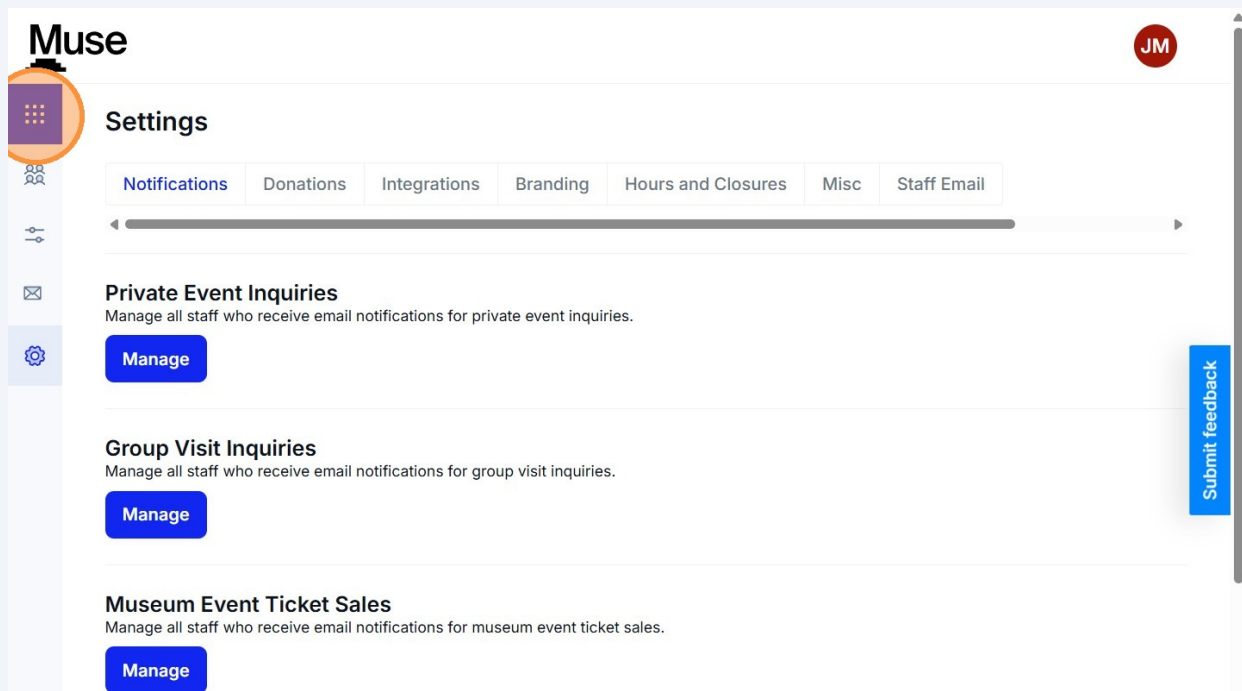


Managing Notification Preferences

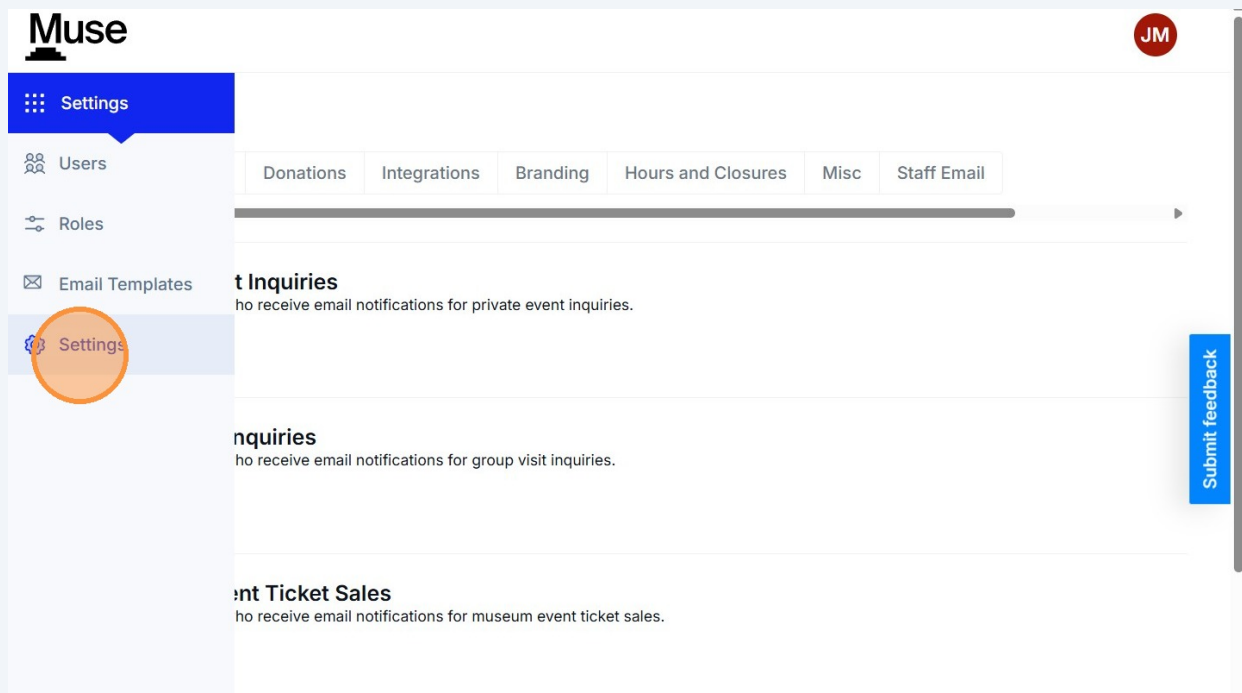
This guide demonstrates how to update notification settings within the Muse Software portal. Follow these steps to customize which inquiry alerts are received to ensure efficient management of your museum operations.

Settings Navigation

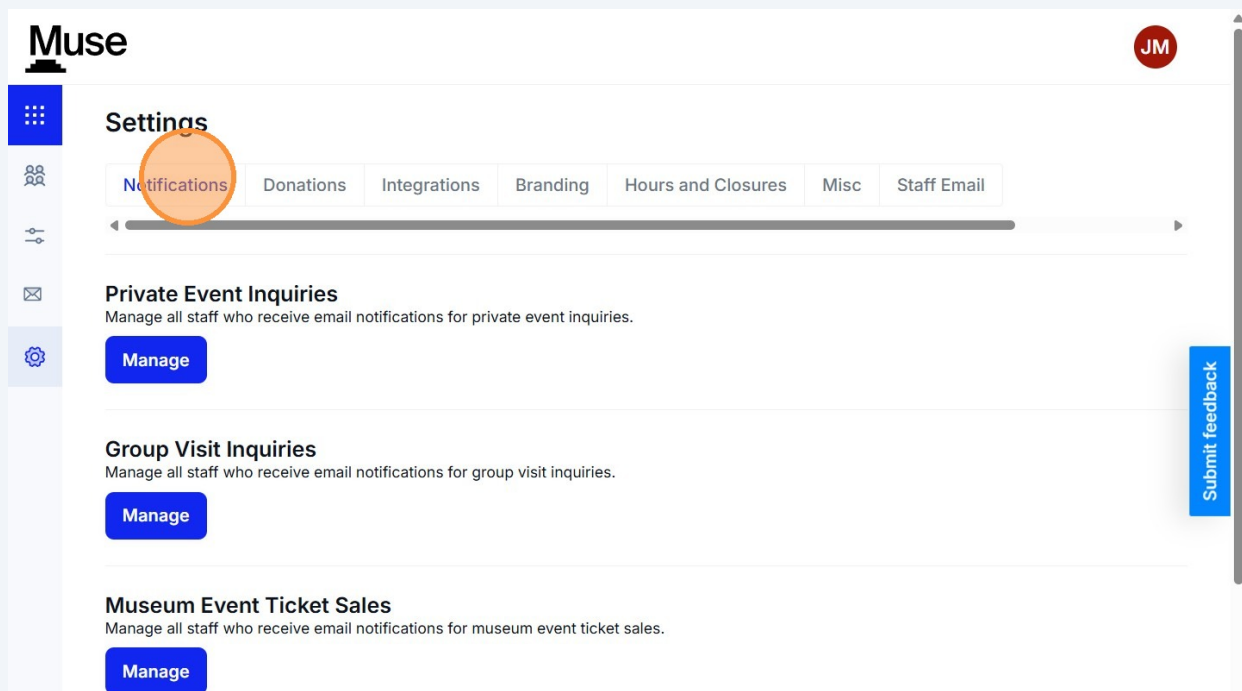
- 1 Click the blue North Star icon.



2 Select 'Settings' from admin menu options.



3 Click the 'Notifications' tab.



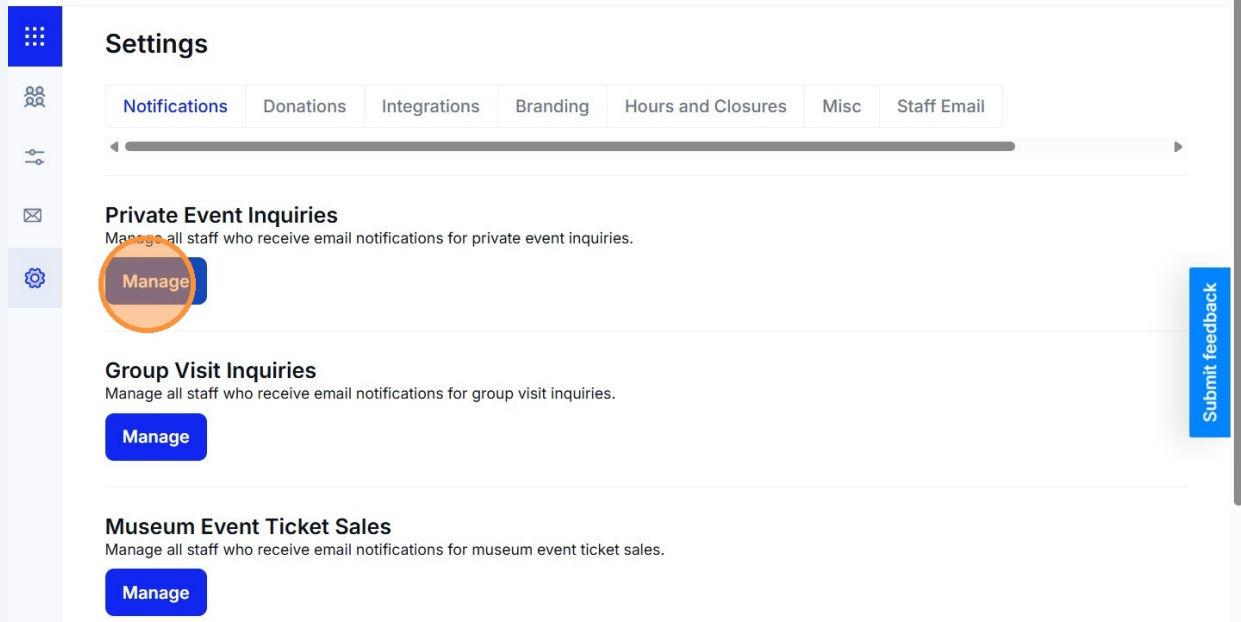
Notification Management

4

Click the blue 'Manage' button under the notification options to choose which team members should receive an email notification about the inquiry.

Muse

JM



Settings

Notifications Donations Integrations Branding Hours and Closures Misc Staff Email

Private Event Inquiries
Manage all staff who receive email notifications for private event inquiries.
Manage

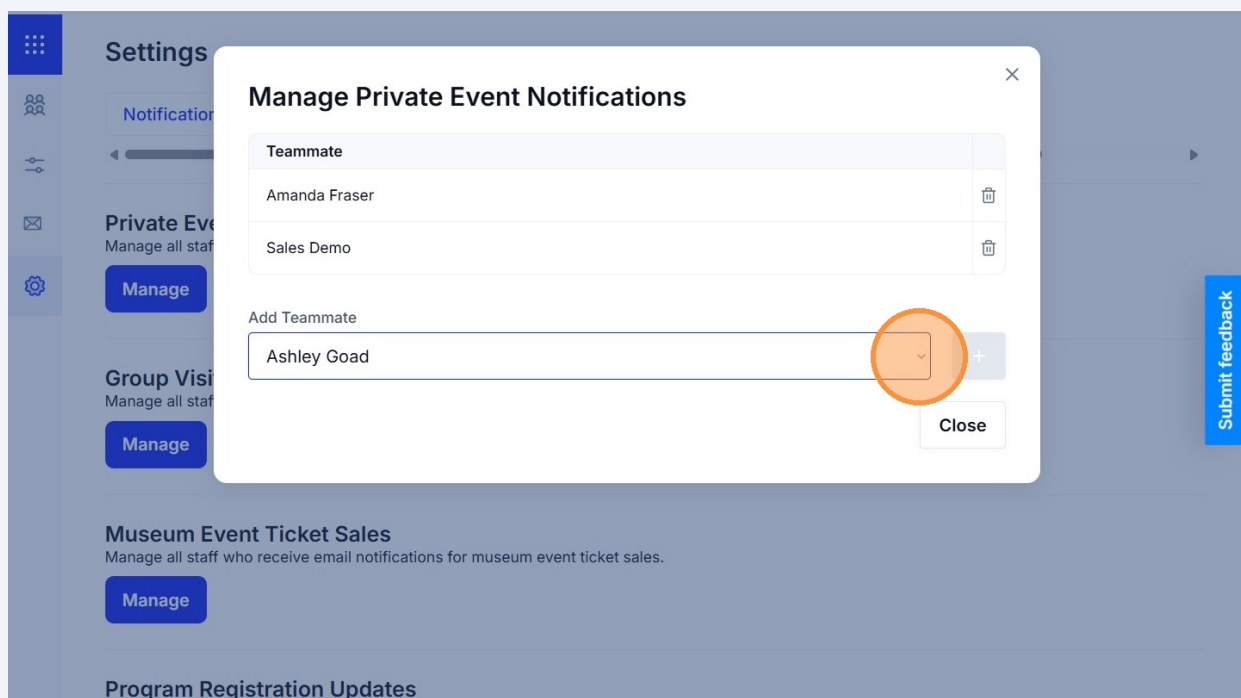
Group Visit Inquiries
Manage all staff who receive email notifications for group visit inquiries.
Manage

Museum Event Ticket Sales
Manage all staff who receive email notifications for museum event ticket sales.
Manage

Submit feedback

5

You can include additional Staff by clicking on the caret under 'Add Teammate' which will bring up your list of Users.



Settings

Notification

Private Event Inquiries
Manage all staff who receive email notifications for private event inquiries.
Manage

Group Visit Inquiries
Manage all staff who receive email notifications for group visit inquiries.
Manage

Museum Event Ticket Sales
Manage all staff who receive email notifications for museum event ticket sales.
Manage

Program Registration Updates

Manage Private Event Notifications

Teammate	
Amanda Fraser	
Sales Demo	

Add Teammate

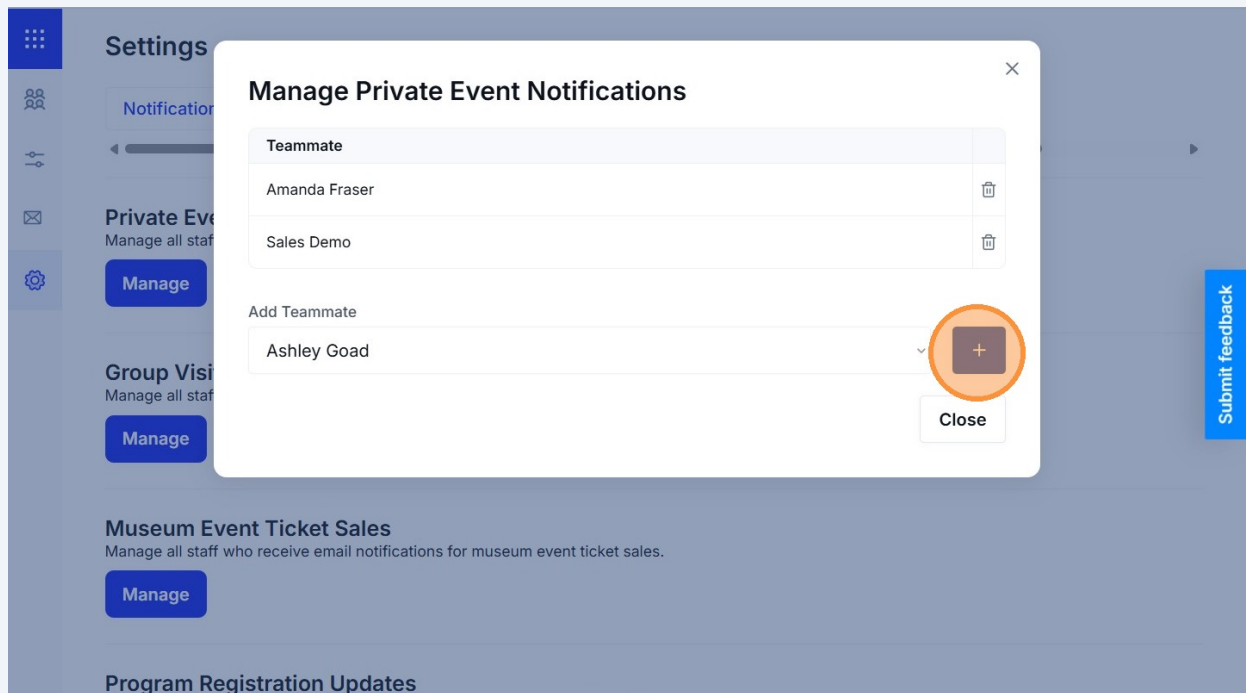
Ashley Goad

Close

Submit feedback

6

To add the teammate, click the blue '+' after selecting their name from the list.



Tip! Please review our article on Users and Roles to update your staff in the system.

7 Click 'Close' to exit management window

The screenshot shows a management window titled "Manage Private Event Notifications" overlaid on a sidebar menu. The sidebar includes sections for "Private Event Notifications", "Group Visit Notifications", "Museum Event Ticket Sales", and "Program Registration Updates", each with a "Manage" button. The management window contains a table with the following data:

Teammate	
Amanda Fraser	
Ashley Goad	
Sales Demo	

Below the table is an "Add Teammate" section with a text input field and a "+" button. An orange circle highlights a "Close" button in the bottom right corner of the management window. A "Submit feedback" button is visible on the right side of the sidebar.

Inquiry Types

8 "Private Event Inquiries" is an email notification to select team members whenever a private inquiry is submitted via your e-commerce page.

The screenshot shows the "Settings" page in the "Muse" application. The page has a header with the "Muse" logo and a user profile icon labeled "JM". Below the header is a navigation bar with tabs: "Notifications", "Donations", "Integrations", "Branding", "Hours and Closures", "Misc", and "Staff Email". The "Notifications" tab is selected. The main content area lists three notification types: "Private Event Inquiries", "Group Visit Inquiries", and "Museum Event Ticket Sales". Each type has a description and a "Manage" button. An orange circle highlights the "Private Event Inquiries" section. A "Submit feedback" button is located on the right side of the page.

9

"Group Visit Inquiries" is an email notification to select team members whenever a Group Visit inquiry is submitted via your e-commerce page.

Muse

JM

Manage all staff who receive email notifications for private event inquiries.

Manage

Group Visit Inquiries
Manage all staff who receive email notifications for group visit inquiries.

Manage

Museum Event Ticket Sales
Manage all staff who receive email notifications for museum event ticket sales.

Manage

Program Registration Updates
Manage all staff who receive email notifications for program registrations or cancellations.

Manage

Membership Updates

Submit feedback

10

"Museum Event Ticket Sales" is an email notification to select team members whenever an event ticket is sold via your e-commerce page.

Muse

JM

Manage all staff who receive email notifications for group visit inquiries.

Manage

Museum Event Ticket Sales
Manage all staff who receive email notifications for museum event ticket sales.

Manage

Program Registration Updates
Manage all staff who receive email notifications for program registrations or cancellations.

Manage

Membership Updates
Manage all staff who receive email notifications for Membership updates (purchase, renew, upgrade, downgrade).

Manage

Donations

Submit feedback

11

"Program Registration Updates" is an email notification to select team members whenever anyone registers for a Program.

IMUSE

JM



Manage all staff who receive email notifications for group visit inquiries.

[Manage](#)

Museum Event Ticket Sales

Manage all staff who receive email notifications for museum event ticket sales.

[Manage](#)

Program Registration Updates

Manage all staff who receive email notifications for program registrations or cancellations.

[Manage](#)

Membership Updates

Manage all staff who receive email notifications for Membership updates (purchase, renew, upgrade, downgrade).

[Manage](#)

Donations

Manage all staff who receive email notifications for whenever a Donation is received.

[Submit feedback](#)

12

"Membership Updates" is an email notification to select team members whenever a Membership is sold.



Museum Event Ticket Sales

Manage all staff who receive email notifications for museum event ticket sales.

[Manage](#)

Program Registration Updates

Manage all staff who receive email notifications for program registrations or cancellations.

[Manage](#)

Membership Updates

Manage all staff who receive email notifications for Membership updates (purchase, renew, upgrade, downgrade).

[Manage](#)

Donations

Manage all staff who receive email notifications for whenever a Donation is received.

[Manage](#)[Submit feedback](#)

13

"Donations" is an email notification to select team members whenever a Donation is made.



Museum Event Ticket Sales

Manage all staff who receive email notifications for museum event ticket sales.

Manage

Program Registration Updates

Manage all staff who receive email notifications for program registrations or cancellations.

Manage

Membership Updates

Manage all staff who receive email notifications for Membership updates (purchase, renew, upgrade, downgrade).

Manage

Donations

Manage all staff who receive email notifications for whenever a Donation is received.

Manage

Submit feedback

