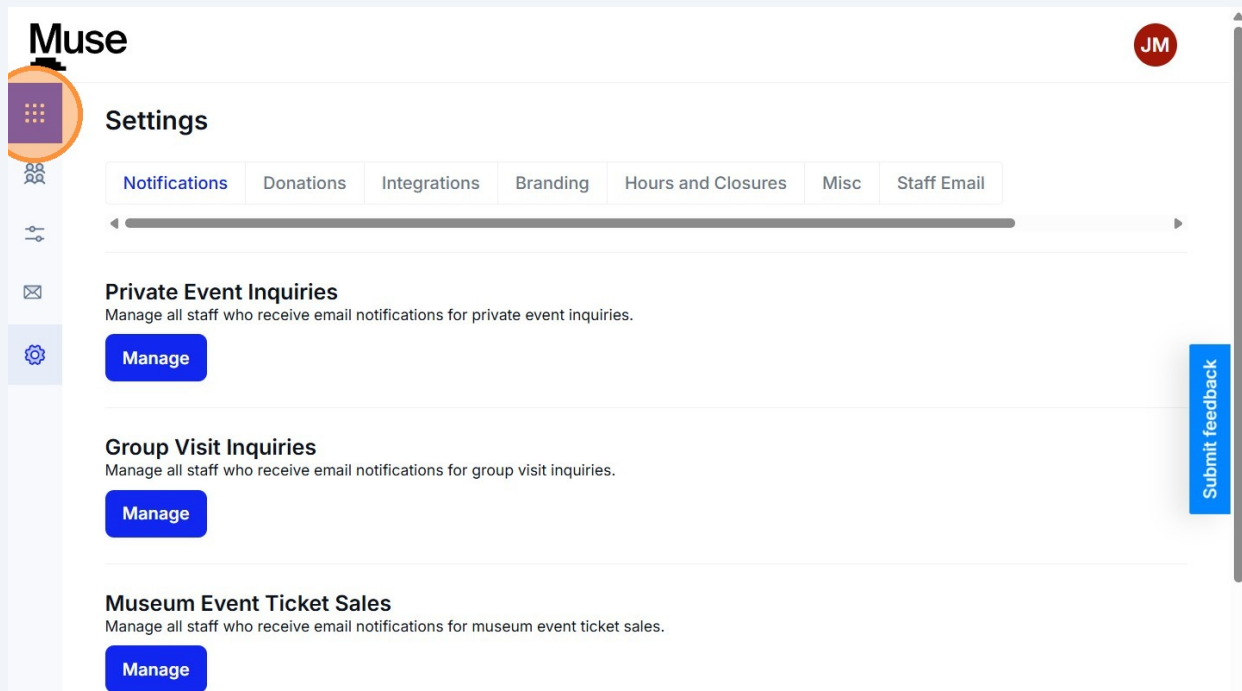


Managing Memberships and Membership Setting

Learn how to efficiently manage member records, search for specific constituents, and configure membership settings within the Muse Software platform. This guide provides a walkthrough for processing memberships, performing bulk actions, and adjusting administrative preferences to ensure streamlined visitor management.

1 Click the blue North Star icon.



2 Select 'Ticketing' from the list.

The screenshot shows the Muse dashboard interface. On the left, a navigation menu is open, displaying various settings categories: Settings, Users, Roles, Email Templates, and Settings (repeated). The 'Ticketing' option is highlighted with an orange circle. The main content area shows a header with the Muse logo and a user profile 'JM'. Below the header, there are tabs for Integrations, Branding, Hours and Closures, Misc, and Staff Email. The main content area is divided into sections for 'Inquiries' and 'Event Ticket Sales', each with a description and a 'Submit feedback' button on the right.

3 Select 'Memberships' from the navigation menu.

The screenshot shows the Muse dashboard interface. On the left, a navigation menu is open, displaying various settings categories: Ticketing, Dashboard, Ticket Types, Memberships, Events, Reports, and Settings. The 'Memberships' option is highlighted with an orange circle. The main content area shows a header with the Muse logo and a user profile 'JM'. Below the header, there are tabs for Dashboard, Create a ticket type, and Create a membership benefit. The main content area is divided into sections for 'Memberships' and 'Events', each with a description and a 'Submit feedback' button on the right. A table is visible at the bottom of the page.

	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	22	7%	Upcoming	⋮

4 Click the "Memberships" tab.

Muse JM

Membership Levels ⓘ

Levels Benefits **Memberships** Add-Ons Settings

Filters (1) Add Level

Name	Type	Price	Visibility	Duration	Status	
Individual	Individual	\$100.00	Public	12 Months	Active	⋮
Family (2 Adults + 4 Children)	Group	\$150.00	Public	12 Months	Active	⋮
Supporter Membership	Group	\$200.00	Public	12 Months	Active	⋮
Senior Membership	Individual	\$75.00	Private	12 Months	Active	⋮
Lifetime Membership	Individual	\$500.00	Private	Lifetime	Active	⋮

Submit feedback

5 The memberships list is a list of all Primary Members. You can see their name listed in the "Primary Member" column.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings

Add Membership

Search by name Name (A-Z) Bulk Actions Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	⋮
Corrine Bailey MB36081848198	Individual	Active		3/23/26	--	6/30/28	⋮
Norman Bates MB37104895824	Individual	Inactive		2/12/26	--	2/11/27	⋮
Janis Benton MB36372360295	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	⋮
Chris Bilbro MB35619074210	Individual	Active		5/21/26	--	5/20/27	⋮
Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27	⋮
	Family (2						⋮

Submit feedback



Tip! If you search for any named members/guests on a membership, the search result will show you the associated Primary Member tied to said membership.

6

The membership level is displayed in the "Level" column.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings [Add Membership](#)

Search by name Name (A-Z) Bulk Actions Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	...
Corrine Bailey MB36081848198	Individual	Active		3/23/26	--	6/30/28	...
Norman Bates MB37104895824	Individual	Inactive		2/12/26	--	2/11/27	...
Janis Benton MB36372360295	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	...
Chris Bilbro MB35619074210	Individual	Active		5/21/26	--	5/20/27	...
Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27	...
... ...	Family (2						...

Submit feedback

- 7 The membership status is displayed in the "Current Status" column.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings [Add Membership](#)

Q Search by name Name (A-Z) Bulk Actions ▾ Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	⋮
 Corrine Bailey MB36081848198	Individual	Active		3/23/26	--	6/30/28	⋮
 Norman Bates MB37104895824	Individual	Inactive		2/12/26	--	2/11/27	⋮
 Janis Benton MB36372360295	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	⋮
 Chris Bilbro MB35619074210	Individual	Active		5/21/26	--	5/20/27	⋮
 Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27	⋮
	Family (2 Adults + 4 Children)						⋮

[Submit feedback](#)

- 8 The date the member joined is displayed in the "Join Date" column.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings [Add Membership](#)

Q Search by name Name (A-Z) Bulk Actions ▾ Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	⋮
 Corrine Bailey MB36081848198	Individual	Active		3/23/26	--	6/30/28	⋮
 Norman Bates MB37104895824	Individual	Inactive		2/12/26	--	2/11/27	⋮
 Janis Benton MB36372360295	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	⋮
 Chris Bilbro MB35619074210	Individual	Active		5/21/26	--	5/20/27	⋮
 Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27	⋮
	Family (2 Adults + 4 Children)						⋮

[Submit feedback](#)

9

The date of the most recent membership renewal is displayed in the "Last Renewal" column.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings [Add Membership](#)

Q Search by name Name (A-Z) Bulk Actions ▾ Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	⋮
 Corrine Bailey MB36081848198	Individual	Active		3/23/26	--	6/30/28	⋮
 Norman Bates MB37104895824	Individual	Inactive		2/12/26	--	2/11/27	⋮
 Janis Benton MB36372360295	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	⋮
 Chris Bilbro MB35619074210	Individual	Active		5/21/26	--	5/20/27	⋮
 Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27	⋮
	Family (2 Adults + 4 Children)						⋮

[Submit feedback](#)

10

The membership expiration date is displayed in the "Expiration" column.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings [Add Membership](#)

Q Search by name Name (A-Z) Bulk Actions ▾ Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	⋮
 Corrine Bailey MB36081848198	Individual	Active		3/23/26	--	6/30/28	⋮
 Norman Bates MB37104895824	Individual	Inactive		2/12/26	--	2/11/27	⋮
 Janis Benton MB36372360295	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	⋮
 Chris Bilbro MB35619074210	Individual	Active		5/21/26	--	5/20/27	⋮
 Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27	⋮
	Family (2 Adults + 4 Children)						⋮

[Submit feedback](#)

Member Search

11

Click the "Search by name" field to search for any constituent tied to a membership.

Muse

JM

Memberships

Levels

Benefits

Memberships

Add-Ons

Settings

Add Membership

Q Search by name

Name (A-Z)

Bulk Actions

Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	...
 Corrine Bailey MB36081848198	Individual	Active		3/23/26	--	6/30/28	...
 Norman Bates MB37104895824	Individual	Inactive		2/12/26	--	2/11/27	...
 Janis Benton MB36372360295	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	...
 Chris Bilbro MB35619074210	Individual	Active		5/21/26	--	5/20/27	...
 Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27	...
 Family (2 Adults + 4 Children)	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	...

Submit feedback

12

In the dropdown field next to search, you can alpha sort,

Muse

JM

Memberships

Levels

Benefits

Memberships

Add-Ons

Settings

Add Membership

Q Search by name

Name (Z-A)

Bulk Actions

Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	...
 Corrine Bailey MB36081848198	Individual	Active		3/23/26	--	6/30/28	...
 Norman Bates MB37104895824	Individual	Inactive		2/12/26	--	2/11/27	...
 Janis Benton MB36372360295	Family (2 Adults + 4 Children)	Active		5/21/26	--	5/20/27	...
 Chris Bilbro MB35619074210	Individual	Active		5/21/26	--	5/20/27	...
 Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27	...
 Johnny Damon MB31932739393	Family (2 Adults + 4 Children)	Active		4/24/26	--	4/23/27	...
 Ben Family MB31919384598	Family (2 Adults + 4 Children)	Active		4/09/26	--	4/08/27	...
 Supporter Membership	Supporter Membership	Inactive		12/30/25	--	5/10/26	...

Submit feedback

13 or sort by Expiration Date.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings

Search by name Expiration Date Bulk Actions Filter

Add Membership

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Rome Odunze MB30370737986	Individual	Inactive		1/12/26	--	3/20/26	⋮
Amanda Fraser MB8031676354	Supporter Membership	Inactive		3/18/26	--	3/31/26	⋮
Art Vandelay MB37988723072	Supporter Membership	Inactive		1/09/26	--	4/30/26	⋮
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	⋮
Daniel McNeill MB12345667	Individual	Inactive		2/16/26	--	5/27/26	⋮
Ben Test7 MB31523350833	Individual	Inactive		4/09/26	--	6/11/26	⋮
Megan Matthews-Gill MB5604786585	Individual	Inactive		6/15/26	6/15/26	6/15/26	⋮
Megan Gill MB30933137187	Individual	Inactive		6/12/26	6/12/26	6/16/26	⋮

Submit feedback

14 Click "Bulk Actions" to create a tag for your email marketing platform or to export the list to CSV.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings

Search by name Expiration Date Bulk Actions Filter

Add Membership

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Rome Odunze MB30370737986	Individual	Inactive		1/12/26	--	3/20/26	⋮
Amanda Fraser MB8031676354	Supporter Membership	Inactive		3/18/26	--	3/31/26	⋮
Art Vandelay MB37988723072	Supporter Membership	Inactive		1/09/26	--	4/30/26	⋮
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	⋮
Daniel McNeill MB12345667	Individual	Inactive		2/16/26	--	5/27/26	⋮
Ben Test7 MB31523350833	Individual	Inactive		4/09/26	--	6/11/26	⋮
Megan Matthews-Gill MB5604786585	Individual	Inactive		6/15/26	6/15/26	6/15/26	⋮
Megan Gill MB30933137187	Individual	Inactive		6/12/26	6/12/26	6/16/26	⋮

Submit feedback

Create Membership Tag
Export to CSV

15 Click "Filter" to apply filters by Level, Status and Date.

Levels

Benefits

Memberships

Add-Ons

Settings

Add Membership

Q Search by name

Expiration Date

Bulk Actions

Filter

Level

All levels

Current Status

All

Summary Period

From

To

Relative Status

What happened within the period?

mm/dd/yyyy

mm/dd/yyyy

All

Reset

Apply

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Rome Odunze MB30370737986	Individual	Inactive		1/12/26	--	3/20/26	...
Amanda Fraser MB8031676354	Supporter Membership	Inactive		3/18/26	--	3/31/26	...
Art Vandelay MB37988723072	Supporter Membership	Inactive		1/09/26	--	4/30/26	...
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26	...
Daniel McNeill	Individual	Inactive		2/16/26	--	5/27/26	...

Submit feedback

Membership Management

- 16 Type the member name you wish to locate into the 'Search by Name' field.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings **Add Membership**

X wright Name (A-Z) Bulk Actions Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Ben Wright MB31159807830	Supporter Membership	Active		1/09/26	--	1/09/27	⋮
Will Wright MB38795800005	Individual	Inactive		1/21/26	--	1/21/27	⋮
John Wright MB5575205403	Family (2 Adults + 4 Children)	Active		2/17/26	--	2/28/27	⋮
Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--	1/04/27	⋮

Submit feedback

- 17 Click the three dots to the right of the member row to open the actions menu.

Muse JM

Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings **Add Membership**

X wright Name (A-Z) Bulk Actions Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Ben Wright MB31159807830	Supporter Membership	Active		1/09/26	--	1/09/27	⋮
Will Wright MB38795800005	Individual	Inactive		1/21/26	--	1/21/27	⋮
John Wright MB5575205403	Family (2 Adults + 4 Children)	Active		2/17/26	--	2/28/27	⋮
Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--	1/04/27	⋮

Submit feedback

18

From here, you can View Membership, Email membership details, View constituent, and Print membership card.

Muse

JM

Memberships ⓘ

Levels

Benefits

Memberships

Add-Ons

Settings

Add Membership

✕ wright

Name (A-Z)

Bulk Actions ▾

Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 Ben Wright MB31159807830	Supporter Membership	Active		1/09/26	--	1/09/27	⋮
 Will Wright MB38795800005	Individual	Inactive		1/21/26	--		View membership
 John Wright MB5575205403	Family (2 Adults + 4 Children)	Active		2/17/26	--		Email membership details
 Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--		View constituent
							Print membership card

Submit feedback

19

Select 'View membership' from the menu.

Memberships ⓘ

Levels

Benefits

Memberships

Add-Ons

Settings

Add Membership

✕ wright

Name (A-Z)

Bulk Actions ▾

Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 Ben Wright MB31159807830	Supporter Membership	Active		1/09/26	--	1/09/27	⋮
 Will Wright MB38795800005	Individual	Inactive		1/21/26	--		View membership
 John Wright MB5575205403	Family (2 Adults + 4 Children)	Active		2/17/26	--		Email membership details
 Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--		View constituent
							Print membership card

Submit feedback

20

A pop-up window will display with the Primary Member name, contact information, membership details, and other named members.

Muse

Member Information

Ben Wright
Primary Member

✉ bwrightwfu@gmail.com
☎ No cell phone on file
📍 333 Hook Ln, Mt Pleasant, SC 29464, USA

Membership Level
Supporter Membership

Membership Status
Active

Join Date
1/09/2026

Expiration Date
1/09/2027

Membership Number
MB31159807830

Other Members

Name	Type	Demographic	Date of Birth
Kelli Test	Secondary	Adult	—
Mary Smith	Guest	Adult	—
Murphy Wright	Guest	Child	—

Add Membership

Bulk Actions **Filter**

Expiration

Expiration	
1/09/27	...
1/21/27	...
2/28/27	...
1/04/27	...

Submit feedback

21

Select 'Email membership details' from the actions menu.

Muse

Memberships

Levels Benefits **Memberships** Add-Ons Settings

Add Membership

✕ wright Name (A-Z) Bulk Actions Filter

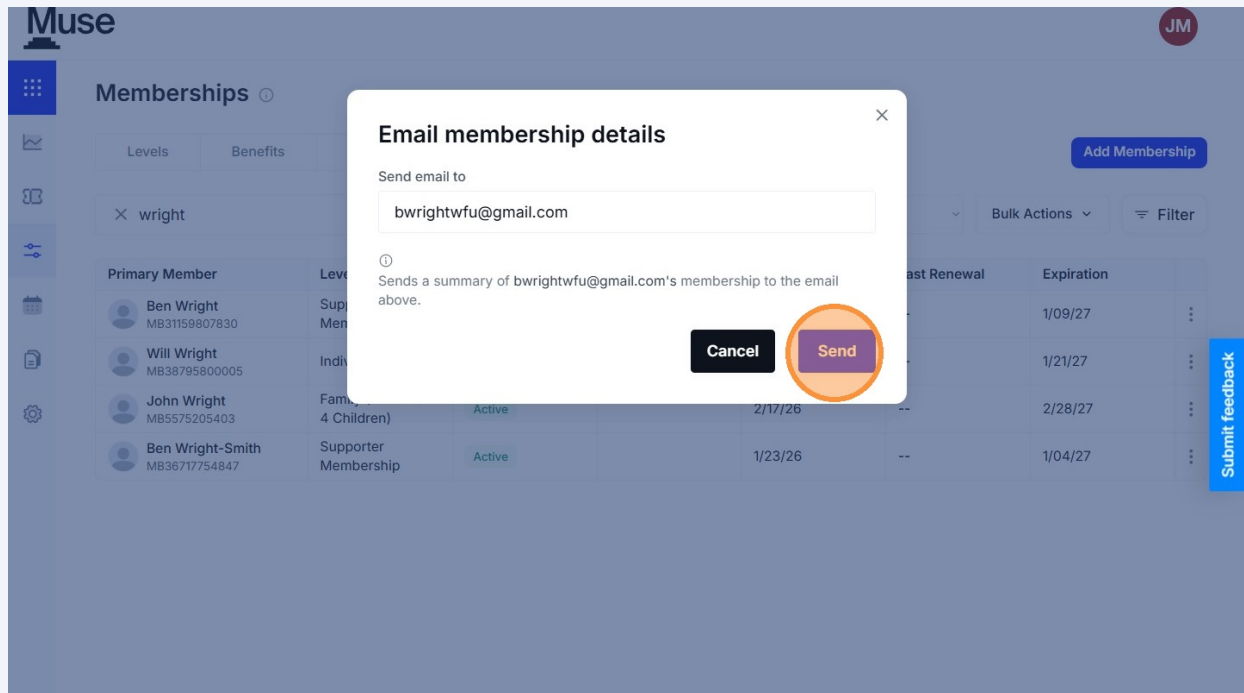
Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration
Ben Wright MB31159807830	Supporter Membership	Active		1/09/26	--	1/09/27
Will Wright MB38795800005	Individual	Inactive		1/21/26	--	
John Wright MB5575205403	Family (2 Adults + 4 Children)	Active		2/17/26	--	
Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--	

View membership
Email membership details
View constituent
Print membership card

Submit feedback

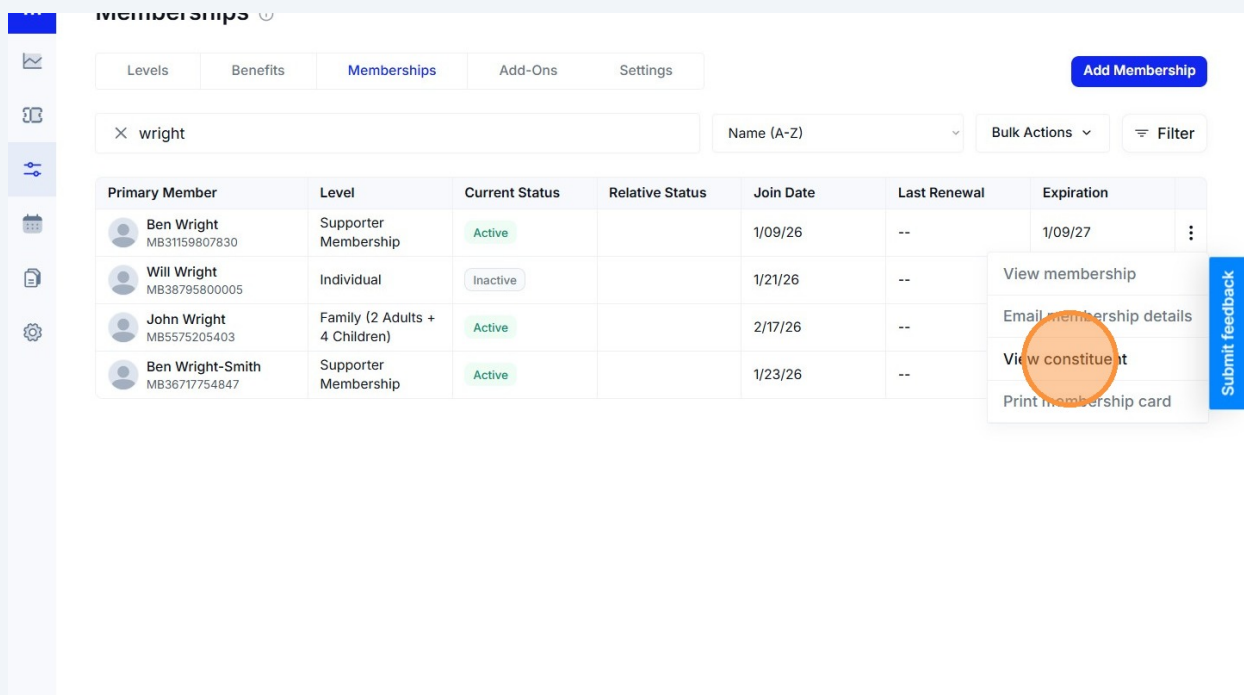
22

A pop-up window will display allowing you to email membership details, including digital membership card, to the email address provided.



23

Select 'View constituent' from the actions menu.



24

Selecting this option will take you to the full constituent record, which is also located under **Settings > Fundraising > Constituents**

Muse Search for an individual or organization JM

Return to All Constituents

Ben Wright

Send Email Record a Donation Add to List Add a Note Record a Pledge

Overview Record a Gift

\$1,085.00 Total Giving **\$1,090.00** Total Recognition **5** All-time visits **5** Last 12 months visits

Pledges Donations Appeals Add to Appeal

No pledges have been registered

Membership View

Plan Supporter Membership Active

Relationships Add Relationship

Name Ben Is

Submit feedback

25

Select 'Print membership card' from the actions menu.

Levels Benefits **Memberships** Add-Ons Settings Add Membership

X wright Name (A-Z) Bulk Actions Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Ben Wright MB31159807830	Supporter Membership	Active		1/09/26	--	1/09/27	⋮
Will Wright MB38795800005	Individual	Inactive		1/21/26	--		
John Wright MB5575205403	Family (2 Adults + 4 Children)	Active		2/17/26	--		
Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--		

View membership
Email membership details
View constituent
Print membership card

Submit feedback

26

From here, a pop-up window will display where you have the option to print a membership card for any Primary or Secondary members named on the membership.

Muse

Memberships

Which member's card do you want to print?

Ben Wright (Primary)

Print Membership card

Ben Wright
Supporter Membership
1/09/27

MB31159807830

Cancel Print

Primary Member	Level	Last Renewal	Expiration
Ben Wright MB31159807830	Supporter Membership	--	1/09/27
Will Wright MB38795800005	Individual	--	1/21/27
John Wright MB5575205403	Family (2, 4 Children)	--	2/28/27
Ben Wright-Smith MB36717754847	Supporter Membership	--	1/04/27

Submit feedback

27

Back on the Memberships list view, click "Add Membership" to add a membership without any revenue. This process works well when you wish to sell complimentary memberships.

Muse

Memberships

Add Membership

Search by name

Expiration Date

Bulk Actions

Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration
Rome Odunze MB30370737986	Individual	Inactive		1/12/26	--	3/20/26
Amanda Fraser MB8031676354	Supporter Membership	Inactive		3/18/26	--	3/31/26
Art Vandelay MB37988723072	Supporter Membership	Inactive		1/09/26	--	4/30/26
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26
Daniel McNeill MB12345667	Individual	Inactive		2/16/26	--	5/27/26
Ben Test7 MB31523350833	Individual	Inactive		4/09/26	--	6/11/26
Megan Matthews-Gill MB5604786585	Individual	Inactive		6/15/26	6/15/26	6/15/26
Megan Gill MB30933137187	Individual	Inactive		6/12/26	6/12/26	6/16/26

Submit feedback

28

In the following pop-up window, you're asked to confirm the Membership Level you'd like to assign to the constituent.

Muse

Enter Membership Details

Select Membership Type

Choose an option...

- Individual
- Supporter Membership
- Senior Membership
- Family (2 Adults + 4 Children)
- Lifetime Membership

Send Membership Details by Email ☒

Primary Member

First Name Last Name

Email Phone Number

Memberships

Levels

Search by name

Primary Member

- Rome Odunze MB30370737986
- Amanda Frase MB8031676354
- Art Vandelay MB37988723072
- John Anderson MB7386541373
- Daniel McNeill MB12345667
- Ben Test7 MB31523350833
- Megan Matthe MB5604786585
- Megan Gill MB30933137187

Expiration

3/20/26	⋮
3/31/26	⋮
4/30/26	⋮
5/10/26	⋮
5/27/26	⋮
6/11/26	⋮
6/15/26	⋮
6/16/26	⋮

Add Membership

Submit feedback

29

Click "Select End Date" to update when you'd like the membership to expire.

Muse

Enter Membership Details

Select Membership Type

Choose an option...

Select End Date

6/22/2026

Add Membership Number

Send Membership Details by Email ☒

Primary Member

First Name Last Name

Email Phone Number

Memberships

Levels

Search by name

Primary Member

- Rome Odunze MB30370737986
- Amanda Frase MB8031676354
- Art Vandelay MB37988723072
- John Anderson MB7386541373
- Daniel McNeill MB12345667
- Ben Test7 MB31523350833
- Megan Matthe MB5604786585
- Megan Gill MB30933137187

Expiration

3/20/26	⋮
3/31/26	⋮
4/30/26	⋮
5/10/26	⋮
5/27/26	⋮
6/11/26	⋮
6/15/26	⋮
6/16/26	⋮

Add Membership

Submit feedback

30

Click "Add Membership Number" to create a Member ID, or the system will automatically create one upon saving these details.

Muse

Memberships

Levels | B

Search by name

Primary Member

- Rome Odunze MB30370737986
- Amanda Frase MB8031676354
- Art Vandelay MB37988723072
- John Anderson MB7386541373
- Daniel McNeill MB12345667
- Ben Test7 MB31523350833
- Megan Matthe MB5604786585
- Megan Gill MB30933137187

Enter Membership Details

Select Membership Type
Choose an option...

Select End Date
6/22/2026

Add Membership Number

Send Membership Details by Email
☒

Primary Member

First Name
Last Name

Email
Phone Number
+1 201-555-0123

Add Membership

Filter

Expiration

3/20/26	...
3/31/26	...
4/30/26	...
5/10/26	...
5/27/26	...
6/11/26	...
6/15/26	...
6/16/26	...

Submit feedback

31

The "Send Membership Details by Email" toggle allows you to decide whether to send the Membership Details email to the member.

Muse

Memberships

Levels | B

Search by name

Primary Member

- Rome Odunze MB30370737986
- Amanda Frase MB8031676354
- Art Vandelay MB37988723072
- John Anderson MB7386541373
- Daniel McNeill MB12345667
- Ben Test7 MB31523350833
- Megan Matthe MB5604786585
- Megan Gill MB30933137187
- Amanda Frase MB39160133595
- Ben Wright-Sn

Enter Membership Details

Select Membership Type
Choose an option...

Select End Date
6/22/2026

Add Membership Number

Send Membership Details by Email
☒

Primary Member

First Name
Last Name

Email
Phone Number
+1 201-555-0123

Add Membership

Filter

Expiration

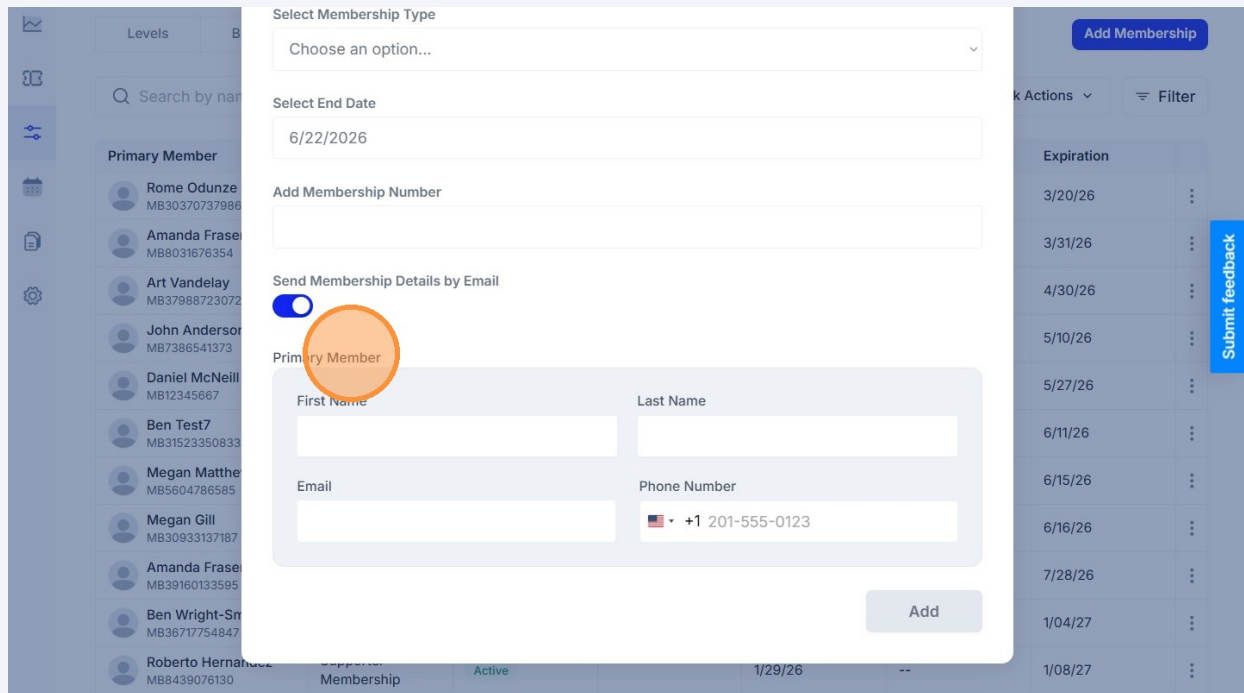
3/20/26	...
3/31/26	...
4/30/26	...
5/10/26	...
5/27/26	...
6/11/26	...
6/15/26	...
6/16/26	...
7/28/26	...
10/4/27	...

Submit feedback

Add

32

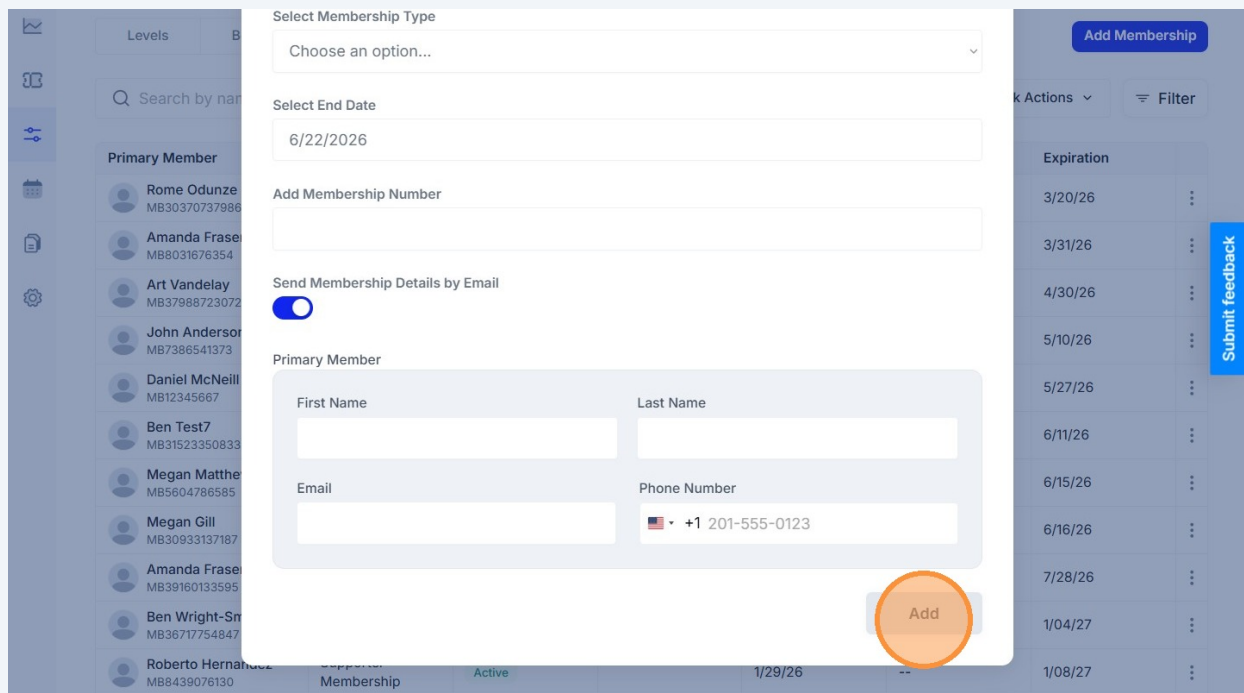
Enter First Name, Last Name, Email and Phone Number for the "Primary Member" assigned to this membership.



The screenshot shows a membership management interface. On the left, a sidebar lists members under the 'Primary Member' section. The main area displays a form for adding a new membership. The form includes fields for 'Select Membership Type' (a dropdown menu), 'Select End Date' (a date picker set to 6/22/2026), 'Add Membership Number' (a text input), and a toggle for 'Send Membership Details by Email' (which is turned on). Below these is the 'Primary Member' section, which contains fields for 'First Name', 'Last Name', 'Email', and 'Phone Number'. The 'Phone Number' field is pre-filled with '+1 201-555-0123'. An orange circle highlights the 'Primary Member' label. At the bottom right of the form is an 'Add' button. On the right side of the interface, there is a table with columns for 'Expiration' and 'Actions', and a 'Submit feedback' button.

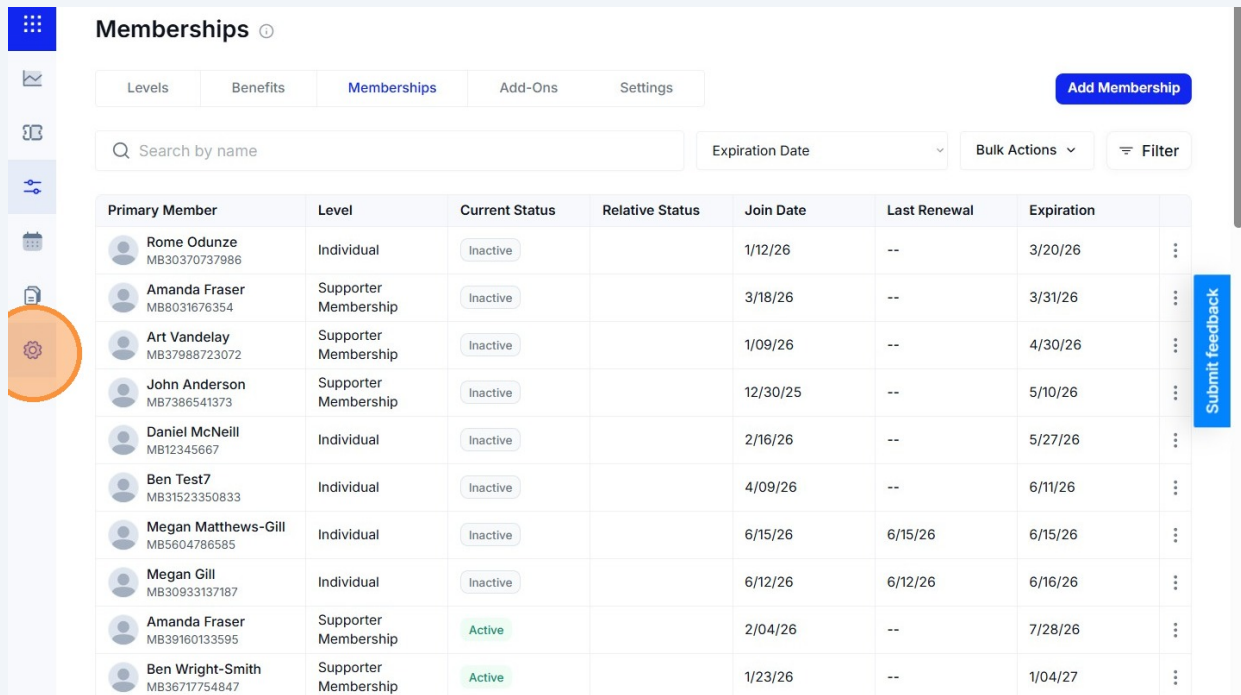
33

Click "Add" to save the new membership.



This screenshot is identical to the one above, showing the same membership management interface. However, in this version, an orange circle highlights the 'Add' button at the bottom right of the 'Primary Member' form, indicating the next step in the process.

34 Click here.



Memberships ⓘ

Levels Benefits **Memberships** Add-Ons Settings

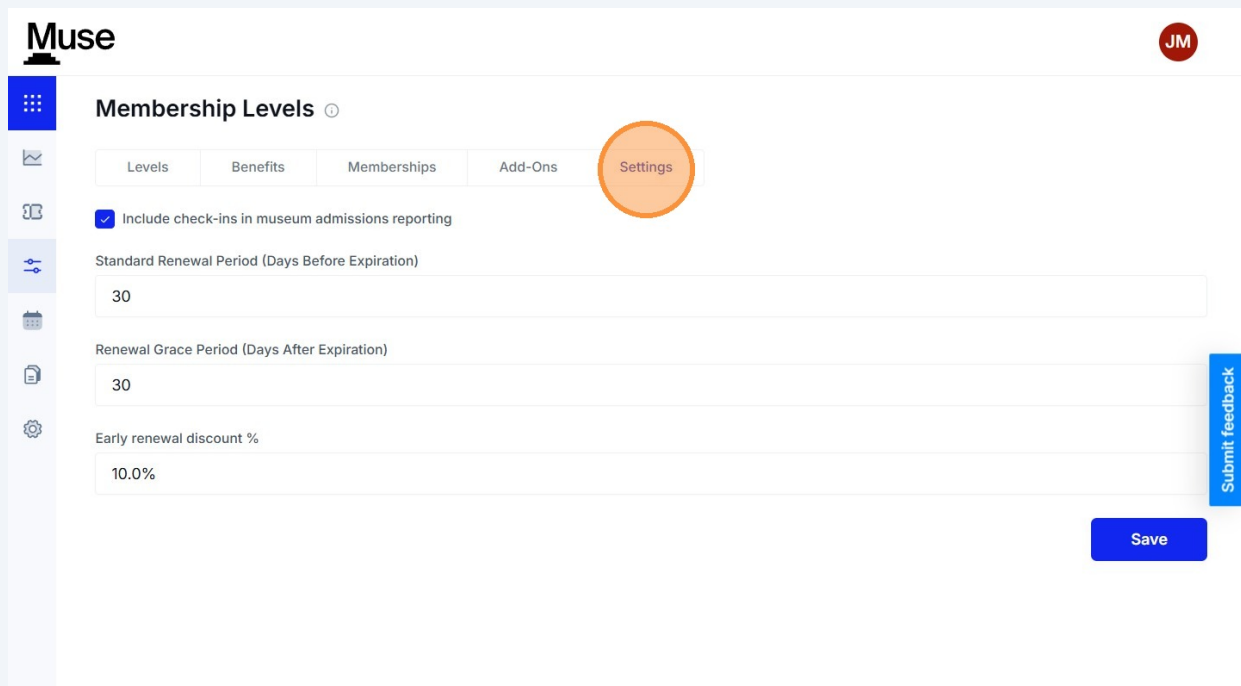
Search by name Expiration Date Bulk Actions Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration
Rome Odunze MB30370737986	Individual	Inactive		1/12/26	--	3/20/26
Amanda Fraser MB8031676354	Supporter Membership	Inactive		3/18/26	--	3/31/26
Art Vandelay MB37988723072	Supporter Membership	Inactive		1/09/26	--	4/30/26
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26
Daniel McNeill MB12345667	Individual	Inactive		2/16/26	--	5/27/26
Ben Test7 MB31523350833	Individual	Inactive		4/09/26	--	6/11/26
Megan Matthews-Gill MB5604786585	Individual	Inactive		6/15/26	6/15/26	6/15/26
Megan Gill MB30933137187	Individual	Inactive		6/12/26	6/12/26	6/16/26
Amanda Fraser MB39160133595	Supporter Membership	Active		2/04/26	--	7/28/26
Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--	1/04/27

Submit feedback

Membership Settings

35 Next, click "Settings" from the top navigation menu under **Ticketing** > **Memberships** to configure a few important membership settings.



Muse JM

Membership Levels ⓘ

Levels Benefits Memberships Add-Ons **Settings**

☒ Include check-ins in museum admissions reporting

Standard Renewal Period (Days Before Expiration)

30

Renewal Grace Period (Days After Expiration)

30

Early renewal discount %

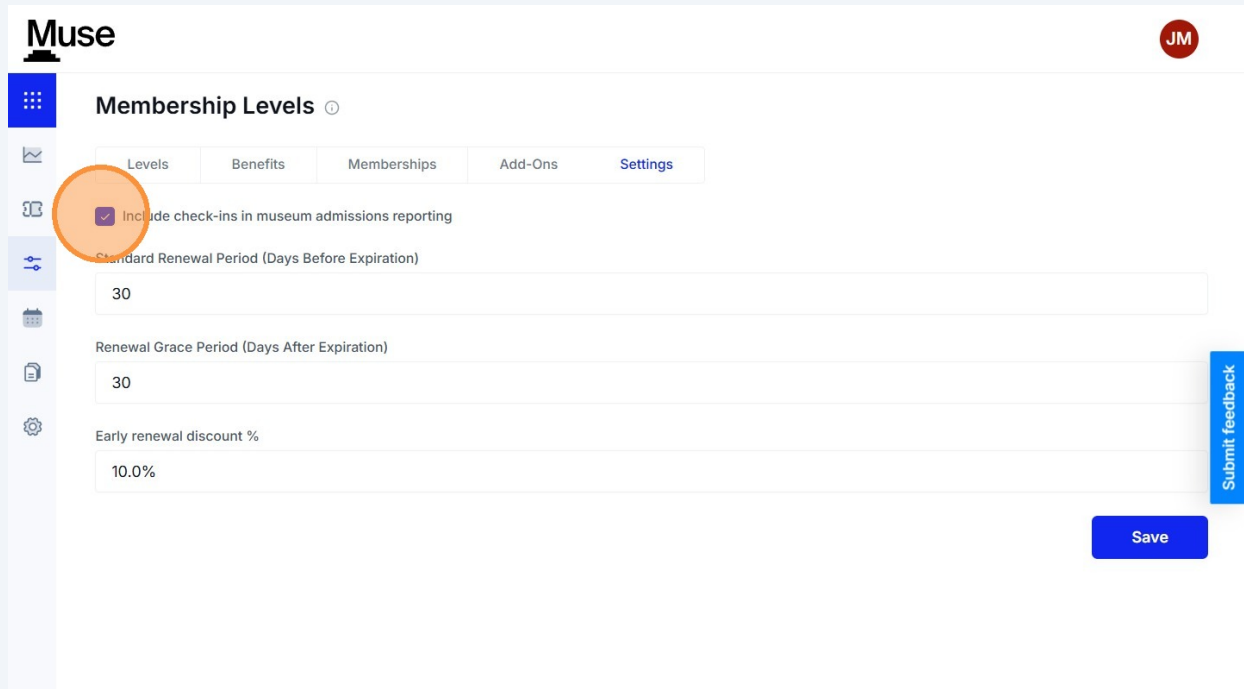
10.0%

Save

Submit feedback

36

First, utilize the checkbox to 'Include check-ins in museum admissions reporting' which allows you to count or exclude Member admissions in the Admissions report within Muse. We recommend keeping this box checked.



Muse JM

Membership Levels ⓘ

Levels Benefits Memberships Add-Ons Settings

☒ Include check-ins in museum admissions reporting

Standard Renewal Period (Days Before Expiration)

30

Renewal Grace Period (Days After Expiration)

30

Early renewal discount %

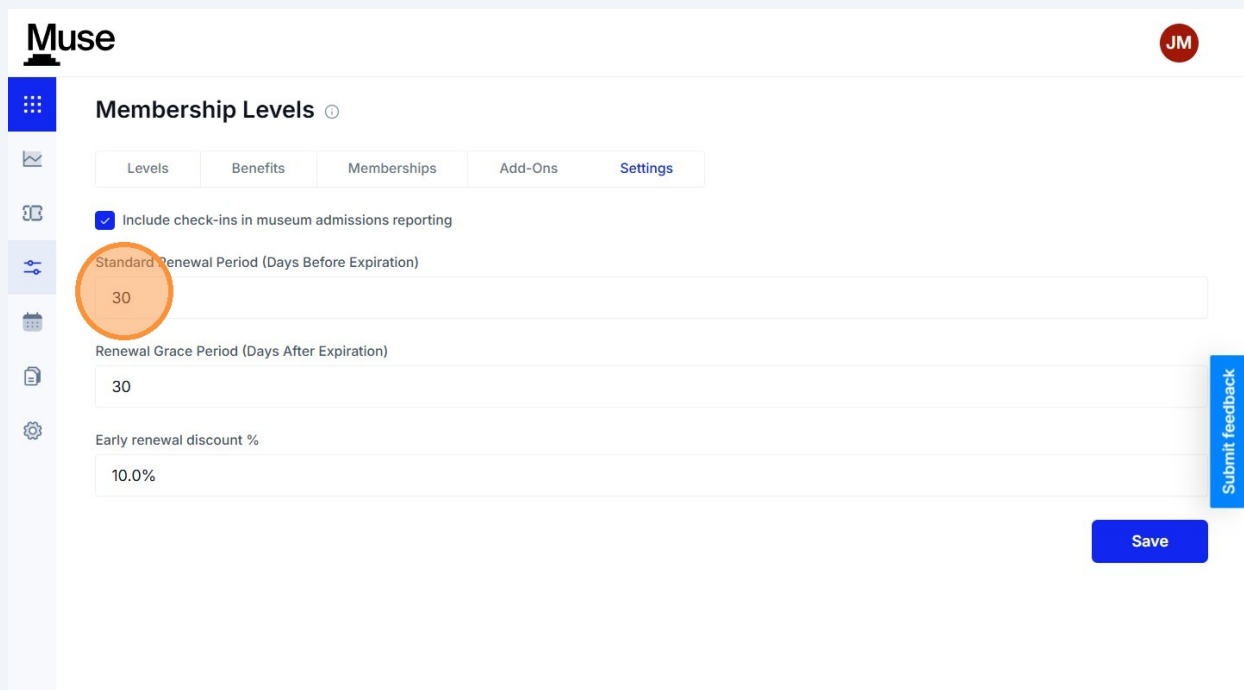
10.0%

Save

Submit feedback

37

Next, enter a "Standard Renewal Period (Days Before Expiration)" to set how far in advance a member may renew. This setting will also dictate what happens during a membership upgrade or downgrade.



Muse JM

Membership Levels ⓘ

Levels Benefits Memberships Add-Ons Settings

☒ Include check-ins in museum admissions reporting

Standard Renewal Period (Days Before Expiration)

30

Renewal Grace Period (Days After Expiration)

30

Early renewal discount %

10.0%

Save

Submit feedback

38

Enter a "Renewal Grace Period (Days After Expiration)" to set how long after a member expires where they can still receive benefits.

Muse

JM

**Membership Levels** ⓘ

Levels

Benefits

Memberships

Add-Ons

Settings

☒ Include check-ins in museum admissions reporting

Standard Renewal Period (Days Before Expiration)

30



Renewal Grace Period (Days After Expiration)

30



Early renewal discount %

10.0%



Save

Submit feedback

39

Enter an "Early renewal discount %" to set a percentage off the membership if a member renews before their expiration date. This discount is triggered when a renewal is executed PRIOR to the timeframe specified in the Standard Renewal Period field.

**Membership Levels** ⓘ

Levels

Benefits

Memberships

Add-Ons

Settings

☒ Include check-ins in museum admissions reporting

Standard Renewal Period (Days Before Expiration)

30



Renewal Grace Period (Days After Expiration)

30



Early renewal discount %

10.0%



Save

Submit feedback