

Author: Joel Kristenson

Last Updated: 2016-05-19

Overview

This article walks through the steps to **create new election cycles** in your database, set your **default**/previous/next cycles in your Committee record, and how to **mass update** a list of contributions to a specific election.

 **Tip:** Use the **Ctrl+F** hot key to jump to different sections of this article (example: “**#1**”, “**#2**” or “**Related Resources**”).

Outline

#1 View your Current List of Election Cycles and Add New Ones

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)

#2 Set Your 'Default', Previous, and Next Election Cycles in your Committee Record

#3 Mass Update a List of Contributions to a Specific Election Cycle

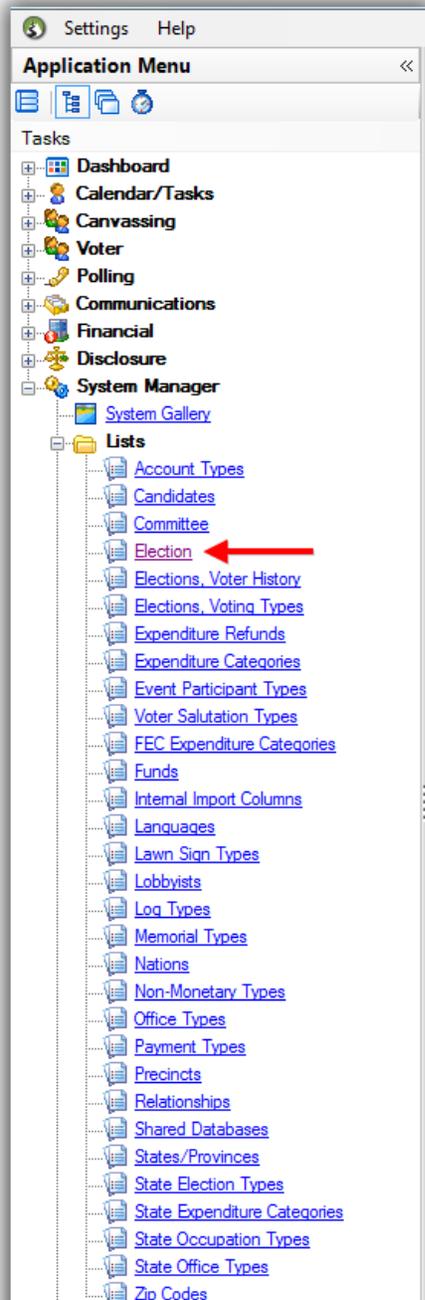
#4 Related Resources

#1 – View your Current List of Election Cycles and Add New Ones

Note: This article assumes you have [administrative access](#) for your database.

To check view your current list of elections follow **Application Menu > System Manager > Lists > Elections**

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)



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)

This will populate your current list of **Election Cycles** with related information. *In this example I had 24 elections, you can sort from oldest to newest by clicking on the 'ID' column two times.*

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)

Elections list with my 24 example election cycles.

Search Reset New Election

Favorites SQL

Favorite Searches

Include Exclude Sort Format Export Print Pivot

Election [24 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 type="checkbox"/>	1	Primary 2002	11/8/2000	9/10/2002	P2002	.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
<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"/>	4	General 2003	11/2/1999	11/4/2003	G2003	.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"/>	6	General 2004	11/5/2002	11/2/2004	G2004	.00	.00	.00	.00	.00	.00	.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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	13	General 1998	1/1/1998	11/3/1998	G1998	.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"/>	15	General 2001	1/1/2001	11/6/2001	G2001	.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"/>	17	General 2007	1/1/2007	11/6/2007	G2007	.00	.00	.00	.00	.00	.00	.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"/>	20	General 2012	11/3/2010	11/6/2012	G2012	999,999,999.00	.00	2,500.00	2,500.00	5,000.00	2,500.00	2,500.00
<input checked="" type="checkbox"/>	21	Primary 2012	11/3/2010	9/4/2012	P2012	999,999,999.00	.00	2,500.00	2,500.00	5,000.00	2,500.00	2,500.00
<input checked="" type="checkbox"/>	22	General 2014	11/7/2012	11/4/2014	G2014	999,999,999.00	.00	2,600.00	2,600.00	5,000.00	2,600.00	2,600.00
<input checked="" type="checkbox"/>	23	Primary 2014	11/7/2012	9/4/2014	P2014	999,999,999.00	.00	2,600.00	2,600.00	5,000.00	2,600.00	2,600.00
<input checked="" type="checkbox"/>	24	Primary 2016	11/5/2014	9/1/2016	P2016	999,999,999.00	.00	2,700.00	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	999,999,999.00	.00	2,700.00	2,700.00	5,000.00	2,700.00	2,700.00

24

To sort your elections from oldest to newest click on the 'ID' column.

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)

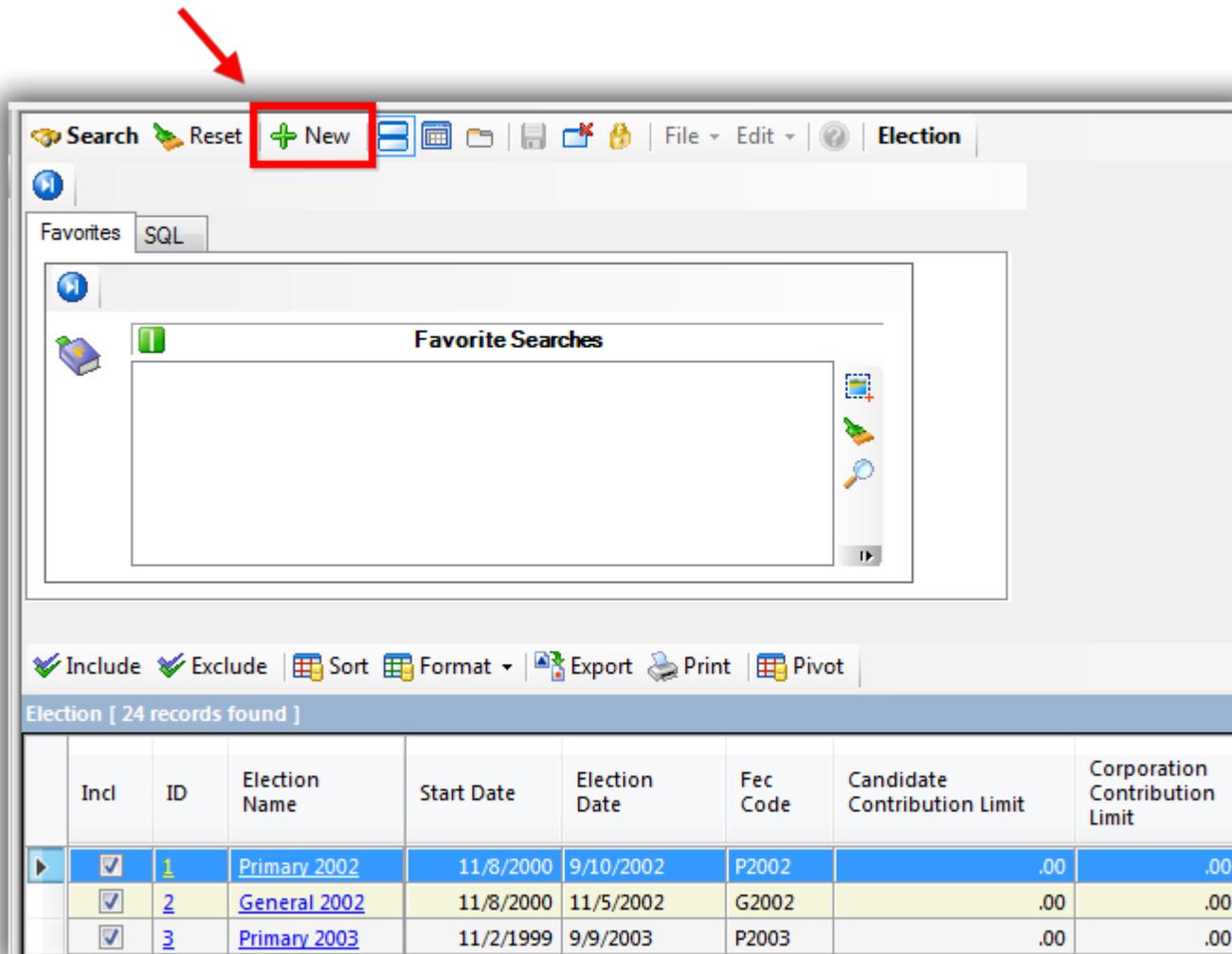
You can click on any of the underline [blue](#) links in the list to **open an election** and make modifications if necessary, *example*:

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)

To create a **new election** click the **[+ New]** button on the search tool strip.

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)

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



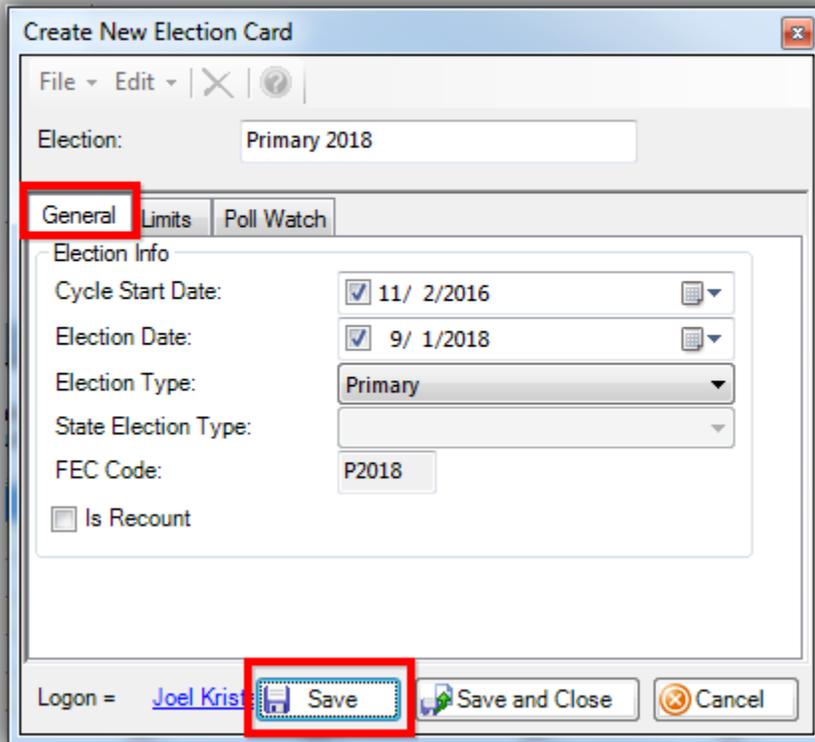
The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with options: Search, Reset, + New, and several icons. The '+ New' button is highlighted with a red box, and a red arrow points to it from the text above. Below the menu bar, there is a 'Favorites' section with a 'SQL' tab and a 'Favorite Searches' area. Below that, there is a toolbar with options: Include, Exclude, Sort, Format, Export, Print, and Pivot. At the bottom, there is a table titled 'Election [24 records found]' with the following data:

Incl	ID	Election Name	Start Date	Election Date	Fec Code	Candidate Contribution Limit	Corporation Contribution Limit
<input checked="" type="checkbox"/>	1	Primary 2002	11/8/2000	9/10/2002	P2002	.00	.00
<input checked="" type="checkbox"/>	2	General 2002	11/8/2000	11/5/2002	G2002	.00	.00
<input checked="" type="checkbox"/>	3	Primary 2003	11/2/1999	9/9/2003	P2003	.00	.00

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)

Under the **General** tab enter the election **Name**, **Cycle Start Date**, **Election Date**, and the **Election Type**. *The image below shows my example election called **Primary 2018** with a cycle start date of 11/2/2016, and an election date of 9/1/2018.*

Fill out the details for your new election cycle under the General tab and click [Save].



The screenshot shows a 'Create New Election Card' dialog box with the following details:

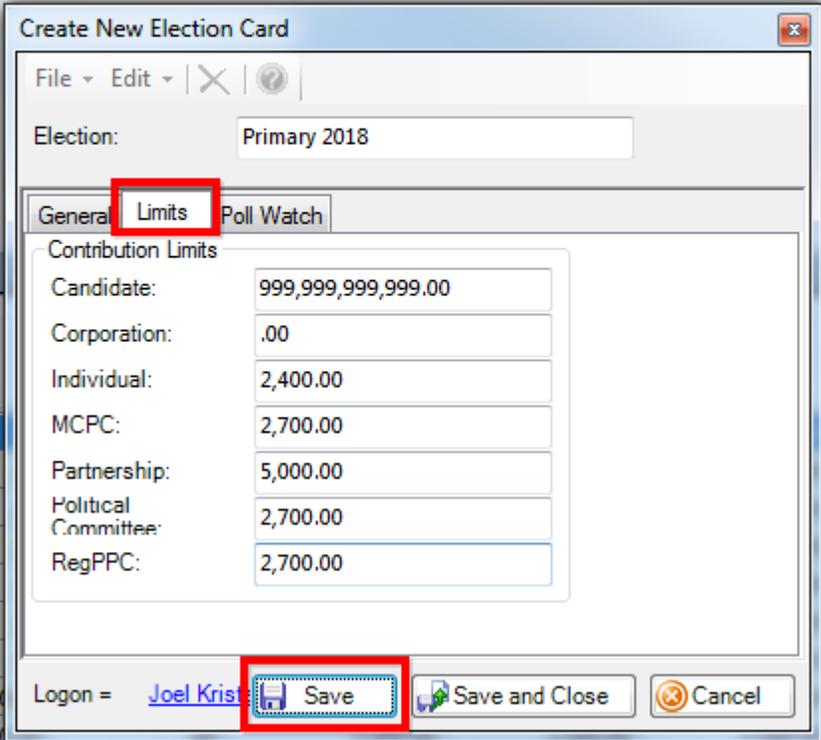
- Election:** Primary 2018
- General Tab (highlighted):**
 - Election Info:**
 - Cycle Start Date:** 11/ 2/2016
 - Election Date:** 9/ 1/2018
 - Election Type:** Primary
 - State Election Type:** (empty)
 - FEC Code:** P2018
 - Is Recount:**

- Buttons:** Logon = Joel Kris, **Save** (highlighted), Save and Close, Cancel

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)

Navigate to the **Limits** tab and fill out the contribution limits for the election. *These can fluctuate as the FEC changes their rules so it's always a good idea to confirm with your FEC analyst what the current laws allow for.*

Fill out the contribution limits under the 'Limits' tab, check with your FEC analyst if you have questions on what the current laws are.



The screenshot shows a software window titled "Create New Election Card". The "Election:" field is set to "Primary 2018". The "Limits" tab is selected and highlighted with a red box. The "Contribution Limits" section contains the following data:

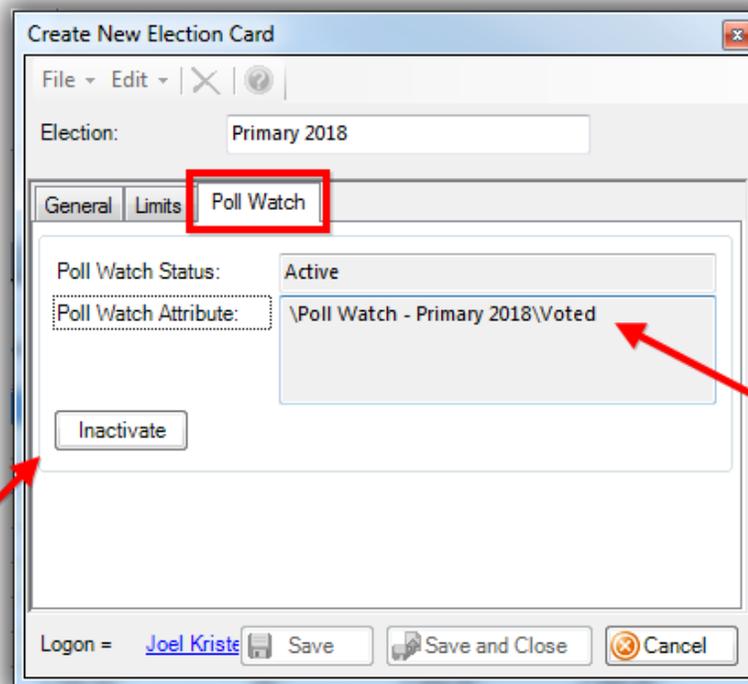
Category	Limit
Candidate:	999,999,999.00
Corporation:	.00
Individual:	2,400.00
MCPC:	2,700.00
Partnership:	5,000.00
Political Committee:	2,700.00
RegPPC:	2,700.00

The "Logon =" field shows "Joel Krist". The "Save" button at the bottom is highlighted with a red box.

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)

If you want to activate the election for the [mobile poll watching](#) application you'll do that under the **Poll Watch** tab as shown below.

If you want to activate the election for the mobile poll watching app you'll need to click the [Activate] button under this tab.



Activate and deactivate the election for poll watching.

Attribute name that gets created if you activate the election for poll watching.

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)

Once you’re all finished creating your new election you can **save-and-close** it.

Click the **[Search]** button and you will now see your newly created **election** in your **election** list. *Mine had an ID of 26.*

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)

Click [Search] to populate the list and display your new election.

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"/>	1	Primary 2002	11/8/2000	9/10/2002	P2002	.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
<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"/>	4	General 2003	11/2/1999	11/4/2003	G2003	.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"/>	6	General 2004	11/5/2002	11/2/2004	G2004	.00	.00	.00	.00	.00	.00	.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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	13	General 1998	1/1/1998	11/3/1998	G1998	.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"/>	15	General 2001	1/1/2001	11/6/2001	G2001	.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"/>	17	General 2007	1/1/2007	11/6/2007	G2007	.00	.00	.00	.00	.00	.00	.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"/>	20	General 2012	11/3/2010	11/6/2012	G2012	999,999,999.00	.00	2,500.00	2,500.00	5,000.00	2,500.00	2,500.00
<input checked="" type="checkbox"/>	21	Primary 2012	11/3/2010	9/4/2012	P2012	999,999,999.00	.00	2,500.00	2,500.00	5,000.00	2,500.00	2,500.00
<input checked="" type="checkbox"/>	22	General 2014	11/7/2012	11/4/2014	G2014	999,999,999.00	.00	2,600.00	2,600.00	5,000.00	2,600.00	2,600.00
<input checked="" type="checkbox"/>	23	Primary 2014	11/7/2012	9/4/2014	P2014	999,999,999.00	.00	2,600.00	2,600.00	5,000.00	2,600.00	2,600.00
<input checked="" type="checkbox"/>	24	Primary 2016	11/5/2014	9/1/2016	P2016	999,999,999.00	.00	2,700.00	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	999,999,999.00	.00	2,700.00	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	999,999,999.00	.00	2,400.00	2,700.00	5,000.00	2,700.00	2,700.00

The new election will display after clicking search and it will have the highest 'ID'.

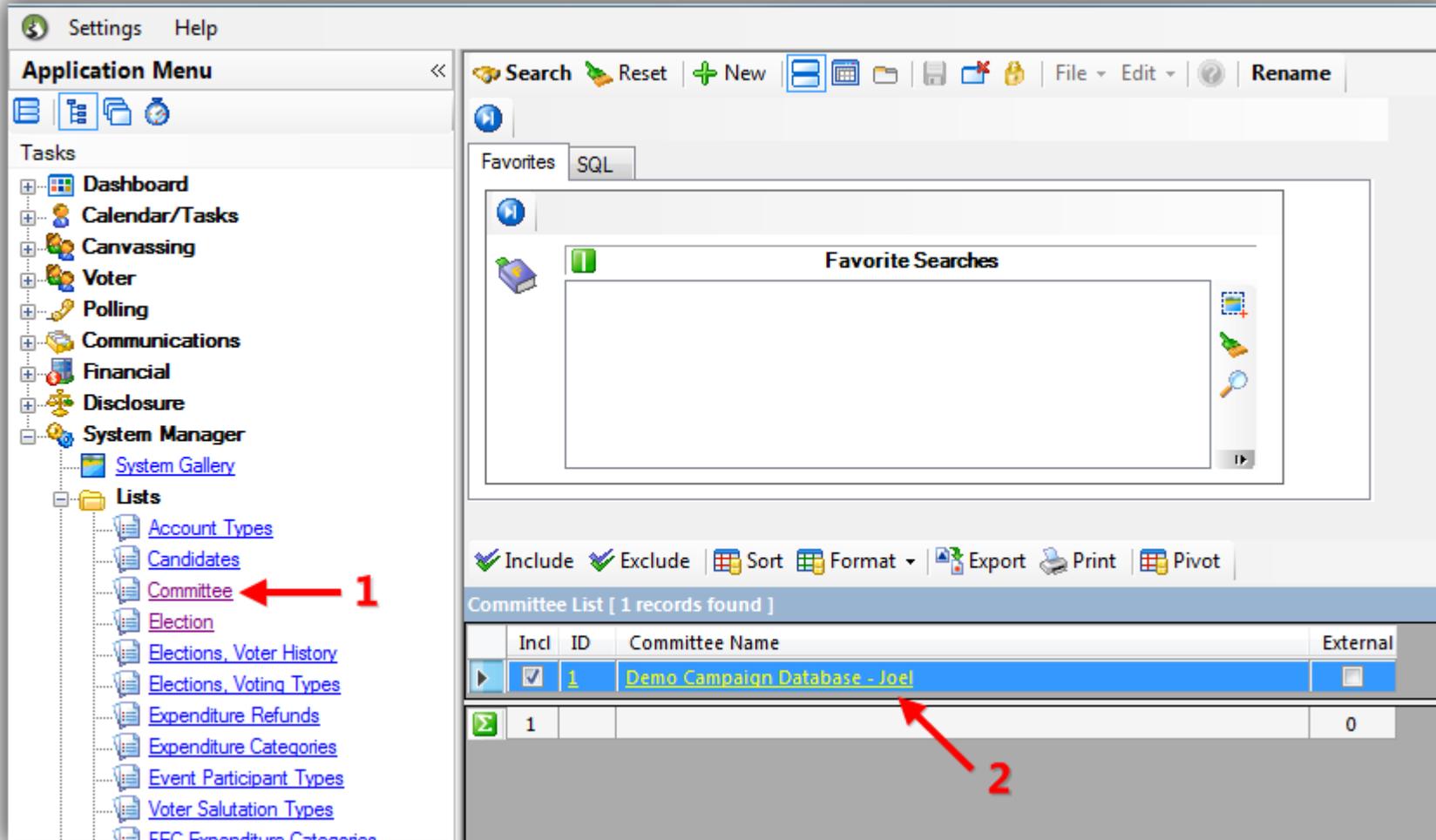
Change Your ‘Current’ Election Cycle, Create New Election Cycles, and How to Mass Update a List of Contributions to a Specific Election – (For Political Customers)

Repeat these steps until all of the election cycles you need have been created.

#2 – Set your ‘Default’, Previous, and Next Election Cycles in your Committee Record

Under **Application Menu** follow **System Manager > Lists > Committee** and click on your **Committee Name** to open the Committee Record. *In my example my committee was called ‘Demo Campaign Database – Joel’. *If you have more than one committee you’ll need to select the one you need from your list that you want to configure election cycles for.*

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)

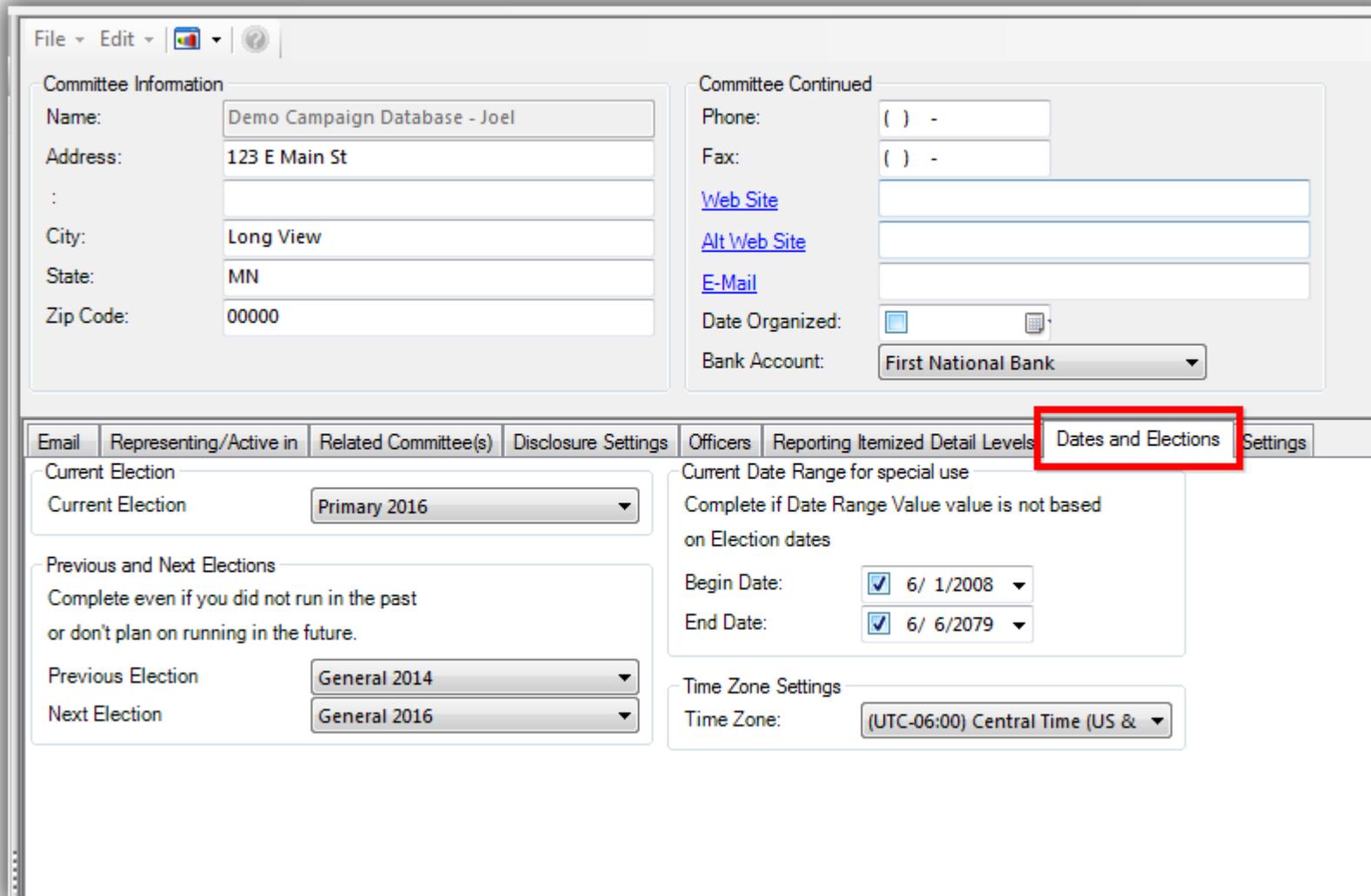


The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with a tree view of 'Tasks' and 'Lists'. The 'Committee' link under 'Lists' is highlighted with a red arrow labeled '1'. The main window displays a 'Committee List' with 1 record found. The table below shows the details of the record.

Incl	ID	Committee Name	External
<input checked="" type="checkbox"/>	1	Demo Campaign Database - Joel	<input type="checkbox"/>
Σ	1		0

Navigate to the **Dates and Elections** tab.

Committee Record Card



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

Tabbed Interface: Email | Representing/Active in | Related Committee(s) | Disclosure Settings | Officers | Reporting Itemized Detail Levels | **Dates and Elections** | Settings

Current Election
Current Election: Primary 2016

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 2014
Next Election: General 2016

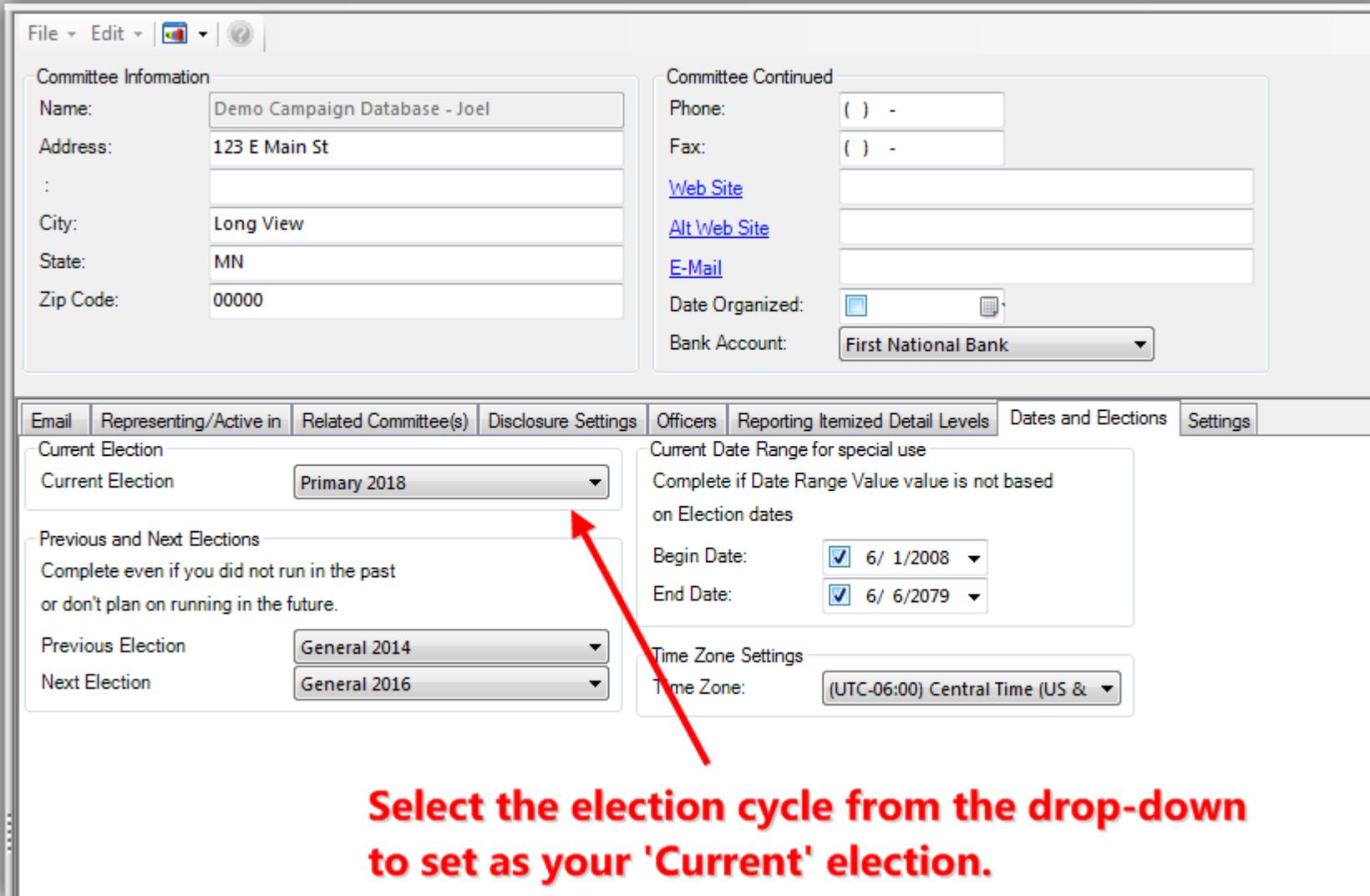
Current Date Range for special use
Complete if Date Range Value value is not based on Election dates
Begin Date: 6/ 1/2008
End Date: 6/ 6/2079

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

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)

Click the ‘**Current Election**’ drop-down and select the **election** you want set as your **current election**. *In my example I used the new 2018 primary election that was created in the previous steps.*

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)



The screenshot displays the TrailBlazer software interface, specifically the 'Settings' tab. The interface is divided into several sections:

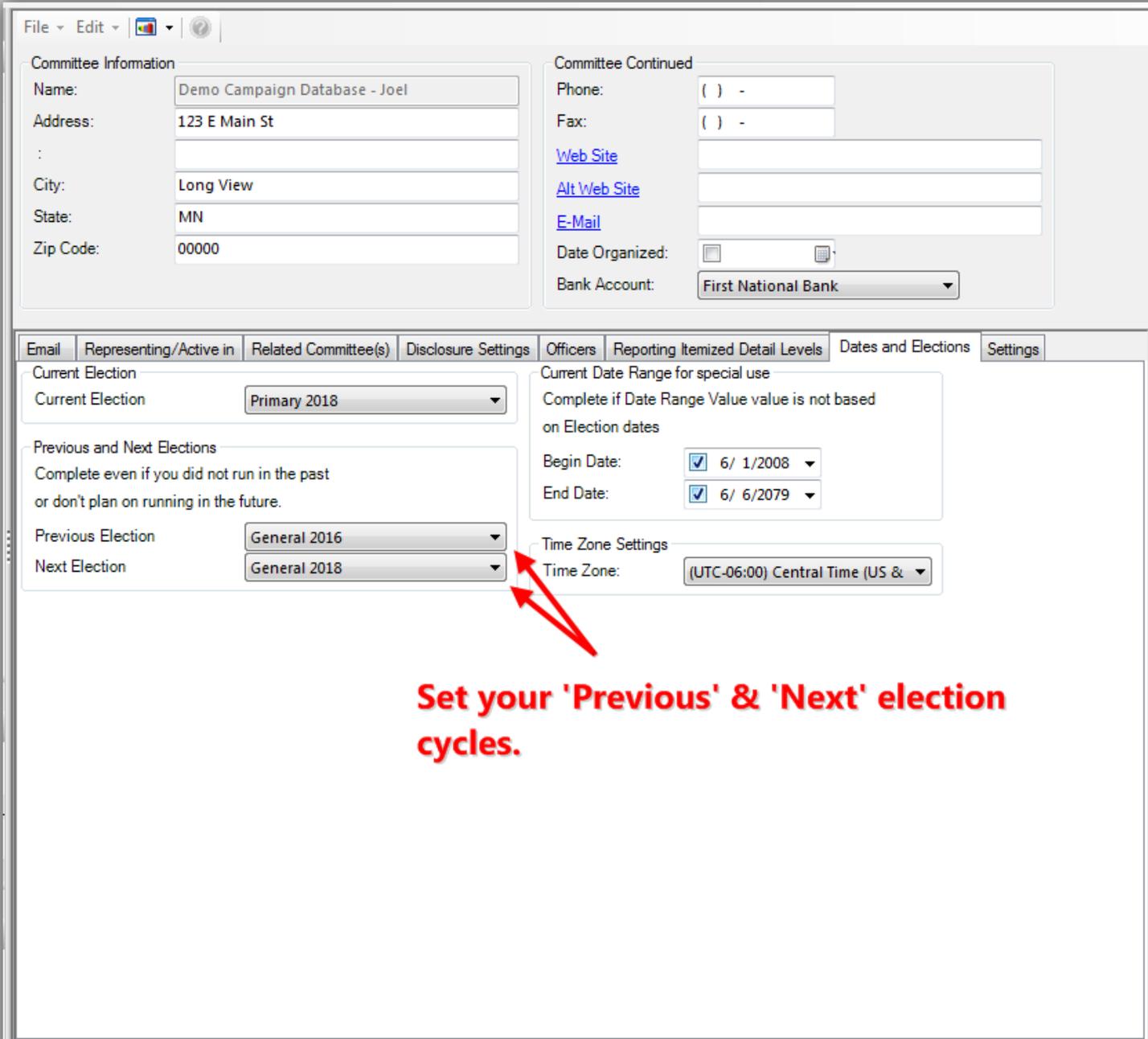
- Committee Information:** Name: Demo Campaign Database - Joel; Address: 123 E Main St; City: Long View; State: MN; Zip Code: 00000.
- Committee Continued:** Phone: () - ; Fax: () - ; Web Site: ; Alt Web Site: ; E-Mail: ; Date Organized: ; Bank Account: First National Bank.
- Settings Tab:** Contains several sub-sections:
 - Current Election:** A dropdown menu currently set to 'Primary 2018'. A red arrow points to this dropdown.
 - Previous and Next Elections:** Previous Election: General 2014; Next Election: General 2016.
 - 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 &)

Select the election cycle from the drop-down to set as your 'Current' election.

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)

Select the elections from the drop-downs for your **Previous Election**, and **Next Election**. *In my example I set my 'Previous Election' to General 2016 and the 'Next Election' to General 2018.*

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)



File Edit [Icons]

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

Email Representing/Active in Related Committee(s) Disclosure Settings Officers Reporting Itemized Detail Levels Dates and Elections Settings

Current Election

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

Current Date Range for special use

Complete if Date Range Value value is not based on Election dates

Begin Date: [x] 6/ 1/2008
End Date: [x] 6/ 6/2079

Time Zone Settings

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

Set your 'Previous' & 'Next' election cycles.

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)

New contributions that come into your database will now default to the 'current' election cycle that was configured in the Committee Record, whether they come in via an online donation, are mass imported, or hand entered. *My example is below for a hand-entered check contribution.*

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)

File Edit Marjory Florence Aaberg [4]

Title: [Dropdown]
First Name: Marjory
Middle Name: Florence
Last Name/Suffix: Aaberg [Dropdown]
Prior Last Name: [Text]
Nickname: [Text]
Voter Type: Individual [Dropdown]
Candidate FEC: (none) [Dropdown]
Committee FEC Id: [Text]

Home Address:
 504 8th St E
 Starbuck, MN 56381
 763-218-4433

Work Address:
 No Address

Email:
 No Email Address

Employer / Occupation:
 No Employer / No Occupation

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 Resignation Reattribution Returned Check Earmark

Incl	ID	Date	Original Amount	Amount After Refunds	Election ID	Election	Deposited	Applied Against Pledges
<input checked="" type="checkbox"/>	9	2/22/2006	75.00	75.00	1	Primary 2002	<input type="checkbox"/>	.00
<input type="checkbox"/>	2...	5/19/2016	500.00	500.00	26	Primary 2018	<input type="checkbox"/>	.00
<input checked="" type="checkbox"/>	1			75.00			0	.00

FEC Type: Federal [Dropdown]
Event: Fundraiser Dinner [Dropdown]
Election: Primary 2018 [Dropdown] Thank You Sent
Type: Check [Dropdown] Thank You Called
Date Received: 5/19/2016 [Calendar] Earmarked Out
Amount: 500.00 **After Refunds:** 500.00
Recurrence: Single [Dropdown]
Memo: For KB on configuring elections.
 Incoming Earmark FEC Memo Force Itemization
F3I Bundle: (none)
Batch Code: 20160519JAK
Check Number: 6713
Date deposited: [Text]

New contributions that come in will default to the 'Current' election cycle that you configured in your Committee Record, whether they come in through the online donation form, are hand entered, or mass imported.

#3 – Mass Update a List of Contributions to a Specific Election

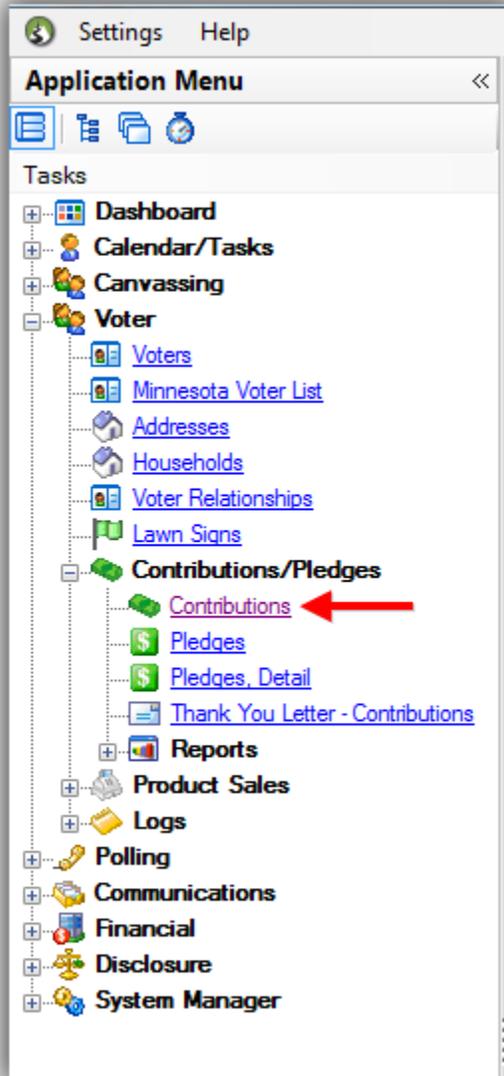
Note: Sometimes users will realize a bit late that their election has passed and they didn't update their 'current' cycle so contributions that are coming in are flagged for the incorrect election. Instead of going one record at a time to fix the issue you can mass update all of the contributions for the particular date period to the correct election cycle.

Important: Unlike modifying a single contribution record that's already deposited, the mass update procedure ***DOES NOT*** require that you [un-deposit](#) it prior to running this operation, the contributions will update just fine without going through that extra effort. This is demonstrated below as some of my contributions had already been deposited prior to running the mass update.

 **Tip:** It's a very wise decision to start a new session of Trail Blazer prior to running these mass updates, if you accidentally make a mistake it will be easier to roll-it-back.

Navigate to the **Contributions** list by following **Application Menu > Voter > Contribution/Pledges > Contributions**

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)

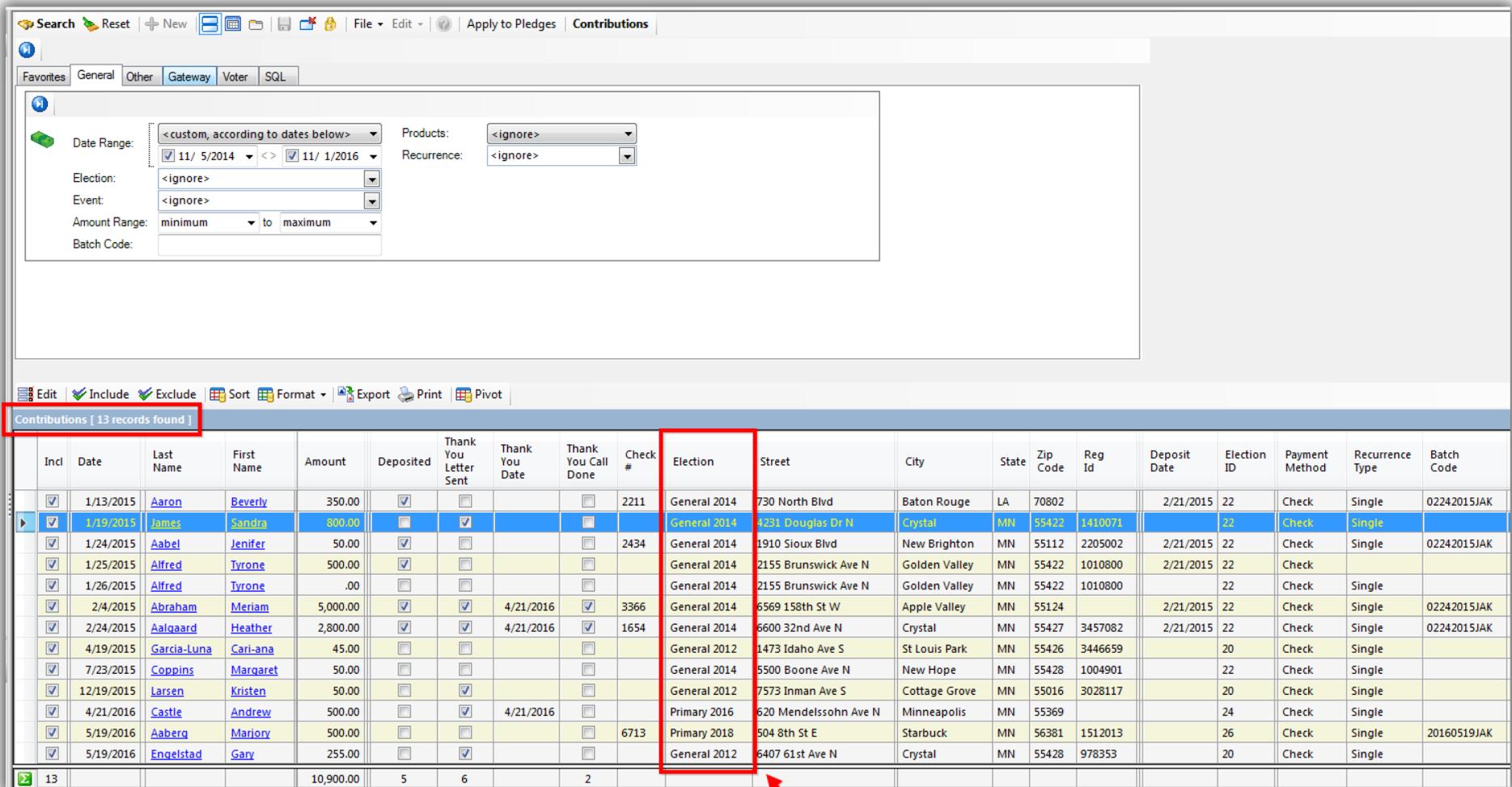


Change Your ‘Current’ Election Cycle, Create New Election Cycles, and How to Mass Update a List of Contributions to a Specific Election – (For Political Customers)

Run your search query for contributions that **are not set to the correct election**, this is usually run by a date range. *In my example I queried for all contributions for my ‘General 2016’ date-range of 11/5/2014 – 11/1/2016 and this populated a record count of 13. As shown in the image below all of the contributions **should** be connected to the General 2016 election but many are not.*

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)

Run your search query for the list of contributions you need to mass update to the correct election cycle. (usually by the date range for a particular election)



Search Reset New [Icons] File Edit Apply to Pledges Contributions

Favorites General Other Gateway Voter SQL

Date Range: <custom, according to dates below> Products: <ignore>
 11/ 5/2014 <> 11/ 1/2016 Recurrence: <ignore>
 Election: <ignore>
 Event: <ignore>
 Amount Range: minimum to maximum
 Batch Code:

Edit Include Exclude Sort Format Export Print Pivot

Contributions [13 records found]

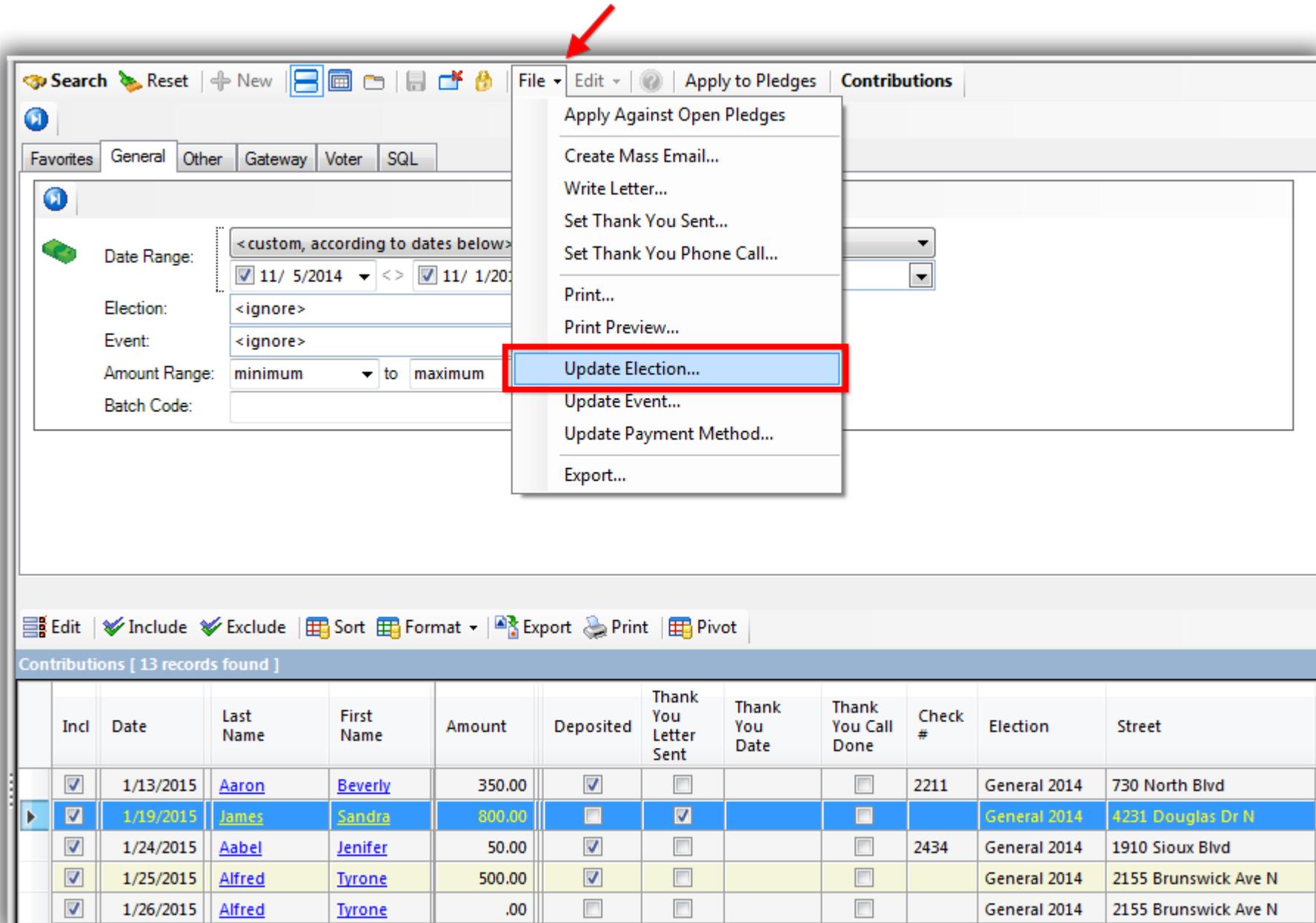
Incl	Date	Last Name	First Name	Amount	Deposited	Thank You Letter Sent	Thank You Date	Thank You Call Done	Check #	Election	Street	City	State	Zip Code	Reg Id	Deposit Date	Election ID	Payment Method	Recurrence Type	Batch Code
<input checked="" type="checkbox"/>	1/13/2015	Aaron	Beverly	350.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2211	General 2014	730 North Blvd	Baton Rouge	LA	70802		2/21/2015	22	Check	Single	02242015IAK
<input checked="" type="checkbox"/>	1/19/2015	James	Sandra	800.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		General 2014	4231 Douglas Dr N	Crystal	MN	55422	1410071		22	Check	Single	
<input checked="" type="checkbox"/>	1/24/2015	Aabel	Jenifer	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2434	General 2014	1910 Sioux Blvd	New Brighton	MN	55112	2205002	2/21/2015	22	Check	Single	02242015IAK
<input checked="" type="checkbox"/>	1/25/2015	Alfred	Tyrone	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2014	2155 Brunswick Ave N	Golden Valley	MN	55422	1010800	2/21/2015	22	Check		
<input checked="" type="checkbox"/>	1/26/2015	Alfred	Tyrone	.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2014	2155 Brunswick Ave N	Golden Valley	MN	55422	1010800		22	Check	Single	
<input checked="" type="checkbox"/>	2/4/2015	Abraham	Meriam	5,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/21/2016	<input checked="" type="checkbox"/>	3366	General 2014	6569 158th St W	Apple Valley	MN	55124		2/21/2015	22	Check	Single	02242015IAK
<input checked="" type="checkbox"/>	2/24/2015	Aalgaard	Heather	2,800.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/21/2016	<input checked="" type="checkbox"/>	1654	General 2014	6600 32nd Ave N	Crystal	MN	55427	3457082	2/21/2015	22	Check	Single	02242015IAK
<input checked="" type="checkbox"/>	4/19/2015	Garcia-Luna	Cari-ana	45.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2012	1473 Idaho Ave S	St Louis Park	MN	55426	3446659		20	Check	Single	
<input checked="" type="checkbox"/>	7/23/2015	Coppins	Margaret	50.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2014	5500 Boone Ave N	New Hope	MN	55428	1004901		22	Check	Single	
<input checked="" type="checkbox"/>	12/19/2015	Larsen	Kristen	50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		General 2012	7573 Inman Ave S	Cottage Grove	MN	55016	3028117		20	Check	Single	
<input checked="" type="checkbox"/>	4/21/2016	Castle	Andrew	500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/21/2016	<input type="checkbox"/>		Primary 2016	620 Mendelsohn Ave N	Minneapolis	MN	55369			24	Check	Single	
<input checked="" type="checkbox"/>	5/19/2016	Aaberg	Marjory	500.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	6713	Primary 2018	504 8th St E	Starbuck	MN	56381	1512013		26	Check	Single	20160519IAK
<input checked="" type="checkbox"/>	5/19/2016	Engelstad	Gary	255.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		General 2012	6407 61st Ave N	Crystal	MN	55428	978353		20	Check	Single	
13				10,900.00	5	6		2												

Many of the contributions in this list are not keyed to the correct election.

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)

After your list of contributions have populated select **File > Update Election...**

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)



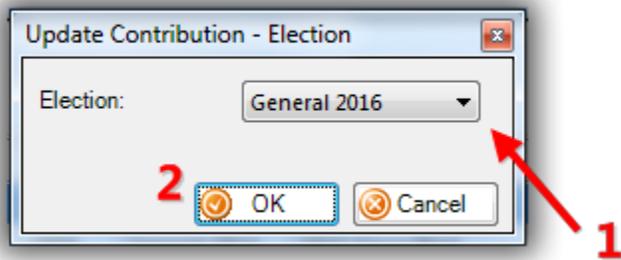
The screenshot shows the TrailBlazer software interface. The 'File' menu is open, and the 'Update Election...' option is highlighted with a red box. A red arrow points to the 'File' menu button. The interface includes a search bar, a toolbar with icons for Search, Reset, New, and other functions, and a main window displaying a list of contributions. The 'Update Election...' option is highlighted in a red box.

Contributions [13 records found]

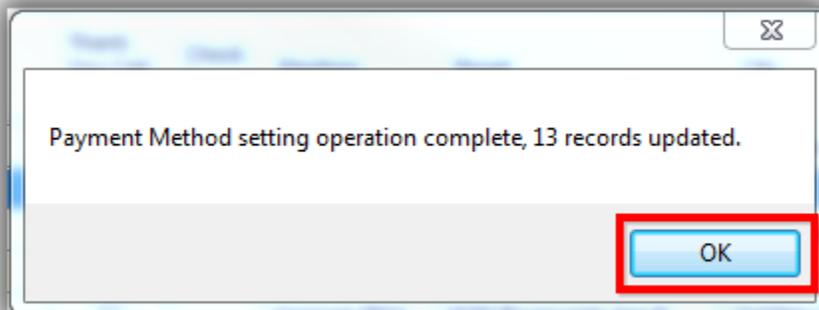
Incl	Date	Last Name	First Name	Amount	Deposited	Thank You Letter Sent	Thank You Date	Thank You Call Done	Check #	Election	Street
<input checked="" type="checkbox"/>	1/13/2015	Aaron	Beverly	350.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2211	General 2014	730 North Blvd
<input checked="" type="checkbox"/>	1/19/2015	James	Sandra	800.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		General 2014	4231 Douglas Dr N
<input checked="" type="checkbox"/>	1/24/2015	Aabel	Jenifer	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2434	General 2014	1910 Sioux Blvd
<input checked="" type="checkbox"/>	1/25/2015	Alfred	Tyrone	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2014	2155 Brunswick Ave N
<input checked="" type="checkbox"/>	1/26/2015	Alfred	Tyrone	.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2014	2155 Brunswick Ave N

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)

Choose the **election** from the drop-down, and click **[OK]**. *In this example I selected the **General 2016 Election** which the contributions within this date-range were meant to be 'tied' to.*



Trail Blazer will run the process to update the contributions with the election specified and will update you with a popup message when it's finished. Click **[OK]** to finish. *In my example all 13 **contribution** records were updated to the **General 2016** election.*



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)

Now you can click the **[Search]** button to refresh your list and you should notice that the **Election Name** has changed for all of the contribution records within your **grid**.

Click [Search] to refresh the list with the updated information.

All the contributions in the list that were 'check in the include column' have now been set to the correct election cycle.

Incl	Date	Last Name	First Name	Amount	Deposited	Thank You Letter Sent	Thank You Date	Thank You Call Done	Check #	Election	Street	City	State	Zip Code	Reg Id	Deposit Date	Election ID	Payment Method	Recurrence Type	Batch Code
<input checked="" type="checkbox"/>	1/13/2015	Aaron	Beverly	350.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2211	General 2016	30 North Blvd	Baton Rouge	LA	70802		2/21/2015	25	Check	Single	02242015JAK
<input checked="" type="checkbox"/>	1/19/2015	James	Sandra	800.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		General 2016	231 Douglas Dr N	Crystal	MN	55422	1410071		25	Check	Single	
<input checked="" type="checkbox"/>	1/24/2015	Aabel	Jenifer	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2434	General 2016	910 Sioux Blvd	New Brighton	MN	55112	2205002	2/21/2015	25	Check	Single	02242015JAK
<input checked="" type="checkbox"/>	1/25/2015	Alfred	Tyrone	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2016	2155 Brunswick Ave N	Golden Valley	MN	55422	1010800	2/21/2015	25	Check	Single	
<input checked="" type="checkbox"/>	1/26/2015	Alfred	Tyrone	.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2016	2155 Brunswick Ave N	Golden Valley	MN	55422	1010800		25	Check	Single	
<input checked="" type="checkbox"/>	2/4/2015	Abraham	Meriam	5,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/21/2016	<input checked="" type="checkbox"/>	3366	General 2016	569 158th St W	Apple Valley	MN	55124		2/21/2015	25	Check	Single	02242015JAK
<input checked="" type="checkbox"/>	2/24/2015	Aalgaard	Heather	2,800.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/21/2016	<input checked="" type="checkbox"/>	1654	General 2016	600 32nd Ave N	Crystal	MN	55427	3457082	2/21/2015	25	Check	Single	02242015JAK
<input checked="" type="checkbox"/>	4/19/2015	Garcia-Luna	Cari-ana	45.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2016	473 Idaho Ave S	St Louis Park	MN	55426	3446659		25	Check	Single	
<input checked="" type="checkbox"/>	7/23/2015	Coppins	Margaret	50.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		General 2016	500 Boone Ave N	New Hope	MN	55428	1004901		25	Check	Single	
<input checked="" type="checkbox"/>	12/19/2015	Larsen	Kristen	50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		General 2016	573 Inman Ave S	Cottage Grove	MN	55016	3028117		25	Check	Single	
<input checked="" type="checkbox"/>	4/21/2016	Castle	Andrew	500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/21/2016	<input type="checkbox"/>		General 2016	620 Mendelssohn Ave N	Minneapolis	MN	55369			25	Check	Single	
<input checked="" type="checkbox"/>	5/19/2016	Aaberg	Marjory	500.00	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	6713	General 2016	604 8th St E	Starbuck	MN	56381	1512013		25	Check	Single	20160519JAK
<input checked="" type="checkbox"/>	13			10,900.00	5	6		2												

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)

Repeat these steps as needed. It's not a bad idea to periodically run a search by your election(s) date ranges and verify that if you search by the 'just the election' in the drop-down menu that the counts are exactly the same. If they aren't you know that you'll have some cleanup to do.



Trail Blazer[™]

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

Related Resources

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

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

Article: [Calculating cycle-to-date numbers for “Schedule A” Contribution entries](#)

Article: [Creating and Filing Your First FEC Report](#)

Article: [Add Elections for Contributions](#)

Article: [Mass Update – Changing or Clearing Fields](#)

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

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

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

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

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

Video: [Contribution – F3L Bundler or How to Track Who Brought in a Donation](#)

Video: [Mobile Canvassing](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

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)

✉ **Email:** support@trailblz.com

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

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

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