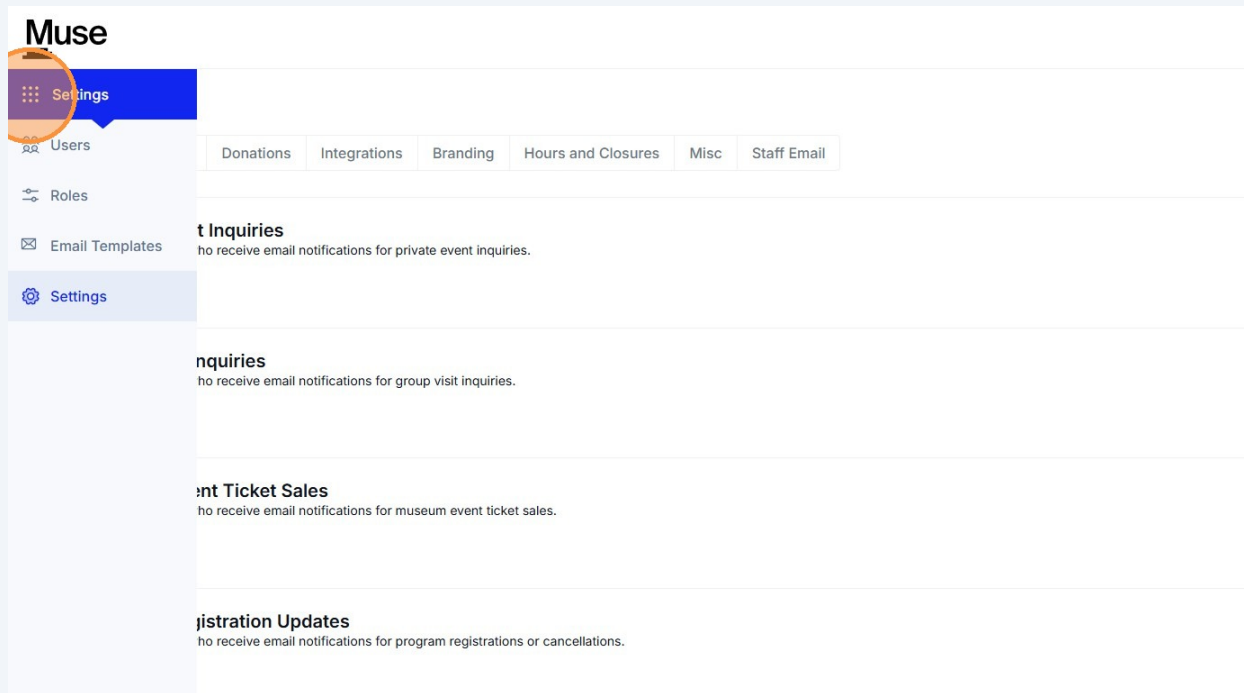


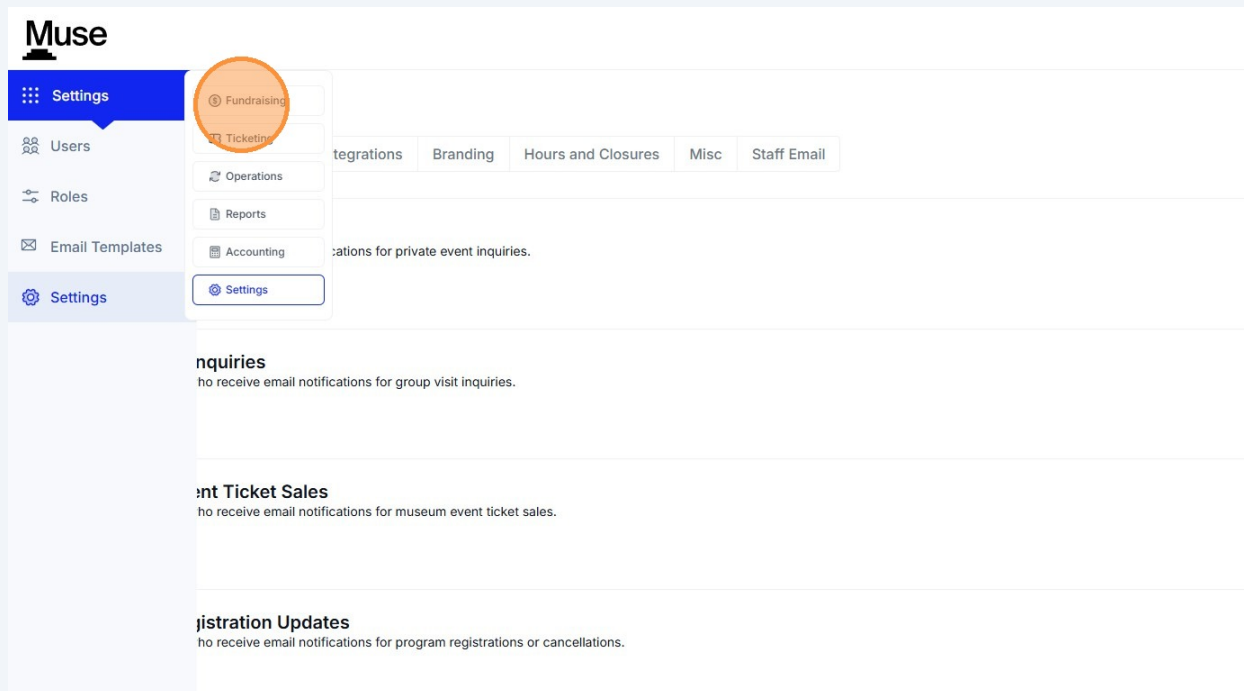
How to Edit Constituent Information

Learn how to locate a specific constituent within your database and update their profile information. This guide provides a quick workflow to ensure your donor data remains accurate and up to date.

1 Click the blue North Star icon.

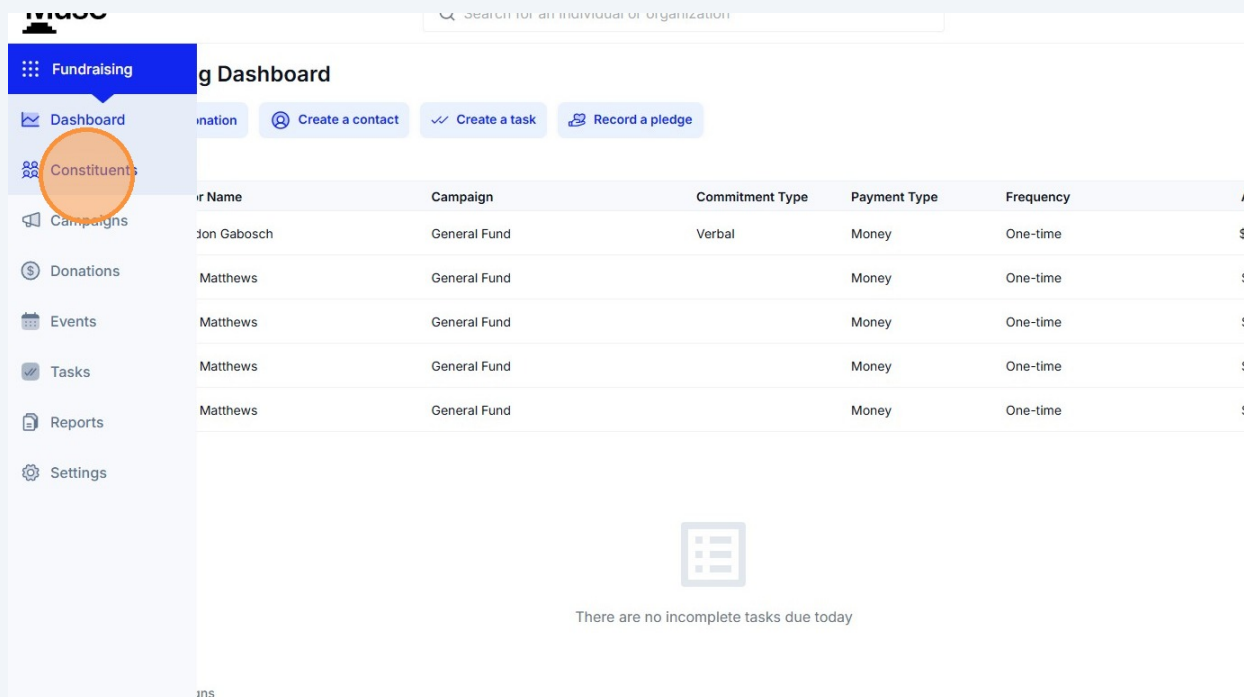


2 Click "Fundraising."



The screenshot shows the Muse dashboard. On the left, a sidebar contains a 'Settings' menu with a gear icon, which is highlighted with a blue background. Below it are links for 'Users', 'Roles', 'Email Templates', and 'Settings' (with a gear icon). The main content area has a top navigation bar with 'Fundraising' highlighted in orange. Below this, there are tabs for 'Integrations', 'Branding', 'Hours and Closures', 'Misc', and 'Staff Email'. The main content area is divided into sections: 'Inquiries' (with a sub-header 'Inquiries' and a description 'to receive email notifications for group visit inquiries.'), 'Event Ticket Sales' (with a sub-header 'Event Ticket Sales' and a description 'to receive email notifications for museum event ticket sales.'), and 'Registration Updates' (with a sub-header 'Registration Updates' and a description 'to receive email notifications for program registrations or cancellations.').

3 Click "Constituents."



The screenshot shows the Muse dashboard. On the left, a sidebar contains a 'Fundraising' menu with a blue background. Below it are links for 'Dashboard', 'Constituents' (highlighted with a blue background), 'Campaigns', 'Donations', 'Events', 'Tasks', 'Reports', and 'Settings'. The main content area has a top navigation bar with 'Fundraising' highlighted in orange. Below this, there are tabs for 'Dashboard', 'Create a contact', 'Create a task', and 'Record a pledge'. The main content area is divided into sections: 'Constituents' (with a sub-header 'Constituents' and a description 'to receive email notifications for museum event ticket sales.'), 'Event Ticket Sales' (with a sub-header 'Event Ticket Sales' and a description 'to receive email notifications for museum event ticket sales.'), and 'Registration Updates' (with a sub-header 'Registration Updates' and a description 'to receive email notifications for program registrations or cancellations.').

First Name	Campaign	Commitment Type	Payment Type	Frequency	Amount
Jon Gabosch	General Fund	Verbal	Money	One-time	\$
Matthews	General Fund		Money	One-time	\$
Matthews	General Fund		Money	One-time	\$
Matthews	General Fund		Money	One-time	\$
Matthews	General Fund		Money	One-time	\$

There are no incomplete tasks due today

4

Begin typing the constituent name you're looking for into the 'Search by name' field

Muse

Individuals

Individuals Organizations All

Sort by

☐	First Name	Last Name	Membership Status	Location	Last Activity	Fiscal Year
☐	Megan	Gill	Active	--	6/12/26	
☐	Stephanie	Gabosch	Active	--	--	
☐	Piper	Gabosch	Active	--	--	
☐	Ruby	Gabosch	Active	--	--	
☐	June	Matthews	Never Member	Mason, OH	6/11/26	
☐	Daniel	McNeill	Never Member	New York, NY	6/10/26	
☐	Test	Test	Never Member	--	--	
☐	Stacy	F	Never Member	--	--	
☐	Amanda	Fraser	Never Member	--	6/12/26	
☐	Brandon	Gabosch	Active	Charlotte, NC	6/12/26	

5

Select your intended result from the search suggestions

Muse

Individuals

Individuals Organizations All

Sort by

☐	First Name	Last Name	Membership Status	Location	Last Activity	Fiscal Year
☐	Jer	Mendoza				
☐	Megan	Gill	Active	--	6/12/26	
☐	Stephanie	Gabosch	Active	--	--	
☐	Piper	Gabosch	Active	--	--	
☐	Ruby	Gabosch	Active	--	--	
☐	June	Matthews	Never Member	Mason, OH	6/11/26	
☐	Daniel	McNeill	Never Member	New York, NY	6/10/26	
☐	Test	Test	Never Member	--	--	
☐	Stacy	F	Never Member	--	--	
☐	Amanda	Fraser	Never Member	--	6/12/26	
☐	Brandon	Gabosch	Active	Charlotte, NC	6/12/26	

- 6 Click anywhere in the resultant row to open the constituent profile.

Muse

Individuals

Individuals Organizations All [View Lists](#)

X Jen Mendoza [Sort by](#)

☐ First Name	Last Name	Membership Status	Location	Last Activity	Fiscal
☐ Jen	Mendoza	Active	Atlanta, GA	6/09/26	

- 7 To edit the constituent contact information, click 'Edit all' in the Contact Details section.

Muse

Membership [View](#)

Plan Individual [Active](#)

Expires 5/18/27

Member since 2026

Contact Details [Edit all](#)

Phone +18885555555

Email jen.mendoza+visitor@musesoftware.ai

Address 1234 Main St NW Atlanta, GA 30318, USA

[Show more](#)

Household [Add Household](#)

No active household residency

Relationships [Add Relationship](#)

There are no relationships

Tasks

There are no tasks

History

[All \(10\)](#) [Notes \(0\)](#) [Activities \(0\)](#) [Communications \(0\)](#) [Revenue \(8\)](#) [Documents \(0\)](#) [Change Log](#)

JM Jen Mendoza donated \$100.00
Tuesday, June 09, 2026 at 12:24 pm

[\\$100.00 Donated - - Money](#)

8

From here, you have the option to edit name, address, phone, and email. Once you've made your edits, click "Save."

The screenshot shows a user profile edit form for 'Jen Mendoza'. The form is divided into several sections: 'First name*' (Jen), 'Last name*' (Mendoza), 'Preferred name' (empty), 'Address' (1234 Main St NW, Atlanta, GA 30318, USA), 'Phone' (+1 888-555-5555), and 'Email' (jen.mendoza+visitor@musesoftware.ai). The 'Save' button is highlighted with an orange circle. The form is set against a dark blue background with various sidebar elements like 'Add Relationship', 'Add Task', and 'Submit feedback'.

First name*
Jen

Last name*
Mendoza

Preferred name

Address
☒ Street Address ☐ P.O. Box
1234 Main St NW, Atlanta, GA 30318, USA
Apartment/suite (optional)

[Add other address](#)

Phone
Primary

[Add phone number](#)

Email
Primary

[Add email address](#)

[Cancel](#) [Save](#)