



Update Miscellaneous Settings

1. Within Settings > Settings, navigate to the "Misc" tab to access advanced payment and notification options.

The screenshot shows the Muse application interface. At the top left is the 'Muse' logo. Below it is a sidebar with icons for various settings categories. The main header area shows 'Settings' with a sub-header 'Misc' circled in blue. The 'Misc' tab is selected, and it contains several sections: 'Private Event Inquiries', 'Group Visit Inquiries', 'Museum Event Ticket Sales', 'Program Registration Updates', and 'Membership Updates'. Each section has a 'Manage' button. On the right side, there is a vertical 'Submit feedback' button. At the bottom, there is a debug mode section with buttons for 'Normal', 'Slow', and 'Step-by-step', and a 'Go to the editor' button.

Muse

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.
[Manage](#)

Program Registration Updates
Manage all staff who receive email notifications for program registrations or cancellations.
[Manage](#)

Membership Updates

Debug mode: Normal Slow Step-by-step Text Parent group's OS: P Inspect You are currently in preview mode [Go to the editor](#)

2. "Tax rate for merchandise" applies to sales from your gift shop.

The screenshot shows the Muse application interface, specifically the 'Misc' tab in the Settings section. The 'Misc' tab is selected and circled in blue. It contains several settings: 'Tax rate for merchandise' (3.00%), 'Tax rate for food and beverage' (3.00%), 'Tax rate for tickets' (6.00%), 'Credit card surcharging' (Disabled), 'Tax rate for memberships' (empty), 'Cash transaction rounding' (No Cash Rounding), and 'Max. days to purchase tickets' (360). On the right side, there is a vertical 'Submit feedback' button. At the bottom, there is a debug mode section with buttons for 'Normal', 'Slow', and 'Step-by-step', and a 'Go to the editor' button.

Muse

Settings

Notifications Donations Integrations Branding Hours and Closures **Misc** Staff Email

Tax rate for merchandise
3.00%

Tax rate for food and beverage
3.00%

Tax rate for tickets
6.00%

Credit card surcharging
☐ Disabled

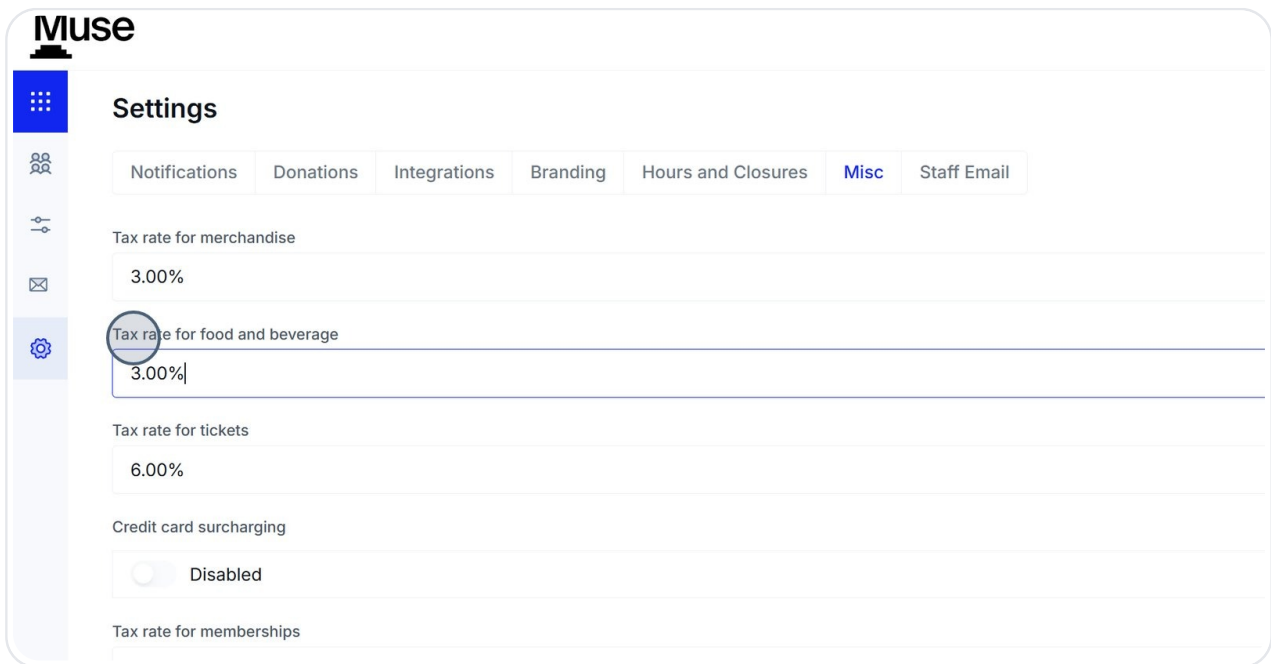
Tax rate for memberships

Cash transaction rounding
No Cash Rounding

Max. days to purchase tickets
360

Debug mode: Normal Slow Step-by-step Input tax rate: merch Inspect You are currently in preview mode [Go to the editor](#)

3. Update the tax rate for food and beverage sales to match your policies.



Muse

Settings

Notifications Donations Integrations Branding Hours and Closures **Misc** Staff Email

Tax rate for merchandise
3.00%

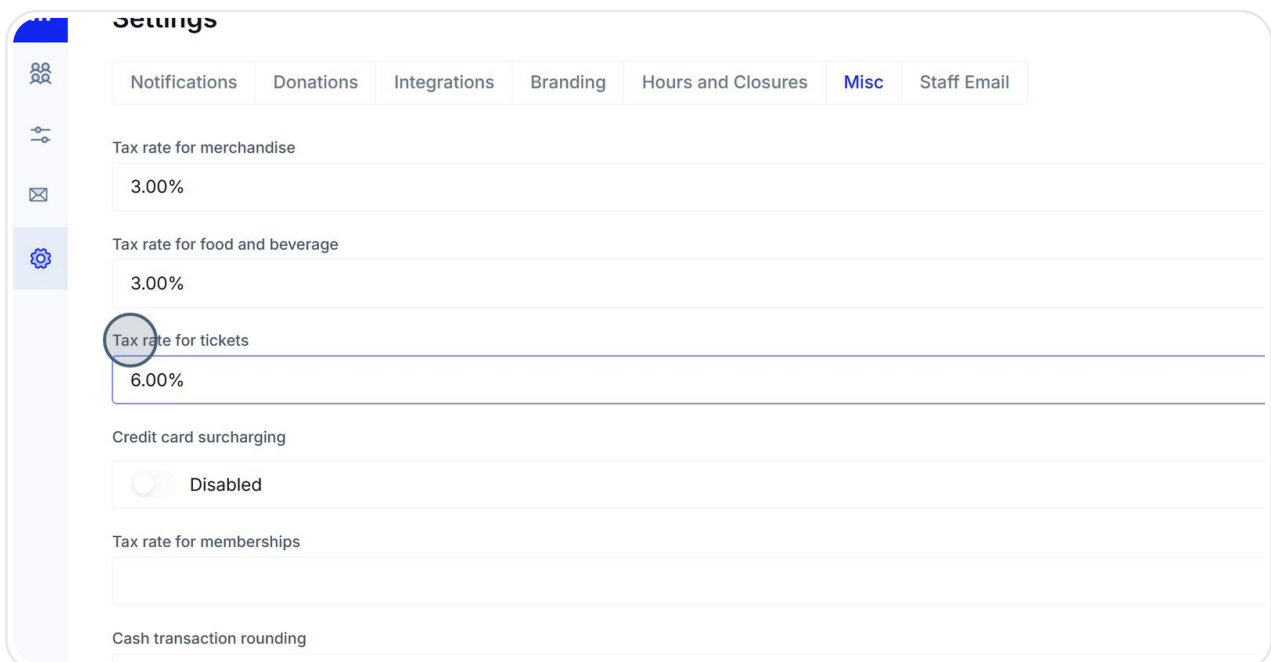
Tax rate for food and beverage
3.00%

Tax rate for tickets
6.00%

Credit card surcharging
☐ Disabled

Tax rate for memberships

4. "Tax rate for tickets" applies to any tickets sold through e-commerce or Museum Floor.



Muse

Settings

Notifications Donations Integrations Branding Hours and Closures **Misc** Staff Email

Tax rate for merchandise
3.00%

Tax rate for food and beverage
3.00%

Tax rate for tickets
6.00%

Credit card surcharging
☐ Disabled

Tax rate for memberships

Cash transaction rounding

5. Toggle the credit card surcharging to help offset transaction fees.

3.00%

Tax rate for food and beverage

3.00%

Tax rate for tickets

6.00%

Credit card surcharging

☐

Disabled

Tax rate for memberships

Cash transaction rounding

No Cash Rounding

Max. days to purchase tickets

360

6. Please review our Credit Card Surcharging article for more information

Muse

Settings

Notifications

Donations

Integrations

Branding

Hours and Closures

Misc

Staff Email

Tax rate for merchandise

3.00%

Tax rate for food and beverage

3.00%

Tax rate for tickets

6.00%

Credit card surcharging

☐

Disabled

Tax rate for memberships

7. Fine-tune the tax rate for memberships to keep your member payments accurate.



Tax rate for food and beverage

3.00%

Tax rate for tickets

6.00%

Credit card surcharging

☐ Disabled

Tax rate for memberships

Cash transaction rounding

No Cash Rounding

Max. days to purchase tickets

360

Debug mode:

Normal

Slow

Step-by-step

Input tax rate: memberships ▼

Inspect

 2



8.





6.00%



Credit card surcharging

☐ Disabled



Tax rate for memberships

0.00%



Cash transaction rounding

No Cash Rounding



Max. days to purchase tickets

360

Group booking notice (in days)

14

Daily capacity

9. Choose your preferred rounding policy to benefit your museum or your guests during cash transactions.

A settings panel with a vertical sidebar on the left containing icons for a grid, users, a plug, an envelope, and a gear. The gear icon is selected. The main area contains the following settings:

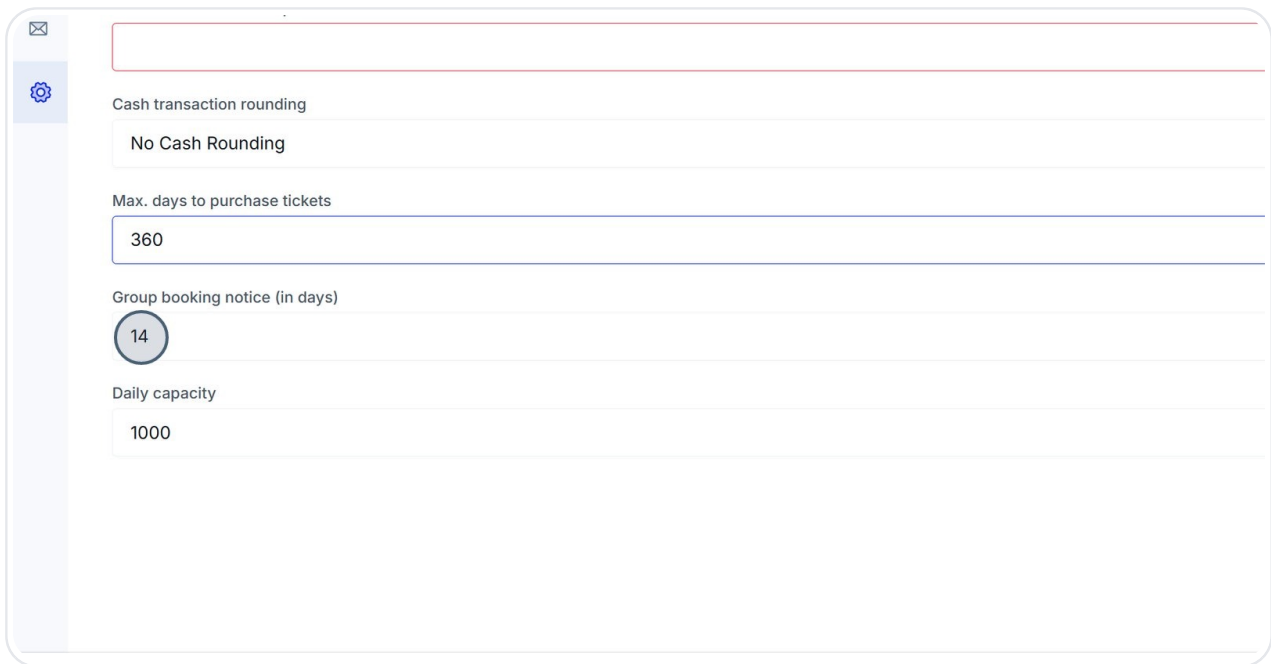
- 6.00%
- Credit card surcharging
 - ☐ Disabled
- Tax rate for memberships
- Cash transaction rounding
 - No Cash Rounding** (highlighted in blue)
 - Symmetric nearest 0.05
 - Museum's favor - nearest 0.05
 - Customer's favor - nearest 0.05 (with a slider knob positioned towards the right)
- Max. days to purchase tickets
 - 360
- Group booking notice (in days)
 - 14
- Daily capacity
 - 1000

10. Set how far in advance tickets can be purchased, giving you control over sales windows.

A settings panel with a vertical sidebar on the left containing icons for a plug, an envelope, and a gear. The gear icon is selected. The main area contains the following settings:

- ☐ Disabled
- Tax rate for memberships
 -
- Cash transaction rounding
 - No Cash Rounding
- Max. days to purchase tickets
 - 360 (circled in blue)
- Group booking notice (in days)
 - 14
- Daily capacity
 - 1000

11. Define how many days' notice groups must give when booking, ensuring smooth group management.

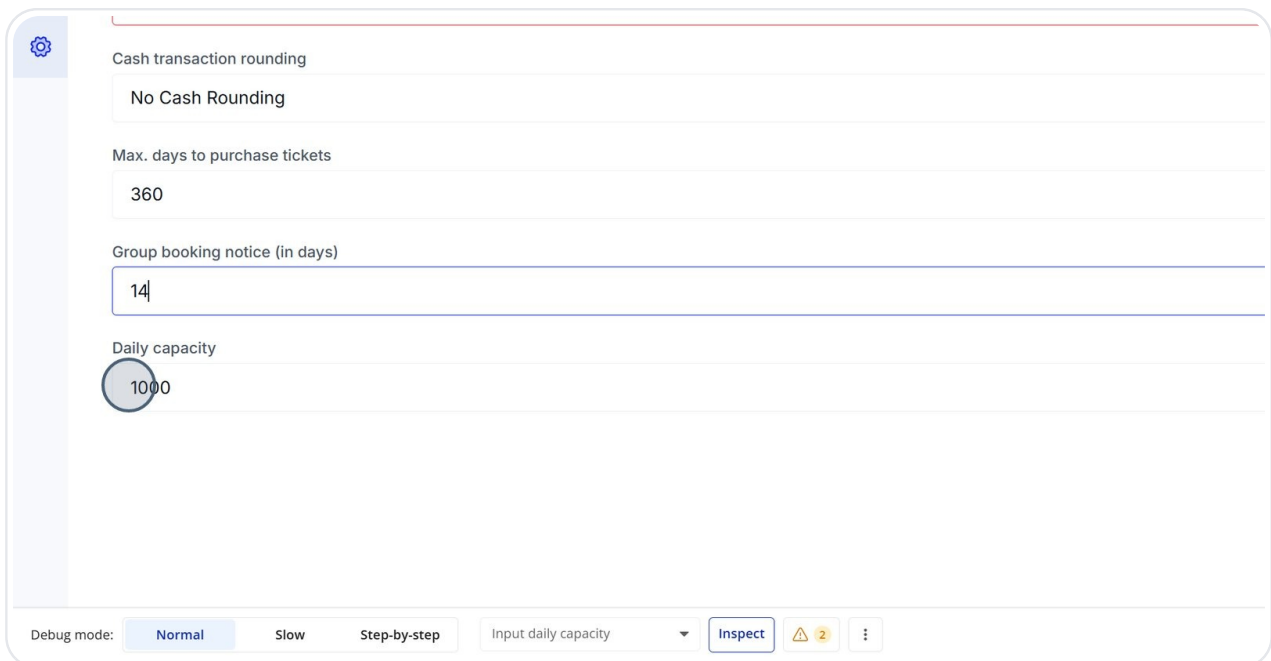


The screenshot shows a settings panel with a sidebar on the left containing an envelope icon and a gear icon. The main area contains the following settings:

- Cash transaction rounding: No Cash Rounding
- Max. days to purchase tickets: 360
- Group booking notice (in days): 14 (highlighted with a red circle)
- Daily capacity: 1000

12. Update your daily capacity limit for proper planning and compliance. This is the capacity of General Admission tickets you can sell for dates that your facility is open.

Update your daily capacity limit for proper planning and compliance. This is the capacity of General Admission tickets you can sell for dates that your facility is open.



The screenshot shows the same settings panel as above, but with the 'Daily capacity' field (1000) highlighted with a red circle. The 'Group booking notice (in days)' field now contains the text '14|' with a cursor. At the bottom, there is a 'Debug mode' section with buttons for 'Normal', 'Slow', and 'Step-by-step'. To the right of these buttons is a dropdown menu currently showing 'Input daily capacity', followed by an 'Inspect' button, a warning icon with the number '2', and a three-dot menu icon.

13. Save changes to lock in your updates and keep your payment settings up to date.

Submit feedback

Save changes

▼

Inspect

⚠️

2

⋮

You are currently in preview mode

 Go to the editor