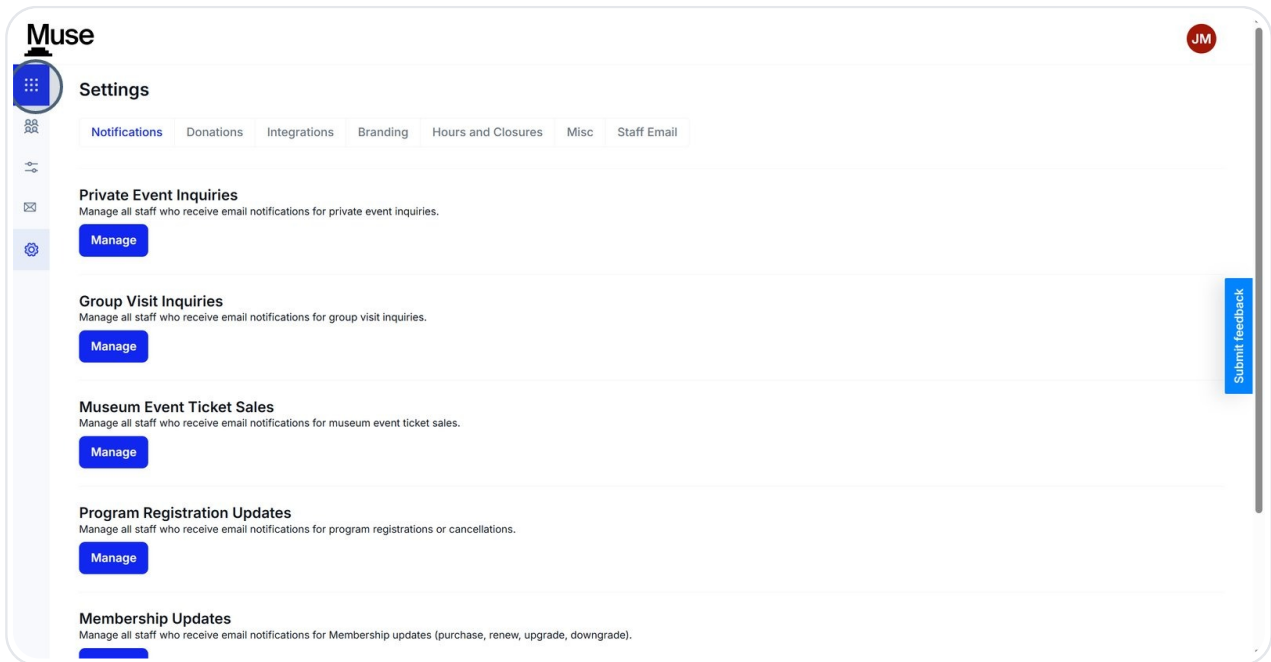


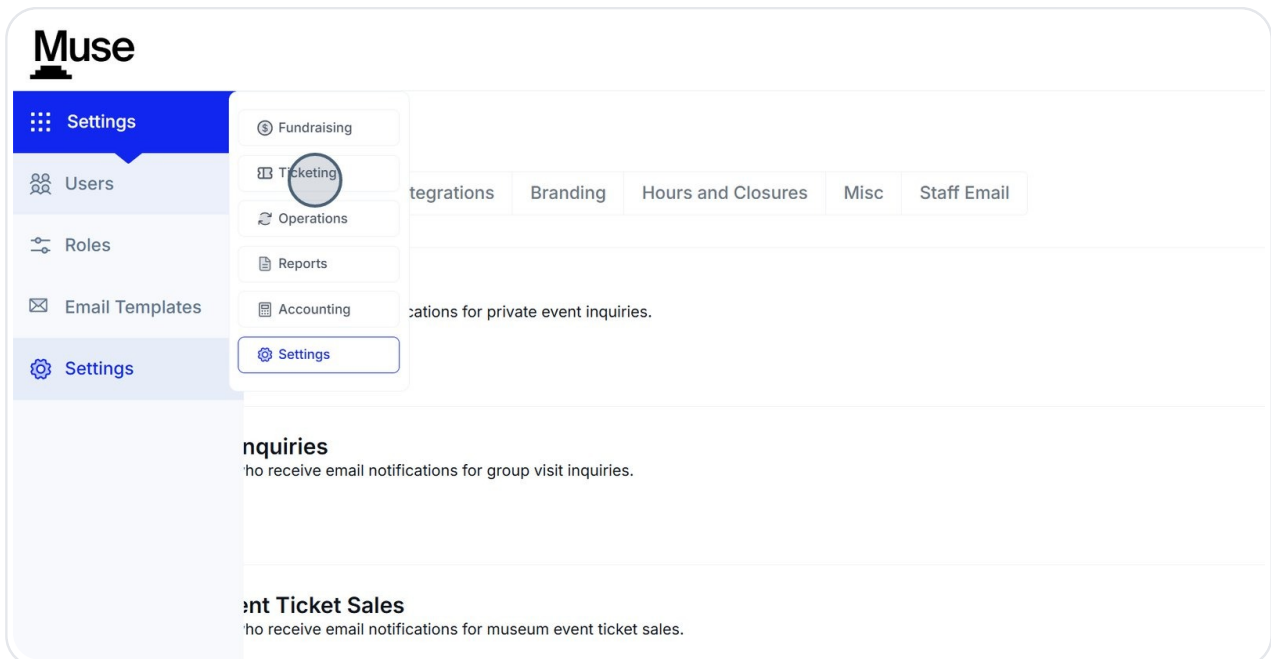


Membership List View

1. Click on the blue North Star icon.



2. Select 'Ticketing'



3. Click on 'Memberships' in the ticketing navigation menu.

Muse

Ticketing

Dashboard

Event

Create a ticket type

Create a membership benefit

Ticket Types

Memberships

Events

Programs

Reports

Settings

Dashboard

7 Days

30 Days

Revenue

00

Tickets sold

0

Events reached capacity

0

75%+ capacity, whether past, current, or upcoming

Submit feedback

	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
Cataclular	Oct 31, 2026 at 8:00pm	N/A	250	1	0%	Upcoming
	Dec 18, 2026 at 7:00pm	Main Exhibition Hall	300	44	15%	Upcoming

4. Switch to the Memberships tab to view and manage your members.

Muse

Memberships

Levels

Benefits

Memberships

Add-Ons

Settings

Add Membership

Search by name

Name (Z-A)

Bulk Actions

Filter

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
 Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--	1/04/27	⋮
 Will Wright MB38795800005	Individual	Inactive		1/21/26	--	1/21/27	⋮
 John Wright MB5575205403	Family	Active		2/17/26	--	2/28/27	⋮
 Ben Wright MB3159807830	Supporter Membership	Active		1/09/26	--	1/09/27	⋮
 Luelle White MB37623016950	Family	Inactive		5/19/26	--	5/18/27	⋮
 Brandon Weilbrecht MB34290137054	Individual	Inactive		3/23/26	--	3/22/27	⋮
 Kelli Very MB31767324480	Individual	Inactive		3/22/26	--	3/21/27	⋮
 Ann Vander Wert MB30559189908	Supporter Membership	Inactive		3/19/26	--	3/18/27	⋮
 Art Vandelay MB37988723072	Supporter Membership	Inactive		1/09/26	--	4/30/26	⋮
 Jeremy Tyler MB37695901340	Supporter Membership	Inactive		3/23/26	--	3/22/27	⋮
 Cayly Tull MB38699150538	Family	Inactive		4/16/26	--	4/15/27	⋮
 Josh Todd MB36833353477	Individual	Inactive		2/03/26	--	2/02/27	⋮

Submit feedback

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

The screenshot shows the 'Muse' interface with the 'Memberships' tab selected. A red circle highlights the 'Primary Member' column header in the table. The table lists 14 members with their names, IDs, levels, current status, relative status, join date, last renewal, and expiration date.

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration
Lula Adams MB0759772783	Family	Active		7/02/26	--	7/02/27
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25	--	5/10/26
Taryn Asta MB37392887871	Individual	Active		6/25/26	--	6/25/27
Corrine Bailey MB36081848198	Family	Active		3/23/26	8/20/26	8/31/28
Norman Bates MB37104895824	Student	Active		2/12/26	--	7/13/27
Janis Benton MB36372360295	Family	Inactive		5/21/26	--	5/20/27
Chris Bilbro MB35619074210	Individual	Inactive		5/21/26	--	5/20/27
Luke Churcher MB30437254645	Individual	Inactive		1/26/26	--	1/26/27
Johnny Damon MB31932739393	Family	Inactive		4/24/26	--	4/23/27
Sam Davis MB34255741591	Individual	Active		6/25/26	--	6/25/27
Count Dracula MB5066141899	Individual	Active		6/25/26	--	6/25/27
Ben Family MB31919384598	Family	Inactive		4/09/26	--	4/08/27

6. 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.

The screenshot shows the same 'Muse' interface with the 'Memberships' tab selected. A red circle highlights the search bar at the top of the table, which contains the text 'Search by name'. The table content is identical to the previous screenshot.

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

Memberships ⓘ

Levels

Benefits

Memberships

Add-Ons

Settings

Primary Member	Level	Current Status	Relative Status	Join Date
Lula Adams MB0759772783	Family	Active		7/02/2023
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/2022
Taryn Asta MB37392887871	Individual	Active		6/25/2023
Corrine Bailey MB36081848198	Family	Active		3/23/2023
Norman Bates MB37104895824	Student	Active		2/12/2023
Janis Benton MR36372360295	Family	Inactive		5/21/2022

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

Memberships

Benefits

Memberships

Add-Ons

Settings

name

Name (A-Z)

Member	Level	Current Status	Relative Status	Join Date	Last Renewal
Robert Smith	Family	Active		7/02/26	--
John Peterson	Supporter Membership	Inactive		12/30/25	--
James Wilson	Individual	Active		6/25/26	--
William Riley	Family	Active		3/23/26	8/20/26
James Bates	Student	Active		2/12/26	--
John Brown	Family	Inactive		5/21/26	--

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

ns

Settings

Add Membership

Name (A-Z)

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Membership	Active		7/02/26	--	7/02/27	⋮
	Inactive		12/30/25	--	5/10/26	⋮
	Active		6/25/26	--	6/25/27	⋮
	Active		3/23/26	8/20/26	8/31/28	⋮
	Active		2/12/26	--	7/13/27	⋮
	Inactive		5/21/26	--	5/20/27	⋮

Submit feedback

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

Settings

Add Membership

Name (A-Z)

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Membership	Active		7/02/26	--	7/02/27	⋮
	Inactive		12/30/25	--	5/10/26	⋮
	Active		6/25/26	--	6/25/27	⋮
	Active		3/23/26	8/20/26	8/31/28	⋮
	Active		2/12/26	--	7/13/27	⋮
	Inactive		5/21/26	--	5/20/27	⋮

Submit feedback

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

JM

Settings

Add Membership

Name (A-Z)

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Membership	Active		7/02/26	--	7/02/27	⋮
	Inactive		12/30/25	--	5/10/26	⋮
	Active		6/25/26	--	6/25/27	⋮
	Active		3/23/26	8/20/26	8/31/28	⋮
	Active		2/12/26	--	7/13/27	⋮
	Inactive		5/21/26	--	5/20/27	⋮

Submit feedback

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

Muse

Memberships

LevelsBenefitsMembershipsAdd-OnsSettings

Q Search by name

Primary Member	Level	Current Status	Relative Status	Join Date
Lula Adams MB0759772783	Family	Active		7/02/26
John Anderson MB7386541373	Supporter Membership	Inactive		12/30/25
Taryn Asta MB37392887871	Individual	Active		6/25/26
Corrine Bailey MB36081848198	Family	Active		3/23/26
Norman Bates MB37104895824	Student	Active		2/12/26
Janis Benton MB36372360295	Family	Inactive		5/21/26

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

JM

Settings

Add Membership

Name (A-Z)

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Membership	Active		7/02/26	--	7/02/27	⋮
	Inactive		12/30/25	--	5/10/26	⋮
	Active		6/25/26	--	6/25/27	⋮
	Active		3/23/26	8/20/26	8/31/28	⋮
	Active		2/12/26	--	7/13/27	⋮
	Inactive		5/21/26	--	5/20/27	⋮

Submit feedback

14. or sort by Expiration Date.

JM

Settings

Add Membership

Expiration Date

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Membership	Inactive		1/12/26	--	3/20/26	⋮
	Inactive		1/09/26	--	4/30/26	⋮
	Inactive		12/30/25	--	5/10/26	⋮
	Inactive		2/16/26	--	5/27/26	⋮
	Inactive		4/09/26	--	6/11/26	⋮
	Inactive		6/12/26	--	6/16/26	⋮

Submit feedback

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

Settings

Add Membership

Name (Z-A)

Bulk Actions

Filter

	Current Status	Relative Status	Join Date	Last Renewal		
Membership	Active		1/23/26	--	Create Mailchimp Tag Export to CSV	
	Inactive		1/21/26	--	1/21/27	
	Active		2/17/26	--	2/28/27	
Membership	Active		1/09/26	--	1/09/27	
	Inactive		5/19/26	--	5/18/27	
	Inactive		3/23/26	--	3/22/27	

Submit feedback

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

Muse

Memberships

Levels

Benefits

Memberships

Add-Ons

Settings

Add Membership

Search by name

Name (Z-A)

Bulk Actions

Filter

Level

All levels

Current Status

All

Summary Period

From

To

mm/dd/yyyy

mm/dd/yyyy

Relative Status

What happened within the period?

All

Reset

Apply

Primary Member	Level	Current Status	Relative Status	Join Date	Last Renewal	Expiration	
Ben Wright-Smith MB36717754847	Supporter Membership	Active		1/23/26	--	1/04/27	
Will Wright MB38795800005	Individual	Inactive		1/21/26	--	1/21/27	
John Wright MB5575205403	Family	Active		2/17/26	--	2/28/27	
Ben Wright MB31159807830	Supporter Membership	Active		1/09/26	--	1/09/27	
Lurette White MB376230169850	Family	Inactive		5/19/26	--	5/18/27	

Submit feedback