How to Set Your Default 'Current' Election Cycle – (Political Only)

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Overview

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

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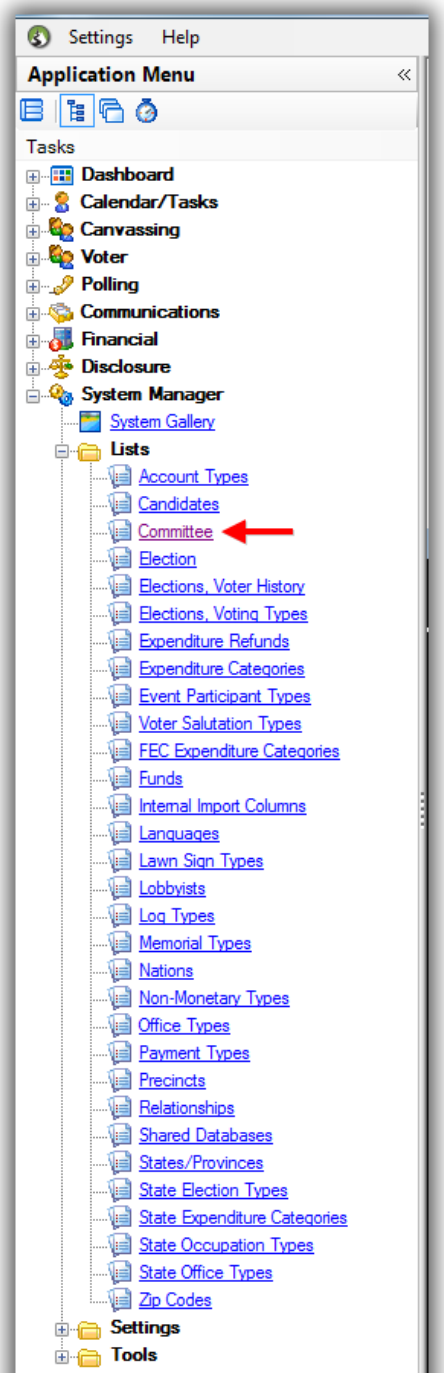
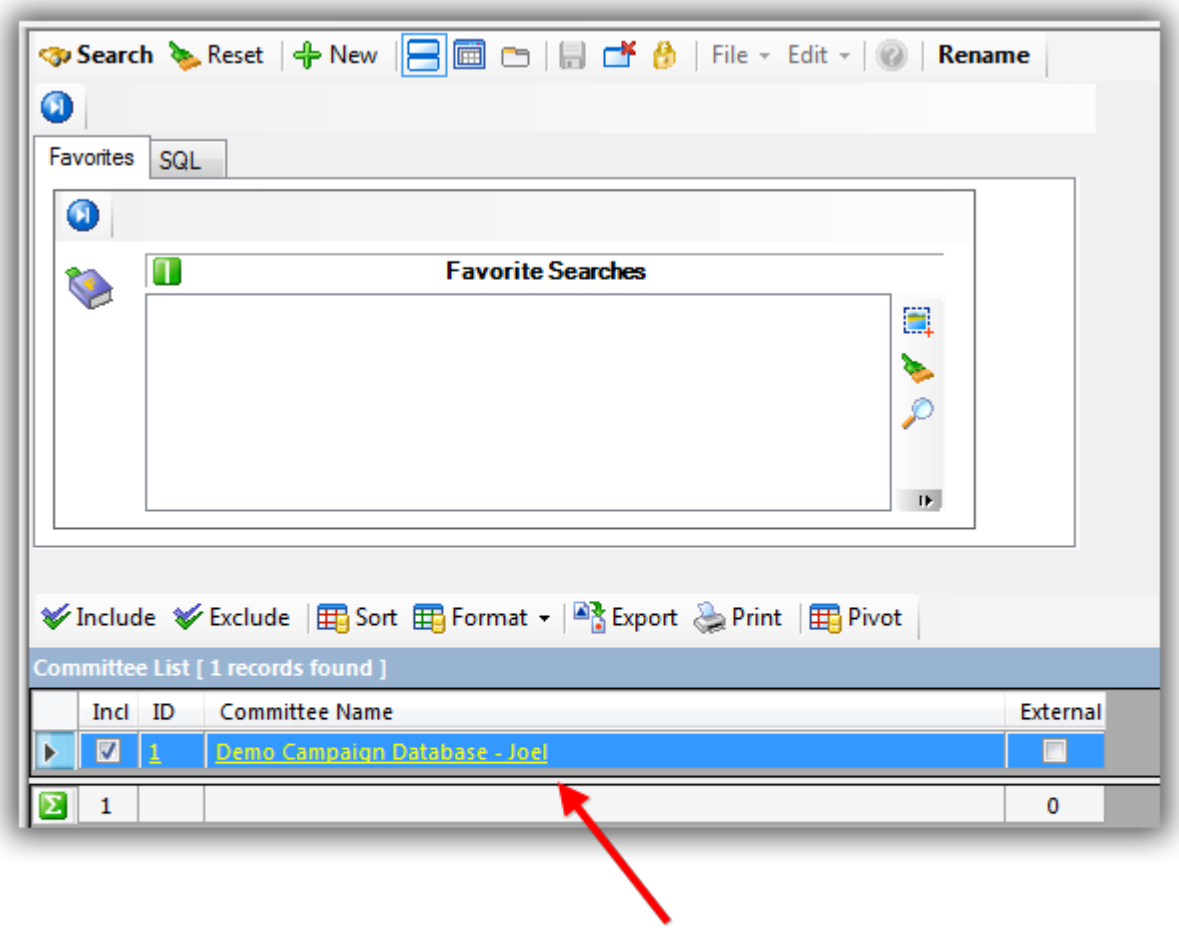


Click on the name of the Committee to open the Committee Record that you want to change your default (current) election for. *In my example I only had 1 committee record called '**Demo Campaign Database – Joel**'.*



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**'.*

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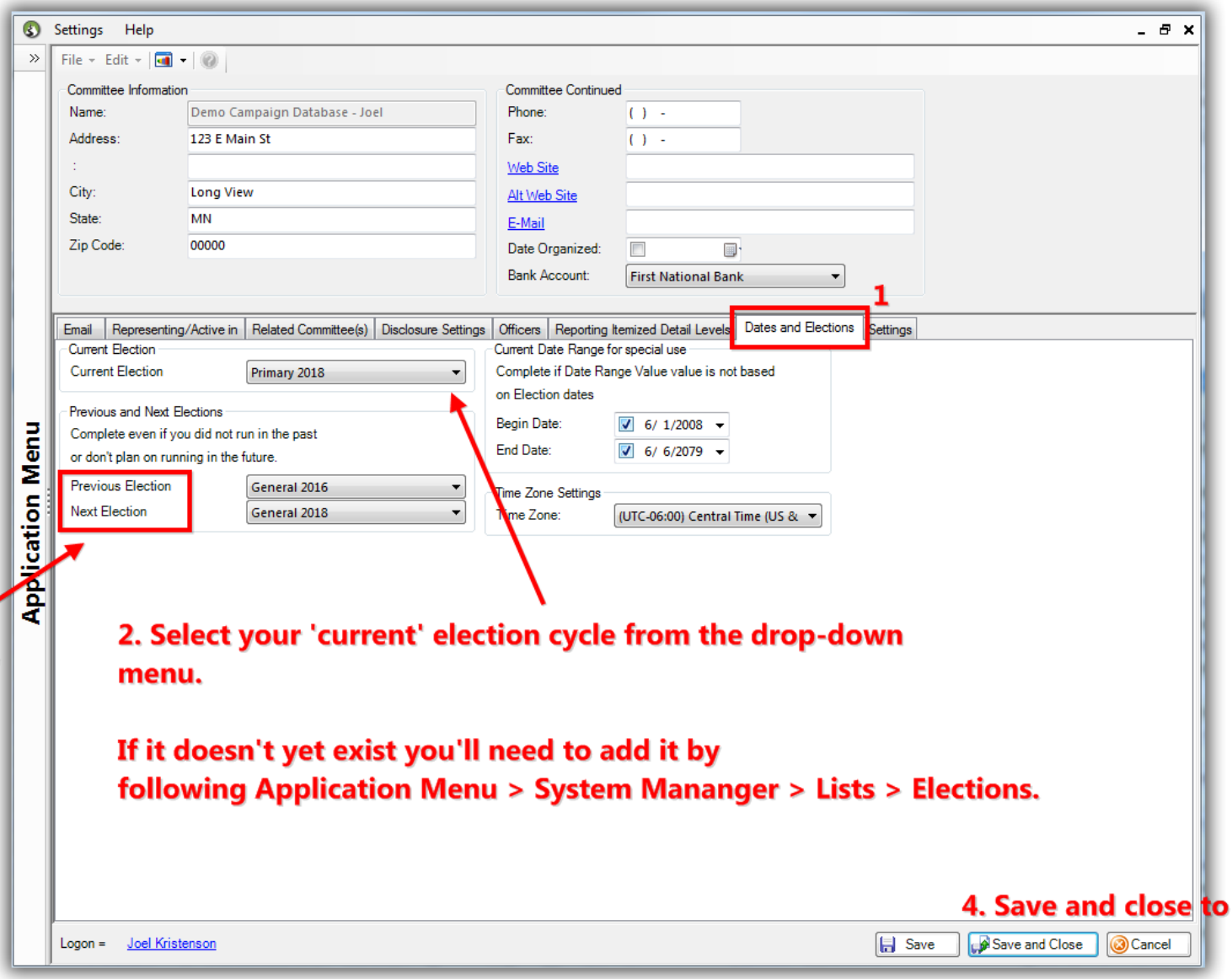

That completes the steps. If you **don't find** your election in your list you'll need to add it to your database.

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 (POLITCAL ONLY)
Video: Contribution – Entering Earmarked Contributions

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