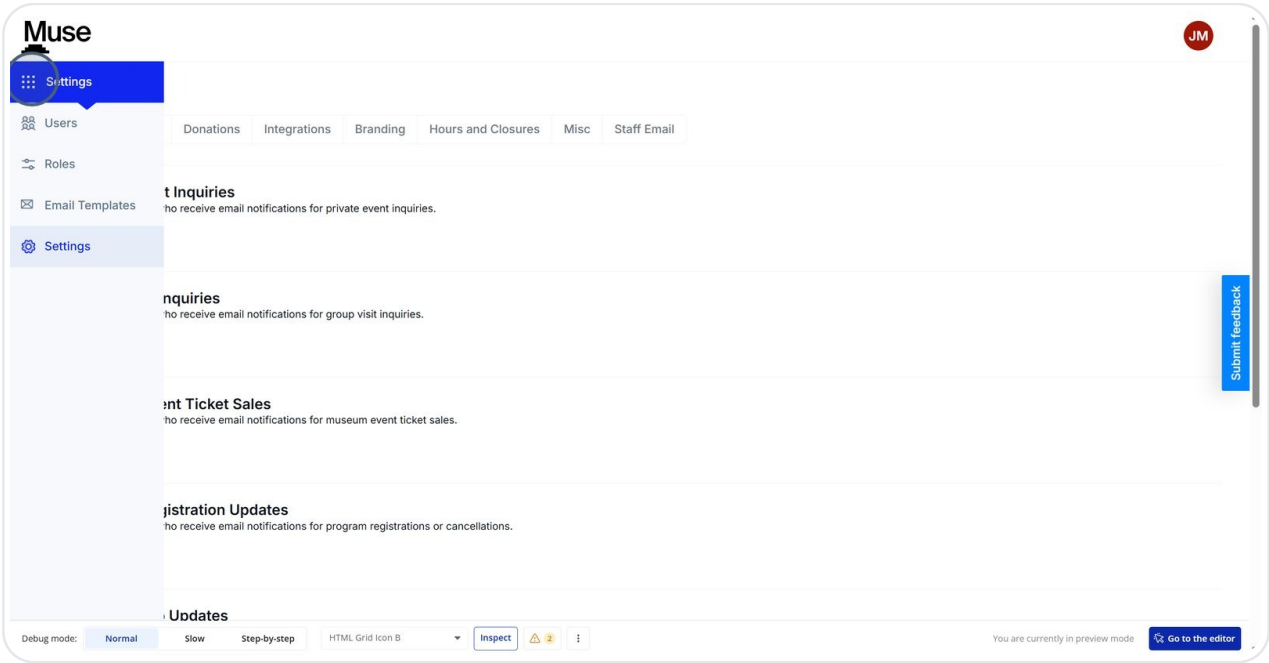


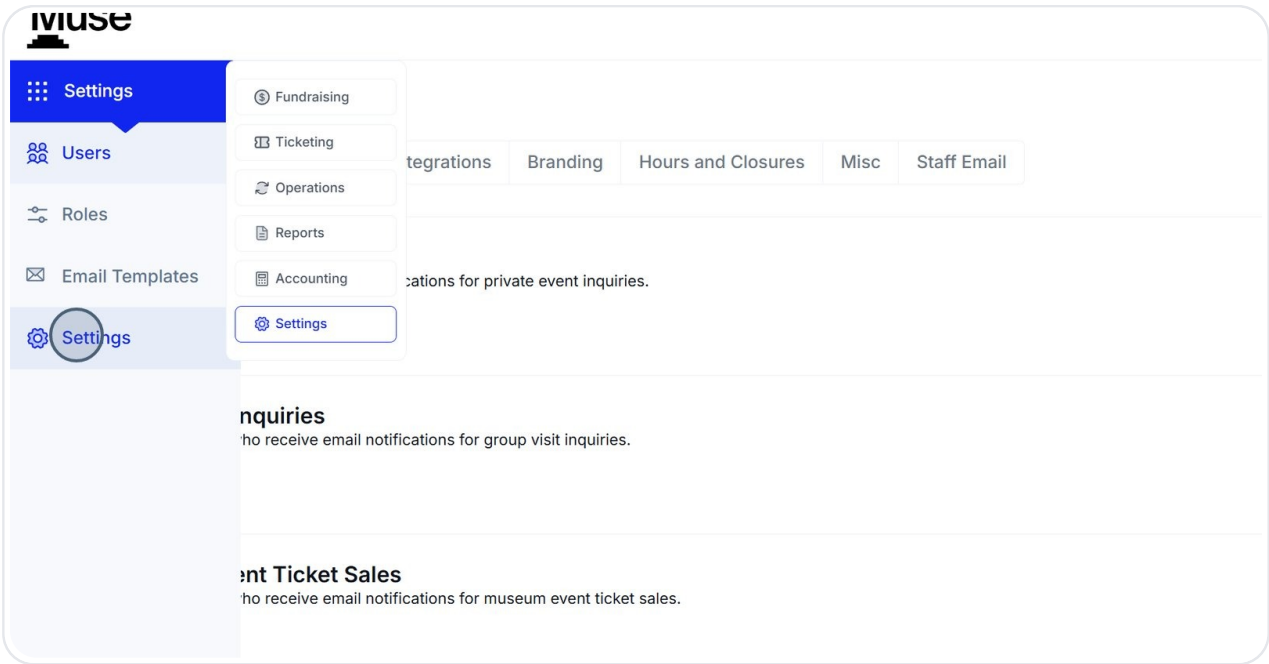


Set Organization Operating Hours

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



2. Navigate to Settings.



3. Click the Hours and Closures tab to manage your schedule and special dates.

The screenshot shows the Muse application interface. At the top, the 'Muse' logo is on the left and a user profile 'JM' is on the right. Below the logo is a vertical sidebar with icons for settings, users, and other functions. The main content area is titled 'Settings' and contains several tabs: 'Notifications', 'Donations', 'Integrations', 'Branding', 'Hours and Closures' (which is circled in blue), 'Misc', and 'Staff Email'. Below the tabs, there are four sections for managing email notifications: 'Private Event Inquiries', 'Group Visit Inquiries', 'Museum Event Ticket Sales', and 'Program Registration Updates'. Each section has a 'Manage' button. At the bottom, there is a 'Membership Updates' section. The footer shows a debug mode selector (Normal, Slow, Step-by-step), a dropdown for 'Text Parent group's Os: P', an 'Inspect' button, and a status bar indicating 'You are currently in preview mode' with a 'Go to the editor' button.

4. Click the Edit icon next to a day to update that day's hours.

This screenshot shows the 'Hours and Closures' tab selected in the Muse application. The 'Standard Hours' section displays a table with columns for 'Day of the Week' and 'Time'. The table lists hours for Sunday through Saturday. To the right of each row is an edit icon (a pencil inside a circle). Below the standard hours, the 'Special Hours and Closures' section is visible, featuring a 'New' button and a table with columns for 'Date', 'Time', 'Day of the Week', 'Type', and 'Description'. A sample entry for 'December 25, 2026' is shown. The footer is similar to the previous screenshot, showing debug mode options and a status bar.

Day of the Week	Time
Sunday	10:00 am - 4:00 pm
Monday	9:00 am - 5:00 pm
Tuesday	9:00 am - 5:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 5:00 pm
Friday	9:00 am - 8:00 pm
Saturday	10:00 am - 4:00 pm

Date	Time	Day of the Week	Type	Description
December 25, 2026	Closed	Friday	Holiday closure	Christmas Day

5.

The screenshot shows the Muse application interface. On the left is a dark sidebar with the 'Muse' logo and a 'Settings' menu. The 'Settings' menu is open, showing options for 'Notifications', 'Donations', and 'Integrations'. Below these is a 'Standard Hours' section with a table listing the day of the week and the corresponding time range. The 'Edit Day's Time' modal is open, showing the 'Day of week' as 'Sunday'. The 'Closed?' checkbox is unchecked. The 'Open time' is set to '10:00 AM' and the 'Closing time' is set to '4:00 PM'. There are 'Cancel' and 'Save changes' buttons at the bottom right of the modal.

Day of the Week	Time
Sunday	10:00 am - 4:00 pm
Monday	9:00 am - 5:00 pm
Tuesday	9:00 am - 5:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 5:00 pm
Friday	9:00 am - 8:00 pm

Edit Day's Time

Day of week

Sunday

☐ Closed?

Open time

10:00 AM

Closing time

4:00 PM

Cancel Save changes

6. Select Closed if your business won't operate on this day.

This screenshot is identical to the previous one, but the 'Closed?' checkbox is now checked, indicating that the business is closed on Sunday. The 'Open time' and 'Closing time' fields are still present but not active.

Day of the Week	Time
Sunday	10:00 am - 4:00 pm
Monday	9:00 am - 5:00 pm
Tuesday	9:00 am - 5:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 5:00 pm
Friday	9:00 am - 8:00 pm

Edit Day's Time

Day of week

Sunday

☒ Closed?

Cancel Save changes

7. Adjust the open time if you need to change when the day begins.

The screenshot shows a dark-themed interface with a sidebar on the left containing links like 'Locations', 'Donations', and 'Integrations'. A table lists days of the week with their corresponding open and closing times. A modal titled 'Edit Day's Time' is open, showing a dropdown for 'Day of week' set to 'Sunday'. Below this is a 'Closed?' checkbox. The 'Open time' is set to 10:00 AM, indicated by a slider with a circular handle. The 'Closing time' is set to 4:00 PM. At the bottom right of the modal are 'Cancel' and 'Save changes' buttons.

Edit Day's Time

Day of week
Sunday

☐ Closed?

Open time
10:00 AM

Closing time
4:00 PM

Cancel Save changes

8. Set the closing time to define exactly when your location shuts for the day.

This screenshot shows the same 'Edit Day's Time' modal, but the 'Closing time' dropdown menu is open, displaying a list of time options from 10:00 AM to 1:00 PM. The 'Open time' dropdown is also open, showing options from 9:00 AM to 1:00 PM. The 'Day of week' is still 'Sunday' and the 'Closed?' checkbox is unchecked. The 'Save changes' button is highlighted in blue.

Edit Day's Time

Day of week
Sunday

☐ Closed?

Open time
10:00 AM

Closing time
4:00 PM

Cancel Save changes

9. Press "Save changes" to confirm your new business hours.

Day's Time

week
day

used?

me

Closing time

10 AM

4:00 PM

Cancel

Save changes

New

Submit feedback

10. Select New to add a special hour or holiday closure.

[New](#)

Type	Description
Holiday closure	Christmas Day
Holiday closure	Staff Training Day
Early closure	Valentine's Day

11. Open the Type dropdown to define your special hour or closure event.

Wednesday

9:00 am - 5:00 pm

Thursday

9:00 am - 5:00 pm

Friday

9:00 am - 8:00 pm

Saturday

10:00 am - 4:00 pm

Special Hours and Closures

🕒 Browser time: Jul 16, 2026 01:32 pm (America/New_York)

Date	Time	Description
December 25, 2026	Closed	Fr
January 18, 2026	Closed	Sunday
February 14, 2026	10:00 am - 4:00 pm	Saturday

Set Special Hours and Dates

Type

Date

7/16/2026

Description

Cancel

Save

12. Pick the event type—like Special hours, Early closure, or Holiday closure—for precise scheduling.

Wednesday

9:00 am - 5:00 pm

Thursday

9:00 am - 5:00 pm

Friday

9:00 am - 8:00 pm

Saturday

10:00 am - 4:00 pm

Special Hours and Closures

🕒 Browser time: Jul 16, 2026 01:32 pm (America/New_York)

Date	Time	Description
December 25, 2026	Closed	Fr
January 18, 2026	Closed	Sunday
February 14, 2026	10:00 am - 4:00 pm	Saturday

Set Special Hours and Dates

Special hours

Early closure

Holiday closure

Date

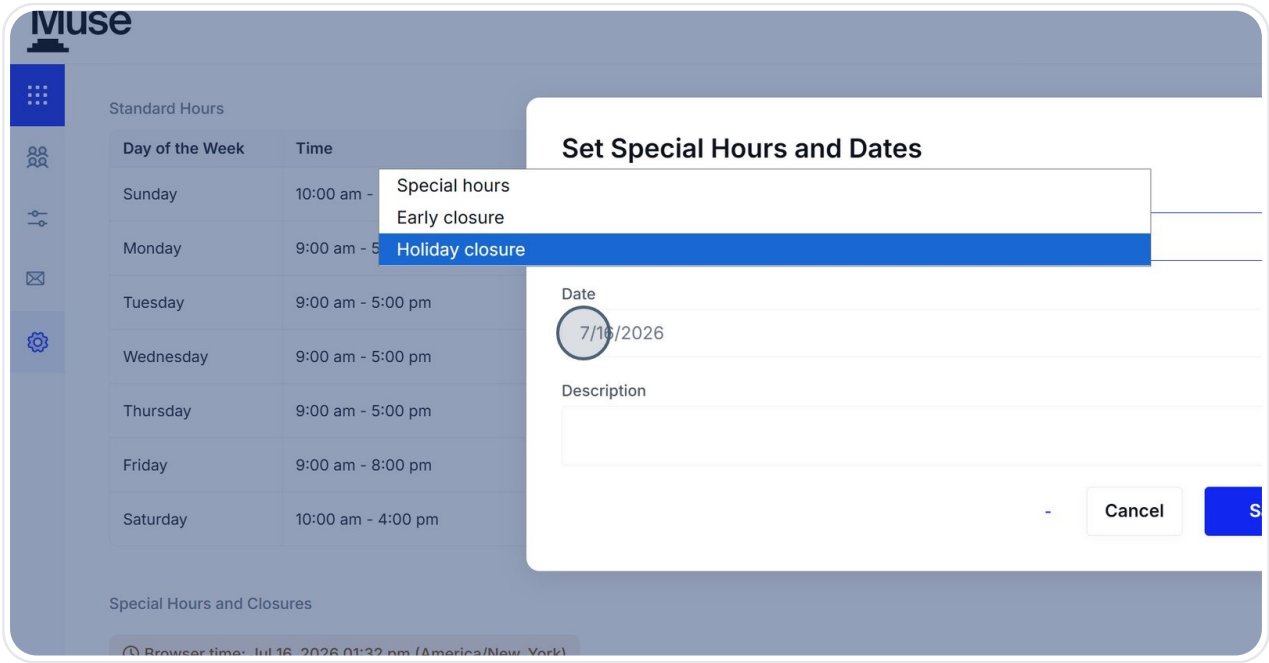
7/16/2026

Description

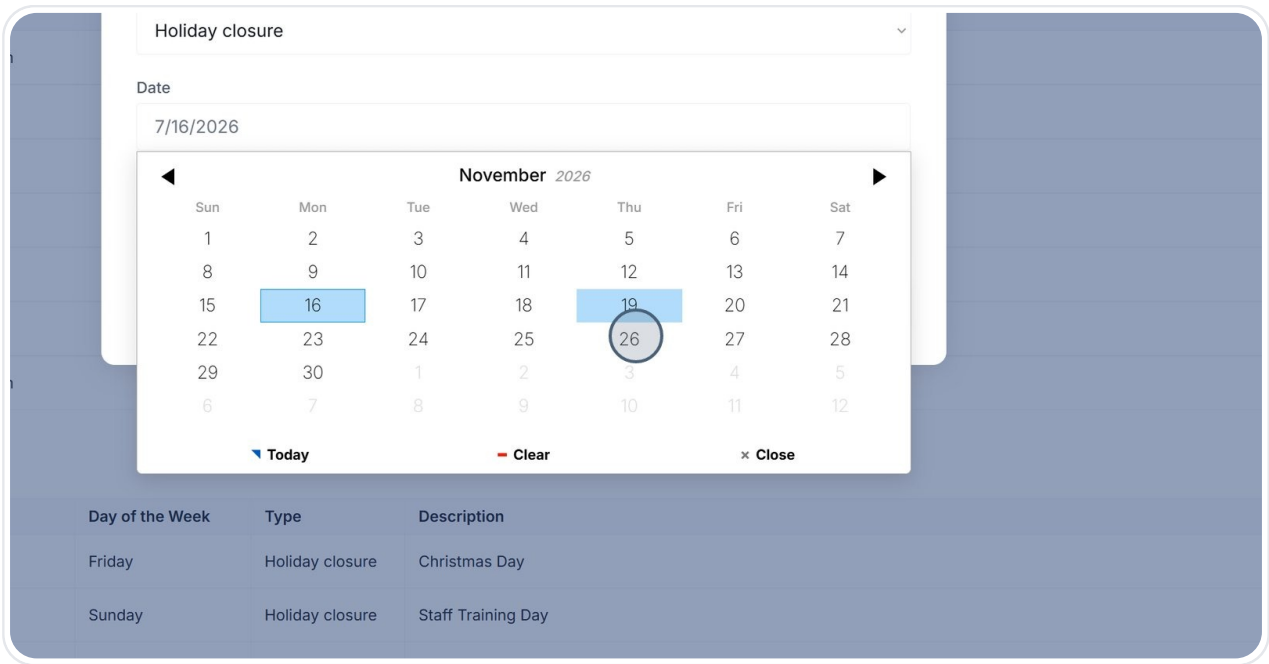
Cancel

Save

13. Save your special date to instantly update your public schedule.



14. Tap the correct date to set your new closure on the calendar.



15. Hit Save to finalize your special or holiday closure and notify your teams.

y closure

:

:026

n

sgiving

CancelSave

New

Type	Description	
Holiday closure	Christmas Day	⋮
Holiday closure	Staff Training Day	⋮