

# How to Enable Double Opt-in for All of your Trail Blazer Online iFrame Forms

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**Author:** Joel Kristenson

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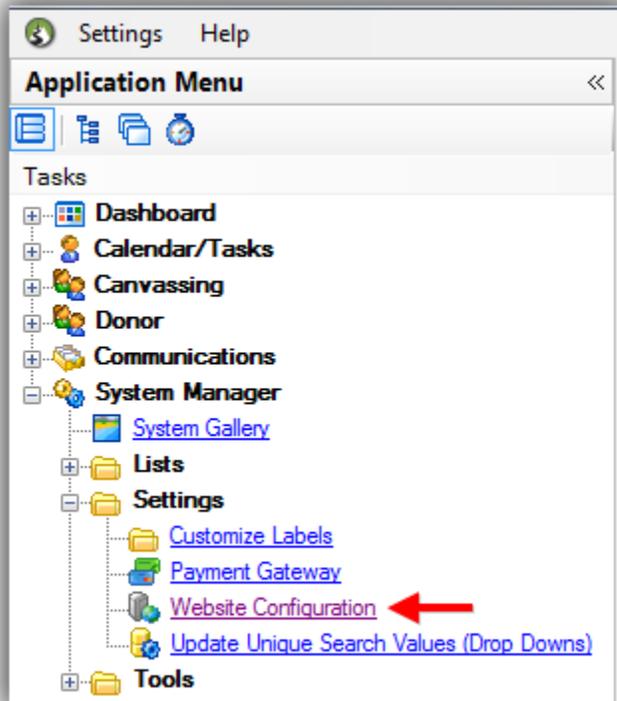
## Overview

This article shows how to enable the new double-opt in feature for **all** of your online forms. This came about because a few customers who had people signing up through their online forms, on behalf of other people, who weren't supposed to be. **You'll need administrative [security clearance](#) to configure this setting.**

## Steps

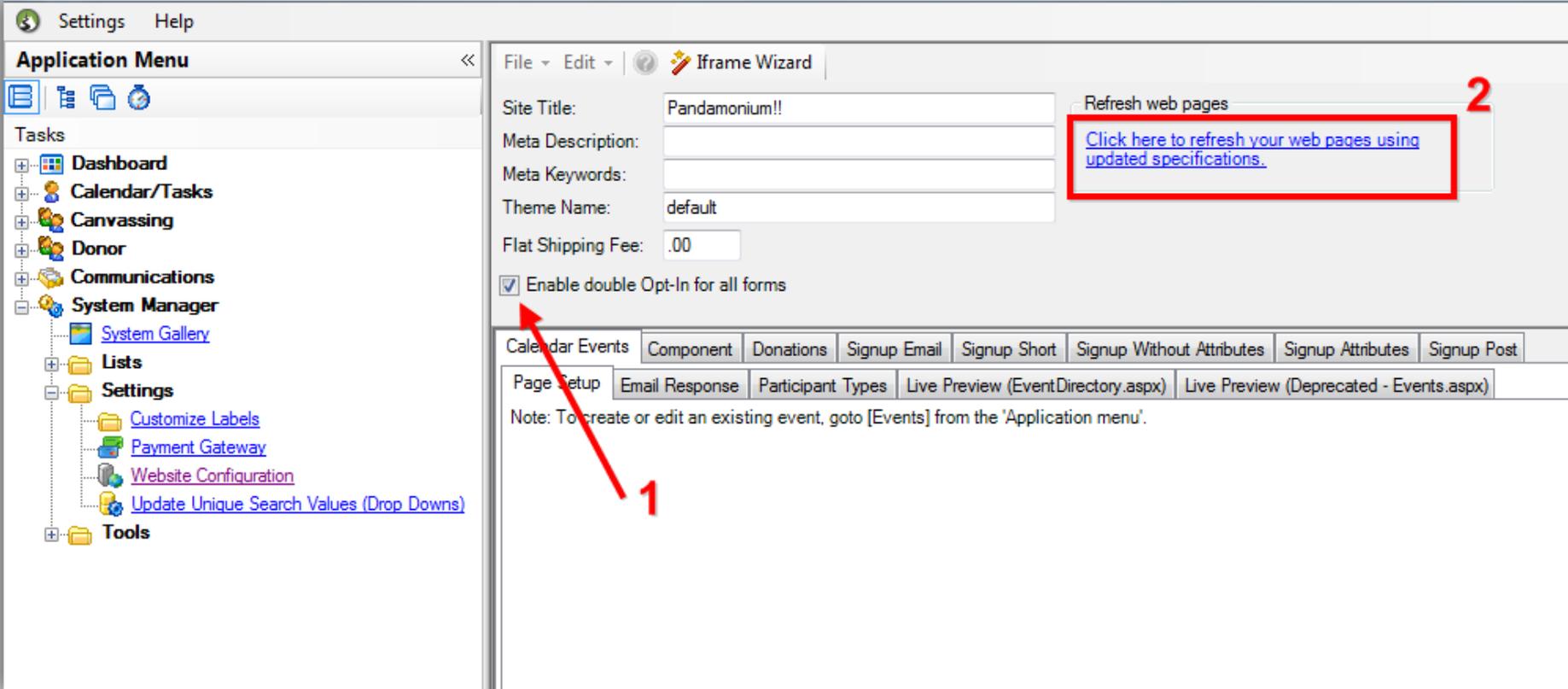
# How to Enable Double Opt-in for All of your Trail Blazer Online iFrame Forms

Navigate to **Website Configuration** by following **Application Menu > System Gallery > Website Configuration**.



Check the box in the upper-left for **Enable double Opt-in for all forms**, and then click the [blue](#) hyperlink in the upper-right for **Click here to refresh your web pages using updated specifications**.

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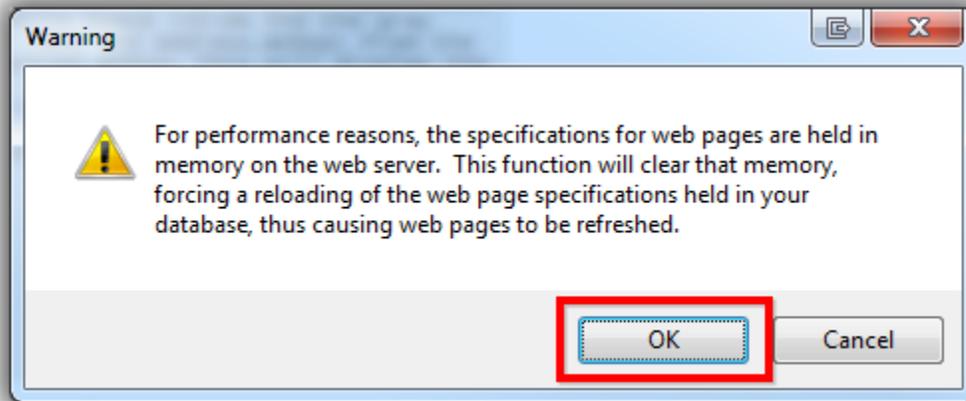


The screenshot shows the TrailBlazer settings interface. On the left is the 'Application Menu' with a tree view containing 'Tasks' (Dashboard, Calendar/Tasks, Canvassing, Donor, Communications, System Manager) and 'System Manager' (System Gallery, Lists, Settings, Tools). The main area is the 'Iframe Wizard' configuration page. It includes fields for Site Title (Pandamonium!!), Meta Description, Meta Keywords, Theme Name (default), and Flat Shipping Fee (.00). A checkbox labeled 'Enable double Opt-In for all forms' is checked. A red arrow labeled '1' points to the 'System Manager' menu item. A red box labeled '2' highlights a 'Refresh web pages' button with a link that says 'Click here to refresh your web pages using updated specifications.' Below the configuration fields are tabs for 'Calendar Events', 'Component', 'Donations', 'Signup Email', 'Signup Short', 'Signup Without Attributes', 'Signup Attributes', and 'Signup Post'. Under the 'Calendar Events' tab, there are sub-tabs for 'Page Setup', 'Email Response', 'Participant Types', 'Live Preview (EventDirectory.aspx)', and 'Live Preview (Deprecated - Events.aspx)'. A note at the bottom states: 'Note: To create or edit an existing event, goto [Events] from the 'Application menu'.'

Click **[OK]** to finish.

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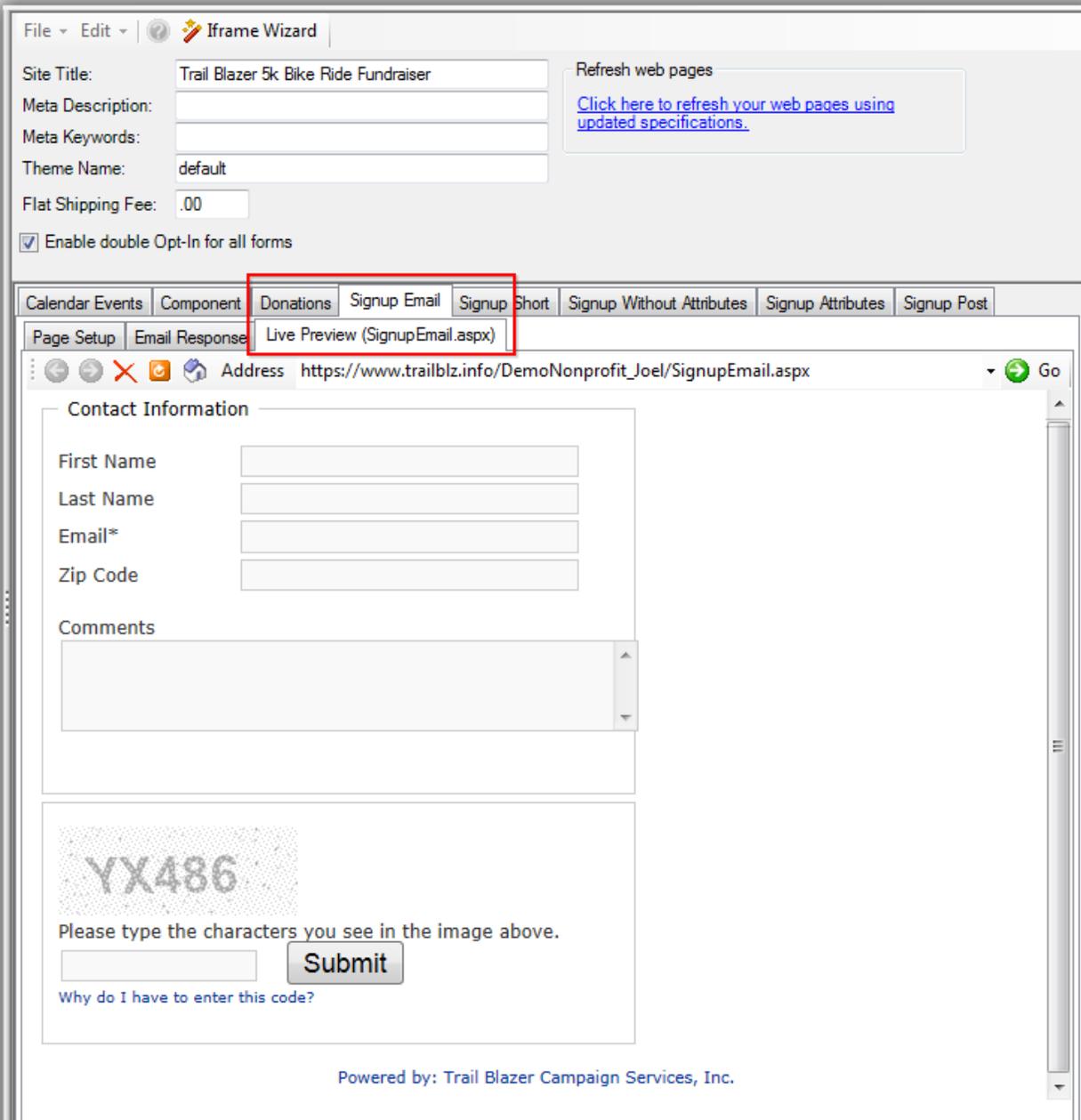
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You can now run a test to see how this process works.

From **Website Configuration** navigate to the **Signup Email** tab, and the **Live Preview (SignupEmail.aspx)** sub-tab.

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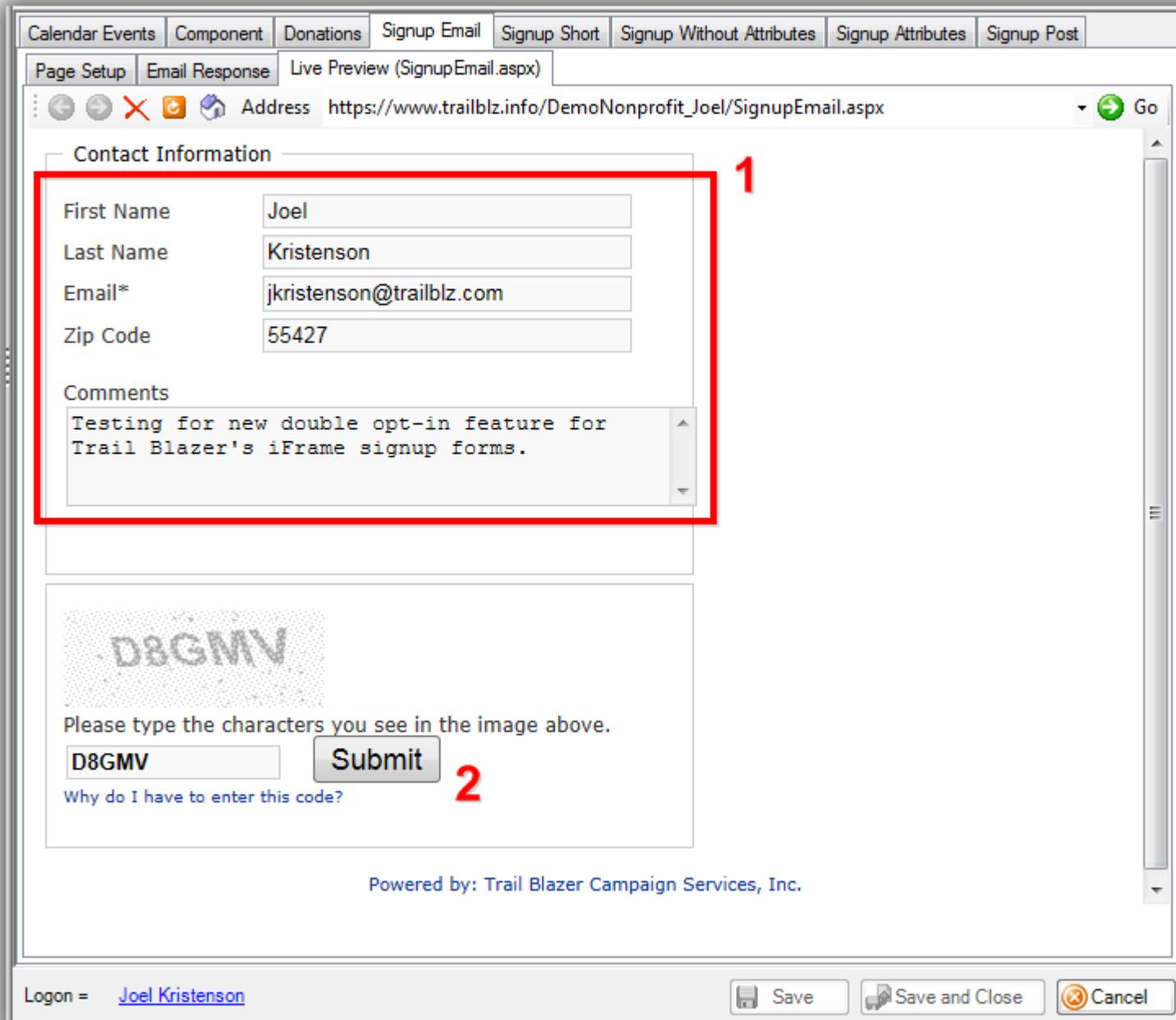
The screenshot displays the 'Iframe Wizard' interface. At the top, there are fields for 'Site Title' (Trail Blazer 5k Bike Ride Fundraiser), 'Meta Description', 'Meta Keywords', 'Theme Name' (default), and 'Flat Shipping Fee' (.00). A checkbox labeled 'Enable double Opt-In for all forms' is checked. Below these fields is a navigation bar with tabs: 'Calendar Events', 'Component', 'Donations', 'Signup Email', 'Signup Short', 'Signup Without Attributes', 'Signup Attributes', and 'Signup Post'. The 'Live Preview (SignupEmail.aspx)' tab is selected and highlighted with a red box. The main content area shows a web browser window with the URL 'https://www.trailblz.info/DemoNonprofit\_Joel/SignupEmail.aspx'. The form contains a 'Contact Information' section with fields for 'First Name', 'Last Name', 'Email\*', and 'Zip Code', followed by a 'Comments' text area. At the bottom, there is a CAPTCHA image showing the characters 'YX486', a text input field, a 'Submit' button, and a link 'Why do I have to enter this code?'. The footer of the browser window reads 'Powered by: Trail Blazer Campaign Services, Inc.'

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Fill out the form being sure to use your email address and click **[Submit]**.

# How to Enable Double Opt-in for All of your Trail Blazer Online iFrame Forms



The screenshot shows a web browser window displaying a Trail Blazer online iFrame form. The browser's address bar shows the URL: [https://www.trailblz.info/DemoNonprofit\\_Joel/SignupEmail.aspx](https://www.trailblz.info/DemoNonprofit_Joel/SignupEmail.aspx). The form is titled "Contact Information" and contains the following fields:

- First Name:
- Last Name:
- Email\*:
- Zip Code:
- Comments:

A red box highlights the contact information fields, and a red number "1" is placed to the right of the box. Below the contact information is a CAPTCHA section with the text "D8GMV" and the instruction "Please type the characters you see in the image above." The CAPTCHA input field contains "D8GMV" and a "Submit" button. A red number "2" is placed to the right of the "Submit" button. At the bottom of the form, there is a "Powered by: Trail Blazer Campaign Services, Inc." message. The browser's status bar shows "Logon = [Joel Kristenson](#)" and buttons for "Save", "Save and Close", and "Cancel".

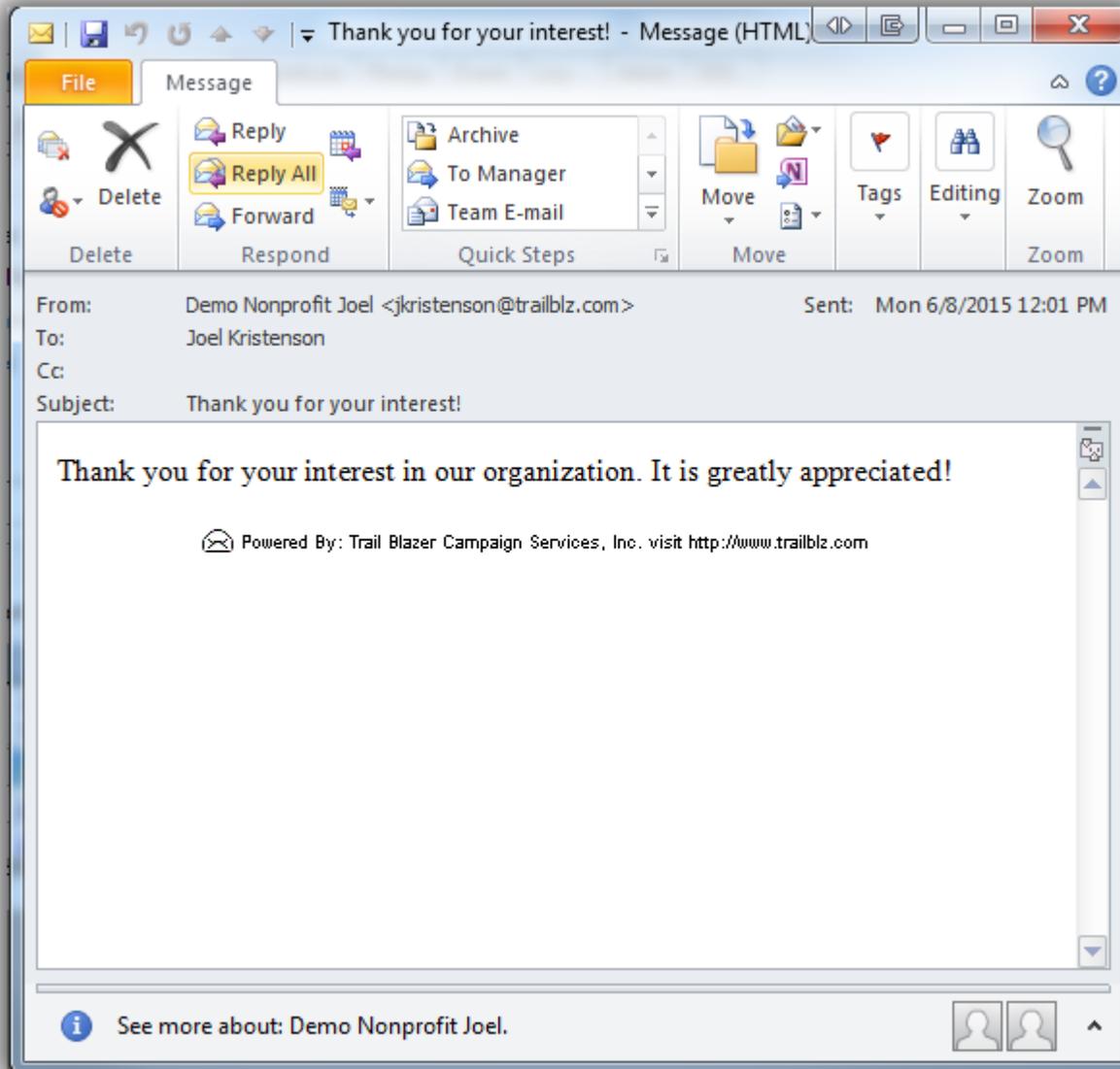
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You'll receive **two** email auto-responders. One will be the [thank-you email responder](#) that you've previously created (or it will use **Trail Blazer's** if you haven't created one yet), and the other email will be the opt-in responder. (The two images below detail what this looks like).

Image 1 – Thank-You Auto-Responder

# How to Enable Double Opt-in for All of your Trail Blazer Online iFrame Forms

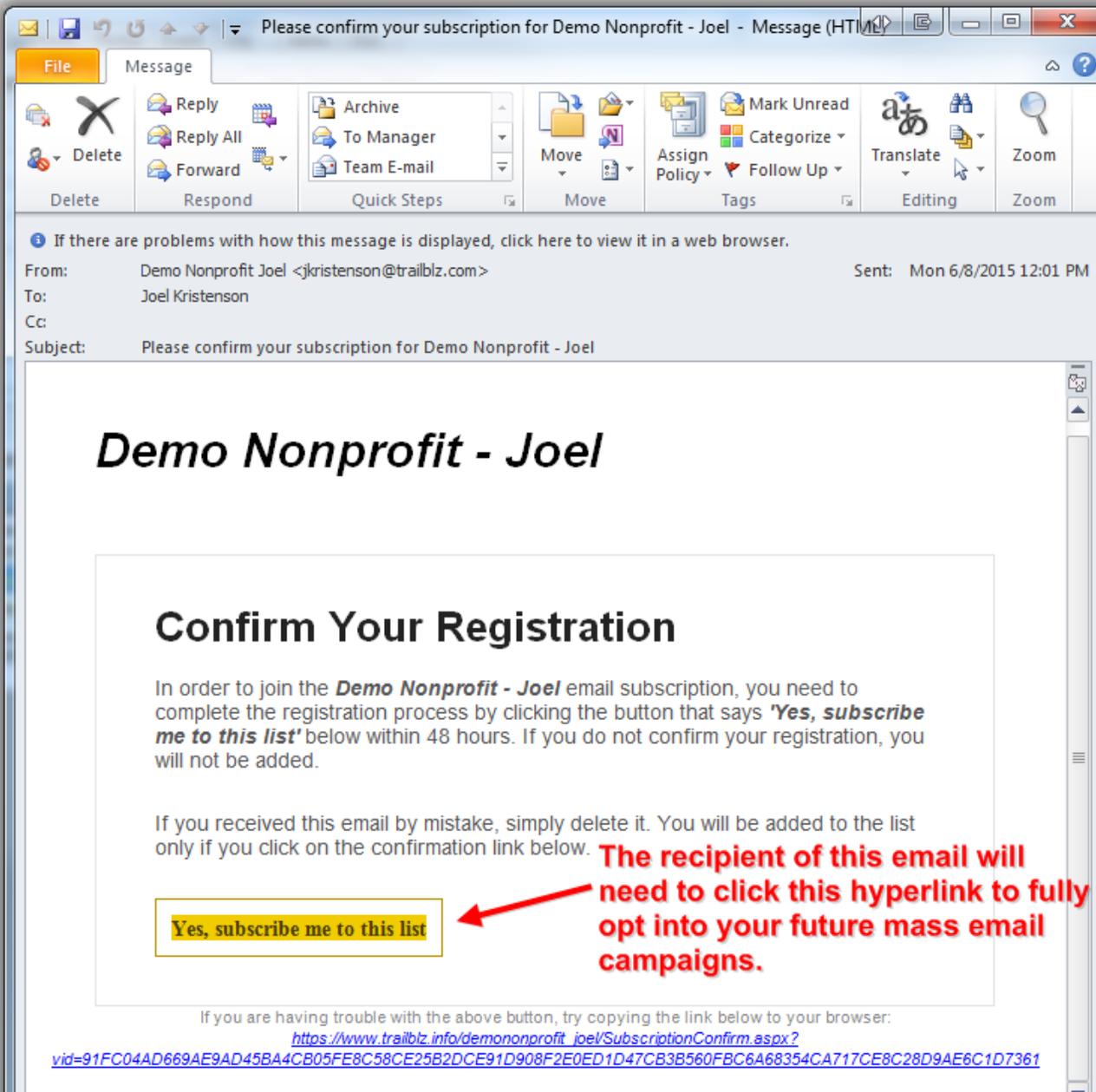


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Image 2 – Double Opt-in Auto-Responder

# How to Enable Double Opt-in for All of your Trail Blazer Online iFrame Forms



Please confirm your subscription for Demo Nonprofit - Joel - Message (HTML)

File Message

Delete Respond Quick Steps Move Tags Editing Zoom

Archive To Manager Team E-mail Move Assign Policy Categorize Follow Up Translate Zoom

If there are problems with how this message is displayed, click here to view it in a web browser.

From: Demo Nonprofit Joel <jkristenson@trailblz.com> Sent: Mon 6/8/2015 12:01 PM  
To: Joel Kristenson  
Cc:  
Subject: Please confirm your subscription for Demo Nonprofit - Joel

## Demo Nonprofit - Joel

### Confirm Your Registration

In order to join the **Demo Nonprofit - Joel** email subscription, you need to complete the registration process by clicking the button that says **'Yes, subscribe me to this list'** below within 48 hours. If you do not confirm your registration, you will not be added.

If you received this email by mistake, simply delete it. You will be added to the list only if you click on the confirmation link below.

**Yes, subscribe me to this list**

**The recipient of this email will need to click this hyperlink to fully opt into your future mass email campaigns.**

If you are having trouble with the above button, try copying the link below to your browser:  
[https://www.trailblz.info/demononprofit\\_jeel/SubscriptionConfirm.aspx?vid=91FC04AD669AE9AD45BA4CB05FE8C58CE25B2DCE91D908F2E0ED1D47CB3B560FBC6A68354CA717CE8C28D9AE6C1D7361](https://www.trailblz.info/demononprofit_jeel/SubscriptionConfirm.aspx?vid=91FC04AD669AE9AD45BA4CB05FE8C58CE25B2DCE91D908F2E0ED1D47CB3B560FBC6A68354CA717CE8C28D9AE6C1D7361)

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As shown in the above screenshot, the recipients will need to click on the **yellow hyperlink** to finish the opt-in process.

That completes the steps for future subscribers to get on your mass email list. If you're curious about the status of a particular contact, open their record card where you can view their current email subscription flags. *My example record is below with all the subscribe flags enabled.*

# How to Enable Double Opt-in for All of your Trail Blazer Online iFrame Forms

File Edit X [Icons] Joel Kristenson [12926]

**Title:** [Dropdown]

**First Name:** Joel

**Middle Name:** [Text]

**Last Name / Suffix:** Kristenson [Dropdown]

**Prior Last Name:** [Text]

**Nickname:** [Text]

**Contact Type:** Individual [Dropdown]

**Home Address**  
Minneapolis, MN 55427

**Work Address**  
No Address

**Email**  
jkristenson@trailblz.com

General Household Gallery Attribute Poll Relation Contribute Pledge Event Logs Sales Admin

Address Contact Profile Work User Other

**Telephone**

Home Phone: ( ) - [Text]

Alt Phone: ( ) - [Text]

Alt Phone 2: ( ) - [Text]

Cell Phone: ( ) - [Text]

Work Phone: ( ) - [Text]

Work Ph Direct: ( ) - [Text]

Fax: ( ) - [Text]

Work Fax: ( ) - [Text]

Received permission to include in mass text communications

Unsubscribed  Bounced

**Internet**

**E-mail Address** jkristenson@trailblz.com

Note: [Text]

Received permission to include in mass email communications

Unsubscribed  Bounced

Enabled  Abuse complaint received

Awaiting opt-in confirmation

Imported do-not-mail  Imported awaiting opt-in

**Alt E-mail Address** [Text]

Note: [Text]

Received permission to include in mass email communications

Unsubscribed  Bounced

Enabled  Abuse complaint received

Awaiting opt-in confirmation

Imported do-not-mail  Imported awaiting opt-In

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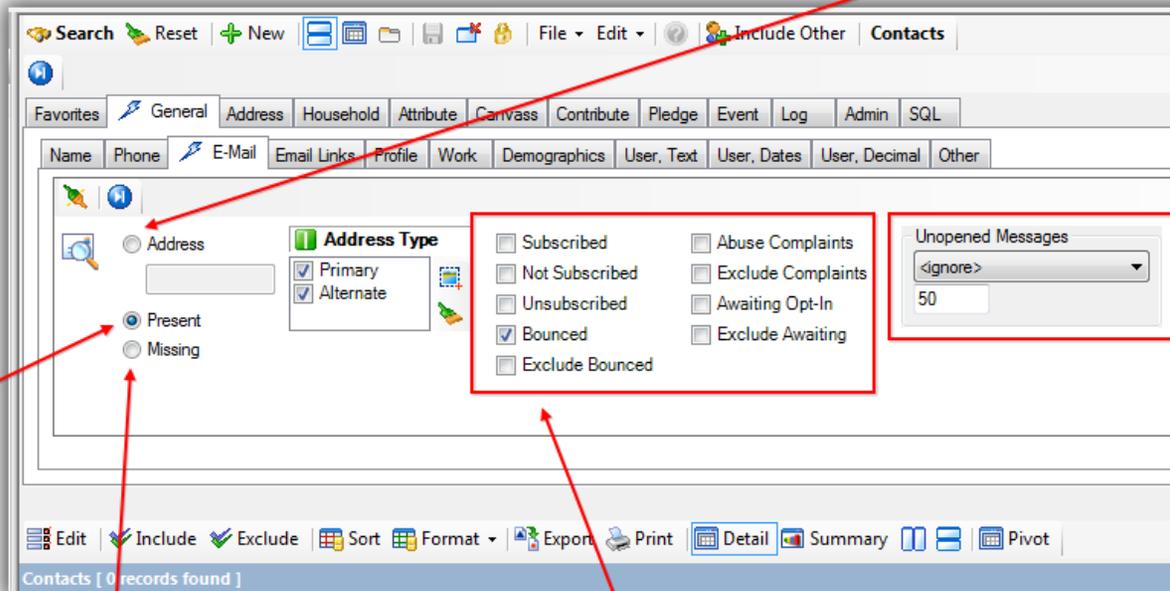
 **Tip:** You can mine your email data by running [search queries](#) from the Contacts (*Voter/Donor*) list, under the **General > Email tabs**. (*Two example images below*).

Image 1 of 2 – **General > E-Mail**

# How to Enable Double Opt-in for All of your Trail Blazer Online iFrame Forms

## General > E-Mail

Search by a specific address (or use %gmail, %aol, etc to find emails @ a specific domain.)



Set a threshold to find recipients a certain amount of unopened email messages.

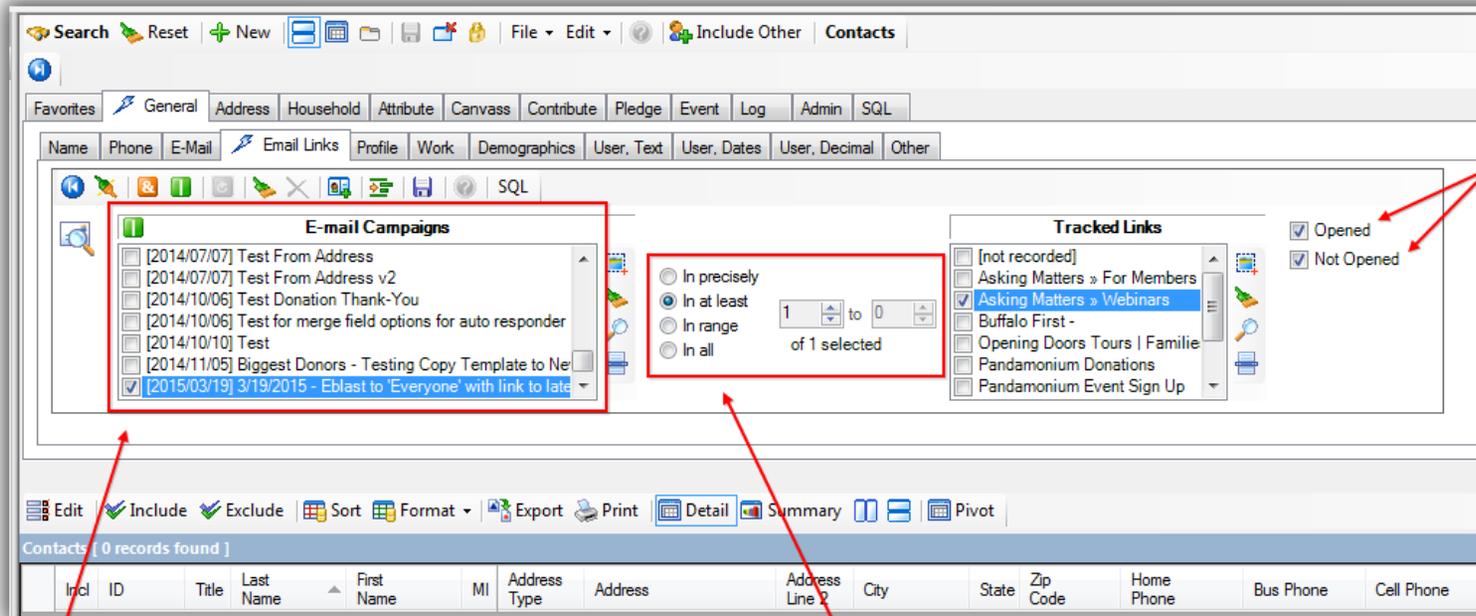
Find only records that have an email.

Find records that are missing an email.

Query by the different email flags such as Bounced, Abuse Complaints, Subscribed, Unsubscribed, etc.

Image 2 of 2 – General > Email Links

## General > Email Links



Filter by Opened and/or Did Not Open.

Filter by specific email campaign(s).

Set a range for email campaigns to filter by.



Trail Blazer™

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

## Related Resources

Article: [Configure Website](#)

Article: [Auto-Merge Duplicate Contact Records](#)

Article: [SQL Wildcard Searches](#)

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

**Article:** [Eblasts – Setting people up to receive test \(draft\) emails](#)

**Video:** [Eblasts Create and Send Eblasts – Includes Image Management](#)

## Trail Blazer Live Support

📞 **Phone:** 1-866-909-8700

✉️ **Email:** [support@trailblz.com](mailto: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.*

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*\* This service is included in your contract.*