


Author: Joel Kristenson

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Overview

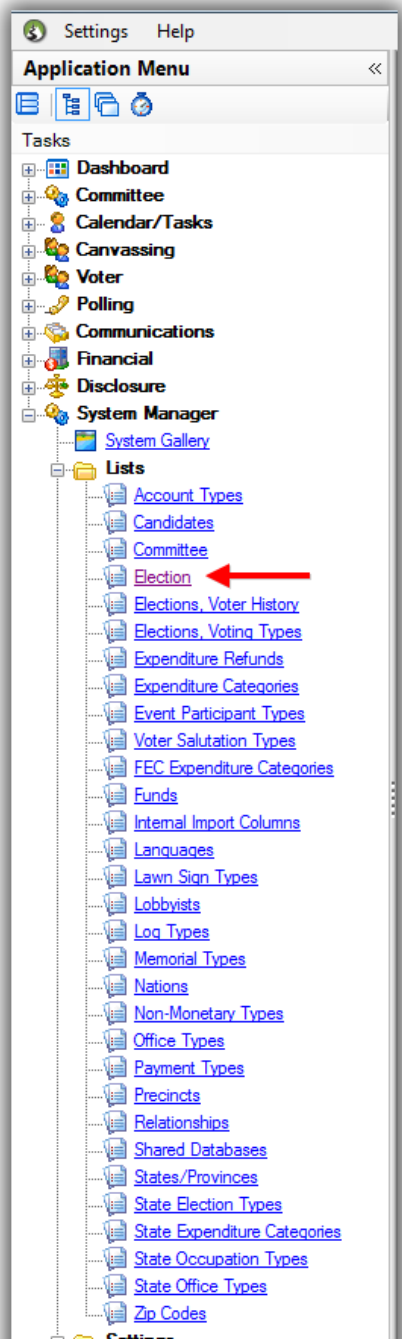
This article walks through the steps to add a **new election** into your database. You can then use this election to assign contributions to, and [set it as your new default](#) election within your Committee Record.

NOTE: *This process requires you have system [administrative security clearance](#).*

 **Tip:** If you have questions on the different election limits, dates, etc. for your new election you'll want to contact your FEC analytics (*if it's a federal race*) to verify you have the most up-to-date information, as these laws change from time to time.

Steps

Navigate to **Application Menu > Lists > Elections.**



The list will populate with your current list of elections (*usually sorted from oldest to newest*). My example is below where I currently had **26** election records, and I decided to sort from newest to oldest by clicking the **ID** column 2x.

My example list elections in my database prior to adding a new one.

Search Reset New Election

Favorites SQL

Favorite Searches

Include Exclude Sort Format Wrap Export Print Pivot

Election [26 records found]

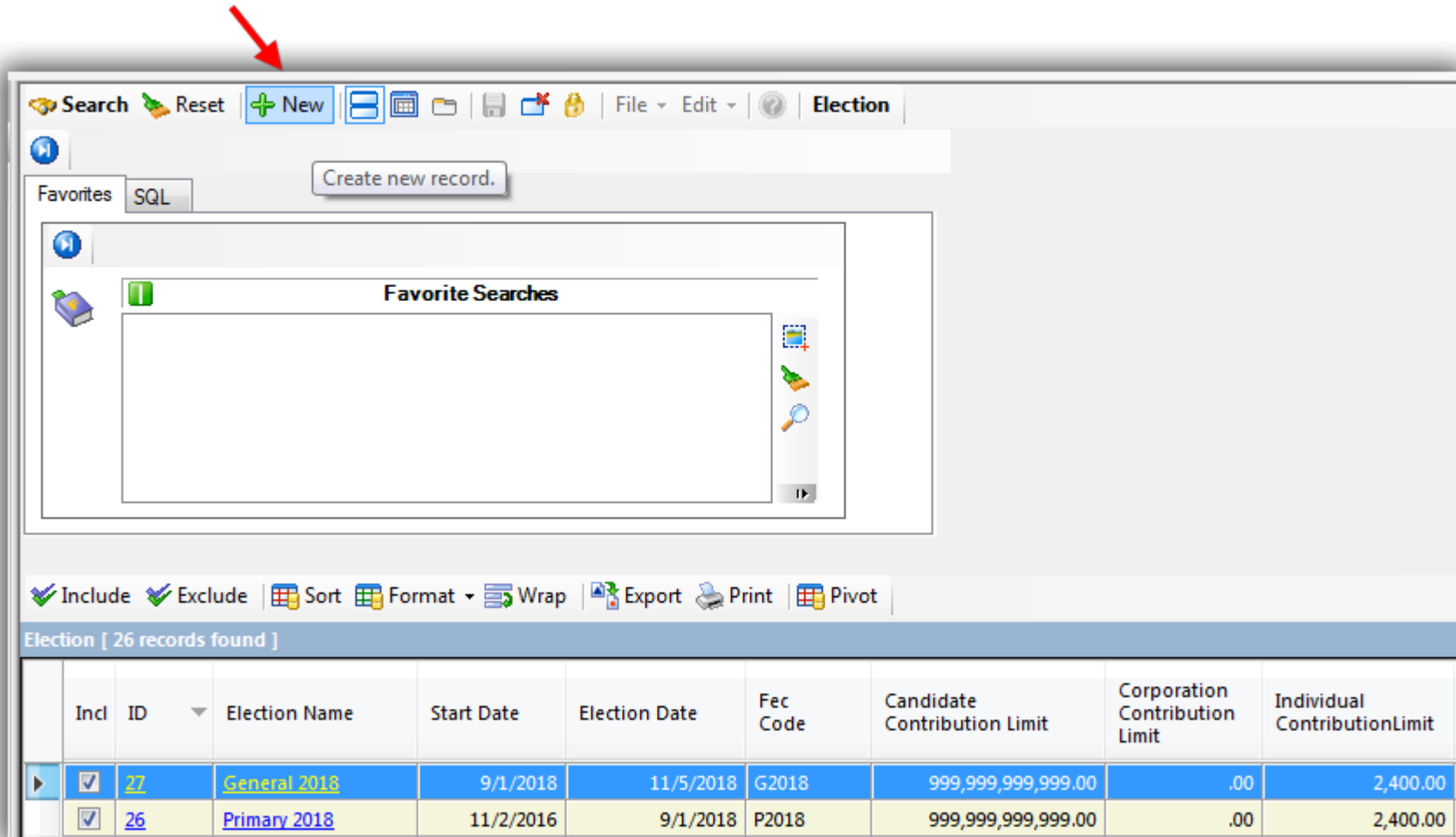
Incl	ID	Election Name	Start Date	Election Date	Fec Code	Candidate Contribution Limit	Corporation Contribution Limit	Individual Contribution Limit	MCPC Contribution Limit	Partnership Contribution Limit	Political Committee Contribution Limit	RegPPC Contribution Limit
<input checked="" type="checkbox"/>	27	General 2018	9/1/2018	11/5/2018	G2018	999,999,999,999.00	.00	2,400.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	26	Primary 2018	11/2/2016	9/1/2018	P2018	999,999,999,999.00	.00	2,400.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	25	General 2016	11/5/2014	11/1/2016	G2016	999,999,999,999.00	.00	2,700.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	24	Primary 2016	11/5/2014	9/1/2016	P2016	999,999,999,999.00	.00	2,700.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	23	Primary 2014	11/7/2012	9/4/2014	P2014	999,999,999,999.00	.00	2,600.00	2,600.00	5,000.00	2,600.00	2,600.00
<input checked="" type="checkbox"/>	22	General 2014	11/7/2012	11/4/2014	G2014	999,999,999,999.00	.00	2,600.00	2,600.00	5,000.00	2,600.00	2,600.00
<input checked="" type="checkbox"/>	21	Primary 2012	11/3/2010	9/4/2012	P2012	999,999,999,999.00	.00	2,500.00	2,500.00	5,000.00	2,500.00	2,500.00
<input checked="" type="checkbox"/>	20	General 2012	11/3/2010	11/6/2012	G2012	999,999,999,999.00	.00	2,500.00	2,500.00	5,000.00	2,500.00	2,500.00
<input checked="" type="checkbox"/>	18	General 2009	1/1/2009	11/3/2009	G2009	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	17	General 2007	1/1/2007	11/6/2007	G2007	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	16	General 2005	1/1/2005	11/8/2005	G2005	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	15	General 2001	1/1/2001	11/6/2001	G2001	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	14	General 2000	1/1/2000	11/7/2000	G2000	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	13	General 1998	1/1/1998	11/3/1998	G1998	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	12	General 2010	9/15/2008	11/2/2010	G2010	9,999.00	.00	2,400.00	5,000.00	2,400.00	5,000.00	2,400.00
<input checked="" type="checkbox"/>	11	Primary 2010	11/5/2008	9/14/2010	P2010	99,999.00	.00	2,400.00	5,000.00	2,400.00	5,000.00	2,400.00
<input checked="" type="checkbox"/>	10	General 2008	11/8/2006	11/4/2008	G2008	2,300.00	.00	2,300.00	5,000.00	2,300.00	5,000.00	5,000.00
<input checked="" type="checkbox"/>	9	Primary 2008	11/8/2006	9/9/2008	P2008	2,300.00	.00	2,300.00	2,300.00	2,300.00	5,000.00	2,300.00
<input checked="" type="checkbox"/>	8	General 2006	11/3/2004	11/7/2006	G2006	2,100.00	.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00
<input checked="" type="checkbox"/>	7	Primary 2006	11/3/2004	9/5/2006	P2006	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	6	General 2004	11/5/2002	11/2/2004	G2004	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	5	Primary 2004	11/5/2002	9/4/2004	P2004	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	4	General 2003	11/2/1999	11/4/2003	G2003	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	3	Primary 2003	11/2/1999	9/9/2003	P2003	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	2	General 2002	11/8/2000	11/5/2002	G2002	.00	.00	.00	.00	.00	.00	.00
	26					8,000,000,116,690.00	.00	31,900.00	40,400.00	51,500.00	43,100.00	35,200.00

Current count.

You can sort with the most recent election at the top by clicking on the 'ID' column two times.

Click the [+ New] button on the search tool strip.

Click the [+ New] button to begin adding a new election record.

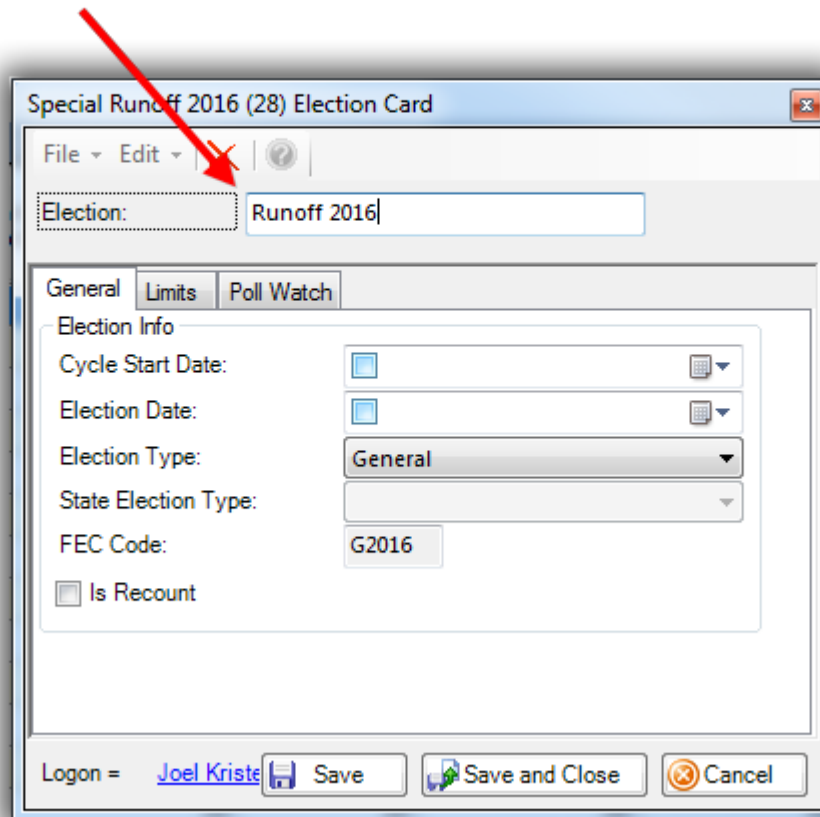


The screenshot shows the TrailBlazer software interface. At the top, there is a search tool strip with buttons for Search, Reset, and New. A red arrow points to the '+ New' button. Below the search tool strip is a 'Favorites' section with a 'SQL' tab and a 'Create new record.' button. The main area displays a table of election records. The table has columns for Incl, ID, Election Name, Start Date, Election Date, Fec Code, Candidate Contribution Limit, Corporation Contribution Limit, and Individual Contribution Limit. The table shows two records: 'General 2018' and 'Primary 2018'.

Incl	ID	Election Name	Start Date	Election Date	Fec Code	Candidate Contribution Limit	Corporation Contribution Limit	Individual Contribution Limit
<input checked="" type="checkbox"/>	27	General 2018	9/1/2018	11/5/2018	G2018	999,999,999,999.00	.00	2,400.00
<input checked="" type="checkbox"/>	26	Primary 2018	11/2/2016	9/1/2018	P2018	999,999,999,999.00	.00	2,400.00

Enter the name for your election. *In my example I called mine 'Runoff 2016'.*

Enter the name of the election. (If you aren't sure of the exact name you'll wanted to contact one of the election officials).



Special Runoff 2016 (28) Election Card

File ▾ Edit ▾ × ?

Election: Runoff 2016

General Limits Poll Watch

Election Info

Cycle Start Date: [] []

Election Date: [] []

Election Type: General ▾

State Election Type: ▾

FEC Code: G2016

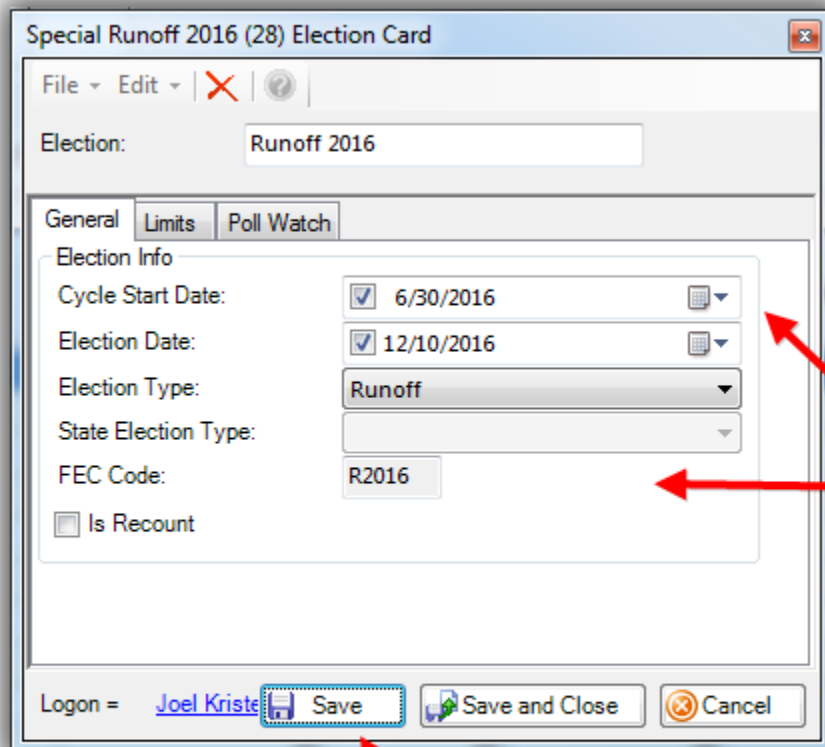
Is Recount

Logon = Joel Kriste [] Save [] Save and Close [] Cancel

Under the **General** tab you can:

- Enter the **Cycle Start Date**
- Enter the **Election Date**
- Select the **Election Type**
- Check a box if the election is a **recount**

My *example* is below for my 2016 runoff election.



1. Fill out the details for your election.

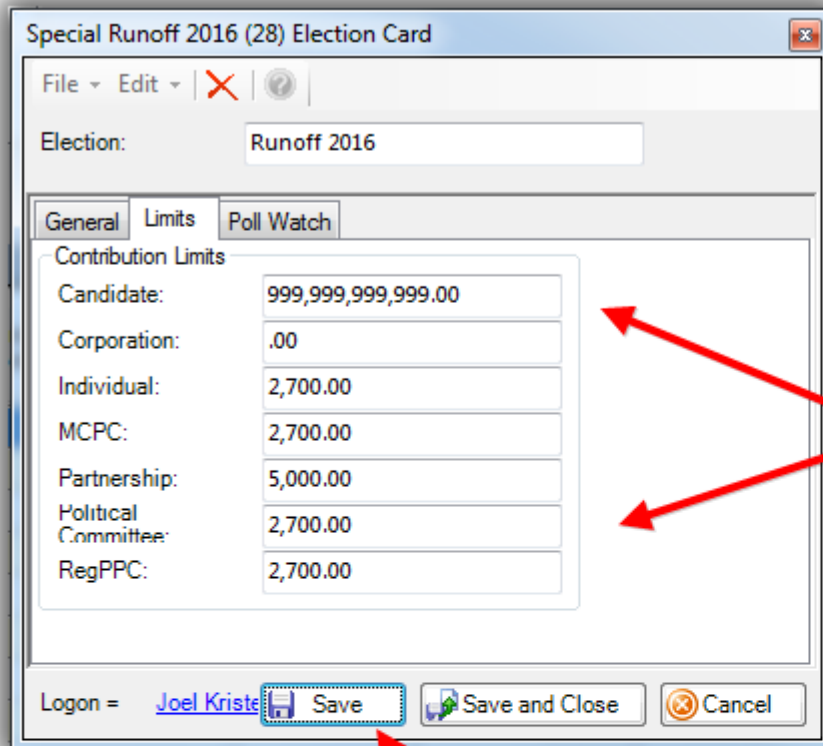
2. Save, but don't close.

Under the **Limits** tab you can enter the contribution limits for:

- **The Candidate**
- **Corporations**
- **Individuals**
- **MCPS's**

- **Partnerships**
- **Political Committee's**
- **Reg PPC's**

My finished *example* is below.



Contribution Limits	
Candidate:	999,999,999,999.00
Corporation:	.00
Individual:	2,700.00
MCPC:	2,700.00
Partnership:	5,000.00
Political Committee:	2,700.00
RegPPC:	2,700.00

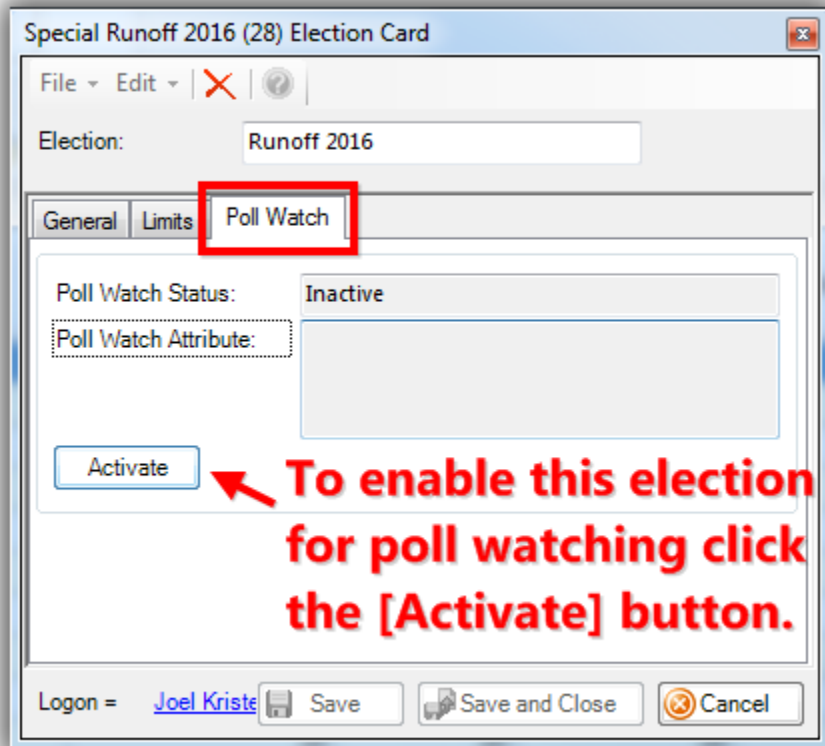
1. Fill out the details for the contribution limits for the election.

(If you are uncertain what to enter here you'll *need* to either contact your FEC analyst, or one of the campaign elected officials.)

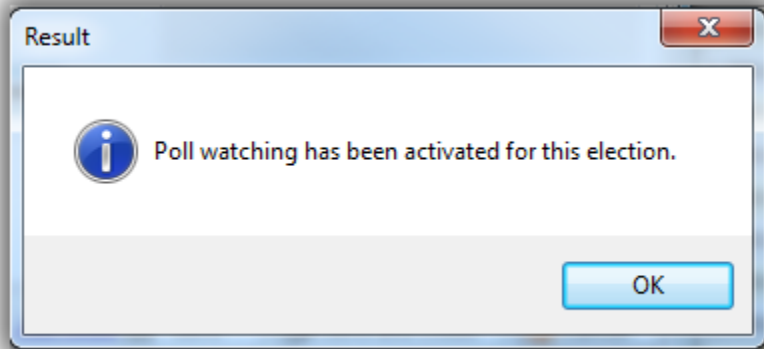
2. Click Save if you want to enable the election for the mobile poll watching app or click Save and Close if you're finished.

Click **[Save]** if you want to enable the election for the [mobile poll watching app](#), otherwise click **[Save and Close]** if you're finished. *In my example I clicked **[Save]** in order to enable the election for poll watching. You can always return to the election record to enable this later and make further changes if need be.*

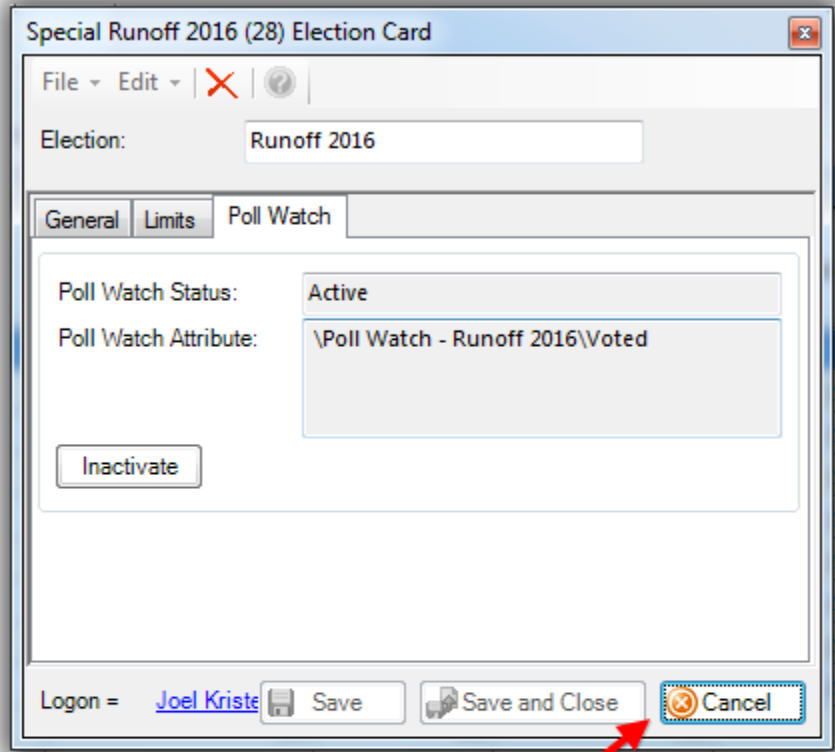
If you decide to enable to election for the mobile poll watching app, navigate to the **Poll tab, and click the **[Activate]** button.*



You'll get a popup message once the election has been active, click **[OK]** to proceed.



If the new election record has been saved you can now click **[Cancel]** to finish. If the record is still in an unsaved state you'll instead want to click **[Save and Close]**.



If everything is saved, click [Cancel] to finish.

Once you are back in the **Elections** list click **[Search]** to refresh the list and your new election will display. *My example is below for my new 2016 runoff election.*

Search Reset New File Edit Election

Favorites SQL

Favorite Searches

Include Exclude Sort Format Wrap Export Print Pivot

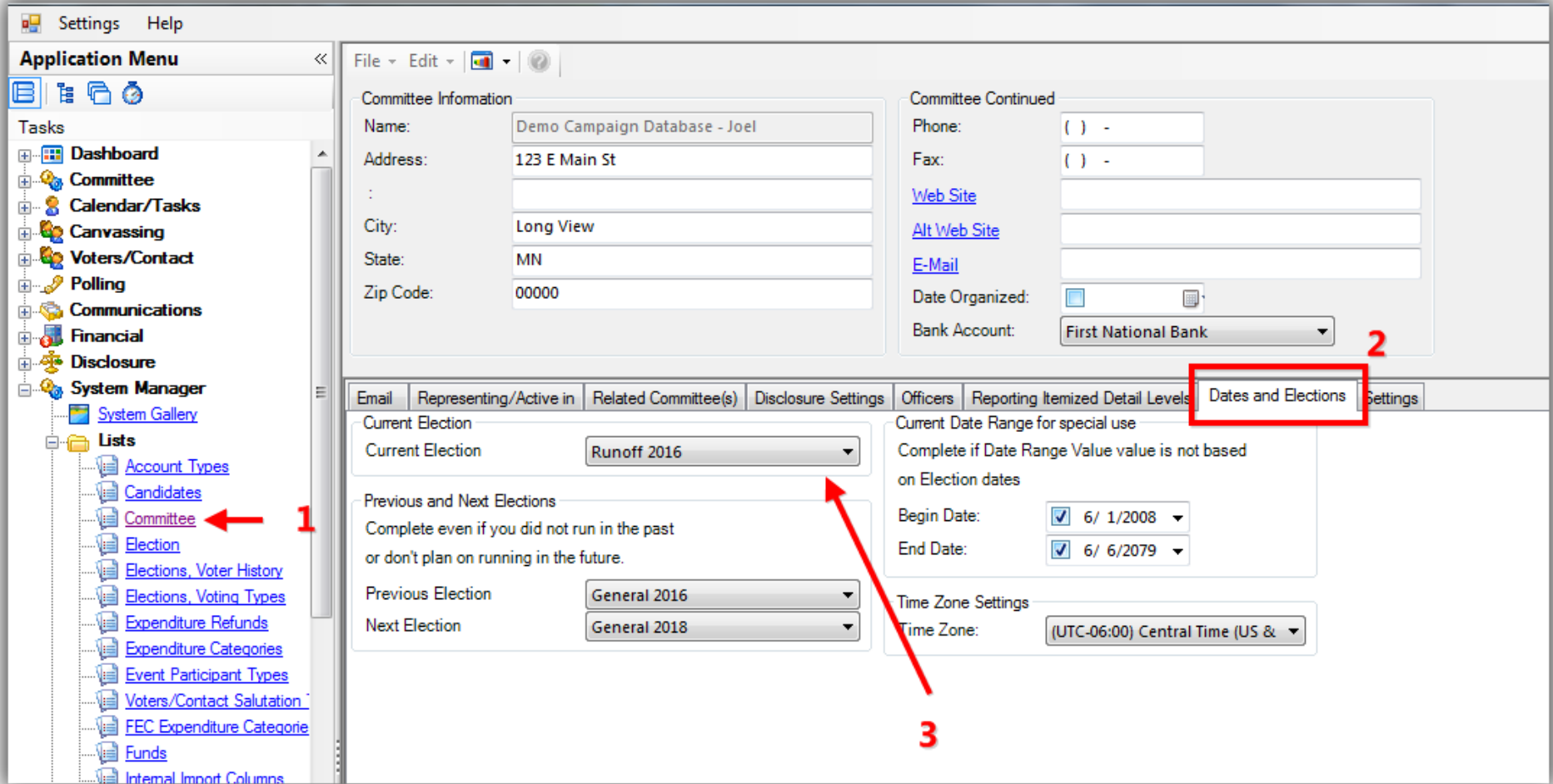
Election [27 records found]

Incl	ID	Election Name	Start Date	Election Date	Fec Code	Candidate Contribution Limit	Corporation Contribution Limit	Individual Contribution Limit	MCPCC Contribution Limit	Partnership Contribution Limit	Political Committee Contribution Limit	RegPPCC Contribution Limit
<input checked="" type="checkbox"/>	28	Runoff 2016	6/30/2016	12/10/2016	R2016	999,999,999,999.00	.00	2,700.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	27	General 2018	9/1/2018	11/5/2018	G2018	999,999,999,999.00	.00	2,400.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	26	Primary 2018	11/2/2016	9/1/2018	P2018	999,999,999,999.00	.00	2,400.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	25	General 2016	11/5/2014	11/1/2016	G2016	999,999,999,999.00	.00	2,700.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	24	Primary 2016	11/5/2014	9/1/2016	P2016	999,999,999,999.00	.00	2,700.00	2,700.00	5,000.00	2,700.00	2,700.00
<input checked="" type="checkbox"/>	23	Primary 2014	11/7/2012	9/4/2014	P2014	999,999,999,999.00	.00	2,600.00	2,600.00	5,000.00	2,600.00	2,600.00
<input checked="" type="checkbox"/>	22	General 2014	11/7/2012	11/4/2014	G2014	999,999,999,999.00	.00	2,600.00	2,600.00	5,000.00	2,600.00	2,600.00
<input checked="" type="checkbox"/>	21	Primary 2012	11/3/2010	9/4/2012	P2012	999,999,999,999.00	.00	2,500.00	2,500.00	5,000.00	2,500.00	2,500.00
<input checked="" type="checkbox"/>	20	General 2012	11/3/2010	11/6/2012	G2012	999,999,999,999.00	.00	2,500.00	2,500.00	5,000.00	2,500.00	2,500.00
<input checked="" type="checkbox"/>	18	General 2009	1/1/2009	11/3/2009	G2009	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	17	General 2007	1/1/2007	11/6/2007	G2007	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	16	General 2005	1/1/2005	11/8/2005	G2005	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	15	General 2001	1/1/2001	11/6/2001	G2001	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	14	General 2000	1/1/2000	11/7/2000	G2000	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	13	General 1998	1/1/1998	11/3/1998	G1998	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	12	General 2010	9/15/2008	11/2/2010	G2010	9,999.00	.00	2,400.00	5,000.00	2,400.00	5,000.00	2,400.00
<input checked="" type="checkbox"/>	11	Primary 2010	11/5/2008	9/14/2010	P2010	99,999.00	.00	2,400.00	5,000.00	2,400.00	5,000.00	2,400.00
<input checked="" type="checkbox"/>	10	General 2008	11/8/2006	11/4/2008	G2008	2,300.00	.00	2,300.00	5,000.00	2,300.00	5,000.00	5,000.00
<input checked="" type="checkbox"/>	9	Primary 2008	11/8/2006	9/9/2008	P2008	2,300.00	.00	2,300.00	2,300.00	2,300.00	5,000.00	2,300.00
<input checked="" type="checkbox"/>	8	General 2006	11/3/2004	11/7/2006	G2006	2,100.00	.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00
<input checked="" type="checkbox"/>	7	Primary 2006	11/3/2004	9/5/2006	P2006	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	6	General 2004	11/5/2002	11/2/2004	G2004	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	5	Primary 2004	11/5/2002	9/4/2004	P2004	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	4	General 2003	11/2/1999	11/4/2003	G2003	.00	.00	.00	.00	.00	.00	.00
<input checked="" type="checkbox"/>	3	Primary 2003	11/2/1999	9/9/2003	P2003	.00	.00	.00	.00	.00	.00	.00
	27					9,000,000,116,689.00	.00	34,600.00	43,100.00	56,500.00	45,800.00	37,900.00

New election after clicking [Search] to refresh the list.

You can now assign **contributions** and **expenses** to this new election as well as [assign it as your new default](#) election for the database so these data entry tasks will automatically assign the data to the new election. *These options are covered more in depth in the related resources links below, as well as the two screenshots displayed below.*

Img 1 – Set your New Election as the Database Default



Img 2 – Assign a New Contribution to the New Election

File Edit X [Icons] Joel Anders Kristenson [151258]

Title: Mr. **Home Address**
First Name: Joel 9110 Golden Valley Rd
Middle Name: Anders Apt 10
Last Name/Suffix: Kristenson Golden Valley, MN 55427
 218-370-1064 Ext 123
Prior Last Name: **Work Address**
Nickname: Pepe No Address
Voters/Contact Type: Individual
Candidate FEC: (none)
Committee FEC Id: Trail Blazer / N/A

Email: jkristenson@trailblz.com
Employer / Occupation: Trail Blazer / N/A

General Household Gallery Vote History Attribute Poll Relation **Financial** Pledge Event Logs Lawn Sales Admin

Contribution Refund

Include Exclude New Delete Export Print Add Partner/Earmark Contribution Redesignation Reattribution Returned Check Earmark

Incl	ID	Date	Original Amount	Amount After Refunds	Election ID	Election	Deposited	Applied Against Pledges
<input checked="" type="checkbox"/>	2240	7/31/2013	2,500.00	2,500.00	20	General 2012	<input type="checkbox"/>	.00
<input checked="" type="checkbox"/>	2241	9/29/2014	40,000.00	40,000.00	22	General 2014	<input type="checkbox"/>	.00
<input checked="" type="checkbox"/>	2242	9/29/2014	50,000.00	50,000.00	22	General 2014	<input type="checkbox"/>	.00
<input checked="" type="checkbox"/>	2243	10/6/2014	500.00	500.00	22	General 2014	<input type="checkbox"/>	.00
<input type="checkbox"/>	-1	7/1/2016	.00	.00	28		<input type="checkbox"/>	.00
Σ	4			93,000.00			0	.00

FEC Type: Federal
Event: (none)
Election: Runoff 2016 Thank You Sent
Type: Check Thank You Called
Date Received: 7/ 1/2016 Earmarked Out
Amount: .00 **After Refunds:** .00
Recurrence:
Memo:
 Incoming Earmark FEC Memo Force Itemization
F3I Bundle: (none)
Batch Code:
Check Number:
Date deposited:

When entering a new contribution you can assign it to the new election that you created.



Trail Blazer™

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

Related Resources

Article: [How to Set your Default 'Current' Election Cycle – \(Political Only\)](#)

Article: [Change Your 'Current' Election Cycle, Create New Election Cycles, and How to Mass Update a List of Contributions to a Specific Election – \(For Political Customers\)](#)

Article: [How to Setup and Use the Mobile Poll Watching App](#)

Article: [Election Day Procedures | Poll Watchers](#)

Article: [Voter History – Election List and Voter History](#)

Article: [Polling – How to Setup and Run a Poll – Inside your Trail Blazer Database](#)


Video: [Election Cycles Updates to Contribution Records \(en masse\)](#)

Video: [Getting Started 106b – Entering Contributions \(POLITICAL ONLY\)](#)

Video: [Filtered Contribution Columns in Format](#)

Video: [Reporting 103 – Format with various contribution columns](#)

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.*