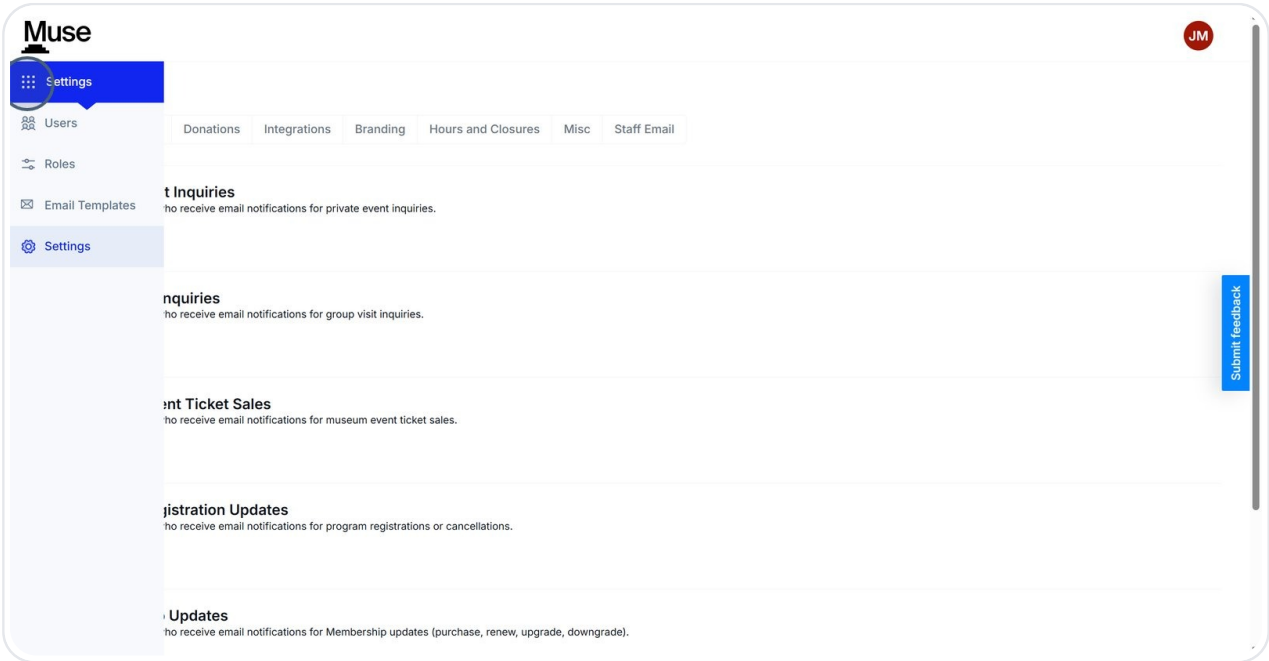


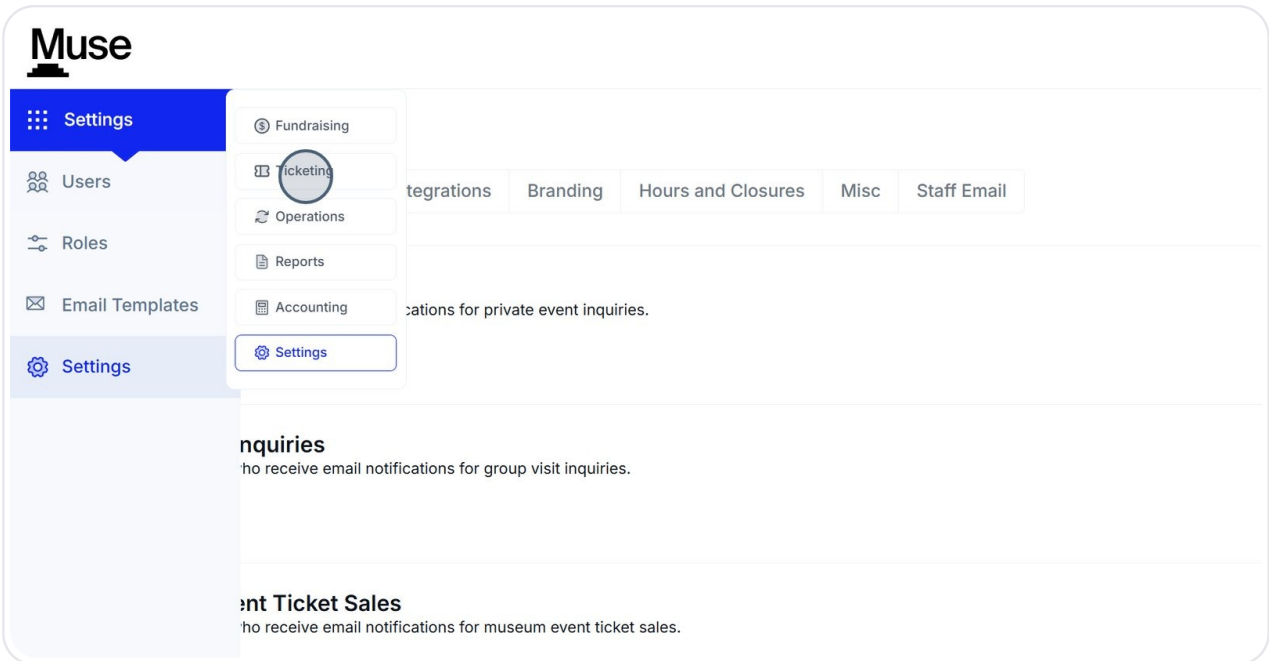


Membership Benefits

1. Start by opening the Settings menu from the blue North Star icon.



2. Select Ticketing.



3. Select 'Memberships.'

JM

Ticketing Dashboard

[Create an event](#)
[Create a ticket type](#)
[Create a membership benefit](#)

Today | 7 Days | 30 Days

Tickets revenue
\$0.00

Tickets sold
0

Events reached capacity
0
75%+ capacity, whether past, current, or upcoming

Event capacity

Event Name	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
Annual Gala	Aug 22, 2026 at 7:00pm	Main Exhibition Hall	300	29	10%	Upcoming

Submit feedback

4. Click on the Benefits tab to view all current membership benefits.

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	Group	\$150.00	Public	12 Months	Active	⋮
Supporter Membership	Group	\$200.00	Public	12 Months	Active	⋮
Student	Individual	\$1.00	Private	12 Months	Active	⋮
Senior Membership	Individual	\$75.00	Private	12 Months	Active	⋮
Lifetime Membership	Individual	\$500.00	Private	Lifetime	Active	⋮

Submit Feedback

5. Use the Filter button to quickly find relevant membership benefits.

JM

Settings

Add Benefit

Filter

Notes	Status	
	Active	⋮
	Active	⋮
	Active	⋮
	Active	⋮
	Active	⋮
	Inactive	⋮
	Active	⋮

Submit feedback

6. Filter benefits based on status to streamline your view.

JM

Settings

Add Benefit

Filter

Status

View all

Clear

Update

	Active	⋮
	Active	⋮
	Inactive	⋮
	Active	⋮

Submit feedback

7. Confirm your filter changes by clicking Update.

JM

Settings

Add BenefitFilter

otes

Status

Inactive

ClearUpdate

Active

Active

Active

Active

Active

Submit feedback

8. Click Add Benefit to introduce a new exclusive member perk.

JM

Settings

Add BenefitFilter

otes

Status

Active

Active

Active

Active

Active

Inactive

Active

Submit feedback

9. Enter a Public Name for your new membership benefit.

The screenshot shows a web interface for managing membership benefits. On the left, a sidebar lists various benefits such as "Up to 4 Named Children, 1 Guest", "Camps", "Birthdays", "Member-Only Events", "Access to Partner Museums", and "Gift Shop and Cafe". The main area displays a "New Membership Benefit" modal form. The form includes a "Public Name" text input field, an "Internal Notes" text area, and a "Status" dropdown menu currently set to "Active". At the bottom right of the modal are "Cancel" and "Save" buttons.

10. Set the benefit's status as Active or Inactive for precise control.

This screenshot shows the same "New Membership Benefit" modal form, but with a specific benefit selected in the background. The benefit is "Access to the annual conference". The "Public Name" field contains the text "Access to the annual conference". The "Internal Notes" field contains the text "Offerings may vary at other museum locations". The "Status" dropdown menu is set to "Active". The "Cancel" and "Save" buttons are visible at the bottom right of the modal.

11. Click Save to finalize and launch your new benefit to members.

Notes

Offerings may vary at other museum locations

Cancel

Save

Active

Active

Active

Active

Active

Inactive

Active

Active

Active

Active

Submit feedback

12. Switch to the Levels tab to manage overall membership tiers.

Muse

Membership Benefits ⓘ

Levels

Benefits

Memberships

Add-Ons

Settings

Public Name

Internal Notes

Access to the annual conference

Offerings may vary at other museum locations

2 Named Adults, Up to 4 Named Children, 1 Guest Member

10% of Summer Camps

10% Birthday Parties

Unique Member-Only Events

Reciprocal Access to Partner Museums

Platinum

13. Access configuration options by clicking the vertical ellipses next to a membership level.

Benefit saved

Settings

Filters (1)Add Level

	Type	Price	Visibility	Duration	Status	
	Individual	\$100.00	Public	12 Months	Active	⋮
	Group	\$150.00	Public	12 Months	Active	⋮
	Group	\$200.00	Public	12 Months	Active	⋮
	Individual	\$1.00	Private	12 Months	Active	⋮
	Individual	\$75.00	Private	12 Months	Active	⋮
	Individual	\$500.00	Private	Lifetime	Active	⋮

Submit feedback

14. Select Edit to customize the details of a specific membership level.

JM

Settings

Filters (1)Add Level

	Type	Price	Visibility	Duration	Status	
	Individual	\$100.00	Public	12 Months	Active	⋮
	Group	\$150.00	Public	12 Months	Active	⋮
	Group	\$200.00	Public	12 Months	Active	⋮
	Individual	\$1.00	Private	12 Months	Active	⋮
	Individual	\$75.00	Private	12 Months	Active	⋮
	Individual	\$500.00	Private	Lifetime	Active	⋮

Submit feedback

Edit

Deactivate

15. Easily add or remove a benefit to tailor the membership offering.

How Many Guest Passes are Allocated to Members?*

5

Does Member Need to Accompany Guests?

Yes

☒ Show the Number of Members in the Benefits

Additional Benefits

✕ Unlimited Access to the Museum

✕ Access to Member's Only Events

✕ 10% Off in the Gift Shop and Cafe

Internal Notes

Provide explanation for staff, if needed, on the reason for this level.

Visibility* ⓘ

Public

Status*

Duration

12 Months

12 Months

12 Months

12 Months

12 Months

Lifetime

16. Add your newly created benefit by selecting it from the dropdown list.

Family

Supporter Membership

Student

Senior Membership

Lifetime Membership

☒ Show the Number of Members in the Benefits

Additional Benefits

✕ Unlimited Access to the Museum

✕ Access to Member's Only Events

✕ 10% Off in the Gift Shop and Cafe

5% Off in the Gift Shop and Cafe

Reciprocal Access to Partner Museums

Unique Member-Only Events

10% Birthday Parties

10% of Summer Camps

2 Named Adults, Up to 4 Named Children, 1 Guest Member

Access to the annual conference

Public

Status*

Active

☐ Floor Sales Only?

[View online](#)

17. Click **Save** to apply updates and keep your membership level offerings current.

Notes

Explanation for staff, if needed, on the reason for this level.

Sales Only?

Printing?

Optional Digital Card Banner? (Optional)

Cancel

Save

12 Months	Active	
12 Months	Active	
12 Months	Active	
12 Months	Active	
Lifetime	Active	

Submit feedback

18.

Muse

JM

Membership Levels

Filters (1)

Add Level

Levels	Benefits	Memberships	Add-Ons	Settings	
Name	Type	Price	Visibility	Duration	Status
Individual	Individual	\$100.00	Public	12 Months	Active
Family	Group	\$150.00	Public	12 Months	Active
Supporter Membership	Group	\$200.00	Public	12 Months	Active
Student	Individual	\$1.00	Private	12 Months	Active
Senior Membership	Individual	\$75.00	Private	12 Months	Active
Lifetime Membership	Individual	\$500.00	Private	Lifetime	Active

Submit Feedback