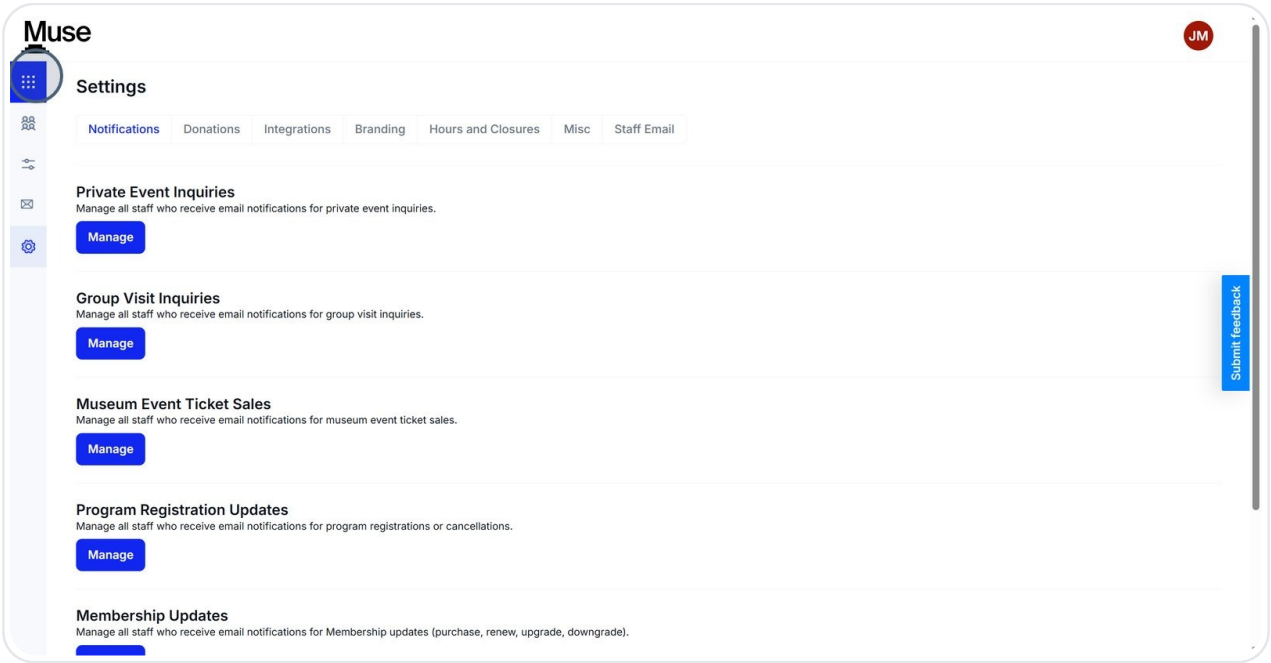


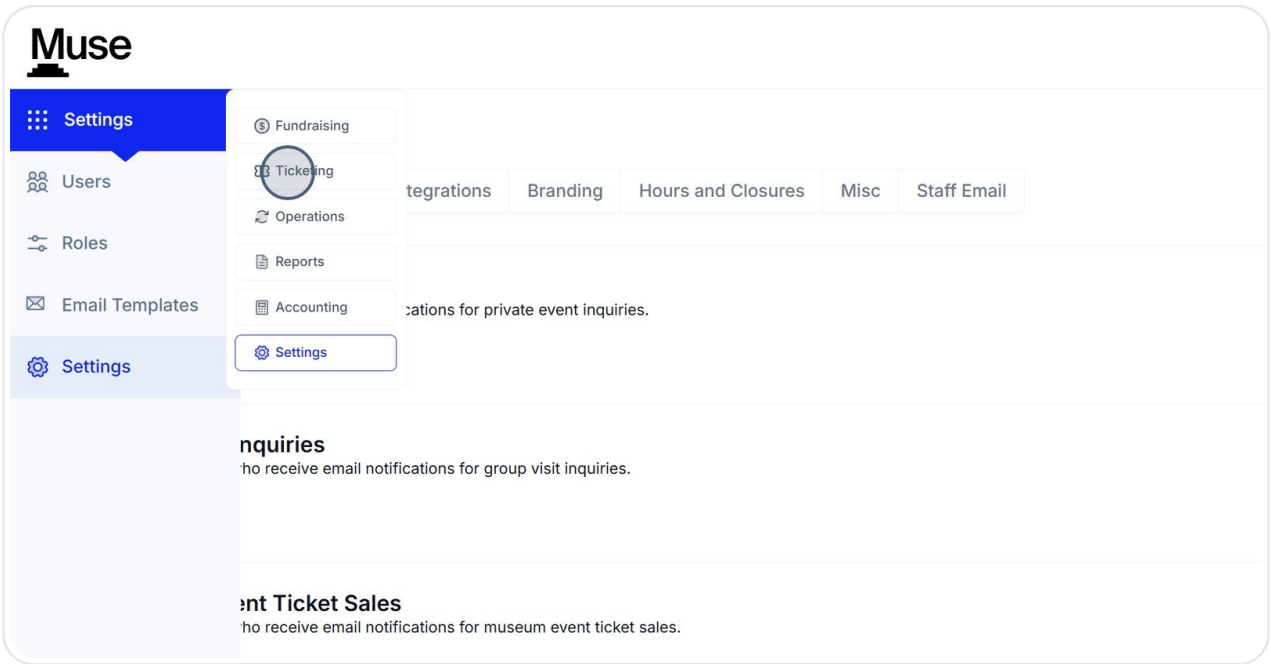


Membership Set- tings

1. Click the blue North Star icon.



2. Select 'Ticketing'



3. Click 'Memberships' within the ticketing navigation menu.

Muse

Ticketing

Dashboard

Event

Create a ticket type

Create a membership benefit

Ticket Types

7 Days

30 Days

Memberships

Events

Programs

Reports

Settings

Revenue

00

Tickets sold

0

Events reached capacity

0

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

	Date and Time	Venue	Capacity	Sold	% of Spots Sold	Status
ktacular	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

Submit feedback

4. Switch to the 'Settings' tab in Memberships to fine-tune member policies and options.

Muse

Memberships

Levels

Benefits

Memberships

Add-Ons

Settings

Add Membership

wright

Name (Z-A)

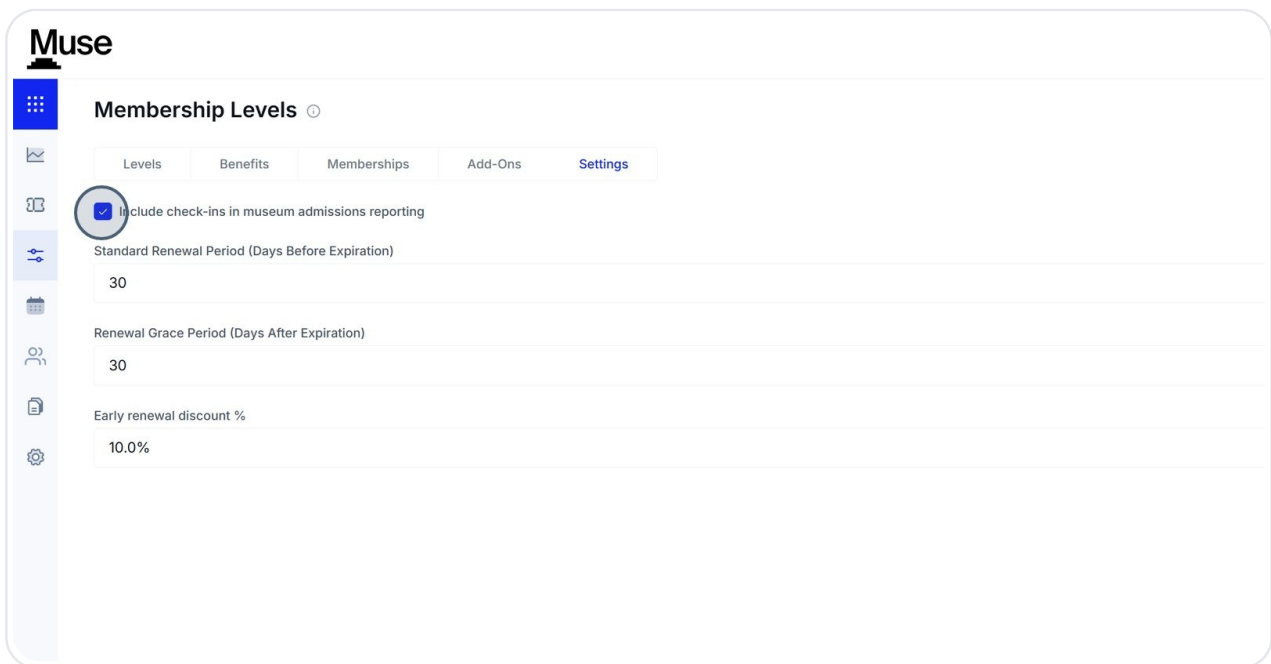
Bulk Actions

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

Submit feedback

5. 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

Membership Levels ⓘ

Levels Benefits Memberships Add-Ons Settings

☒ Include check-ins in museum admissions reporting

Standard Renewal Period (Days Before Expiration)

30

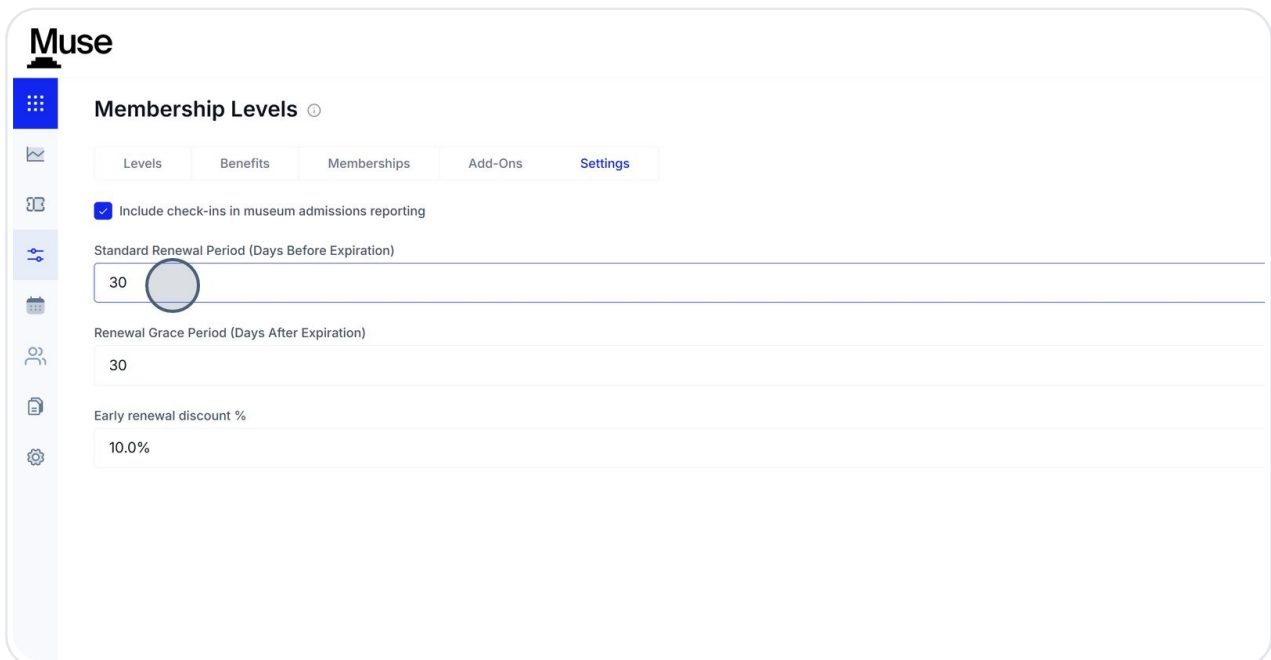
Renewal Grace Period (Days After Expiration)

30

Early renewal discount %

10.0%

6. 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

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%

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

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%

8. 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.

[illegible]

9. Click 'Save' when finished.

[illegible]