets, Exhibition Tickets, Memberships, Merchandise Sales, Food & Beverage Sales, Packages, Program Purchase, Experiences, and Add-On.
- Apply to Specific Items Only:** A checkbox with the label "Apply to Specific Items Only [Only available with single category]".
- Status:** A dropdown menu.

On the right side of the form, there is a table with a "Status" column and a "Submit feedback" button.

15

Click on any of the categories you would like to include in the discount.

This screenshot is identical to the one above, showing the same discount configuration form. In this step, the "General Admission Tickets" button in the category selection grid is highlighted by an orange circle, indicating that it should be selected for the discount.

16

Click "Apply to Specific Items Only" to choose specific items or ticketed items you would like to include in the discount. Search for and add the item in the box and then click the check mark.

6/17/2026

End Date

Optional

Usage Limit

Unlimited

Applicable To

Select Categories Only

General Admission Tickets Event Tickets Exhibition Tickets Memberships

Merchandise Sales Food & Beverage Sales Packages Program Purchase

Experiences Add-On

☒ Apply to Specific Items Only

Item

Annual Gala

✓

Add code

Status

Active

Submit feedback

17

Set the discount code status to 'Active'.

6/17/2026

End Date

Optional

Usage Limit

Unlimited

Applicable To

Select Categories Only

General Admission Tickets Event Tickets Exhibition Tickets Memberships

Merchandise Sales Food & Beverage Sales Packages Program Purchase

Experiences Add-On

☐ Apply to Specific Items Only

Status

Active

Cancel Save

Add code

Status

Active

Submit feedback

18 Click the user profile icon (initials) in the top right.

Muse

Ticketing Settings

Visitor Types | Member Mapping | Free Entry | **Discount Codes** | Gift Cards | Programs | Event Categories

Check-In Locations | General Settings

Add code

Code	Value	Valid Date Range	Usage Count	Status	
10	10% off	Dec 1, 2025 - Dec 31, 2029	5 / Unlimited	Active	⋮
20	20% off	Dec 1, 2025 - Dec 31, 2029	1 / 99,999,999	Active	⋮
Visitor	\$10.00 off	Dec 1, 2025 - Dec 31, 2029	4 / Unlimited	Active	⋮
WellsFargoMembership	100% off	Apr 1, 2026 - No End Date	1 / 100	Active	⋮
Comp	100% off	Apr 23, 2026 - No End Date	0 / Unlimited	Active	⋮
100	100% off	Apr 30, 2026 - No End Date	2 / Unlimited	Active	⋮
sibling50	50% off	May 4, 2026 - No End Date	0 / Unlimited	Active	⋮
25%	25% off	May 10, 2026 - No End Date	0 / Unlimited	Active	⋮

Submit feedback

19 Select 'Museum Floor' to open the point-of-sale interface.

Muse

Ticketing Settings

Visitor Types | Member Mapping | Free Entry | **Discount Codes** | Gift Cards | Programs | Event Categories

Check-In Locations | General Settings

Add code

Code	Value	Valid Date Range	Usage Count	Status	
10	10% off	Dec 1, 2025 - Dec 31, 2029	5 / Unlimited	Active	⋮
20	20% off	Dec 1, 2025 - Dec 31, 2029	1 / 99,999,999	Active	⋮
Visitor	\$10.00 off	Dec 1, 2025 - Dec 31, 2029	4 / Unlimited	Active	⋮
WellsFargoMembership	100% off	Apr 1, 2026 - No End Date	1 / 100	Active	⋮
Comp	100% off	Apr 23, 2026 - No End Date	0 / Unlimited	Active	⋮
100	100% off	Apr 30, 2026 - No End Date	2 / Unlimited	Active	⋮
sibling50	50% off	May 4, 2026 - No End Date	0 / Unlimited	Active	⋮
25%	25% off	May 10, 2026 - No End Date	0 / Unlimited	Active	⋮

Submit feedback

Museum Floor

My account

Contact support

Log out

20 Add a General Admission ticket to the transaction.

Tickets

Programs

Memberships

Merchandise

Cafe

Donation

Gift Card

Other

Connected

Q Search...

6/17/2026

General Admission

Adult

Adult Admission

\$15.00

-

0

+

Child (Under 13)

Under 13 child admission

\$10.00

-

0

+

Senior (65+)

Senior (65+)

\$12.00

-

0

+

Student

Student

\$0.00

-

0

+

Exhibitions / Other

Chihuly Glass Exhibition

Adult

Adult Admission

\$75.00

-

0

+

Child (Under 13)

Under 13 child

\$40.00

-

0

+

Senior (65+)

Senior (65+)

\$45.00

-

0

+

Cart is empty

Submit feedback

Running Total

\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

21 Apply the discount code to the POS order by selecting it from the 'View Codes' list.

Tickets

Programs

Memberships

Merchandise

Cafe

Donation

Gift Card

Other

Connected

Q Search...

6/17/2026

General Admission

Adult

Adult Admission

\$15.00

-

1

+

Child (Under 13)

Under 13 child admission

\$10.00

-

0

+

Senior (65+)

Senior (65+)

\$12.00

-

0

+

Student

Student

\$0.00

-

0

+

Exhibitions / Other

Chihuly Glass Exhibition

Adult

Adult Admission

\$75.00

-

0

+

Child (Under 13)

Under 13 child

\$40.00

-

0

+

Senior (65+)

Senior (65+)

\$45.00

-

0

+

1 General Admission

Wednesday, Jun 17th

1 Adult (\$15.00)

\$15.00

Submit feedback

Discount Code

View Codes

Enter discount code

Apply

Running Total

\$15.90

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Q Search...

6/17/2026

General Admission

Adult Adult Admission	\$15.00	-	1	+
Child (Under 13) Under 13 child admission	\$10.00	-	0	+
Senior (65+) Senior (65+)	\$12.00	-	0	+
Student Student	\$0.00	-	0	+

Exhibitions / Other

Chihuly Glass Exhibition

Adult Adult Admission	\$75.00
Child (Under 13) Under 13 child	\$40.00
Senior (65+) Senior (65+)	\$45.00

1 General Admission \$15.00
Wednesday, Jun 17th
1 Adult (\$15.00)

Submit feedback

Discount Code

View Codes

Enter discount code

Apply

Running Total \$15.90

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Muse

Portal

AF

New Sale

Tickets Programs

Other

Connected

Q Search...

General Admission

Adult Adult Admission	\$15.00	-	1	+
Student Student	\$0.00	-	0	+

Apply Discount Code

10	10.0% off
100	100.0% off
100%Off	100.0% off
20	20.0% off
Comp	100.0% off
GA25	25.0% off
sibling50	50.0% off
Visitor	\$10.00 off
WellsFargoMembers hip	100.0% off

Cancel

Apply

Discount Code

View Codes

Enter discount code

Apply

Submit feedback

\$15.00

Tickets

Programs

Other

Connected

Search...

General Admission

Adult

Adult Admission

\$15.00

-

1

+

Student

Student

\$0.00

-

0

+

Exhibitions / Other

Chihuly Glass Exhibition

Adult

Adult Admission

\$75.00

Child (Under 13)

Under 13 child admission

\$40.00

Senior (65+)

Senior (65+)

\$45.00

10

10.0% off

100

100.0% off

100%Off

100.0% off

20

20.0% off

Comp

100.0% off

GA25

25.0% off

sibling50

50.0% off

Visitor

\$10.00 off

WellsFargoMembers

hip

100.0% off

Cancel

Apply

\$15.00

Submit feedback

Discount Code

Enter discount code

Apply

View Codes

Running Total

\$15.90

Pay Now

Final tax and discounts applied after pressing "Pay Now"

22 Verify the discount in the cart

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Connected

Search...

6/17/2026

General Admission

Adult

Adult Admission

\$15.00

-

1

+

Child (Under 13)

Under 13 child admission

\$10.00

-

0

+

Senior (65+)

Senior (65+)

\$12.00

-

0

+

Student

Student

\$0.00

-

0

+

Exhibitions / Other

Chihuly Glass Exhibition

Adult

Adult Admission

\$75.00

Child (Under 13)

Under 13 child

\$40.00

Senior (65+)

Senior (65+)

\$45.00

1 General Admission

Wednesday, Jun 17th

1 Adult (\$15.00)

\$15.00

Submit feedback

Discount Code

10 (10.00% Off)

View Codes

Running Total

\$14.31

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Online Storefront Test

14

23 From the e-commerce site, click "Buy Tickets"



Buy Tickets

Immerse yourself in the rich history of The Muse Collective. Explore our Museum floor and visit our...

Buy Tickets



Become a Member

Unlock exclusive access to the Muse Collective by joining one of our Membership levels. Members are...

Buy a Membership



Make a Donation

Support the Muse Collective with a One-Time or Recurring Donation.

Make a Donation



Purchase a Gift Card

Purchase a gift card to the Muse Collective. A perfect present for anyone



Rent a Private Venue

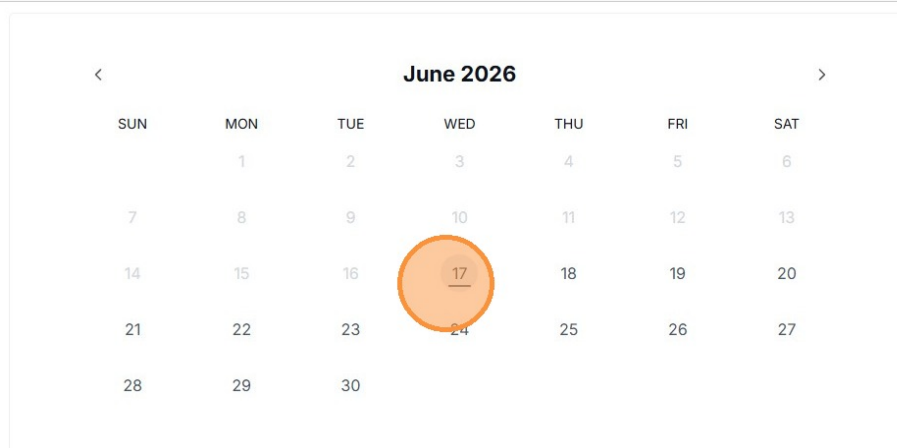
Rent a private venue at the Muse Collective for your next event and



Plan a Group Visit

Embark on a journey to the Muse Collective with your group and explore

24 Select the visit date on the calendar and proceed to select tickets.



Select Tickets

25 Click "Select Tickets"

SUN	MON	TUE	WED	THU	FRI	SAT
	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				

Selected Date:
Wednesday, June 17, 2026

Selected Date's Hours:
9:00am - 5:00pm

Select Tickets

Looking to go on a tailored visit or school trip?

26 Click "Add Ticket"

Select your tickets

Adult Adult Admission	\$15.00	-	1	+
Members do not need tickets for admission. Price shown is for non-member tickets.				
Child (Under 13) Under 13 child admission	\$10.00	-	0	+
Members do not need tickets for admission. Price shown is for non-member tickets.				
Senior (65+) Senior (65+)	\$12.00	-	0	+
Members do not need tickets for admission. Price shown is for non-member tickets.				
Student Student	\$0.00	-	0	+

Tickets Total \$15.00

Add Ticket

27 Enter the discount code and click 'Apply' in the checkout cart.



[← Back to Tickets](#)

General Admission Tickets

Selected Date:
Wednesday, June 17, 2026

Selected Date's Hours:
9:00am - 5:00pm

Don't miss these exhibitions happening on Jun 17th



Dinosaurs Roamed the Earth
Apr 01st - Aug 28th
Come see what it was like to roam the earth with dinosaurs!

[View More](#)



Chihuly Glass Exhibition
Jan 01st - Jun 30th
Chihuly glass exhibit

[View More](#)

[No Thanks](#)

Your Cart

1 General Admission Wednesday, Jun 17th 1 Adult (\$15.00)	\$15.00
---	---------

Gift Card / Discount Code

[Apply](#)

Subtotal	\$15.00
Total Discounts	\$0.00
Tax	\$0.90
Total	\$15.90
Amount Due	\$15.90

[Proceed to Checkout](#)

28 Verify the discount is correctly applied to the order total.



[← Back to Tickets](#)

General Admission Tickets

Selected Date:
Wednesday, June 17, 2026

Selected Date's Hours:
9:00am - 5:00pm

Don't miss these exhibitions happening on Jun 17th



Dinosaurs Roamed the Earth
Apr 01st - Aug 28th
Come see what it was like to roam the earth with dinosaurs!

[View More](#)



Chihuly Glass Exhibition
Jan 01st - Jun 30th
Chihuly glass exhibit

[View More](#)

[No Thanks](#)

Your Cart

1 General Admission Wednesday, Jun 17th 1 Adult (\$15.00)	\$15.00
---	---------

Gift Card / Discount Code

[Apply](#)

Subtotal	\$15.00
⊖ 10 (10.00% Off)	-\$1.50
Total Discounts	-\$1.50
Tax	\$0.81
Total	\$14.31
Amount Due	\$14.31

[Proceed to Checkout](#)