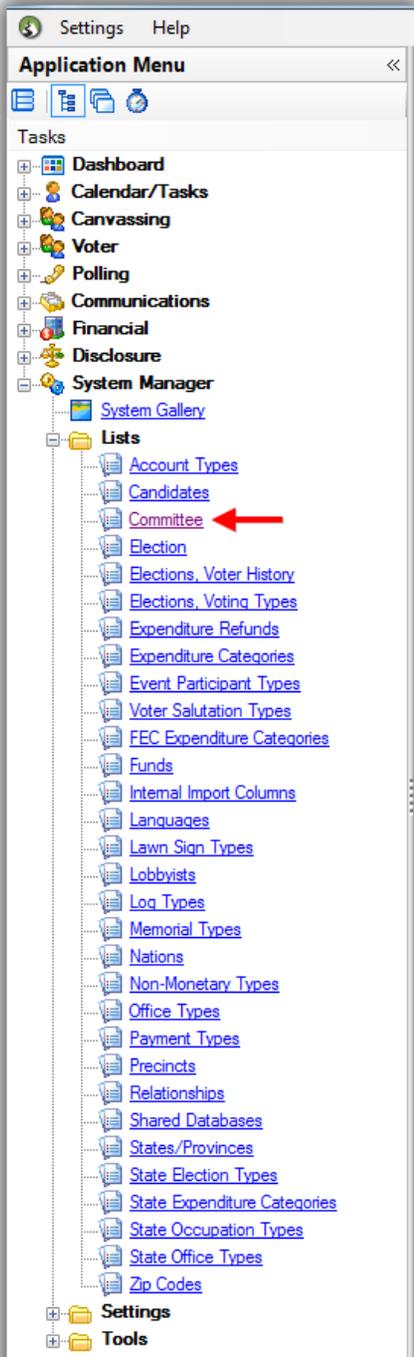


Author: Joel Kristenson

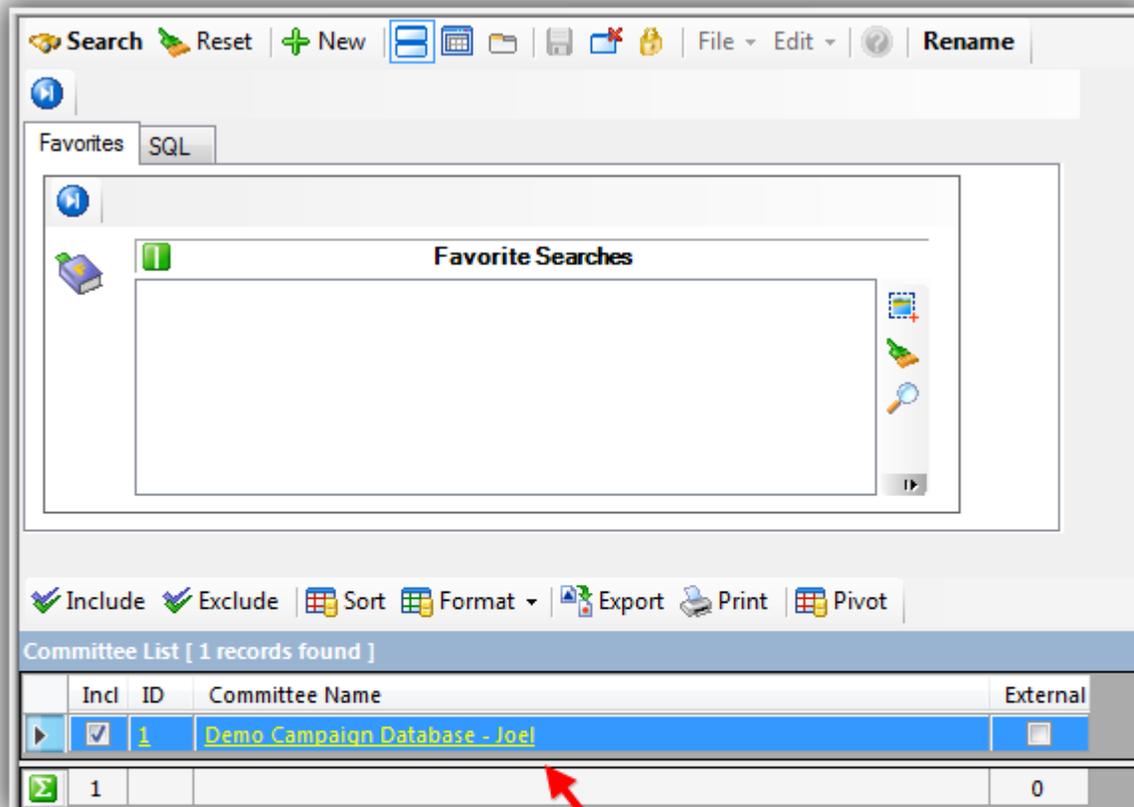
Last Updated: 2016-05-27

Overview

This article walks through the steps to change your default '**current**' election cycle in your database.

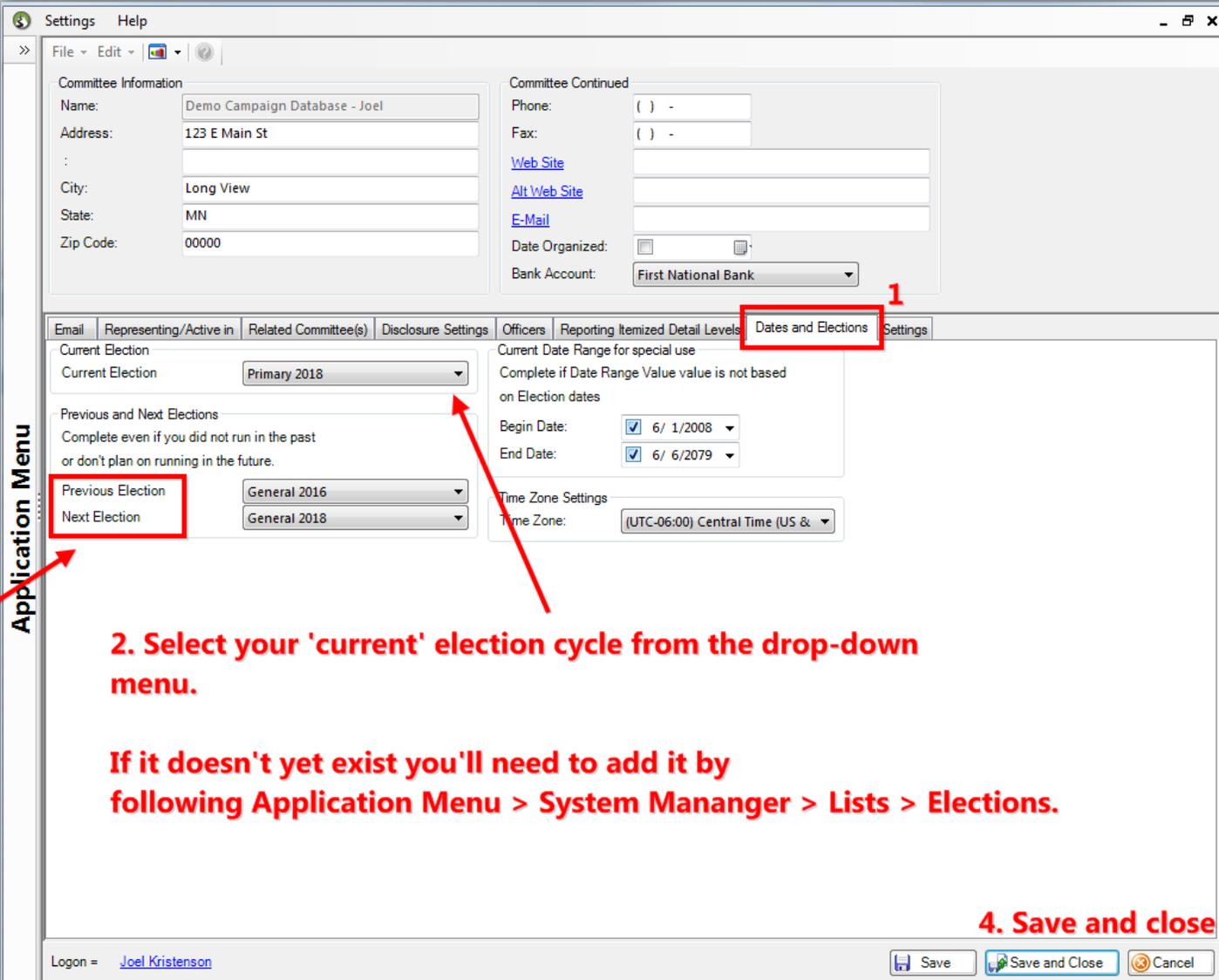


Click on the name of the Committee to open the Committee Record that you want to change your default (current) election for. *In my example I only had 1 committee record called 'Demo Campaign Database – Joel'.*



Click on the Committee record that you want to change the default (current) election cycle for.

Navigate to the **Dates and Elections** tab, select your 'current', 'previous', and 'next' election cycles from the drop-downs, and save-and-close to finish. *In my example I set by current election to '**Primary 2018**', set my previous election to '**General 2016**', and my next election cycle to '**General 2018**'.*



Settings Help

File Edit

Committee Information
Name: Demo Campaign Database - Joel
Address: 123 E Main St
City: Long View
State: MN
Zip Code: 00000

Committee Continued
Phone: () -
Fax: () -
Web Site
Alt Web Site
E-Mail
Date Organized:
Bank Account: First National Bank

1

Application Menu

Current Election: Primary 2018

Previous and Next Elections
Complete even if you did not run in the past or don't plan on running in the future.

Previous Election: General 2016
Next Election: General 2018

Dates and Elections
Current Date Range for special use
Complete if Date Range Value value is not based on Election dates
Begin Date: 6/ 1/2008
End Date: 6/ 6/2079
Time Zone Settings
Time Zone: (UTC-06:00) Central Time (US & ...)

Logon = Joel Kristenson

Save Save and Close Cancel

3. Set your 'Previous' and 'Next' election cycles as well.

2. Select your 'current' election cycle from the drop-down menu.

If it doesn't yet exist you'll need to add it by following Application Menu > System Manager > Lists > Elections.

4. Save and close to finish.

That completes the steps. If you **don't find** your election in your list you'll need to [add it to your database](#).



Trail Blazer™

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

Related Resources

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

Article: [Add an Election to Your Trail Blazer Database](#)

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

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

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

Article: [Enter Contributions](#)

Article: [Add Elections for Contributions](#)

Article: [How to Un-Deposit a Contribution \(Primarily for Political Customers\)](#)

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

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

Video: [Contribution – Entering Earmarked Contributions](#)

Trail Blazer Live Support

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