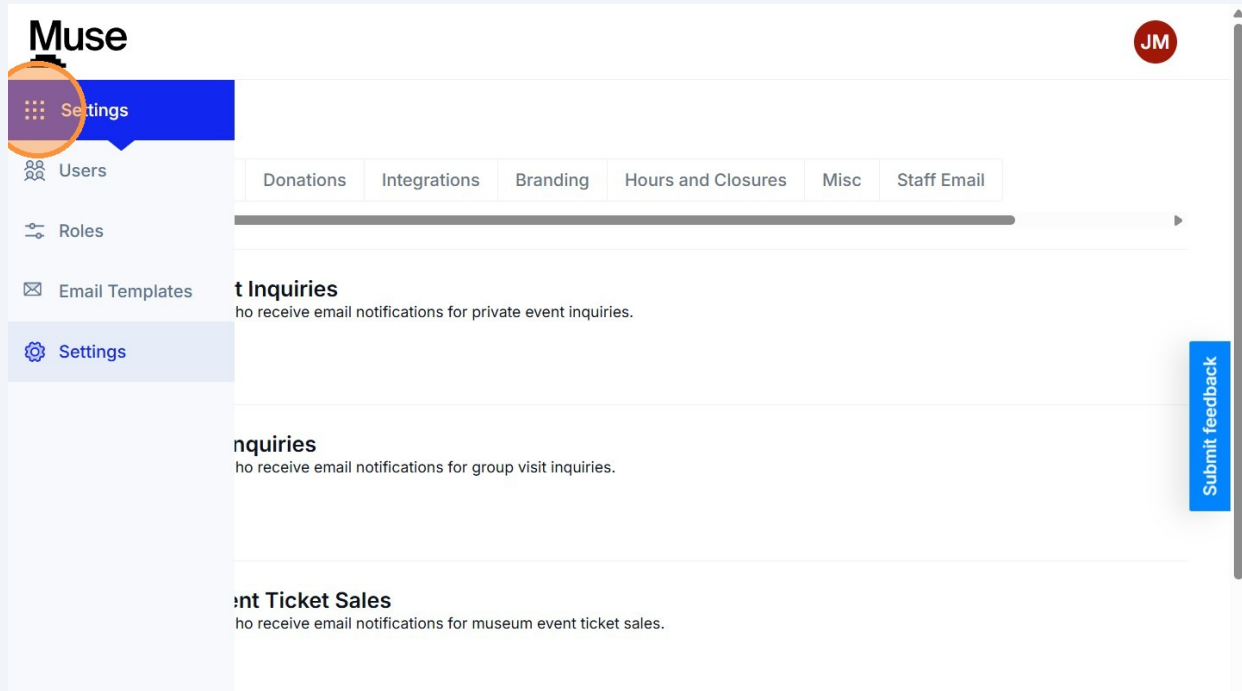


# How to Manage Events

Learn how to navigate your fundraising event portal to modify ticket details and block specific seats for attendees. This guide also covers the steps to efficiently clone existing events to save time on future configurations.

- 1 Click the blue North Star icon and select "Settings".



2 Select "Fundraising" from the main navigation menu.

The screenshot shows the Muse application interface. The main navigation menu on the left includes 'Settings', 'Users', 'Roles', 'Email Templates', and 'Settings'. The 'Fundraising' option is highlighted in the menu. The main content area displays a dashboard with sections for 'Inquiries' and 'Event Ticket Sales'. A 'Submit feedback' button is visible on the right side.

3 Click "Events" in the left-hand sidebar.

The screenshot shows the Muse application interface with the 'Fundraising' dashboard. The left-hand sidebar includes 'Dashboard', 'Constituents', 'Campaigns', 'Donations', 'Events', 'Tasks', 'Reports', and 'Settings'. The 'Events' option is highlighted. The main content area displays a table with columns: 'Name', 'Campaign', 'Commitment Type', 'Payment Type', 'Frequency', and 'Amount'. The table contains five rows of data. A 'Submit feedback' button is visible on the right side.

| Name  | Campaign     | Commitment Type | Payment Type | Frequency | Amount   |
|-------|--------------|-----------------|--------------|-----------|----------|
| Don   | General Fund | Verbal          | Money        | One-time  | \$250.00 |
| Matth | General Fund |                 | Money        | One-time  | \$100.00 |
| Matth | General Fund |                 | Money        | One-time  | \$100.00 |
| Matth | General Fund |                 | Money        | One-time  | \$100.00 |
| Matth | General Fund |                 | Money        | One-time  | \$100.00 |

4

From here, you are presented with a list of Events you created in a previous step under **Settings > Ticketing > Events**.

From the list view, you can preview event Name, Description, Category, Date and Time, Tickets Sold and Status (Draft, Upcoming, Published, and Completed).

**Muse**  JM

| Name             | Description                                                                                                                                                                                                                                                                                                                                                                                                                         | Category      | Date and Time                    | Tickets Sold | Status   |   |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------|--------------|----------|---|
| Cheetah Chase 5K | <p>Get Ready to Join the Chase!</p> <p>Join us for the 2026 Cheetah Chase 5K - a race like no other!</p> <p>Where else can you tackle tight turns, scenic trails, and breathtaking savanna views, all while spotting giraffes, zebras, and cheetahs along the way?</p> <p>The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses.</p> <p>Sign Up Today!</p> | One Day Event | Jun 27, 2026<br>6:00am - 12:00pm | 13/550       | Upcoming | ⋮ |
| Annual Gala      | Come join us to recognize the great work of our team and the contributions from our                                                                                                                                                                                                                                                                                                                                                 | Annual Gala   | Jun 27, 2026<br>7:00pm - 11:00pm | 18/300       | Upcoming | ⋮ |

Submit feedback

5

Click the vertical ellipses to the right of the row to Edit the event, view Tickets sold, or Clone the event.

**Muse**  JM

| Name             | Description                                                                                                                                                                                                                                                                                                                                                                                                                         | Category      | Date and Time                    | Tickets Sold | Status   |   |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------|--------------|----------|---|
| Cheetah Chase 5K | <p>Get Ready to Join the Chase!</p> <p>Join us for the 2026 Cheetah Chase 5K - a race like no other!</p> <p>Where else can you tackle tight turns, scenic trails, and breathtaking savanna views, all while spotting giraffes, zebras, and cheetahs along the way?</p> <p>The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses.</p> <p>Sign Up Today!</p> | One Day Event | Jun 27, 2026<br>6:00am - 12:00pm | 13/550       | Upcoming | ⋮ |
| Annual Gala      | Come join us to recognize the great work of our team and the contributions from our patrons, members, and                                                                                                                                                                                                                                                                                                                           | Annual Gala   | Jun 27, 2026<br>7:00pm - 11:00pm | 18/300       | Upcoming | ⋮ |

Submit feedback

# Ticket Sales Management

**6** To view tickets sold, click the corresponding option from the expanded menu.

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |                                        |        |                                                                              |                            |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------|--------|------------------------------------------------------------------------------|----------------------------|
|  | <div><div>Get Ready to Join the Chase!</div><div>Join us for the 2026 Cheetah Chase 5K - a race like no other!</div><div>Where else can you tackle tight turns, scenic trails, and breathtaking savanna views, all while spotting giraffes, zebras, and cheetahs along the way?</div><div>The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses.</div><div>Sign Up Today!</div></div> | One Day Event | Jun 27, 2026<br>6:00am - 12:00pm       | 13/550 | <div>Upcoming</div> <div>Edit</div> <div>Tickets sold</div> <div>Clone</div> | <div>Submit feedback</div> |
|                                                                                   | <div>Annual Gala</div> <div>Come join us to recognize the great work of our team and the contributions from our patrons, members, and donors!</div>                                                                                                                                                                                                                                                                                                            | Annual Gala   | Jun 27, 2026<br>7:00pm - 11:00pm       | 18/300 | <div>Upcoming</div>                                                          |                            |
|                                                                                   | <div>Truck or Treat</div> <div>Come join us as a sponsor for our 5th</div>                                                                                                                                                                                                                                                                                                                                                                                     | Annual Gala   | Oct 20, 2026<br>12:00pm - 12:00pm (+1) | 1/50   | <div>Draft</div>                                                             |                            |

7

The following screen provides a list of all tickets sold to the specific event you're viewing. You can preview Buyer Name, Phone, Email and Visitor Type from this list view.

**Muse** Search for an individual or organization JM

← Return to All Events

**Attendees for Cheetah Chase 5K** Block tickets

| Buyer Name          | Phone        | Email                               | Visitor Type |
|---------------------|--------------|-------------------------------------|--------------|
| Ben Wright          | +13166480255 | bwrightwfu@gmail.com                | Adult        |
| Ben Wright          | +13166480255 | bwrightwfu@gmail.com                | Adult        |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza         | +18885555555 | jen.mendoza+visitor@musesoftware.ai | Adult        |
| Jen Mendoza         | +18885555555 | jen.mendoza+visitor@musesoftware.ai | Adult        |

Submit feedback

8

Click "Block tickets" to manually reserve a number of tickets for any constituent.

**Muse** Search for an individual or organization JM

← Return to All Events

**Attendees for Cheetah Chase 5K** Block tickets

| Buyer Name          | Phone        | Email                               | Visitor Type |
|---------------------|--------------|-------------------------------------|--------------|
| Ben Wright          | +13166480255 | bwrightwfu@gmail.com                | Adult        |
| Ben Wright          | +13166480255 | bwrightwfu@gmail.com                | Adult        |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza Blocked | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza         | +18885555555 | jen.mendoza+visitor@musesoftware.ai | Adult        |
| Jen Mendoza         | +18885555555 | jen.mendoza+visitor@musesoftware.ai | Adult        |

Submit feedback

Return to All Events

## Attendees for Che

### Block tickets

Block tickets



Buyer Name

Ben Wright

Ben Wright

Jen Mendoza Blocked

Jen Mendoza Blocked

Jen Mendoza Blocked

Jen Mendoza Blocked

Jen Mendoza Blocked

Jen Mendoza

Jen Mendoza

Constituent \*

X Ben Wright

Number of tickets \*

10

Cancel

Block tickets

Visitor Type

Adult

Adult

Submit feedback

9

Click "Block tickets" to complete the reservation process.

Return to All Events

## Attendees for Che

### Block tickets

Block tickets



Buyer Name

Ben Wright

Ben Wright

Jen Mendoza Blocked

Jen Mendoza Blocked

Jen Mendoza Blocked

Jen Mendoza Blocked

Jen Mendoza Blocked

Jen Mendoza

Jen Mendoza

Jen Mendoza

Constituent \*

X Ben Wright

Number of tickets \*

10

Cancel

Block tickets

Visitor Type

Adult

Adult

Submit feedback

- 10 Back on the Tickets Sold list, you can download sold tickets to a CSV export.

**Muse**  JM

← Return to All Events

**Attendees for Cheetah Chase 5K** Block tickets 

| Buyer Name                       | Phone        | Email                               | Visitor Type |
|----------------------------------|--------------|-------------------------------------|--------------|
| Ben Wright                       | +13166480255 | bwrightwfu@gmail.com                | Adult        |
| Ben Wright                       | +13166480255 | bwrightwfu@gmail.com                | Adult        |
| Jen Mendoza <span>Blocked</span> | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza <span>Blocked</span> | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza <span>Blocked</span> | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza <span>Blocked</span> | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza <span>Blocked</span> | +18885555555 | jen.mendoza+visitor@musesoftware.ai |              |
| Jen Mendoza                      | +18885555555 | jen.mendoza+visitor@musesoftware.ai | Adult        |
| Jen Mendoza                      | +18885555555 | jen.mendoza+visitor@musesoftware.ai | Adult        |

Submit feedback

## Clone Event

- 11 Back on the main events list, you can "Clone" an event to shortcut having to recreate it from scratch.

 Filters (1)

| Name             | Description                                                                                                                                                                                                                                                                                                                                                                                                                         | Category      | Date and Time                    | Tickets Sold | Status   |                                                                                                                                             |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------|--------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Cheetah Chase 5K | <p>Get Ready to Join the Chase!</p> <p>Join us for the 2026 Cheetah Chase 5K - a race like no other!</p> <p>Where else can you tackle tight turns, scenic trails, and breathtaking savanna views, all while spotting giraffes, zebras, and cheetahs along the way?</p> <p>The Cheetah Chase 5K is more than a race—it's an adventure through one of Michigan's most beautiful and unique running courses.</p> <p>Sign Up Today!</p> | One Day Event | Jun 27, 2026<br>6:00am - 12:00pm | 13/550       | Upcoming | <div><br/>Edit<br/>Tickets sold<br/><b>Clone</b></div> |
| Annual Gala      | <p>Come join us to recognize the great work of our team and the contributions from our</p>                                                                                                                                                                                                                                                                                                                                          | Annual Gala   | Jun 27, 2026<br>7:00pm - 11:00pm | 18/300       | Upcoming |                                                        |

Submit feedback

- 12 Enter an event name for this cloned event, and click "Clone" when finished.

The screenshot shows the Muse Events management interface. A modal dialog box titled "Clone this event?" is centered on the screen. The dialog asks, "Are you sure you want to clone the Cheetah Chase 5K event?" and features a text input field labeled "New event name" with an orange circle highlighting it. Below the input field are "Cancel" and "Clone" buttons. The background interface includes a top navigation bar with the "Muse" logo, a search bar, and a user profile icon "JM". A left sidebar contains icons for various functions, with "Events" selected. A table of events is visible in the background, with the "Cheetah Chase 5K" event highlighted. A "Submit feedback" button is located on the right side of the interface.

| Name             | Description                                                                                                                                                                                                                                    | Tickets Sold | Status   |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|
| Cheetah Chase 5K | Get Ready to Chase!<br>Join us for the 2026 Cheetah Chase 5K - a race like no other!<br>Where else can you tackle tight turns, scenic trails, and breathtaking savanna views, all while spotting giraffes, zebras, and cheetahs along the way? | 13/550       | Upcoming |