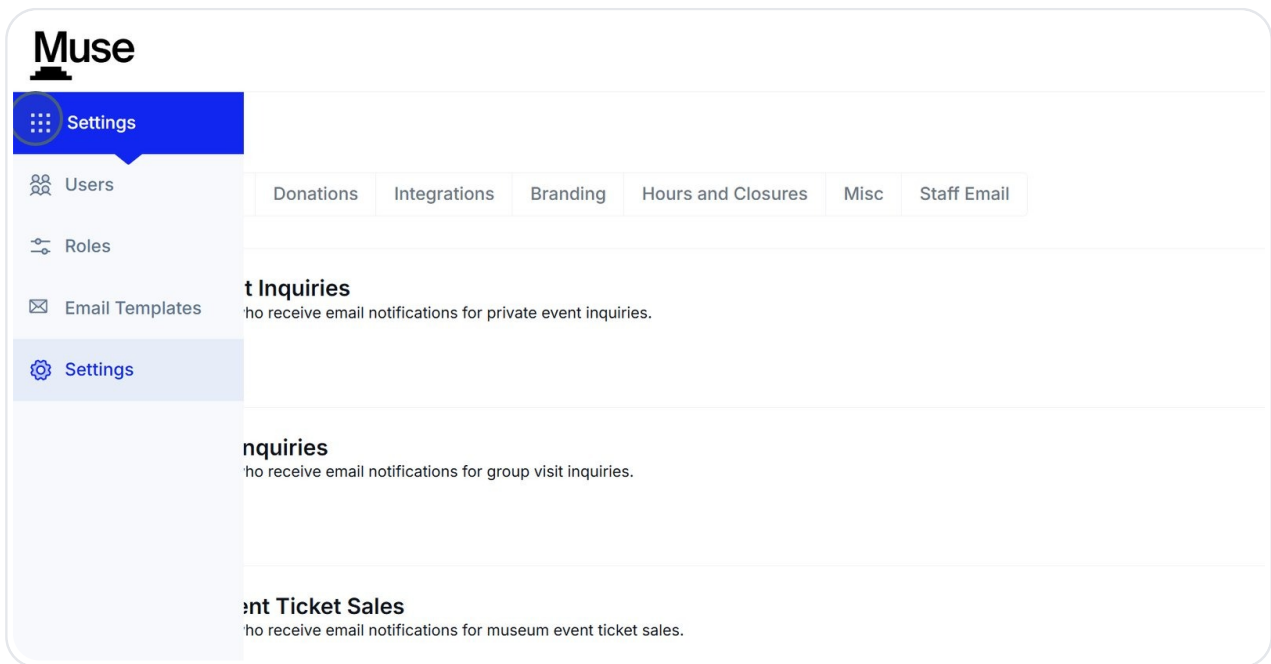


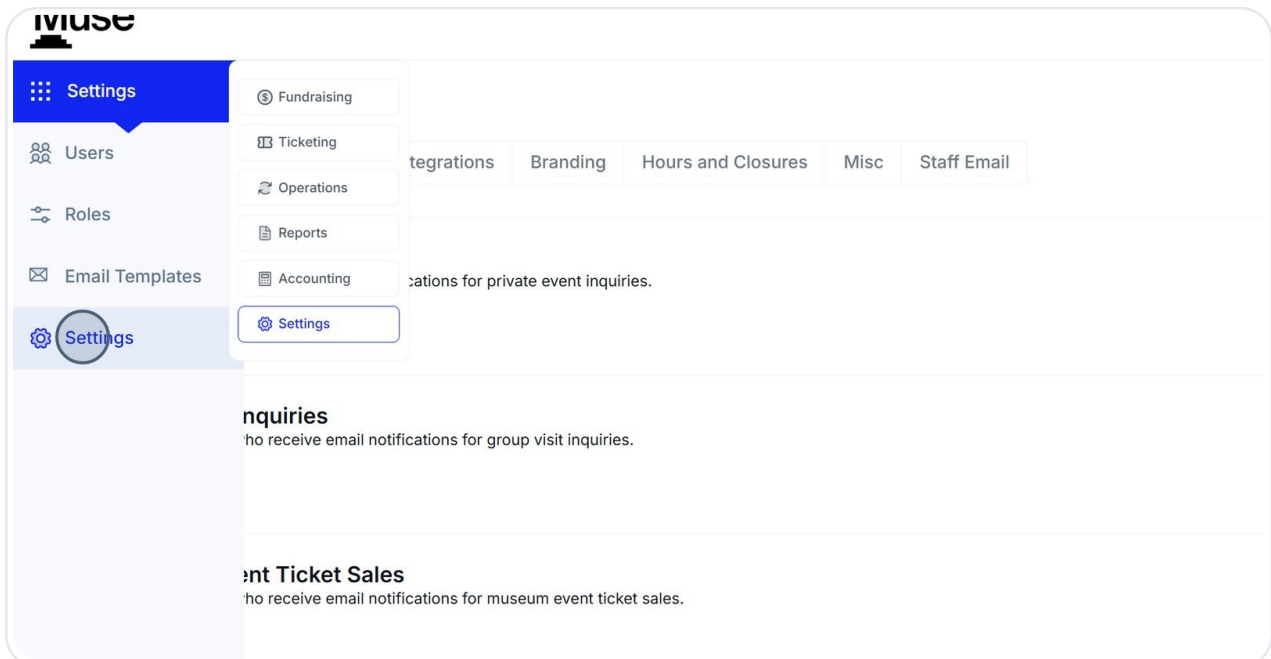


Set Blocking Rules for Operating Hours

1. Click the blue North Star icon.



2. Select "Settings"



3. Click on 'Hours and Closures'

se

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.

4. Under 'Special Hours and Closures' you can view and update your venue's non-standard hours and closures.

Muse

Standard Hours

Group Visits

Private Events

Standard Hours

Day of the Week	Time	
Sunday	11:00 am - 4:00 pm	
Monday	10:00 am - 4:30 pm	
Tuesday	10:00 am - 4:30 pm	
Wednesday	10:00 am - 4:30 pm	
Thursday	10:00 am - 4:30 pm	
Friday	10:00 am - 6:30 pm	
Saturday	10:00 am - 6:30 pm	

Special Hours and Closures

Current and upcoming

Past

New

Date	Time	Day of the Week	Type	Description	
November 26, 2026	Closed	Thursday	Holiday closure	Thanksgiving	
December 25, 2026	Closed	Friday	Holiday closure	Christmas Day	
December 31, 2026	Closed	Thursday	Holiday closure		

Submit feedback

5. Click 'New' to add special hours or set up a temporary closure for holidays or unique events.

Type	Description
Holiday closure	Thanksgiving
Holiday closure	Christmas Day
Holiday closure	

6. Open the 'Type' dropdown to select the Blocking Rule type.

Visits

Private Events

Set Special Hours and Dates

Type

Date

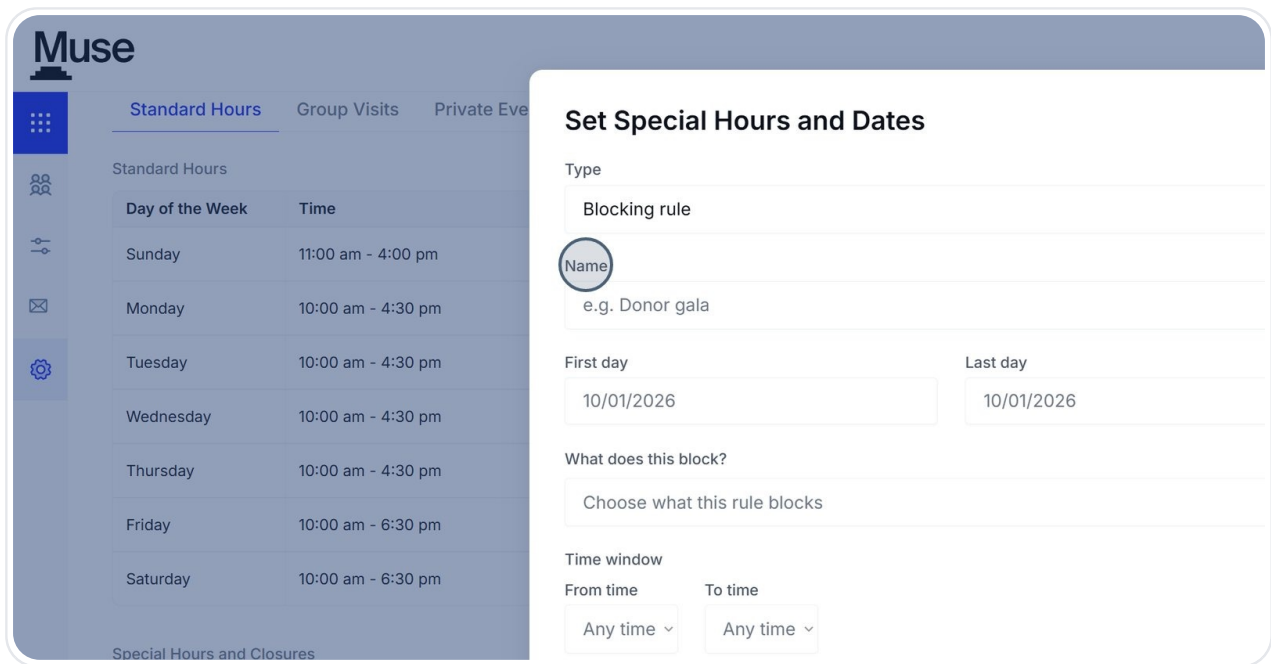
10/01/2026

Description

Cancel

Save

7. Enter a descriptive name to clearly identify your special hour or closure. This is visible on your ticketing site.



Muse

Standard Hours | Group Visits | Private Events

Standard Hours

Day of the Week	Time
Sunday	11:00 am - 4:00 pm
Monday	10:00 am - 4:30 pm
Tuesday	10:00 am - 4:30 pm
Wednesday	10:00 am - 4:30 pm
Thursday	10:00 am - 4:30 pm
Friday	10:00 am - 6:30 pm
Saturday	10:00 am - 6:30 pm

Special Hours and Closures

Set Special Hours and Dates

Type
Blocking rule

Name
e.g. Donor gala

First day
10/01/2026

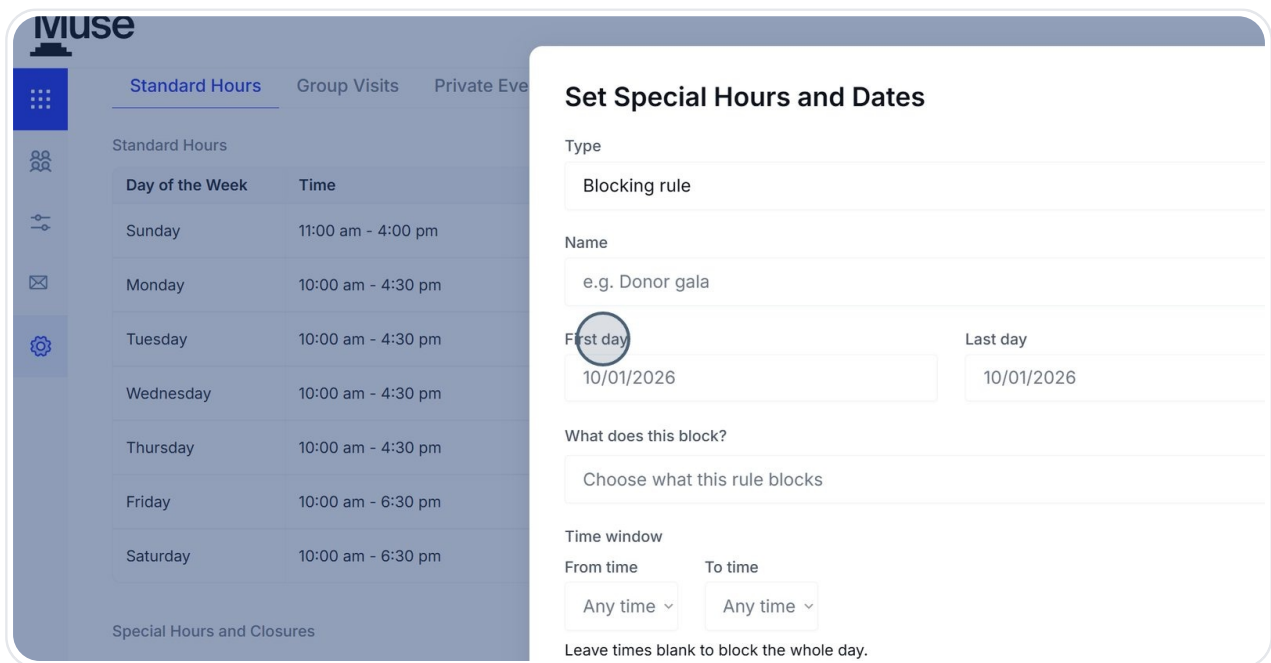
Last day
10/01/2026

What does this block?
Choose what this rule blocks

Time window
From time
Any time ▾

To time
Any time ▾

8. Set the start date for your special hours or closure by clicking 'First day'.



Muse

Standard Hours | Group Visits | Private Events

Standard Hours

Day of the Week	Time
Sunday	11:00 am - 4:00 pm
Monday	10:00 am - 4:30 pm
Tuesday	10:00 am - 4:30 pm
Wednesday	10:00 am - 4:30 pm
Thursday	10:00 am - 4:30 pm
Friday	10:00 am - 6:30 pm
Saturday	10:00 am - 6:30 pm

Special Hours and Closures

Set Special Hours and Dates

Type
Blocking rule

Name
e.g. Donor gala

First day
10/01/2026

Last day
10/01/2026

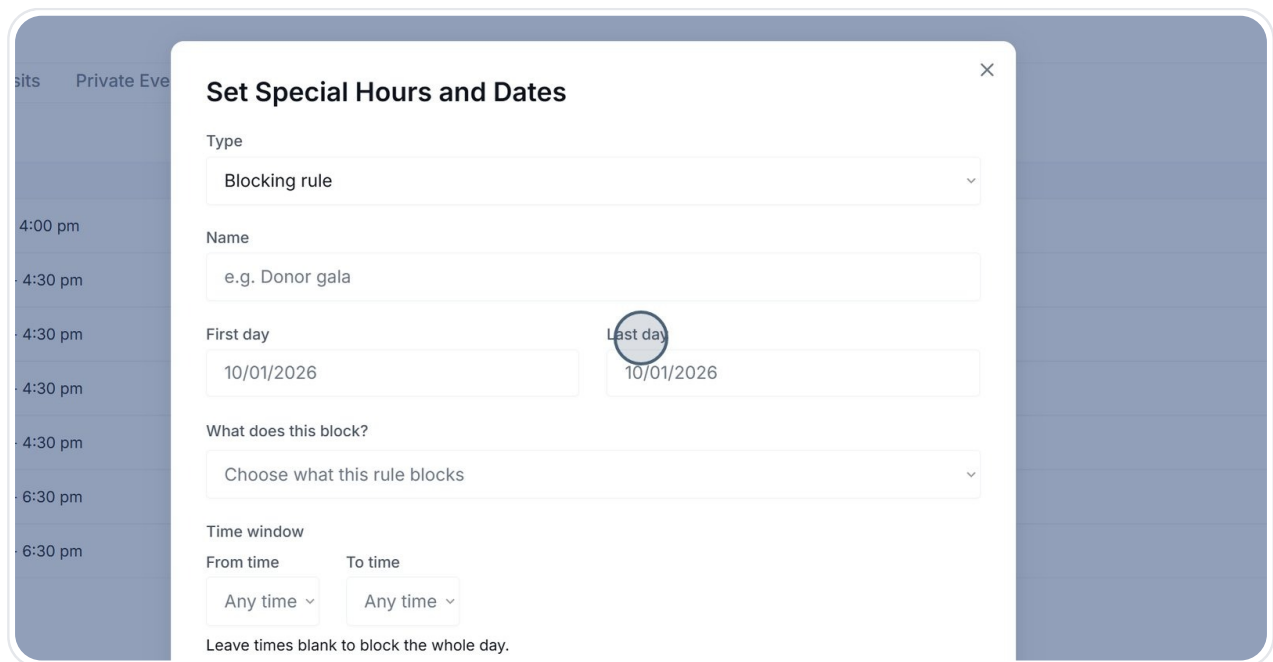
What does this block?
Choose what this rule blocks

Time window
From time
Any time ▾

To time
Any time ▾

Leave times blank to block the whole day.

9. Choose the 'Last day' to determine when your special hours or closure should end.



Set Special Hours and Dates

Type
Blocking rule

Name
e.g. Donor gala

First day
10/01/2026

Last day
10/01/2026

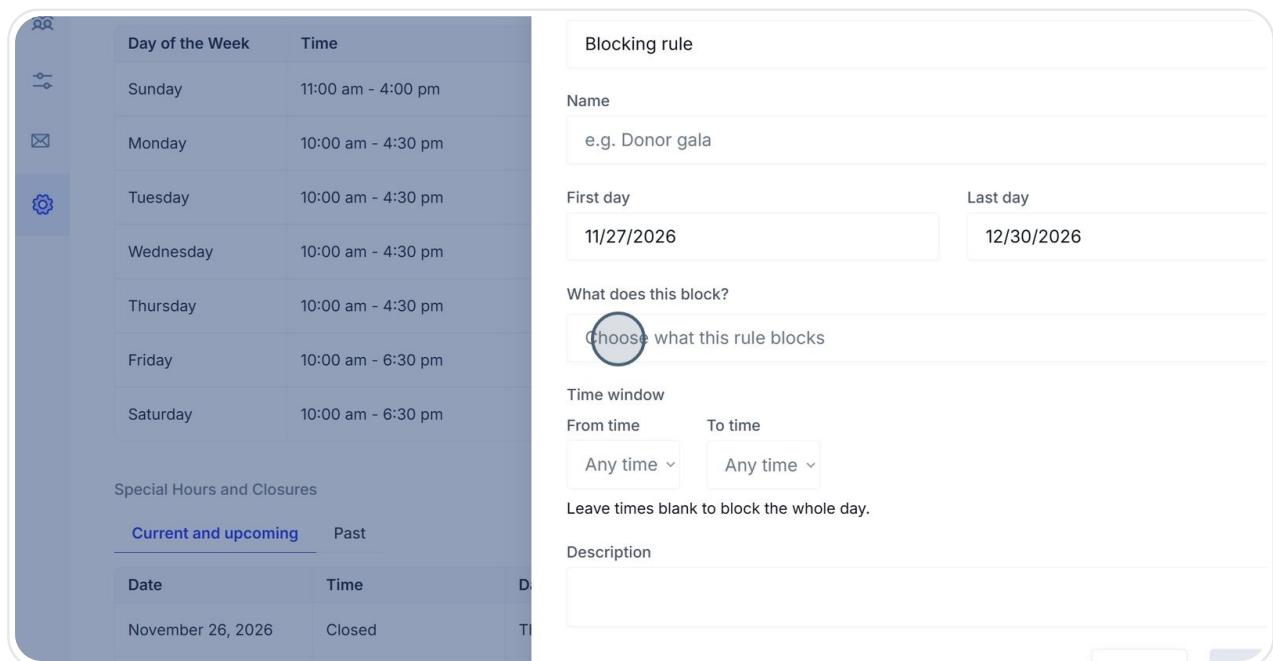
What does this block?
Choose what this rule blocks

Time window
From time
Any time

To time
Any time

Leave times blank to block the whole day.

10. Select what this rule will block—from the whole museum, product categories, specific items, or add-ons.



Blocking rule

Name
e.g. Donor gala

First day
11/27/2026

Last day
12/30/2026

What does this block?
Choose what this rule blocks

Time window
From time
Any time

To time
Any time

Leave times blank to block the whole day.

Description

11. Pick the exact time your special hours should begin for total control.

Saturday10:00 am - 6:30 pm

Special Hours and Closures

Current and upcomingPast

Date	Time
November 26, 2026	Closed
December 25, 2026	Closed
December 31, 2026	Closed

Search events, programs, experiences and exhibitions

☐ Special Art ExhibitExhibi

☐ Summer Splash PadExhibi

☐ The Deep DigExhibi

☐ The Puppet ExhibitionExhibi

☐ Tour of Des MoinesExhibi

Time window

From timeTo time

Any timeAny time

Leave times blank to block the whole day.

Description

CancelSave

12. Set the end time for your closure or event adjustment for precise scheduling.

Saturday10:00 am - 6:30 pm

Special Hours and Closures

Current and upcomingPast

Date	Time
November 26, 2026	Closed
December 25, 2026	Closed
December 31, 2026	Closed

Search events, programs, experiences and exhibitions

☐ Special Art ExhibitExhibition

☐ Summer Splash PadExhibition

☐ The Deep DigExhibition

☐ The Puppet ExhibitionExhibition

☐ Tour of Des MoinesExhibition

Time window

From timeTo time

6:00 pmAny time

Leave times blank to block the whole day.

Description

CancelSave

13. Add a clear description so staff and guests know the reason for special hours or closures.

Today10:00 am - 6:30 pm

Special Hours and Closures

Current and upcomingPast

Date	Time
September 26, 2026	Closed
September 25, 2026	Closed
September 31, 2026	Closed

Search events, programs, experiences and exhibitions

☐ Special Art ExhibitExhibition

☐ Summer Splash PadExhibition

☐ The Deep DigExhibition

☐ The Puppet ExhibitionExhibition

☐ Tour of Des MoinesExhibition

Time window

From timeTo time

6:00 pm

9:00 pm

Leave times blank to block the whole day.

Description

Cancel

Save

14. Click Save to confirm your special hours or closure.

events, programs, experiences and exhibitions

Special Art ExhibitExhibition

Summer Splash PadExhibition

Deep DigExhibition

Puppet ExhibitionExhibition

Tour of Des MoinesExhibition

Time window

From timeTo time

9:00 pm

Leave times blank to block the whole day.

Cancel

Save

New

Submit feedback

...

...

...

↑