


Author: Kristenson, Joel

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Overview

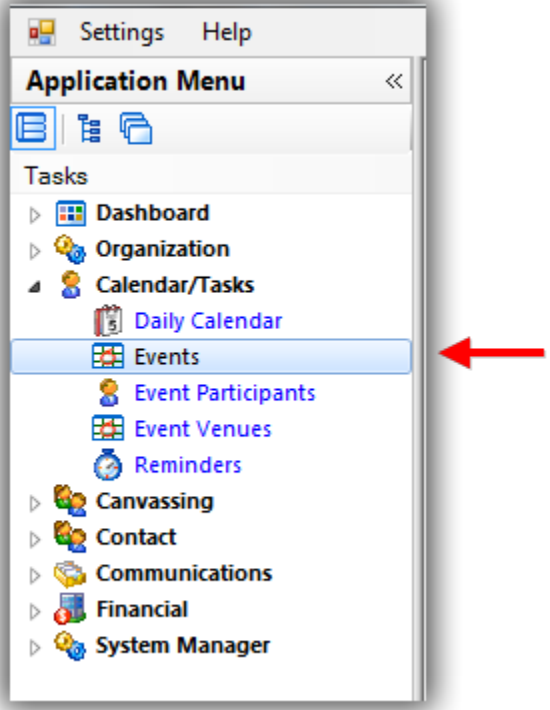
This article provides a **'quick overview'** on how to create a **new event**, add **tickets/products**, and how to **publish** the event online.

*To get an in-depth knowledge of the event system, read through all the **related articles** and watch the videos at the bottom of this tutorial – the event system has many, many configurable options.*

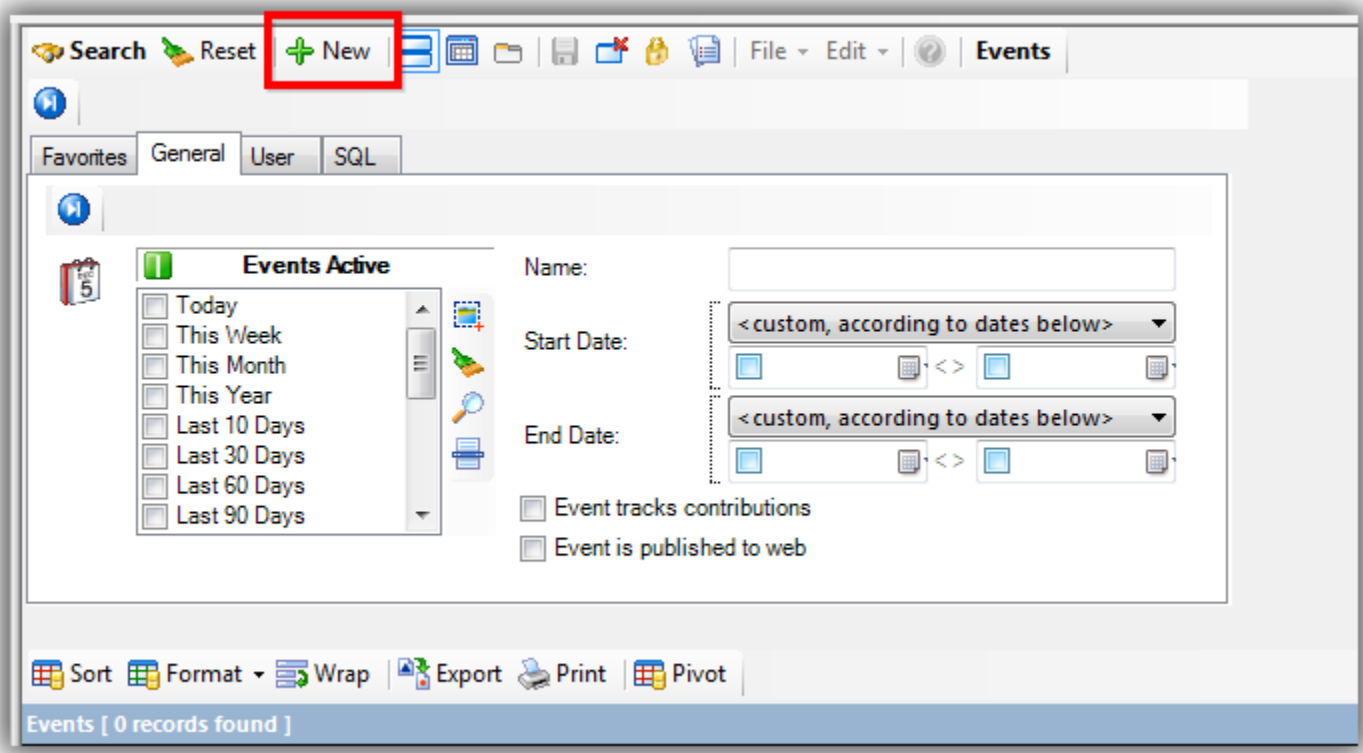
 **Tip:** Watch [this video](#) playlist on **creating events**.

Steps

Open the **Events** list.



Click **[+ New]** on the **Search** tool strip.



Create a **name**, check the box for ‘**Enable assignment of contributions and expenses**’, and enter a **date-range**.

File ▾ **Edit** ▾ | | **View Directory** **View Page** | **New Event**

Event

Event Name: **1**

Calendar Category: ▾

Enable assignment of contributions and expenses

Public Event (Publish to web site) **3**

Start Time: ▾

End Time: ▾

Close Registration ▾ Before Event

Close Time: ▾

Published Event Description

2

Sales | **Summary** | **Gallery** | **Setup** | **User**

Orders | **Order Lines** | **Tickets**

Orders [0 records found]

<input checked="" type="checkbox"/>	Order ID	Date Ordered	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Promo Code	Buyer Comment
	0						.00		.00	.00		

Logon = [Joel Kristenson](#)

Save
 Save and Close
 Print
 Cancel

Enter a **description** in the top-right of the event record.

File Edit View Directory View Page **New Event**

Event

Event Name:

Calendar Category:

Enable assignment of contributions and expenses

Public Event (Publish to web site)

Start Time:

End Time:

Close Registration Before Event

Close Time:

Published Event Description

Welcome to our 20th annual new years day 5k!

Please show up early, park in the back near the soccer field and dress accordingly!

Please share this event with your friends and on social media.

Sales Summary Gallery Setup User

Orders Order Lines Tickets

Orders [0 records found]

<input checked="" type="checkbox"/>	Order ID	Date Ordered	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Promo Code	Buyer Comment
0							.00		.00	.00		

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Click **[Save]** in the bottom-right and then navigate to **Setup > Address**.

File Edit View Directory View Page **New Event**

Event
Event Name: 2017 New Years Day 5k Fundraiser
Calendar Category: Fundraiser
 Enable assignment of contributions and expenses
 Public Event (Publish to web site)
Start Time: 1/ 1/2017 08:00 AM
End Time: 1/ 1/2017 01:00 PM
 Close Registration 24 Hours Before Event
Close Time: 1/ 1/2017 08:17 PM

Published Event Description
Welcome to our 20th annual new years day 5k!
Please show up early, park in the back near the soccer field and dress accordingly!
Please share this event with your friends and on social media.

Sales Summary Gallery **Setup** User

Address Contact Products Promos Web Customization Logo / Banner Email Response Financial Legacy Settings

Address
 Publish Address Information
Venue Name:
Nation: United States
Street:
City:
State or Territory:
Zip Code:
County:

Precise Map Location
Latitude: .00000000
Longitude: .00000000

Time Zone Location
Time Zone: (UTC-06:00) Central Time (US & Car)

Logon = [Joel Kristenson](#)

Save Save and Close Print Cancel

Check the box for '**Publish Address Information**', enter the **venue name** and the **location**. *If the check boxes aren't activated, close and reopen the event.*

File Edit X View Directory View Page **2017 New Years Day 5k Fundraiser [64]**

Event

Event Name: 2017 New Years Day 5k Fundraiser

Calendar Category: Fundraiser

Enable assignment of contributions and expenses

Public Event (Publish to web site)

Start Time: 1/ 1/2017 08:00 AM

End Time: 1/ 1/2017 01:00 PM

Close Registration 24 Hours Before Event

Close Time: 12/18/2016 02:18 PM

Published Event Description

Welcome to our 20th annual new years day 5k!

Please show up early, park in the back near the soccer field and dress accordingly!

Please share this event with your friends and on social media.

Sales Summary Gallery Setup User

Address Contact Products Promos Web Customization Logo / Banner Email Response Financial Legacy Settings

Address

Publish Address Information

Venue Name: Cook County High School

Nation: United States

Street: 101 5th Ave W

City: Grand Marais

State or Territory: Minnesota [MN]

Zip Code: 55604

County: Cook

Precise Map Location

Latitude: .00000000

Longitude: .00000000

Time Zone Location

Time Zone: (UTC-06:00) Central Time (US & Car)

Logon = [Joel Kristenson](#)

Save Save and Close Print Cancel

1

2

Navigate to the **Contact** tab, check the box for '**Publish Contact Information**', and enter your contact info.

File Edit X View Directory View Page **2017 New Years Day 5k Fundraiser [64]**

Event
Event Name: 2017 New Years Day 5k Fundraiser
Calendar Category: Fundraiser
 Enable assignment of contributions and expenses
 Public Event (Publish to web site)
Start Time: 1/ 1/2017 08:00 AM
End Time: 1/ 1/2017 01:00 PM
 Close Registration 24 Hours Before Event
Close Time: 12/18/2016 02:18 PM

Published Event Description
Welcome to our 20th annual new years day 5k!
Please show up early, park in the back near the soccer field and dress accordingly!
Please share this event with your friends and on social media.

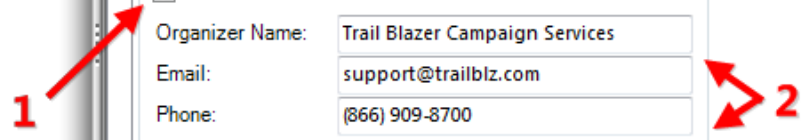
Sales Summary Gallery Setup User

Address Contact Products Promos Web Customization Logo / Banner Email Response Financial Legacy Settings

Contact
 Publish Contact Information
Organizer Name: Trail Blazer Campaign Services
Email: support@trailblz.com
Phone: (866) 909-8700

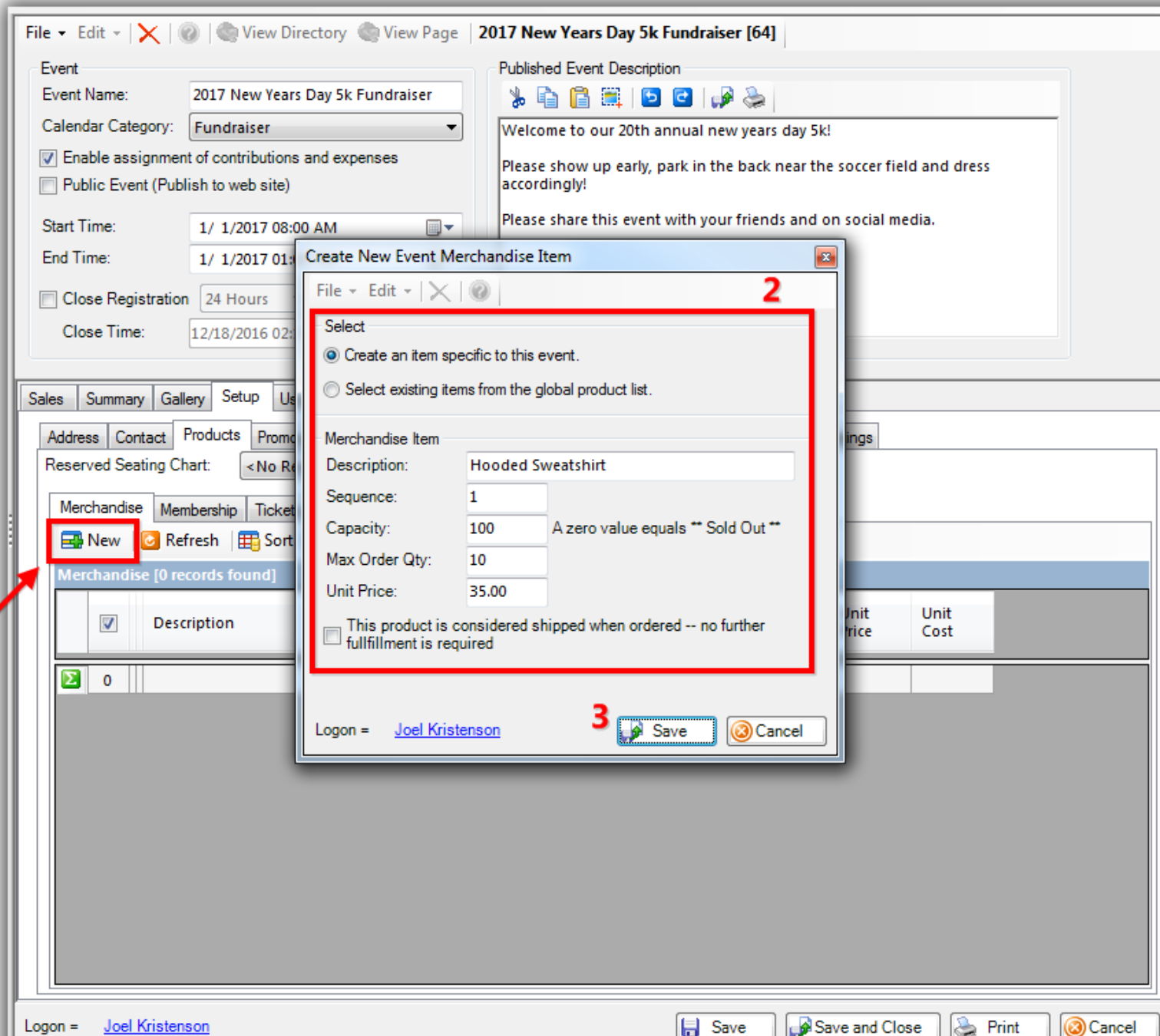
Logon = Joel Kristenson

Save Save and Close Print Cancel



Navigate to the **Products** tab and create your **Tickets** and/or **Products** under each of those tabs (shown in the **two screenshots** below).

Img 1 of 2 – Creating **Merchandise**



The screenshot displays the TrailBlazer software interface for creating an event. The main window shows the event details for "2017 New Years Day 5k Fundraiser [64]". A modal dialog titled "Create New Event Merchandise Item" is open, showing options to create a new item or select an existing one. The "New" button in the merchandise list is highlighted with a red box and a red arrow labeled "1". The dialog box is outlined in red and labeled "2". The "Save" button in the dialog is labeled "3".

Event Details:

- Event Name: 2017 New Years Day 5k Fundraiser
- Calendar Category: Fundraiser
- Start Time: 1/ 1/2017 08:00 AM
- End Time: 1/ 1/2017 01:00 AM
- Close Time: 12/18/2016 02:00 AM

Published Event Description:

Welcome to our 20th annual new years day 5k!
Please show up early, park in the back near the soccer field and dress accordingly!
Please share this event with your friends and on social media.

Merchandise Item Creation Dialog:

Select

- Create an item specific to this event.
- Select existing items from the global product list.

Merchandise Item

Description: Hooded Sweatshirt

Sequence: 1

Capacity: 100 A zero value equals ** Sold Out **

Max Order Qty: 10

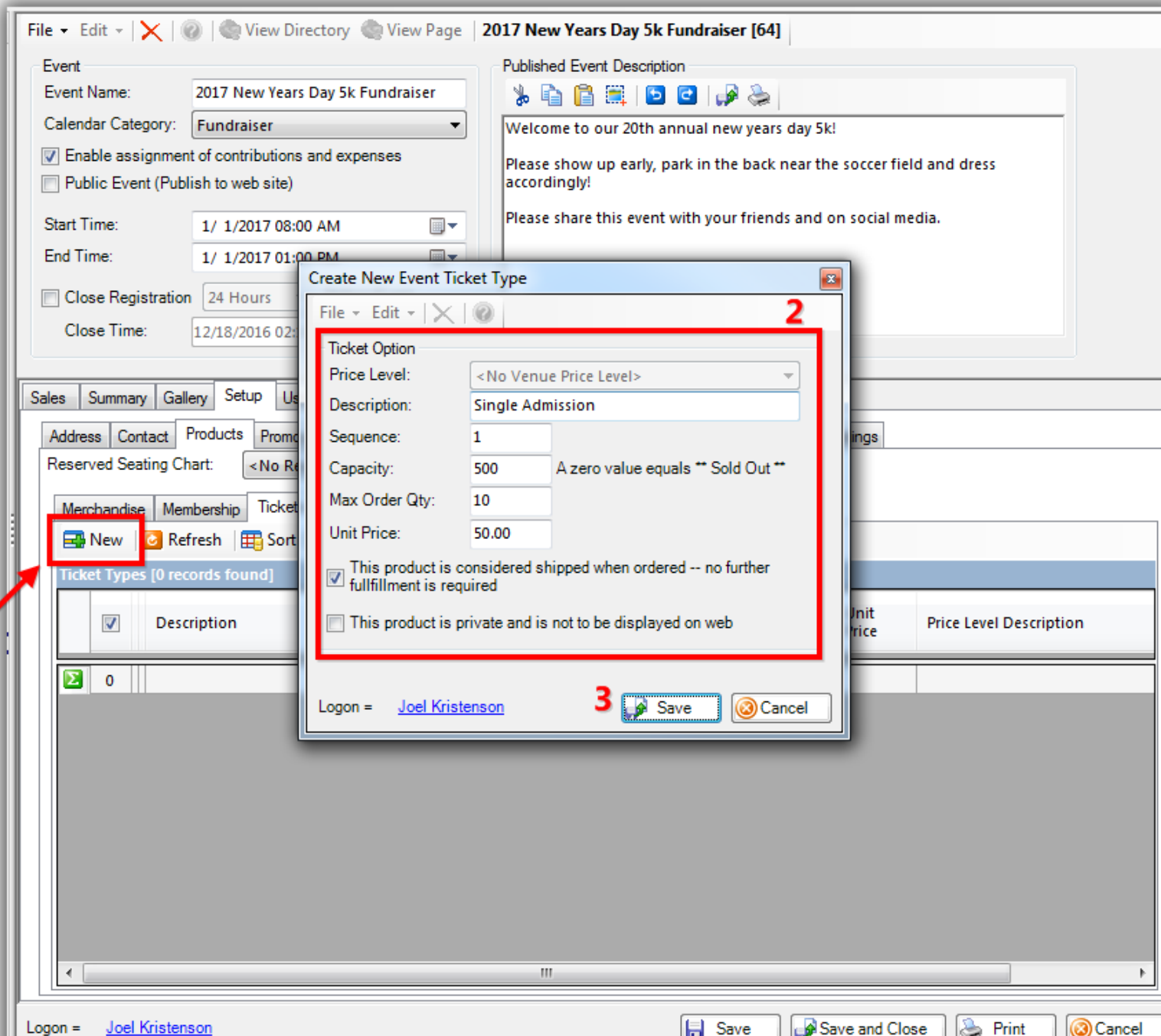
Unit Price: 35.00

This product is considered shipped when ordered -- no further fulfillment is required

Logon = Joel Kristenson

Buttons: Save, Cancel

Img 2 of 2 – Creating **Tickets**

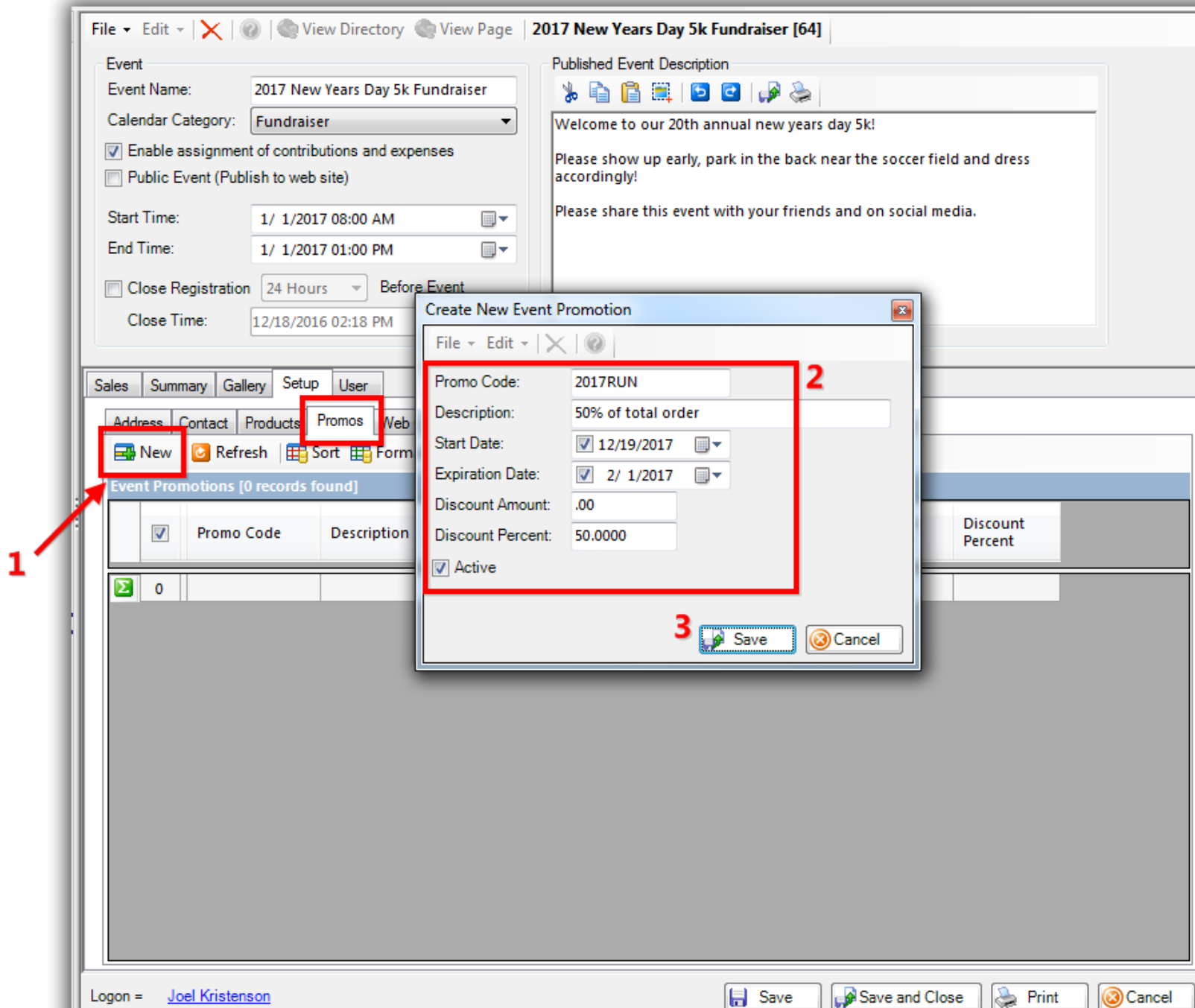


The screenshot shows the TrailBlazer software interface for creating an event. The main window is titled "2017 New Years Day 5k Fundraiser [64]". The "Event" section includes fields for "Event Name" (2017 New Years Day 5k Fundraiser), "Calendar Category" (Fundraiser), and "Start Time" (1/ 1/2017 08:00 AM). The "Published Event Description" section contains the text: "Welcome to our 20th annual new years day 5k! Please show up early, park in the back near the soccer field and dress accordingly! Please share this event with your friends and on social media."

The "Ticket Types" section is active, showing a table with "Description" and "Unit Price" columns. A red arrow labeled "1" points to the "New" button in the "Ticket Types" toolbar. A dialog box titled "Create New Event Ticket Type" is open, with a red box labeled "2" around its content. The dialog includes fields for "Price Level" (<No Venue Price Level>), "Description" (Single Admission), "Sequence" (1), "Capacity" (500), "Max Order Qty" (10), and "Unit Price" (50.00). It also has checkboxes for "This product is considered shipped when ordered -- no further fulfillment is required" (checked) and "This product is private and is not to be displayed on web" (unchecked). A red arrow labeled "3" points to the "Save" button in the dialog's footer. The "Logon" field shows "Joel Kristenson".

Make sure to provide a **capacity** and **max order quantity** for tickets/products or they'll display as sold out.

If you want to offer **promo** codes, create them under the **Promos** tab.



The screenshot displays the TrailBlazer software interface. At the top, the title bar reads "2017 New Years Day 5k Fundraiser [64]". The main window is divided into several sections:

- Event Information:** Includes fields for Event Name ("2017 New Years Day 5k Fundraiser"), Calendar Category ("Fundraiser"), Start Time ("1/ 1/2017 08:00 AM"), End Time ("1/ 1/2017 01:00 PM"), and Close Time ("12/18/2016 02:18 PM").
- Published Event Description:** Contains the text: "Welcome to our 20th annual new years day 5k! Please show up early, park in the back near the soccer field and dress accordingly! Please share this event with your friends and on social media."
- Navigation:** A menu bar at the bottom of the main window includes "Sales", "Summary", "Gallery", "Setup", and "User". Below this, a sub-menu has "Address", "Contact", "Products", "Promos", and "Web".
- Event Promotions Table:** A table with the header "Event Promotions [0 records found]" and columns for "Promo Code" and "Description". A red box labeled "1" highlights the "New" button (a plus sign icon) next to the table.
- Create New Event Promotion Dialog:** A modal window is open, titled "Create New Event Promotion". It contains the following fields:
 - Promo Code: 2017RUN (highlighted with a red box labeled "2")
 - Description: 50% of total order
 - Start Date: 12/19/2017 (checked)
 - Expiration Date: 2/ 1/2017 (checked)
 - Discount Amount: .00
 - Discount Percent: 50.0000
 - Active: (checked)A red box labeled "3" highlights the "Save" button at the bottom of the dialog.

At the bottom of the screen, a status bar shows "Logon = Joel Kristenson" and a row of buttons: "Save", "Save and Close", "Print", and "Cancel".

Navigate to the **Web Customization** tab and record all the relevant information (basically everything in this tab is optional).

Enter all the information that you want under the 'Web Customization' tab.

File Edit View Directory View Page 2017 New Years Day 5k Fundraiser [64]

Event

Event Name:

Calendar Category:

Enable assignment of contributions and expenses

Public Event (Publish to web site)

Start Time:

End Time:

Close Registration Before Event

Close Time:

Published Event Description

Welcome to our 20th annual new years day 5k!

Please show up early, park in the back near the soccer field and dress accordingly!

Please share this event with your friends and on social media.

Sales Summary Gallery Setup User

Address Contact Products Promos Web Customization Logo / Banner Email Response Financial Legacy Settings

Post Signup Redirect Page

Link Description:

Page Url:

Optional Buyer Form Fields

Include Employer

Include Job Title

Include Comments

Alt Comment label:

Pre-check Email Opt-In

Optional Attendee Form Fields

Include Employer * Required

Include Job Title * Required

Include Address * Required

Include DOB * Required

Include Ticket "Will Call" Box Office Pick Up

Attribute Folder to Include on Event Signup Page

Folder Name:

Disable Date/Time Display

Disable Attendee Auto Responder Email

Emailed Receipt Instructions for Ticket Attendees

Please bring a decent pair of running shoes, last year too many people where flip flops and were injured.

Emailed Receipt Instructions for Purchase Orders

Please bring a decent pair of running shoes, last year too many people where flip flops and were injured.

Tickets will be available at our will call booth but feel free to print yours.

Optional Alternate Labels

Ticket Description

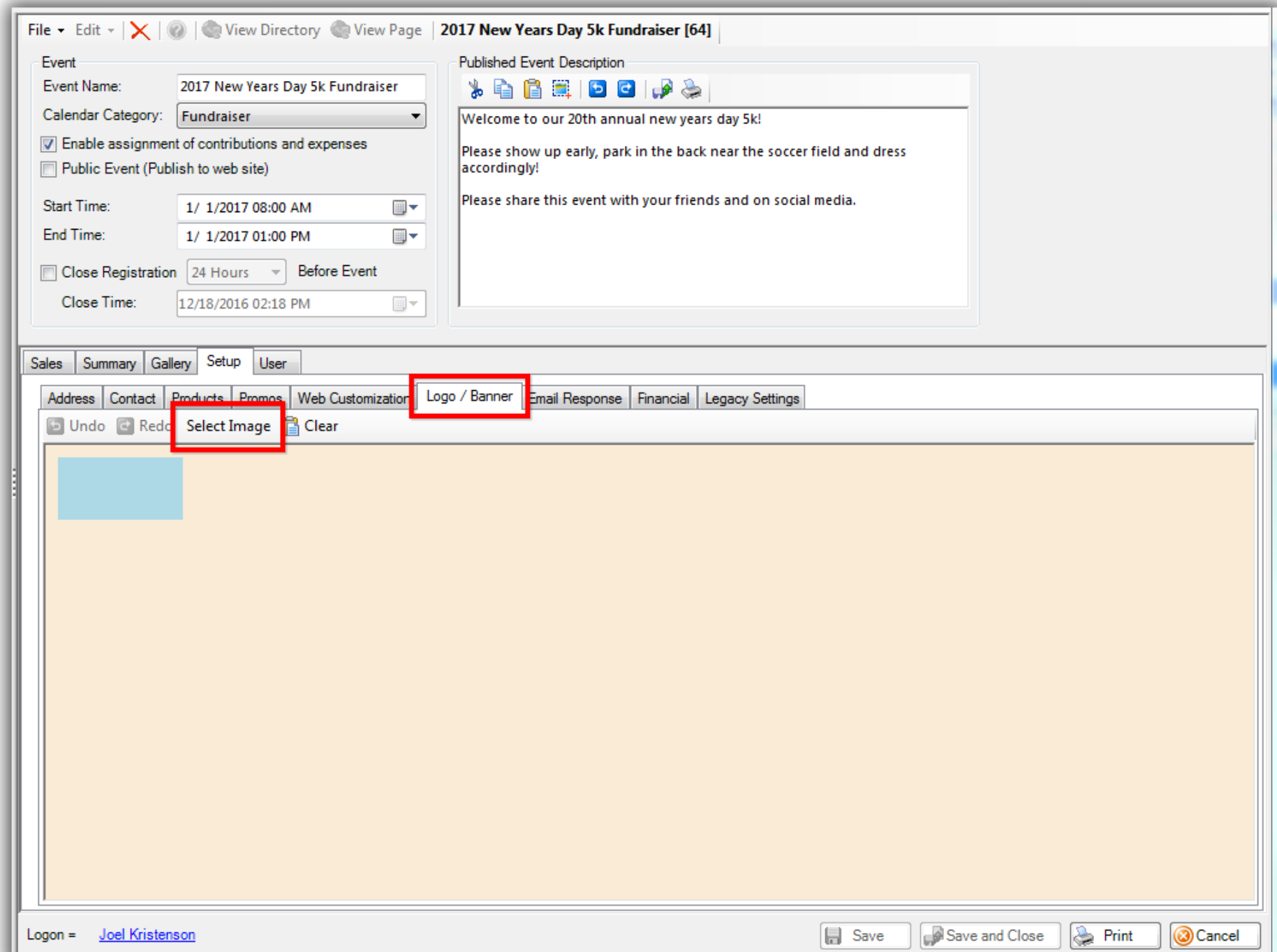
Product Description

Venue Ticket Closed

Employer Description

Logon = [Joel Kristenson](#)

Add your logo under the **Logo / Banner** tab. Start by clicking the **[Select Image]** button.



The screenshot displays the TrailBlazer event management interface. At the top, the browser title is "2017 New Years Day 5k Fundraiser [64]". The main area is divided into two sections: "Event" on the left and "Published Event Description" on the right.

Event Details:

- Event Name: 2017 New Years Day 5k Fundraiser
- Calendar Category: Fundraiser
- Enable assignment of contributions and expenses
- Public Event (Publish to web site)
- Start Time: 1/ 1/2017 08:00 AM
- End Time: 1/ 1/2017 01:00 PM
- Close Registration: 24 Hours Before Event
- Close Time: 12/18/2016 02:18 PM

Published Event Description:

Welcome to our 20th annual new years day 5k!

Please show up early, park in the back near the soccer field and dress accordingly!

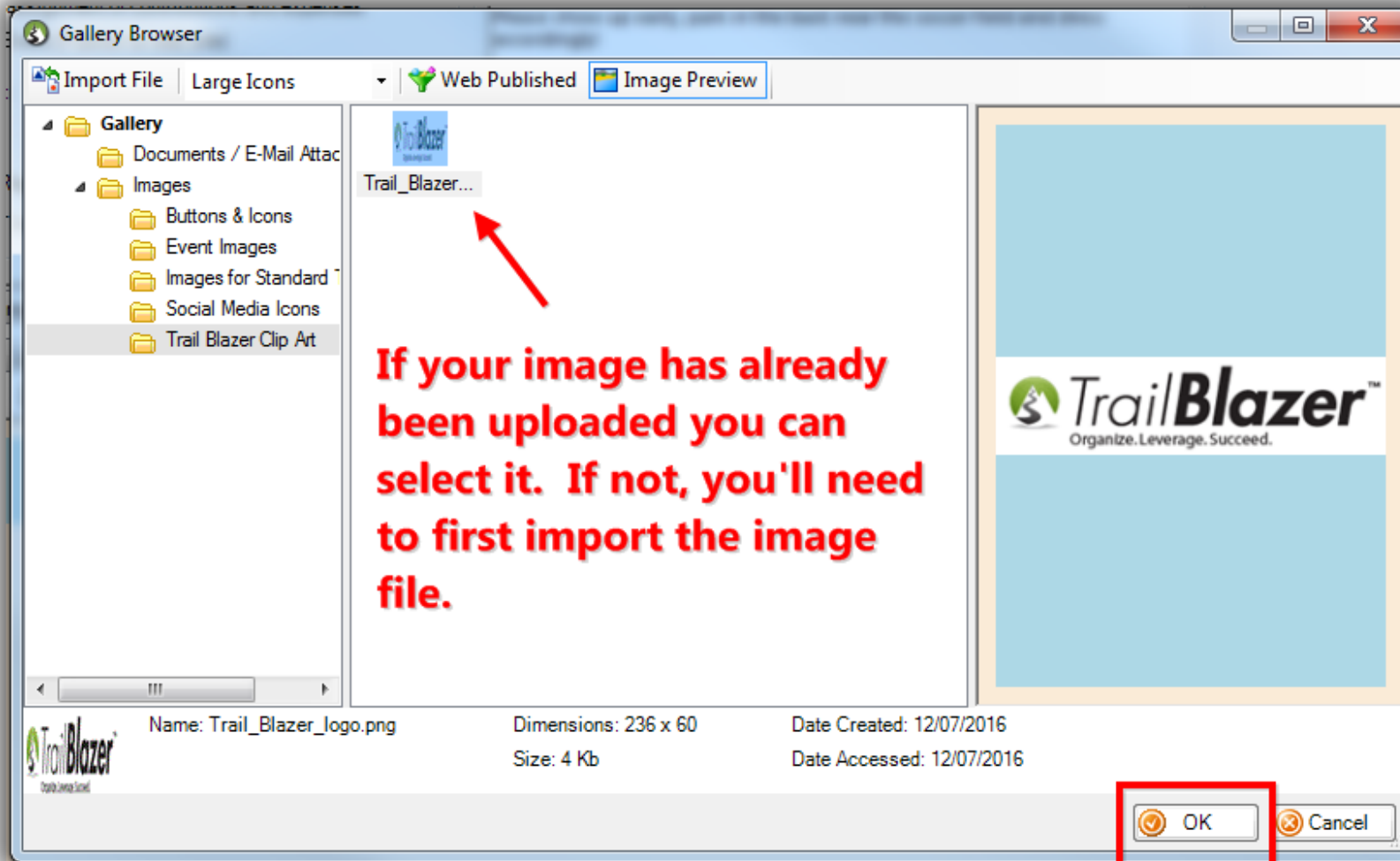
Please share this event with your friends and on social media.

Below the event details is a navigation menu with tabs: Sales, Summary, Gallery, Setup, User. Under the "Setup" tab, there are sub-tabs: Address, Contact, Products, Promos, Web Customization, **Logo / Banner** (highlighted with a red box), Email Response, Financial, Legacy Settings.

The "Logo / Banner" sub-tab is active, showing a window with "Undo", "Redo", "Select Image" (highlighted with a red box), and "Clear" buttons. The main area of this window is a large, empty light-brown rectangle, indicating that no image has been selected yet.

At the bottom of the interface, the user is logged in as "Joel Kristenson". The bottom right corner contains buttons for "Save", "Save and Close", "Print", and "Cancel".

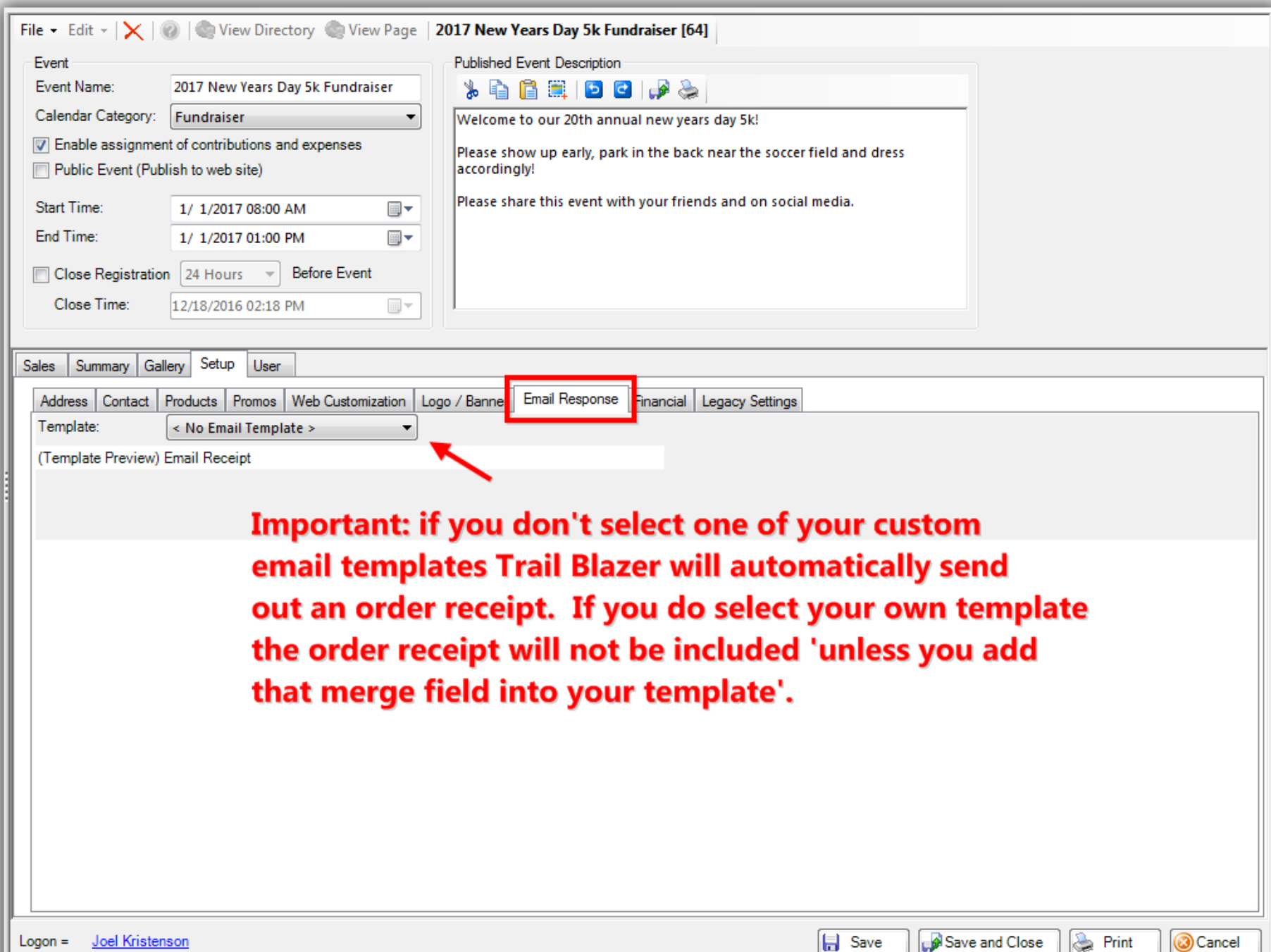
Either select an image you've previously uploaded to the System Gallery or upload a new one. Once that's selected, click **[OK]**.



Once your image has been uploaded and selected, click [OK].

If you want to send a [custom thank-you email](#) (other than the receipt **Trail Blazer** automatically sends) you can select that under the **Email Response** tab.

Important: If you select your own template the event registrant will 'not' receive the order receipt that typically goes out unless you add that merge field into your template.



The screenshot shows the TrailBlazer software interface for editing an event. The event name is "2017 New Years Day 5k Fundraiser" and the category is "Fundraiser". The start time is 1/1/2017 08:00 AM and the end time is 1/1/2017 01:00 PM. The "Published Event Description" field contains the following text: "Welcome to our 20th annual new years day 5k! Please show up early, park in the back near the soccer field and dress accordingly! Please share this event with your friends and on social media." The "Email Response" tab is highlighted with a red box, and a red arrow points to the "Template" dropdown menu which is currently set to "< No Email Template >".

Important: if you don't select one of your custom email templates Trail Blazer will automatically send out an order receipt. If you do select your own template the order receipt will not be included 'unless you add that merge field into your template'.

Logon = [Joel Kristenson](#) | Save | Save and Close | Print | Cancel

Under the **Financial** tab you have a few options:

- Set a **fundraising goal** (this column will display by default in the **Events** list so you can track your progress)
- Make all money for the event **eligible for exclusion from query results** (useful if you're not counting the money as tax-deductible)
- Enable the event for **recurring** payments, which you can further configure under the **Recurrence** sub-tab

File ▾ **Edit** ▾ | | **View Directory** **View Page** | **2017 New Years Day 5k Fundraiser [64]**

Event
 Event Name:
 Calendar Category:
 Enable assignment of contributions and expenses
 Public Event (Publish to web site)
 Start Time:
 End Time:
 Close Registration Before Event
 Close Time:

Published Event Description
 Welcome to our 20th annual new years day 5k!
 Please show up early, park in the back near the soccer field and dress accordingly!
 Please share this event with your friends and on social media.

Sales | **Summary** | **Gallery** | **Setup** | **User**

Address | **Contact** | **Products** | **Promos** | **Web Customization** | **Logo / Banner** | **Email Response** | **Financial** | **Legacy Settings**

Setup | **Recurrence**

Remove This Event From Donation Query Results (Deduct from Donations)
 Receipts from this event are ELIGIBLE for exclusion from donation query results.

Financial
 Note: Fundraising Goal is used for event "Money Bomb Tickers"
 Fundraising Goal:

Allowed payment type for event
 Warning: Take caution when configuring this feature. Mixing donations WITH tickets/products when recurring payments are enabled for example: weekly, monthly, annually etc. will result in unwanted LARGE credit card payments. The intention of this option is to allow an entire order of tickets/products to be divided into monthly payments. An example of this would be for registration or memberships, paid over a period of time.

All purchasable items and donations will be eligible for installment payments.
 (System Default) No installment payments are allowed on this event.

Logon = [Joel Kristenson](#) | Save | Save and Close | Print | Cancel

Check this ONLY if you want the money for this event to be excluded from donation reports. Typically if the payments aren't tax-deductible.

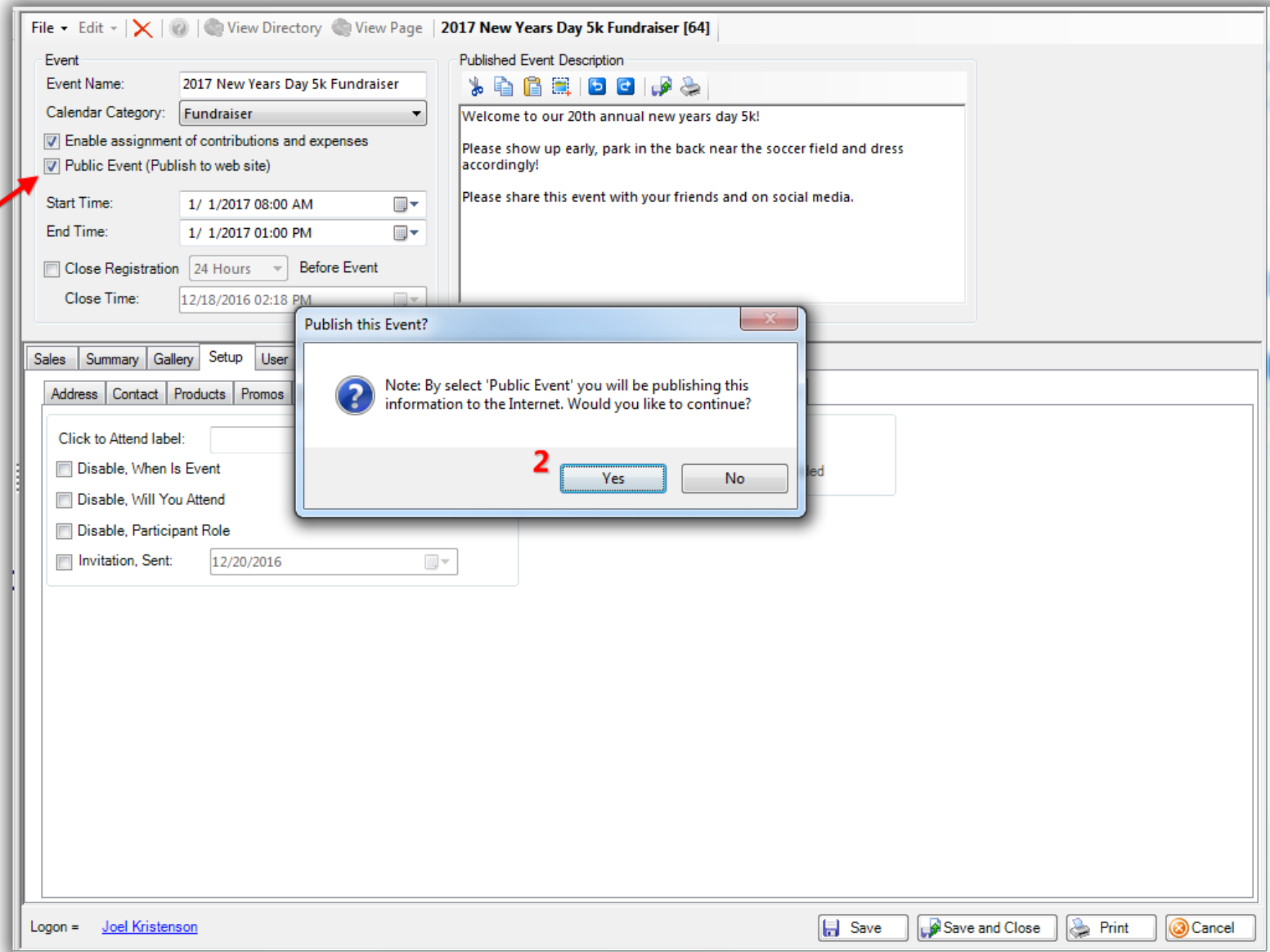
If you turn on the option for recurring payments you can configure those options further under the 'Recurrence' tab.

Set a fundraising goal to track your progress. Typical for 'events' such as capital campaigns, or direct mail campaigns that aren't published to the web (internal).

These radio buttons allow you to enable the event for 'recurring' payments (installments).

The last tab is called **Legacy Settings**. You can ignore this as its being phased out in the future and only affects customers using the old version of the events system (prior to 2013).

Once you're finished customizing the event, check the box in the upper-left to make it **public** and then click **[Yes]**.



The screenshot shows the TrailBlazer event creation interface. The main window title is "2017 New Years Day 5k Fundraiser [64]". The "Event" section on the left includes the following fields and options:

- Event Name: 2017 New Years Day 5k Fundraiser
- Calendar Category: Fundraiser
- Enable assignment of contributions and expenses
- Public Event (Publish to web site)
- Start Time: 1/ 1/2017 08:00 AM
- End Time: 1/ 1/2017 01:00 PM
- Close Registration: 24 Hours Before Event
- Close Time: 12/18/2016 02:18 PM

The "Published Event Description" area contains the following text:

Welcome to our 20th annual new years day 5k!

Please show up early, park in the back near the soccer field and dress accordingly!

Please share this event with your friends and on social media.

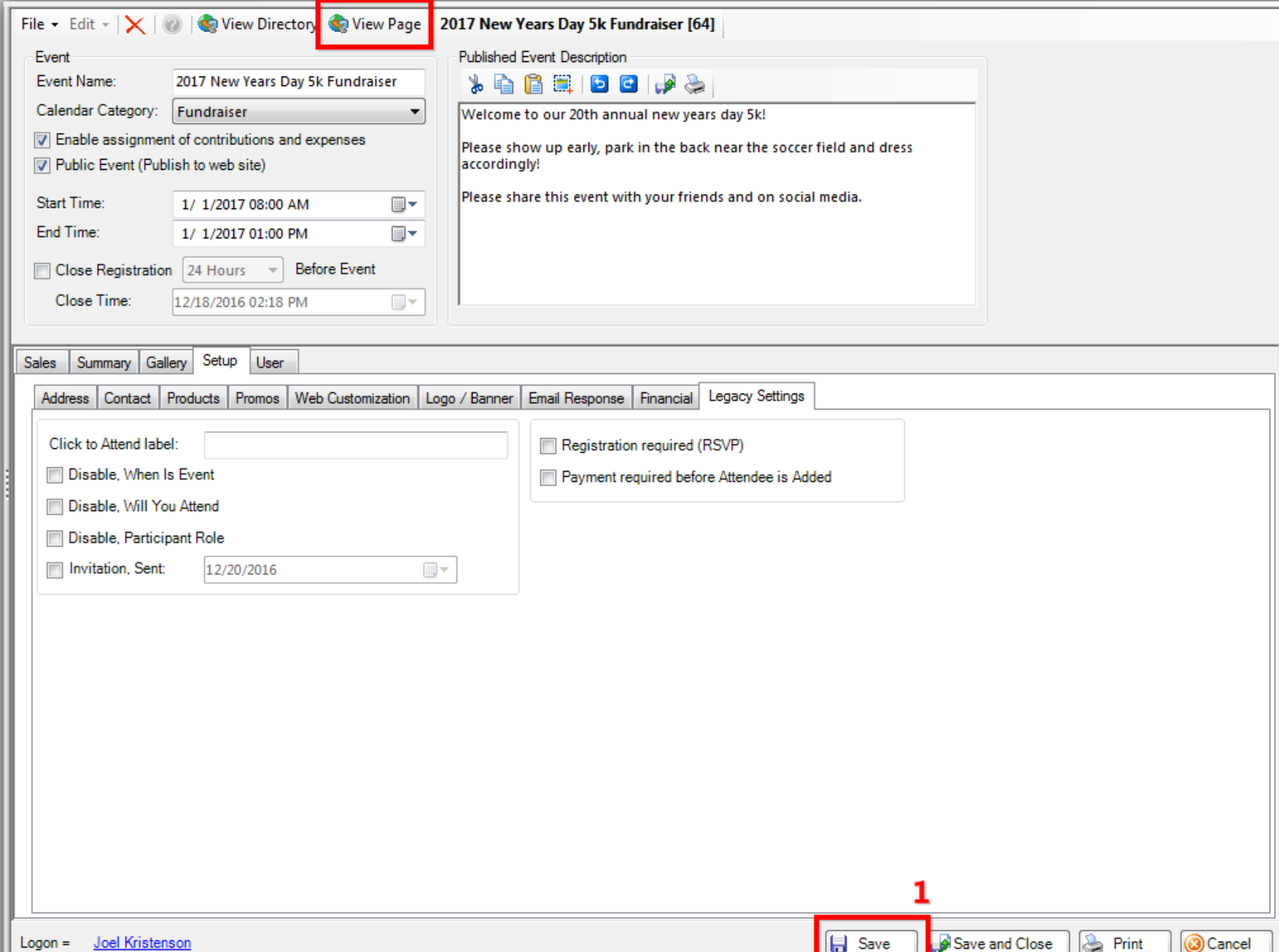
A red arrow labeled "1" points to the "Public Event (Publish to web site)" checkbox.

A dialog box titled "Publish this Event?" is overlaid on the screen. It contains a question mark icon and the text: "Note: By select 'Public Event' you will be publishing this information to the Internet. Would you like to continue?". The dialog has "Yes" and "No" buttons. A red arrow labeled "2" points to the "Yes" button.

At the bottom of the main window, the "Logon" field shows "Joel Kristenson". The bottom right corner has buttons for "Save", "Save and Close", "Print", and "Cancel".

Click **[Save]** in the bottom-right and then click the **[View]** page button at the top which will open the event in your web browser.

2





The screenshot displays the TrailBlazer event management interface for a "2017 New Years Day 5k Fundraiser [64]". The interface is divided into several sections:

- Event Information:** Includes fields for Event Name, Calendar Category (set to "Fundraiser"), Start Time (1/ 1/2017 08:00 AM), End Time (1/ 1/2017 01:00 PM), and Close Time (12/18/2016 02:18 PM). Checkboxes are present for "Enable assignment of contributions and expenses" and "Public Event (Publish to web site)".
- Published Event Description:** A text area containing the message: "Welcome to our 20th annual new years day 5k! Please show up early, park in the back near the soccer field and dress accordingly! Please share this event with your friends and on social media." Above this area are icons for copy, paste, undo, redo, and print.
- Navigation and Settings:** A top menu bar includes "Sales", "Summary", "Gallery", "Setup", and "User". Below this, a sub-menu bar includes "Address", "Contact", "Products", "Promos", "Web Customization", "Logo / Banner", "Email Response", "Financial", and "Legacy Settings".
- Registration and Payment Settings:** A section with checkboxes for "Registration required (RSVP)" and "Payment required before Attendee is Added".
- Attendance Labels:** A section with checkboxes for "Disable, When Is Event", "Disable, Will You Attend", and "Disable, Participant Role". It also includes an "Invitation, Sent:" field with a date of "12/20/2016".
- Footer:** A "Logon =" field shows "Joel Kristenson". At the bottom right, a red box highlights the "Save" button, with a red "1" above it. Other buttons include "Save and Close", "Print", and "Cancel".

My *example* is below. It's a good idea to run some **test purchases** to make sure everything operates as you intend (you can create a free ticket and/or product for this purpose and [delete the purchase order](#) after the fact).

Example published event. The event system is mobile-friendly and will render to smaller screen sizes such as a tablet or phone.

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Share: [f](#) [in](#) [t](#) [+](#) [G+1](#) [0](#)



Organize. Leverage. Succeed.

Sunday January 01, 2017 8:00 AM to 1:00 PM
 Cook County High School
 101 5th Ave W Grand Marais, MN 55604


Ticket Information

DESCRIPTION	PRICE	QUANTITY
Single Admission	\$50.00	0 <input type="text"/>

When and Where

Product Information

DESCRIPTION	PRICE	QUANTITY
Hooded Sweatshirt	\$35.00	0 <input type="text"/>








Cook County High School
 101 5th Ave W
 Grand Marais, MN 55604

Sun, 01 Jan 2017 8:00 AM to 1:00 PM
 Central Standard Time

[Add to my Calendar](#)


Payment Options








Order and Register

Organizer

Trail Blazer Campaign Services

 866-909-8700

 support@trailblz.com

Description

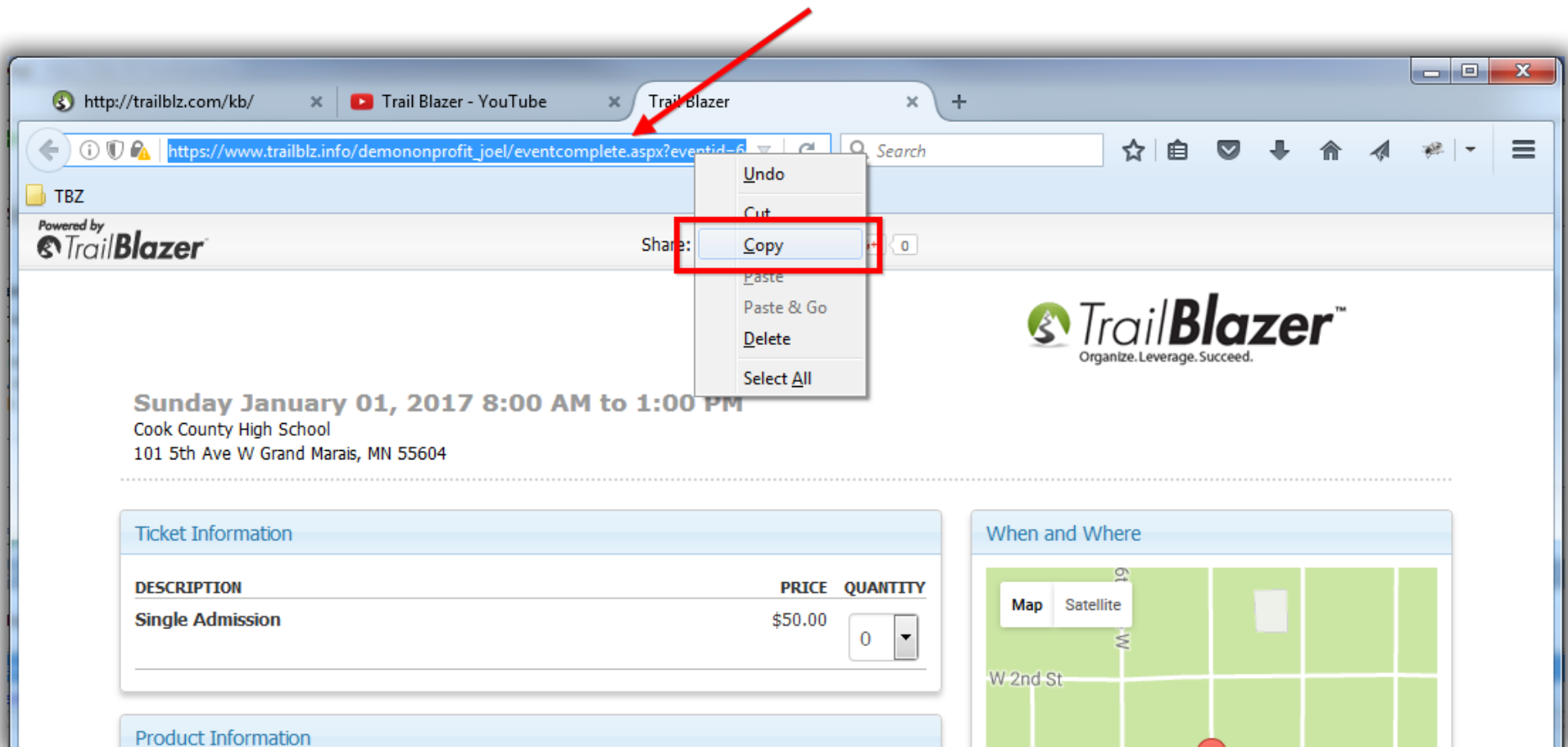
Welcome to our 20th annual new years day 5k!

Please show up early, park in the back near the soccer field and dress accordingly!

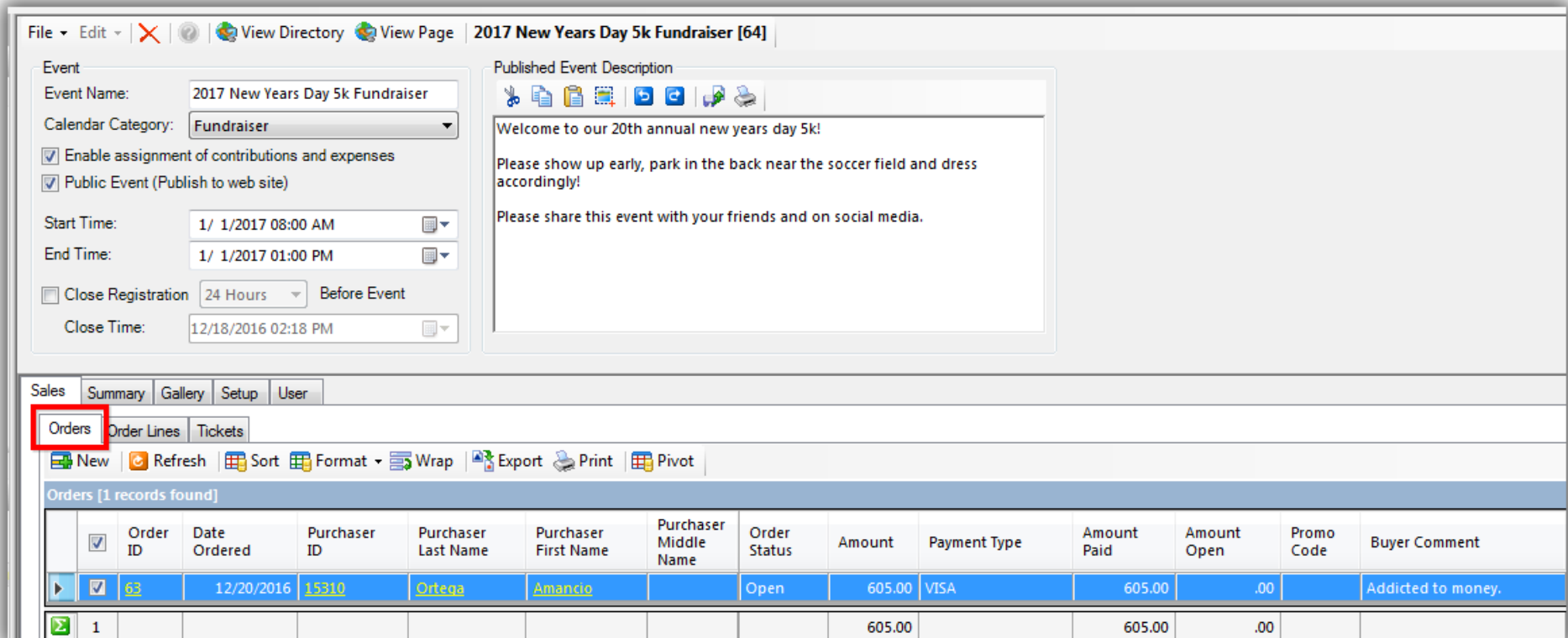
Please share this event with your friends and on social media.

When you're finished creating the event you'll need to **copy** the **web address (URL)** which is what you'll use to publicize the event by [mass email](#), snail mail, social media, and when **linking it to your website** so people can register.

When you're finished creating the event you'll right-click and copy this web address which is what you can share on social media, in mass email campaigns, and link to your website.



As orders come in they'll display under the **Sales > Orders** tab.



The screenshot shows the '2017 New Years Day 5k Fundraiser [64]' event page. The 'Event' section includes details like 'Event Name', 'Calendar Category', and 'Start/End Time'. The 'Published Event Description' section contains the event details. Below this, the 'Sales' tab is active, and the 'Orders' sub-tab is selected, showing a table with one order record.

	Order ID	Date Ordered	Purchaser ID	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Promo Code	Buyer Comment
1	63	12/20/2016	15310	Ortega	Amancio		Open	605.00	VISA	605.00	.00		Added to money.


You can also query for the attendees from the **Contacts (Voters/Donors)** list.

Querying for event attendees from the Contacts (Voters/Donors) list.

The screenshot shows the TrailBlazer software interface. On the left is the 'Application Menu' with a tree view containing 'Tasks' and 'Contact'. The 'Contact' folder is expanded, and 'Contacts' is selected, indicated by a red arrow. The main window has a toolbar with 'Search', 'Reset', 'New', and 'Event' (highlighted with a red box). Below the toolbar are tabs for 'Favorites', 'General', 'Address', 'Household', 'Attribute', 'Canvass', 'Relation', 'Contribute', 'Pledge', 'Event', 'Sales', 'Log', 'Admin', and 'SQL'. The 'Event' tab is active, showing a list of events. The '2017 New Years Day 5k Fundraiser' is selected, indicated by a red arrow. To the right of the event list are four panels: 'RSVP' (Yes, No, Maybe, None), 'Attend?' (Yes, No, Don't Know), and 'Financial' (Contributed, Pledged, Neither). Below these panels is a toolbar with 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. At the bottom is a table titled 'Contacts [224 records found]' with columns: ID, Last Name, First Name, Street, City, State, Zip Code, Home Phone, and Email. The first row is highlighted in blue.

ID	Last Name	First Name	Street	City	State	Zip Code	Home Phone	Email
94	Allmann	Christine	183 Malcolm Ave SE	Minneapolis	MN	55414	(612) 331-8321	Christine@Allmann.com
160	Anderson	John	6580 132nd St W	Apple Valley	MN	55124	(952) 432-8720	
284	Asmussen	Elizabeth	8412 Irving Ave S	Bloomington	MN	55431	(763) 221-9114	
352	Bamlet	Margie	509 10th Ave NE	Stewartville	CT	06500	(507) 533-8028	Margie@Bamlet.com
384	Barron	Jillian	404 Mason St	Marshall	MN	56258	(507) 829-9919	Jillian@Barron.com
461	Beckwith	Jeanette	808 1st Dr NW	Austin	MN	55912	(507) 433-8221	Jeanette@Beckwith.com
505	Benscoter	Brent	920 Oak Grove Ave	Detroit Lakes	MN	56501	(218) 844-7938	Brent@Benscoter.com
656	Bjelland	Marqarethe	31554 Us Hwy 169	Pengilly	MN	55775	(218) 247-7637	Margarethe@Bjelland.com
659	Bjorgo	Dennis	3929 N Enchanted Dr NW	Andover	MN	55304	(763) 421-9010	dbjorgo@fake.com
701	Bliven	Gail	2234 Douglynn Ln	St Paul	MN	55119	(651) 739-8929	
740	Boettcher	Pamela	717 Paine Dr	Paynesville	MN	56362	(320) 243-7033	
768	Boll	Andrea	6975 Delarosa Ct	Inver Grove Heights	MN	55076	(651) 330-8825	Andrea@Boll.com
857	Braun	Robert	37371 185th Ave	Avon	MN	56310	(320) 845-7838	Robert@Braun.com
934	Brown	Elizabeth	2809 Wimbledon Rdg	Woodbury	MN	55125	(651) 739-8729	Elizabeth@Brown.com
970	Bruhn	Pamela	45531 385th Ave	Frazee	MN	56544	(218) 346-7635	
998	Bujanovich	Rachel	4940 Blue Bird Ln NE	Blackduck	MN	56630	(218) 835-8027	Rachel@Bujanovich.com
1080	Byers	Jamie	919 3rd St NE	Faribault	MN	55021	(507) 332-8125	Jamie@Byers.com
1137	Carlson	Angela	9752 Squire Ln	Eden Prairie	MN	55347	(952) 941-7735	Angela@Carlson.com
1186	Carroll	Craig	11425 Ashbury Cir N	Champlin	MN	55316	(763) 323-9611	
1212	Casper	Nancy	100 Nevada St	Northfield	MN	55057	(507) 645-7736	
1245	Chance	Elaine	17091 Cedarcrest Dr	Eden Prairie	MN	55347	(952) 937-8122	Elaine@Chance.com
1283	Chisholm	Rocky	206 18th Ave W	Eveleth	MN	55734	(218) 744-7933	Rocky@Chisholm.com
1300	Christianson	Donna	606 10th Ave NW	Austin	MN	55912	(507) 433-8423	
1309	Christopherson	Terry	7587 Highway 169	Virginia	MN	55792	(218) 741-7136	Terry@Christopherson.com

The **related resources** below link to a wide variety of articles and videos that will teach you how to fully utilize the event tools in your database.

 **Tip:** Plan your events early and test thoroughly. It's never a good idea to wait until the last minute to learn how the event tools work if it's your first time using them. Call our live support if you need a hand with any of this.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [How to Duplicate an Event – Save Time by Not Re-Creating Everything from Scratch](#)

Article: [How to Setup Different Payment Schedules for Events or Memberships – Ex \(Monthly, Quarterly, or Bi-Weekly\)](#)

Article: [How to Create Custom Email Responders for Specific Events – New 2016 Feature Upgrade](#)

Article: [How to Print or Re-Print Event Tickets and Event Order Receipts from your Database](#)

Article: [Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships from within an Event, and Record the Related Contribution Record](#)

Article: [Events 2014 – Part I](#)

Article: [Events 2014 – Part II](#)

Article: [Web site signup < iFrame >](#)

Article: [Setting the Time Zone in your Trail Blazer Database](#)

Article: [Configure Website](#)

Article: [Email Notification of Web Occurrences](#)

Article: [How to Delete an Event Purchase Order and the Linked Donation Record \(Typically for Refunds or if a Mistake Occurred or if Data needs to be Moved\)](#)

Article: [How to Add a Logo to an Event Page – 2015 Feature Upgrade](#)

Article: [How to Setup and use Promo Codes with Events \(All Available Options\)](#)

Article: [Add a Background Image to an Event](#)

Video: [Events 2013](#)

Video: [Events – Remove Person from Event](#)

Video: [Events – pay for an event online](#)

Video Playlist: [Events 2013](#)

Trail Blazer Live Support

📞 **Phone:** 1-866-909-8700

✉️ **Email:** support@trailblz.com

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*