

# How to Print or Re-Print Event Tickets and Event Order Receipts from your Database


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## Overview

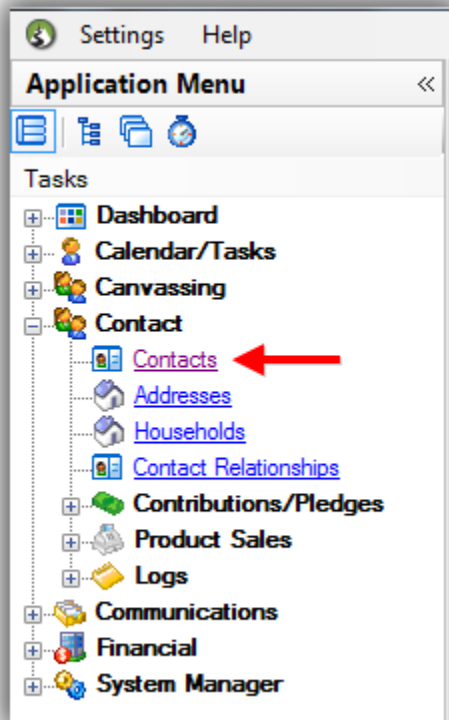
This article will walk through the steps to **print** or **re-print** event **tickets**, and event **order receipts**. This was added as an upgrade improvement to go along with the new **venue reserved seating chart** feature which was released in September, 2015. [Click here](#) to view an example event using the new reserved seating feature.

 **Tip:** Contact our Support Department (**1-866-909-8700**) if you would like us to build a venue seating chart for your event(s). This **requires** that the venue remains the same for each event such as a Theater or Auditorium with a set number of seats.

## Printing a Ticket for an Event

Navigate to your **Contacts** (*Voters/Donors*) list.

## How to Print or Re-Print Event Tickets and Event Order Receipts from your Database



Navigate to the **Events** tab, plug it in, select the event you need to search by, and then click **[Search]**. *In this example the attendee I needed to print a ticket for was registered for my **2015 Celebrity Golf Tournament** which had **4** registrants.*

# How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

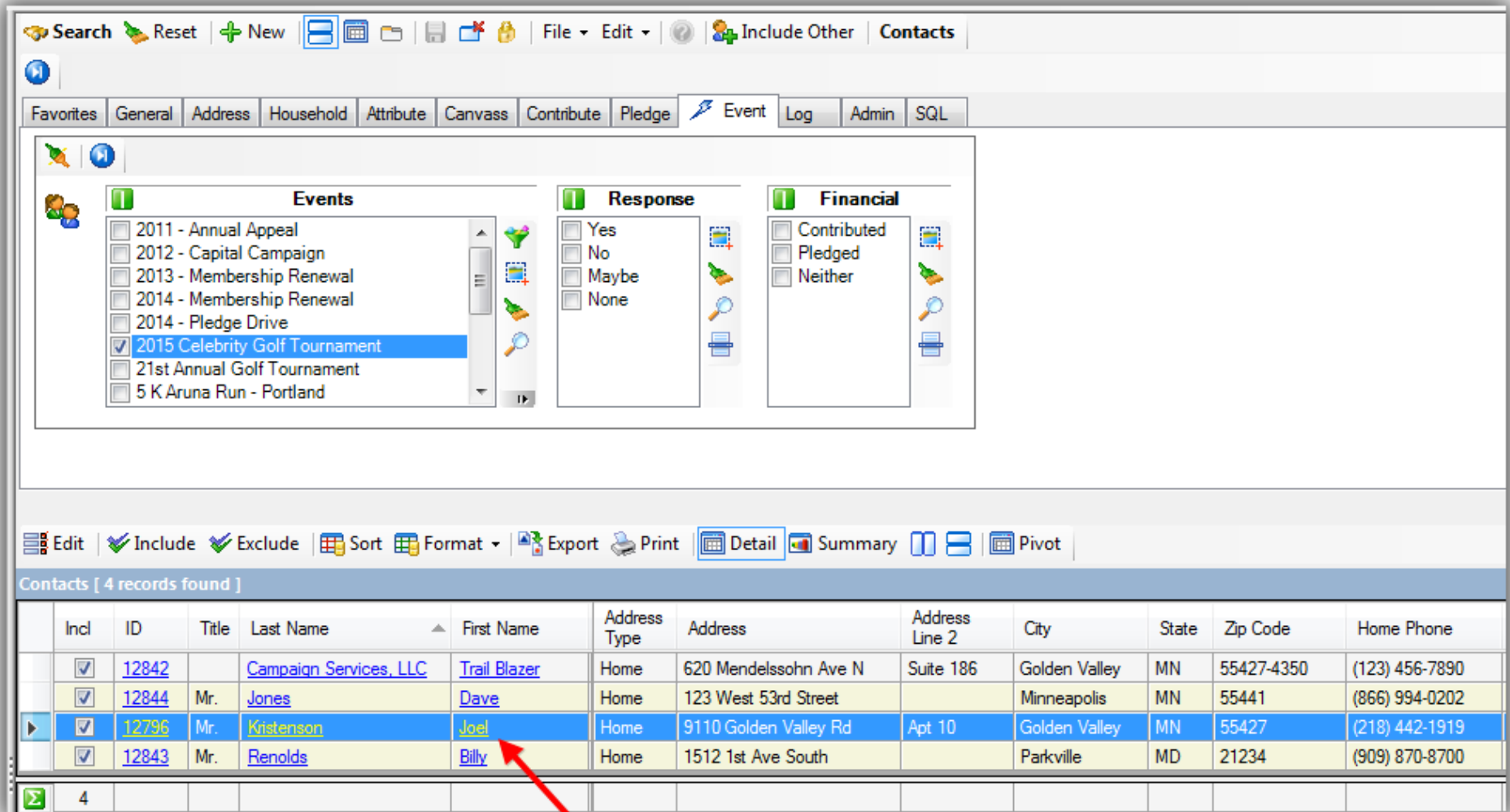
The screenshot shows the TrailBlazer software interface. At the top, there is a 'Search' button (labeled 4) and a 'Contacts' tab. Below this, there are several tabs: 'Favorites', 'General', 'Address', 'Household', 'Attribute', 'Canvass', 'Contribute', 'Pledge', 'Event' (labeled 1), 'Log', 'Admin', and 'SQL'. The 'Event' tab is active, showing a list of events (labeled 3) including '2015 Celebrity Golf Tournament'. To the right of the event list are sections for 'Response' and 'Financial'. Below the event list, there is a toolbar with options like 'Edit', 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. At the bottom, there is a table titled 'Contacts [ 4 records found ]' (labeled 2) with columns for 'Incl', 'ID', 'Title', 'Last Name', 'First Name', 'Address Type', 'Address', 'Address Line 2', 'City', 'State', 'Zip Code', 'Home Phone', 'Bus Phone', 'Cell Phone', 'Email', and 'Employer/Company Name'. The table contains four records, with the second record, 'Joel Kristenson', highlighted in blue (labeled 3).

Incl	ID	Title	Last Name	First Name	Address Type	Address	Address Line 2	City	State	Zip Code	Home Phone	Bus Phone	Cell Phone	Email	Employer/Company Name
<input checked="" type="checkbox"/>	12842		Campaign Services, LLC	Trail Blazer	Home	620 Mendelssohn Ave N	Suite 186	Golden Valley	MN	55427-4350	(123) 456-7890	(866) 909-8700	(412) 223-1789	support@trailblz.com	
<input checked="" type="checkbox"/>	12844	Mr.	Jones	Dave	Home	123 West 53rd Street		Minneapolis	MN	55441	(866) 994-0202	(846) 911-1342	(612) 229-1414	dave.jones@email.com	Burger King
<input checked="" type="checkbox"/>	12796	Mr.	Kristenson	Joel	Home	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	(218) 442-1919	(866) 909-8700	(218) 370-1064	jkristenson@trailblz.com	Trail Blazer Campaign Services, LLC
<input checked="" type="checkbox"/>	12843	Mr.	Renolds	Billy	Home	1512 1st Ave South		Parkville	MD	21234	(909) 870-8700		(886) 912-1423	billy.renolds112@hotmail.com	Super One Foods

**Current list of attendees for this event.**

Open the contact's record you need to print a ticket and/or receipt for by clicking on any of the underlined blue hyperlinks e.g. their name. *In this example I used my own record 'Joel Kristenson'.*

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The screenshot shows the TrailBlazer software interface. At the top, there is a search bar and navigation tabs including 'Search', 'Reset', 'New', 'File', 'Edit', 'Include Other', and 'Contacts'. Below this is a secondary set of tabs: 'Favorites', 'General', 'Address', 'Household', 'Attribute', 'Canvass', 'Contribute', 'Pledge', 'Event', 'Log', 'Admin', and 'SQL'. The main content area is divided into three sections: 'Events', 'Response', and 'Financial'. The 'Events' section contains a list of events with checkboxes, where '2015 Celebrity Golf Tournament' is selected. The 'Response' section has radio buttons for 'Yes', 'No', 'Maybe', and 'None'. The 'Financial' section has checkboxes for 'Contributed', 'Pledged', and 'Neither'. Below these sections is a toolbar with options like 'Edit', 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. The bottom section displays a table of contacts with 4 records found. A red arrow points to the name 'Joel' in the 'First Name' column of the third row.

Incl	ID	Title	Last Name	First Name	Address Type	Address	Address Line 2	City	State	Zip Code	Home Phone
<input checked="" type="checkbox"/>	<a href="#">12842</a>		<a href="#">Campaign Services, LLC</a>	<a href="#">Trail Blazer</a>	Home	620 Mendelssohn Ave N	Suite 186	Golden Valley	MN	55427-4350	(123) 456-7890
<input checked="" type="checkbox"/>	<a href="#">12844</a>	Mr.	<a href="#">Jones</a>	<a href="#">Dave</a>	Home	123 West 53rd Street		Minneapolis	MN	55441	(866) 994-0202
<input checked="" type="checkbox"/>	<a href="#">12796</a>	Mr.	<a href="#">Kristenson</a>	<a href="#">Joel</a>	Home	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	(218) 442-1919
<input checked="" type="checkbox"/>	<a href="#">12843</a>	Mr.	<a href="#">Renolds</a>	<a href="#">Billy</a>	Home	1512 1st Ave South		Parkville	MD	21234	(909) 870-8700

**Click on the name of the person to open their record card.**

## How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

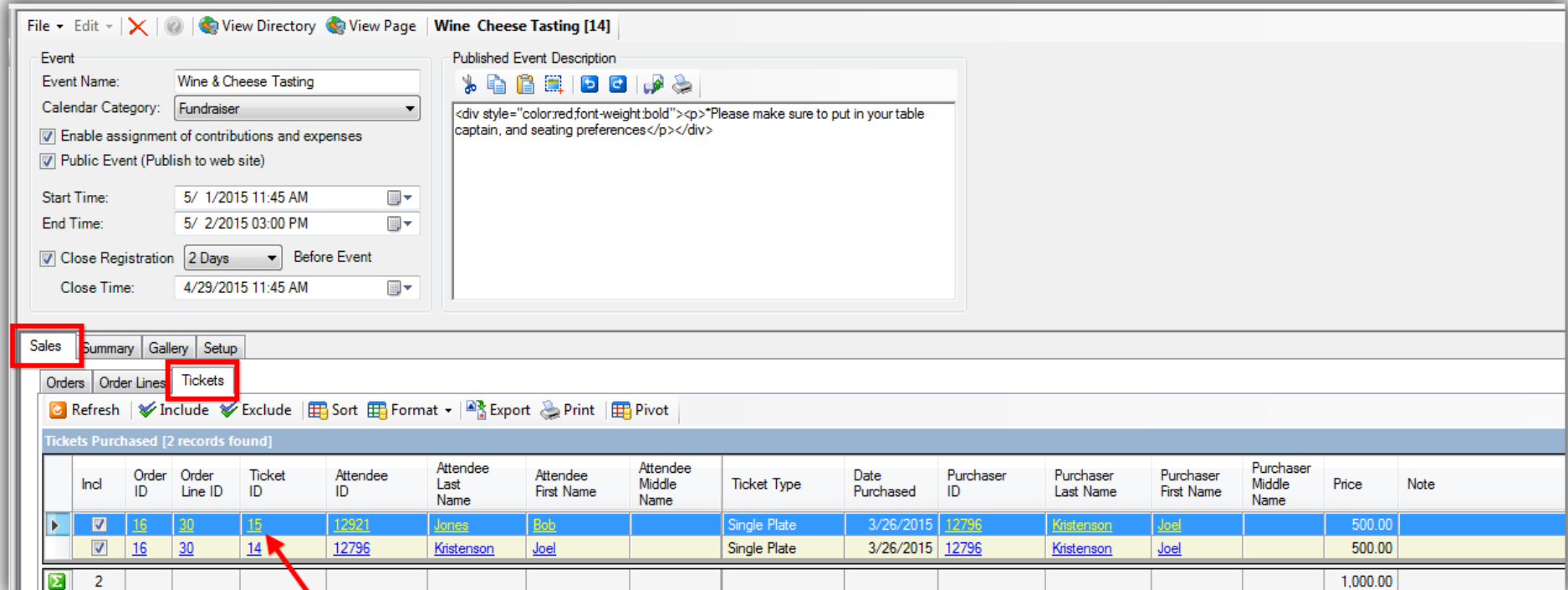
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Navigate to the **Sales > Tickets** tab and click on the **Event ID** for the event you need to print a ticket for. *In my example I clicked on **Event ID 14** for my event called “**Wine & Cheese Tasting**”.*



# How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

Within the Event record navigate to the **Sales > Tickets** tab, and click on the **\*Ticket ID\*** you want to print. *In my example I clicked on **Ticket ID 15** for **Bob Jones**.*



The screenshot shows the TrailBlazer interface for an event named "Wine & Cheese Tasting". The "Sales" tab is selected, and the "Tickets" sub-tab is active. A table of purchased tickets is displayed, with "Ticket ID 15" highlighted in blue and a red arrow pointing to it.

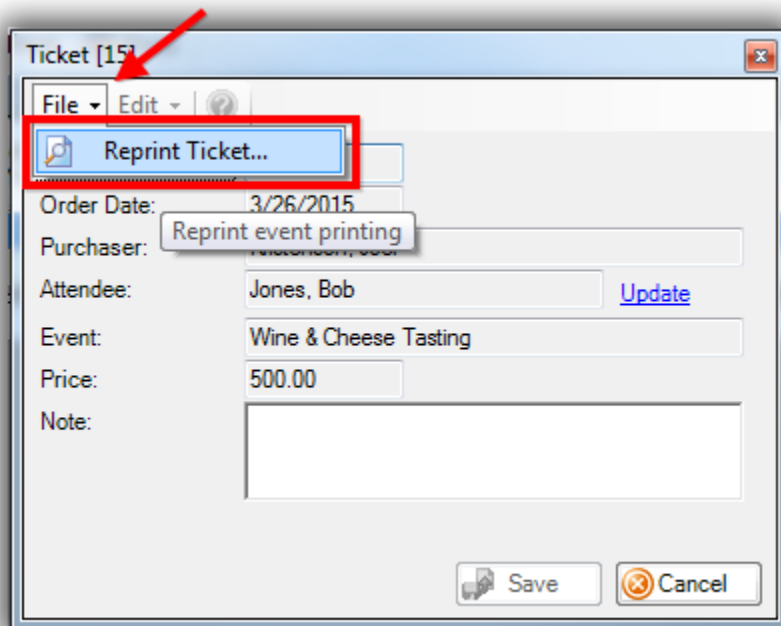
Incl	Order ID	Order Line ID	Ticket ID	Attendee ID	Attendee Last Name	Attendee First Name	Attendee Middle Name	Ticket Type	Date Purchased	Purchaser ID	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Price	Note
<input checked="" type="checkbox"/>	16	30	15	12921	Jones	Bob		Single Plate	3/26/2015	12796	Kristenson	Joel		500.00	
<input checked="" type="checkbox"/>	16	30	14	12796	Kristenson	Joel		Single Plate	3/26/2015	12796	Kristenson	Joel		500.00	
<input checked="" type="checkbox"/>	2													1,000.00	

**Click on the Ticket ID for the ticket you need to print.**



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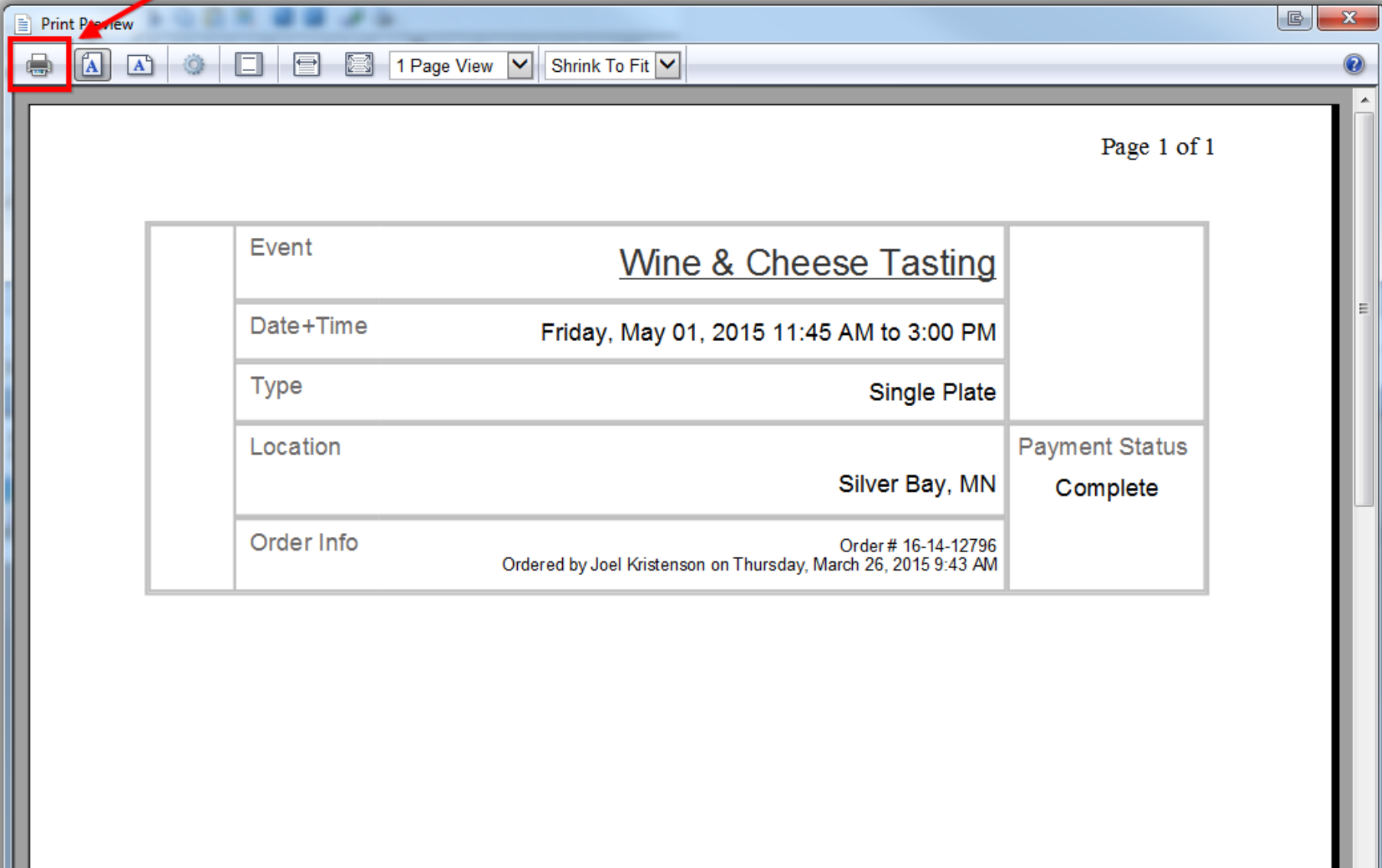
Click the **File** drop-down in the upper-left of the **Ticket** record, and select **Reprint Ticket...**



Modify your printing options as needed, and click the **[Print]** button in the upper-left once you're ready.

# How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

**Print**

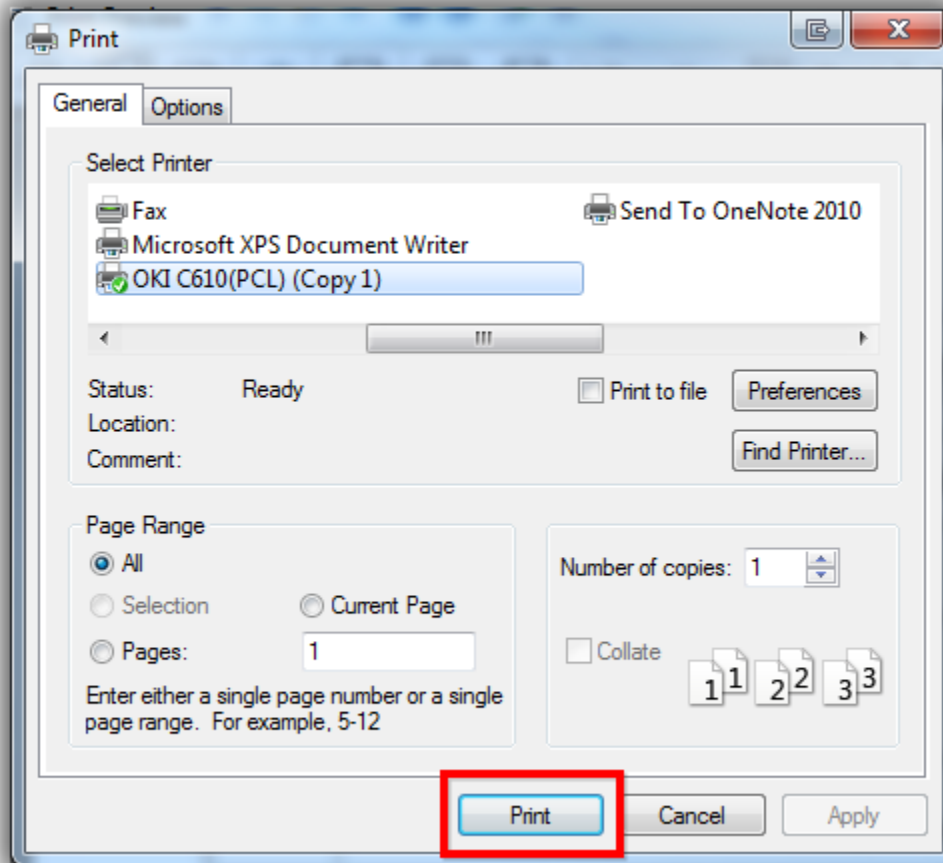


The screenshot shows a web browser window in print preview mode. The title bar reads "Print Preview". The toolbar includes a printer icon (highlighted with a red box and a red arrow pointing to the word "Print" above it), font settings, and view options like "1 Page View" and "Shrink To Fit". The main content area displays "Page 1 of 1" and a table with event details.

Event	<u>Wine &amp; Cheese Tasting</u>	
Date+Time	Friday, May 01, 2015 11:45 AM to 3:00 PM	
Type	Single Plate	
Location	Silver Bay, MN	Payment Status Complete
Order Info	Order # 16-14-12796 Ordered by Joel Kristenson on Thursday, March 26, 2015 9:43 AM	

## How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

This will bring up another print screen, **select** your printer, and click **[Print]** to finish.



# How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

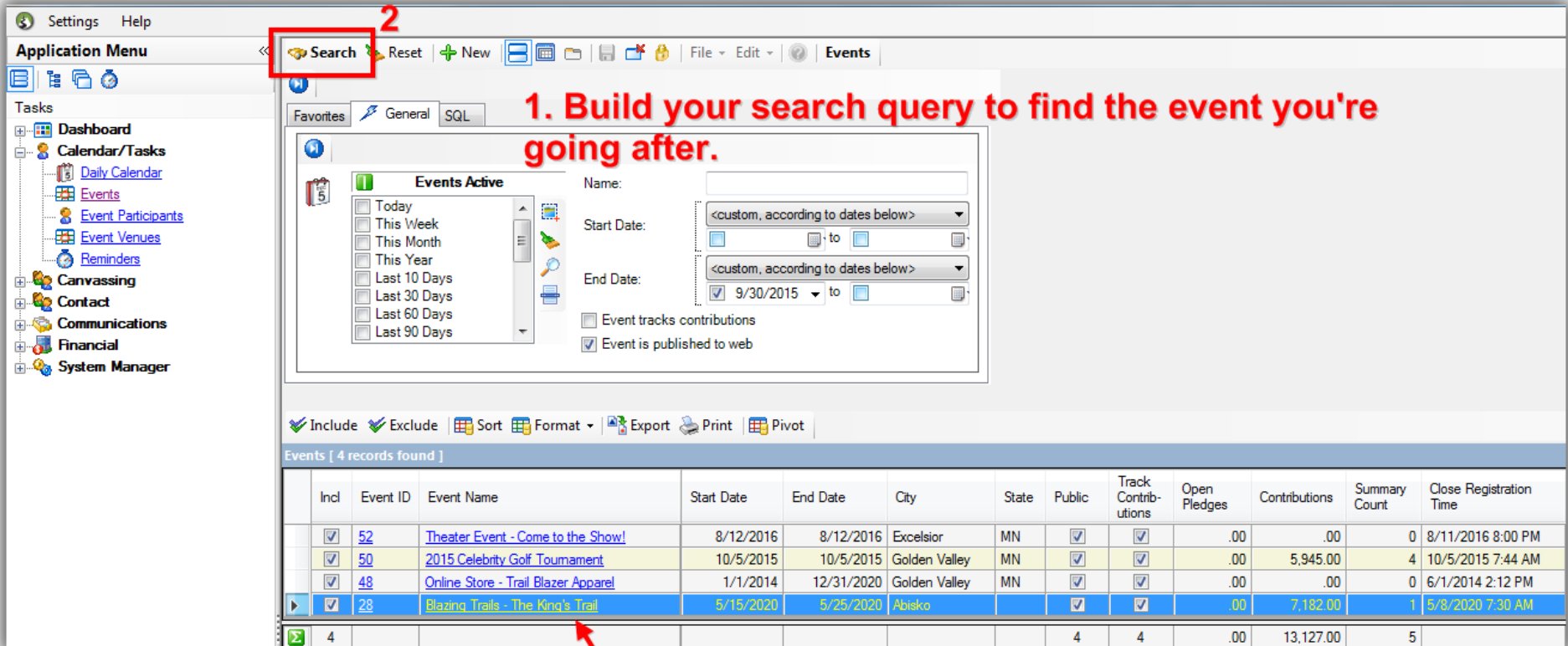
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That completes the steps to print a **Ticket**. The next section shows how to print a **Receipt** for an entire **Sale Order**.

## Printing a Receipt for an Entire Sale Order

Navigate to the **Events** list, and open the event record that contains the order you need to print. *In my example I opened **Event ID 28 'Blazing Trails – The Kinds Trail'** – Alternately you could first find the person's record in your **Contacts (Donors/Voters)** list, as was detailed in section one of this article, but this route takes fewer clicks.*

# How to Print or Re-Print Event Tickets and Event Order Receipts from your Database



**1. Build your search query to find the event you're going after.**

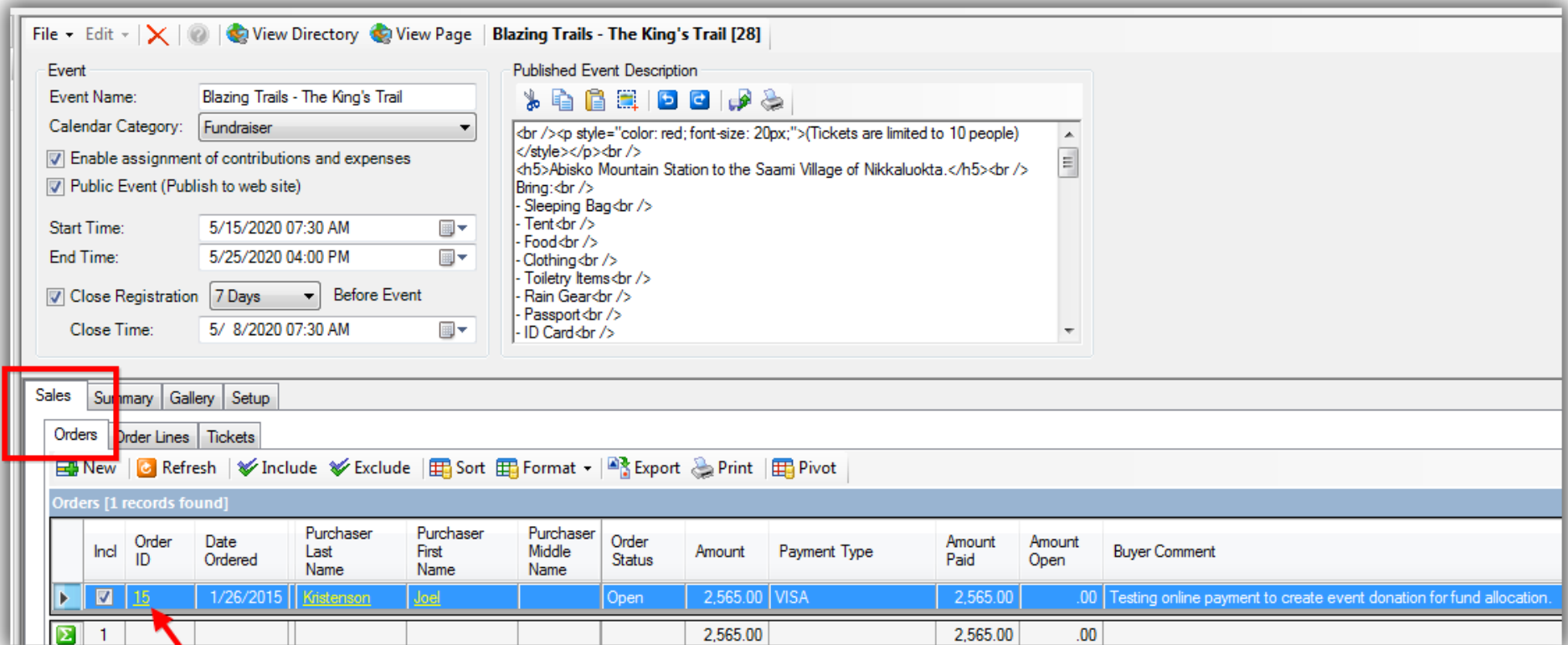
**2**

**3. Click on the name of the event to open that event record.**

Incl	Event ID	Event Name	Start Date	End Date	City	State	Public	Track Contributions	Open Pledges	Contributions	Summary Count	Close Registration Time
<input checked="" type="checkbox"/>	52	<a href="#">Theater Event - Come to the Show!</a>	8/12/2016	8/12/2016	Excelsior	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	8/11/2016 8:00 PM
<input checked="" type="checkbox"/>	50	<a href="#">2015 Celebrity Golf Tournament</a>	10/5/2015	10/5/2015	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	5,945.00	4	10/5/2015 7:44 AM
<input checked="" type="checkbox"/>	48	<a href="#">Online Store - Trail Blazer Apparel</a>	1/1/2014	12/31/2020	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	6/1/2014 2:12 PM
<input checked="" type="checkbox"/>	28	<a href="#">Blazing Trails - The King's Trail</a>	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	7,182.00	1	5/8/2020 7:30 AM
4							4	4	.00	13,127.00	5	

Under the **Sales > Orders** tab click on the **blue Order ID** hyperlink for the order you need to print a receipt for. *In my example I selected **Order ID 15**.*

# How to Print or Re-Print Event Tickets and Event Order Receipts from your Database



The screenshot shows the TrailBlazer software interface. The top navigation bar includes 'File', 'Edit', and 'View Directory'. The main content area is titled 'Blazing Trails - The King's Trail [28]'. On the left, there are event details: Event Name 'Blazing Trails - The King's Trail', Calendar Category 'Fundraiser', and checkboxes for 'Enable assignment of contributions and expenses' and 'Public Event (Publish to web site)'. The start time is '5/15/2020 07:30 AM' and the end time is '5/25/2020 04:00 PM'. The close registration is set to '7 Days Before Event' with a close time of '5/ 8/2020 07:30 AM'. On the right, the 'Published Event Description' contains HTML code for a notice: '<br /><p style="color: red; font-size: 20px;">(Tickets are limited to 10 people)</p></style></p><br /><h5>Abisko Mountain Station to the Saami Village of Nikkaluokta.</h5><br />Bring:<br />- Sleeping Bag<br />- Tent<br />- Food<br />- Clothing<br />- Toiletry Items<br />- Rain Gear<br />- Passport<br />- ID Card<br />'. Below the event details, there are tabs for 'Sales', 'Summary', 'Gallery', and 'Setup'. The 'Orders' tab is selected and highlighted with a red box. Below the tabs, there are buttons for 'New', 'Refresh', 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'. The main area displays a table of orders with the following data:

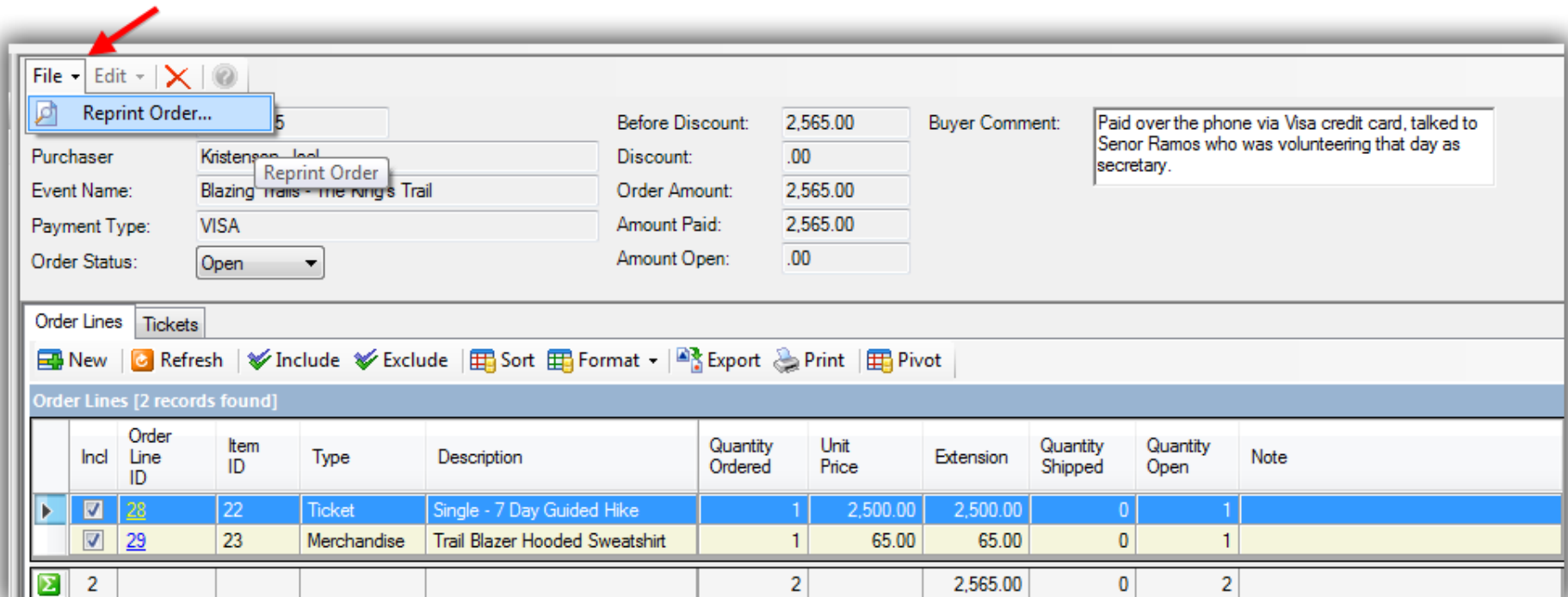
Incl	Order ID	Date Ordered	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Buyer Comment
<input checked="" type="checkbox"/>	15	1/26/2015	Kristenson	Joel		Open	2,565.00	VISA	2,565.00	.00	Testing online payment to create event donation for fund allocation.
<input type="checkbox"/>	1						2,565.00		2,565.00	.00	

**Click on the 'Order ID' for the order you want to print another receipt for.**

## How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

In the top-left click the **File** drop-down and select **Print Order**.

**Click File > Reprint Order**



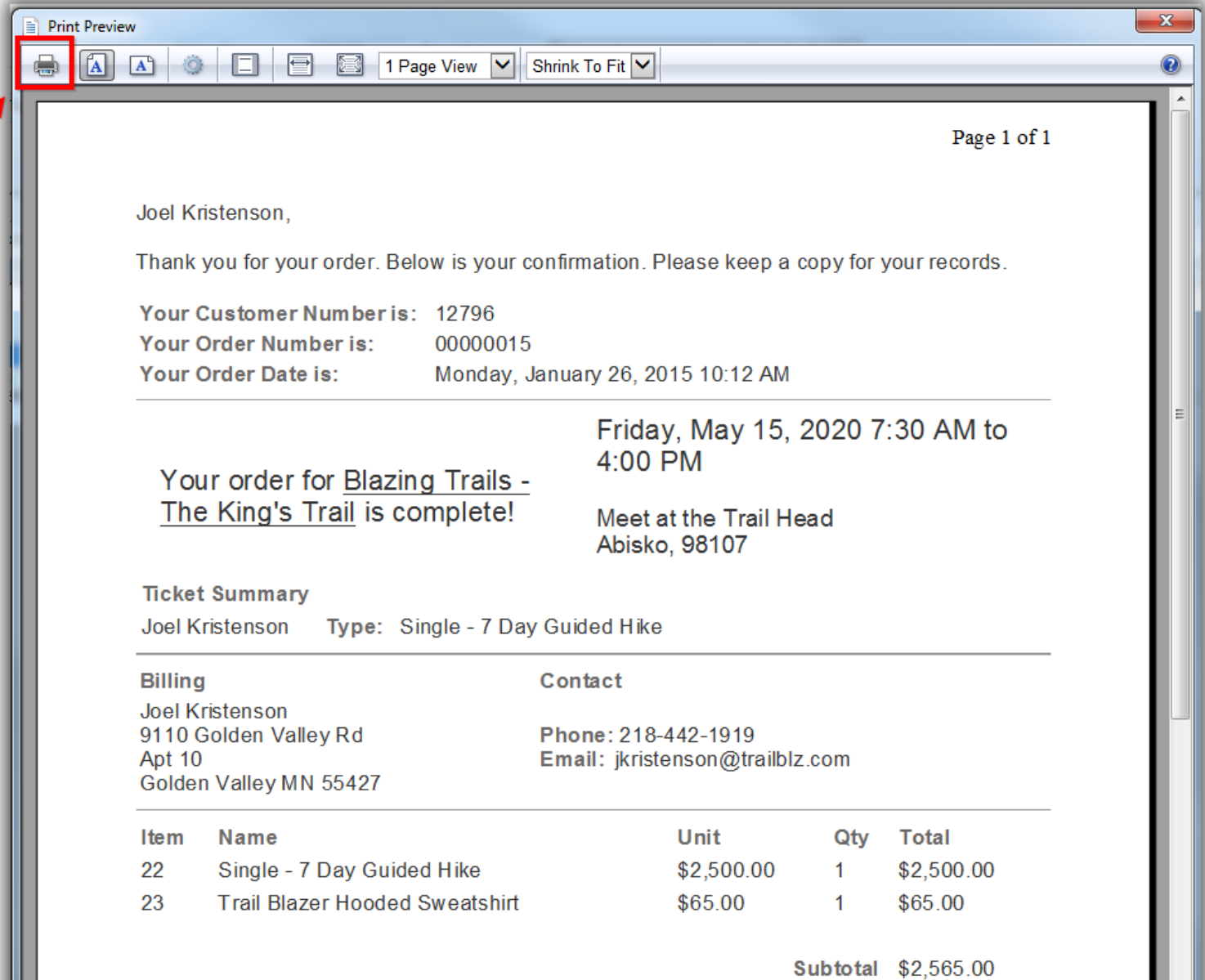
The screenshot shows the TrailBlazer software interface. At the top left, the 'File' menu is open, and 'Reprint Order...' is selected. The main area displays order details for 'Blazing Trails - The King's Trail'. The order status is 'Open', and the payment type is 'VISA'. The total amount is 2,565.00. The 'Order Lines' table shows two items:

Incl	Order Line ID	Item ID	Type	Description	Quantity Ordered	Unit Price	Extension	Quantity Shipped	Quantity Open	Note
<input checked="" type="checkbox"/>	28	22	Ticket	Single - 7 Day Guided Hike	1	2,500.00	2,500.00	0	1	
<input checked="" type="checkbox"/>	29	23	Merchandise	Trail Blazer Hooded Sweatshirt	1	65.00	65.00	0	1	
2					2		2,565.00	0	2	

Adjust your printer settings as needed, and then click the **[Print]** button as shown in the image below.

# How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

**Adjust your print settings, then click the print button.**



Print Preview

Page 1 of 1

Joel Kristenson,

Thank you for your order. Below is your confirmation. Please keep a copy for your records.

Your Customer Number is: 12796  
Your Order Number is: 00000015  
Your Order Date is: Monday, January 26, 2015 10:12 AM

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Your order for Blazing Trails - The King's Trail is complete!

Friday, May 15, 2020 7:30 AM to 4:00 PM

Meet at the Trail Head  
Abisko, 98107

**Ticket Summary**  
Joel Kristenson    **Type:** Single - 7 Day Guided Hike

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<b>Billing</b>	<b>Contact</b>
Joel Kristenson 9110 Golden Valley Rd Apt 10 Golden Valley MN 55427	<b>Phone:</b> 218-442-1919 <b>Email:</b> jkristenson@trailblz.com

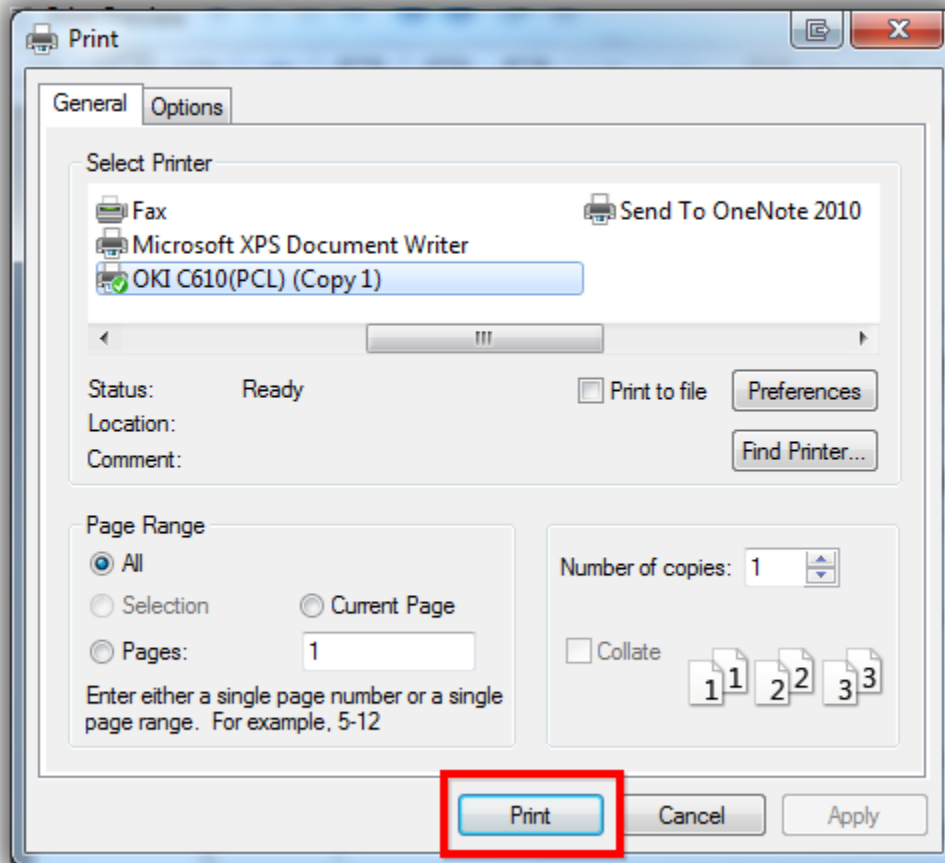
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Item	Name	Unit	Qty	Total
22	Single - 7 Day Guided Hike	\$2,500.00	1	\$2,500.00
23	Trail Blazer Hooded Sweatshirt	\$65.00	1	\$65.00
<b>Subtotal</b>				<b>\$2,565.00</b>



## How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

Select your printer and click **[Print]**.



## How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

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That completes the steps. The **Related Resources** below link to many other event related articles and videos, but as always if you want one-on-one live support give us a call on our support line.



Trail Blazer™

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

## Related Resources

Article: [Events 2014 – Part I](#)

Article: [Events 2014 – Part II](#)

Article: [How to Style your Event Pages – 4 Example Mock Events – Sample CSS Code with Descriptions](#)

Article: [Purchase Orders](#)

Article: [Events 2013 | How to Create an Event with Tickets and Merchandise](#)

Video: [Events 2013](#)

Video: [Events – Remove Person from Event](#)

Video: [Events – pay for an event online](#)

## Trail Blazer Live Support

## How to Print or Re-Print Event Tickets and Event Order Receipts from your Database

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☎ **Phone:** 1-866-909-8700

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

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

t **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.*