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Overview

This article walks through the steps to delete **unsent email campaigns**, **test campaigns**, and **unused templates**. We rarely suggest purging data of any kind since it could come in useful in the future, but you may want to perform this task to clean up your database.

Tip: Learn how to **create email campaigns**, schedule emails, and more by watching our <u>email video playlist</u>.

<u>Outline</u>

#1 Delete 'Unsent' Email Campaigns#2 Delete an Email Template#3 Related Resources



<u>#1 – Delete 'Unsent' Email Campaigns</u>

Navigate to the email campaigns list, click [Search] and load all of your campaigns. In my example I had 4, 1 of which wasn't sent yet.

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Uncheck all of the boxes in the first column, and just check the ones for the campaign(s) you want to delete, then select **File > Delete..**. In my example it was **ID 205**.

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1. Check the box(s) for the campaign(s) you want to delete.

Check both of the boxes to delete both the production campaign and test campaign, and then click **[OK]**.



1. If you are 100% sure you no longer need these unsent campaigns check these boxes and then click [OK].

Delete E-Mail Campaigns
Delete
Test campaigns
Production campaigns that have not yet been sent
Progress
Please press OK to proceed
2 💿 OK 🕺 🙆 Cancel

You'll get another popup message, click [OK] if you're 100% sure you want to delete the email campaign(s).





Click **[OK]** once the operation has completed.



Back in the email campaigns list you'll notice that the campaign(s) you purged are gone. In my example the list drops to 3.



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The campaign(s) will be removed from the list after purging them.



<u>#2 – Delete an Email Template</u>

Navigate to the Email Templates list, click [Search] and load all. In my example I had 167.



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	L		<u>26</u>	2014-10-06-auto-responder-003-donation-form-v2-thank-you-with-merge-fields-test-3	10/6/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT				
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Click on the name of the template you want to delete. In this example I click on the template with ID 39.



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	V	Template ID	Name	Date Created	Created By ID	Created By	Use Count	Subject
	V	2	2016-02-22-template-2-2-column-simple-newsletter	11/9/2009	1	Admin, Admin	0	THIS IS A DRAFT
	V	3	2016-02-22-template-1-one-column-head-footer	11/9/2009	1	Admin, Admin	0	THIS IS A DRAFT
	V	<u>4</u>	2016-02-22-example-basic-donation-auto-responder-1-donation-thank-you	1/2/2012	1	Admin, Admin	0	THIS IS A DRAFT
	V	<u>16</u>	2016-02-22-template-3-basic-1-column	1/17/2011	1	Admin, Admin	0	THIS IS A DRAFT
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	V	<u>26</u>	2014-10-06-auto-responder-003-donation-form-v2-thank-you-with-merge-fields-test-3	10/6/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
	V	<u>28</u>	2014-10-07-auto-responder-for-thank-you-10-7-2014	10/7/2014	1	Admin, Admin	0	THIS IS A DRAFT
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	V	<u>40</u>	2014-11-10 - Sample - Survivors of Torture	11/5/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
	V	<u>41</u>	2014-11-12-sample-newsletter-with-social-share-column-and-rounded-corners	11/12/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
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	V	<u>43</u>	2014-11-14-mcn-newsletter-2-column-social-icons-buttons-sample-template	11/14/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
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	V	<u>45</u>	2014-12-12-mcn-eblast-sample-reference-mail-chimp-source-code	12/12/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
	V	<u>46</u>	2014-12-18-one-voice-reference-3-black-dividers-2-column	12/18/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
	V	<u>48</u>	2014-10-07-october-e-newsletter-with-screenshot-and-link-to-pdf-document-v2	12/30/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
	V	<u>49</u>	2014-12-30-october-e-newsletter-with-screenshot-and-link-to-pdf-document-v3	12/30/2014	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
	V	50	$2015 \hbox{-} 01 \hbox{-} 06 \hbox{-} lost \hbox{-} pet \hbox{-} found \hbox{-} example \hbox{-} basic \hbox{-} template \hbox{-} 1 \hbox{-} column \hbox{-} few \hbox{-} sections \hbox{-} and \hbox{-} buttons \hbox{-} example \hbox{-} f_{max} \hbox{-} f$	1/6/2015	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
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	V	\$	2015-02-19-political-example-with-social-sidebar-and-link-to-youtube-video	2/19/2015	12796	Kristenson, Joel Anders	0	THIS IS A DRAFT
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Click on the name of the campaign for the one you want to delete.



Click the red [x] at the top of the email composer.



Click the red [X] at the top to purge the template from your database.

File - Edit - Kile Saved Copies 2014-11-05-test-copy-1								
Image: Complete: 2014-11-05-test-copy-1 Subject: THIS IS - copy-1								
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Dear Subscriber, Click the image below to view and download our 2014 October newsletter.								
Sincerely,								

Nonprofit Organization



If you're **100%** certain you don't need the template anymore, click **[OK]** when prompted.



If you're 100% sure you no longer need this tempalte click [OK] to proceed.

You'll get a popup notification once the process has completed.





Important: the system won't allow you to delete a template if there is a use count (which means it's being used as an auto-responder for one of your online forms/events):

Search Reset Reset New Emil Templates Favorites General SQL Favorites General SQL Template Name: Subject: Subject: You cannot delete a template that has a 'use count'. Email Templates [168 records found]										
	7	Template	Name	Date Created	Created By	Use	Subject	1		
	V	22	2016-02-22-auto-responder-2-signup-postmobile-responsive	9/15/2014	Admin, Admin	1	THIS IS A DRAFT	Ε		
	V	<u>182</u>	2016-03-08-membership-thank-you-receipt	3/8/2016	Kristenson, Joel And	1	THIS IS A DRAFT			
	V	<u>197</u>	2016-06-06-auto-responder-donation-thank-you-for-kb-on-creating-an	6/6/2016	Kristenson, Joel And	1	THIS IS A DRAFT			
	V	<u>26</u>	2014-10-06-auto-responder-003-donation-form-v2-thank-you-with-merg	10/6/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
	V	<u>28</u>	2014-10-07-auto-responder-for-thank-you-10-7-2014	10/7/2014	Admin, Admin	0	THIS IS A DRAFT			
	V	<u>48</u>	2014-10-07-october-e-newsletter-with-screenshot-and-link-to-pdf-docu	12/30/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
	v	<u>35</u>	2014-10-31-october-e-newsletter-with-screenshot-and-link-to-pdf-docu	10/31/2014	Admin, Admin	0	THIS IS A DRAFT			
	V	<u>36</u>	2014-10-31-template-4-example-sput-st-paul-urban-tennis-nice-clean-ba	10/31/2014	Admin, Admin	0	THIS IS A DRAFT			
	V	<u>38</u>	2014-11-04-community-action-duluth-example-2-column-with-social-ico	11/4/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
	V	<u>37</u>	2014-11-04-template-05-example-sput-newsletter-with-text-wapped-ima	11/4/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
	V	<u>40</u>	2014-11-10 - Sample - Survivors of Torture	11/5/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
	V	<u>41</u>	2014-11-12-sample-newsletter-with-social-share-column-and-rounded-c	11/12/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
	V	<u>42</u>	$2014 \hbox{-} 11 \hbox{-} 12 \hbox{-} sample \hbox{-} sheltering \hbox{-} arms \hbox{-} give \hbox{-} to \hbox{-} the \hbox{-} max \hbox{-} day \hbox{-} eblast \hbox{-} template \\$	11/12/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
	V	<u>43</u>	$2014 \hbox{-} 11 \hbox{-} 14 \hbox{-} mcn-newsletter \hbox{-} 2 \hbox{-} column-social-icons-buttons-sample-templ}$	11/14/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
	V	<u>44</u>	$\label{eq:constraint} 2014 \hbox{-} 11 \hbox{-} 14 \hbox{-} rocket \hbox{-} fuel-eblast \hbox{-} sample \hbox{-} template \hbox{-} with \hbox{-} large \hbox{-} body \hbox{-} side \hbox{-} col$	11/14/2014	Kristenson, Joel And	0	THIS IS A DRAFT			
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The related resources below link to a wide variety of other articles and videos on the email tools in Trail Blazer.

- YouTube Channel

- Knowledge Base Articles

- 3rd Party Resources

Related Resources

Article: How to Cancel a Mass Email Campaign as it's Going Out & How to Reschedule a Queued Email Campaign Article: Configuring your From and Reply Email Address Settings Article: How to Upload Documents to your System Gallery such as PDF's, Spreadsheets, Audio Clips, Image Files, etc. Article: How to Create a Hyperlink around a Screenshot of your PDF Newsletter and Hyperlink it to the PDF Document Article: How to Create Trackable Links in your Email Campaigns, and How to Analyze those Statistics after the Eblast Goes Out Article: How to Create a Hyperlink around a Screenshot of your Video and Link to the Video from your Trail Blazer Email Template Article: Running an Import of Contact Data from Excel into your Database - Basic Overview Article: How to Access and Use the Standard Trail Blazer Email Templates as a Starting Point for Template Creation and Mass E-Mail Campaigns Article: Adding SPF / DKIM Key to your domain's Txt Record --- Greatly Improve Your Email Open Rates! (* requires access to your web host) Article: Setup a User to Receive Test Emails, How to Send Out Tests of a Mass Email Campaign, and How to Test an Individual Email Template Article: How to Use the Event Contribution Total Merge-Field in a Mass Email to Thank Attendees for the Total Amount they Gave at a Specific Event – 2016 Upgrade Article: Fix your HTML email formatting Article: Editing Tracked Links for Mass Email Campaigns – Creating Names for those Missing a Name Article: How to Import a Google Web Font into your Trail Blazer Email Template Article: How to Create Custom Email Responders for Specific Events – New 2016 Feature Upgrade Article: How to Create a Custom Thank-You Auto-Responder Email with Merge Fields for your Online Donation Form Article: How to Find Duplicate Contact Records by Identical *Primary* Email Address, and Automatically Merge them Together Article: Exporting Email Addresses from 3rd Party Mass Email Systems – Notes on CAN-SPAM Policies Article: How to Enable Double Opt-in for All of your Trail Blazer Online iFrame Forms Article: Sample Custom Email Signup Form to Get you Started

Article: Mobile Responsive Email Template – ConstantContact Reference
Article: Sample HTML Email Templates with Inline CSS
Video: Thank you's using mass email
Video: Eblasts Configure email settings before mass emailing
Video: Eblasts –Setting people up to receive test (draft) emails
Video: Scheduled Emails
Video: Eblasts Create and Send Eblasts – Includes Image Management
Video: Donation Auto Responders with Merge Fields
Video Playlist: Eblasts

Trail Blazer Live Support

- **(C)** Phone: 1-866-909-8700
- Email: <u>support@trailblz.com</u>
- Facebook: https://www.facebook.com/pages/Trail-Blazer-Software/64872951180
- Twitter: <u>https://twitter.com/trailblazersoft</u>

* As a policy we require that you have taken our intro training class before calling or emailing our live support team.

<u>*Click here*</u> 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 <u>GoToMeeting</u> session where we host our live interactive trainings.

* This service <u>is</u> included in your contract.