

Membership Level Visibility Settings

The **Visibility** field on a Membership Level controls where that level can be sold or assigned. Understanding this setting helps you manage which memberships are publicly available, restricted to in-person sales, or kept off the sales floor entirely.

Applies to: Muse Membership Levels

The screenshot shows the 'Membership Levels' form in the Muse system. The 'Visibility' dropdown menu is open, showing three options: 'Private', 'Public' (which is highlighted in blue), and 'Inactive'. Below the dropdown, there are checkboxes for 'Floor Sales Only?', 'Skip Printing?', and 'Custom Digital Card Banner? (Optional)'. The form also includes fields for 'Maximum Number of Recurring Guests*', 'How Many Guest Passes are Allocated to Members?*', 'Additional Benefits', and 'Internal Notes'. The background shows a list of existing membership levels with columns for Name, Duration, and Status.

Quick Reference

	Public	Public + Floor Sales Only	Private
Available on E-commerce	✓ Yes	✗ No	✗ No
Available on Museum Floor	✓ Yes	✓ Yes	✗ No
Add at \$0 via Portal	✓ Yes	✓ Yes	✓ Yes

Visibility Options Explained

Public

The default setting. A **Public** membership level is fully visible and available for purchase across all sales channels.

- **Available on e-commerce**
- **Available on the museum floor**
- **Can be added at \$0 via the staff Portal**

💡 **When to use:** Use *Public* for your standard, actively sold membership levels — Annual Individual, Family, and similar tiers that members should be able to purchase on their own online.

Public + Floor Sales Only

This setting keeps a level available for in-person transactions while hiding it from the public-facing online store.

- ✗ **Not available on e-commerce**
- ✓ **Available on the museum floor**
- ✓ **Can be added at \$0 via the staff Portal**

💡 **When to use:** Use this for levels that require staff involvement to sell — such as discounted, sponsored, or grant-funded memberships that shouldn't be self-selected online.

Private

A **Private** level is completely hidden from all sales channels. It can only be assigned by staff through the Portal at \$0.

- ✗ **Not available on e-commerce**
- ✗ **Not available on the museum floor**
- ✓ **Can be added at \$0 via the staff Portal only**

💡 **When to use:** Use *Private* for complimentary, internal, or board memberships that should never appear in any sales flow — only a staff member can assign them.

🔗 **Note:** Regardless of visibility setting, any membership level can be added to a member's account at \$0 revenue through the staff Portal. Visibility only controls whether a level appears in e-commerce or museum floor sales flows.

Still have questions? *Reach out to your Muse support representative or submit a ticket through the Help Center.*