# How to Delete 'Un-Sent' Email Campaigns, Test Campaigns, and Templates

**Author:** Kristenson, Joel
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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.*

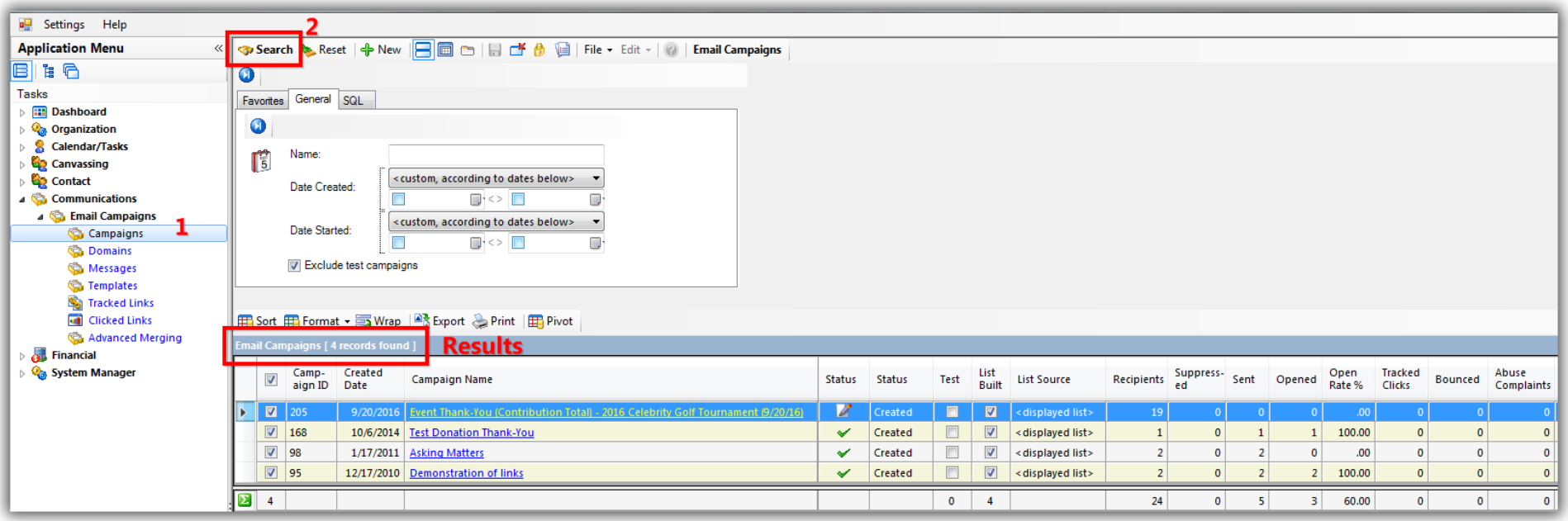
💡 **Tip:** Learn how to **create email campaigns**, schedule emails, and more by watching our email video playlist.

## Outline

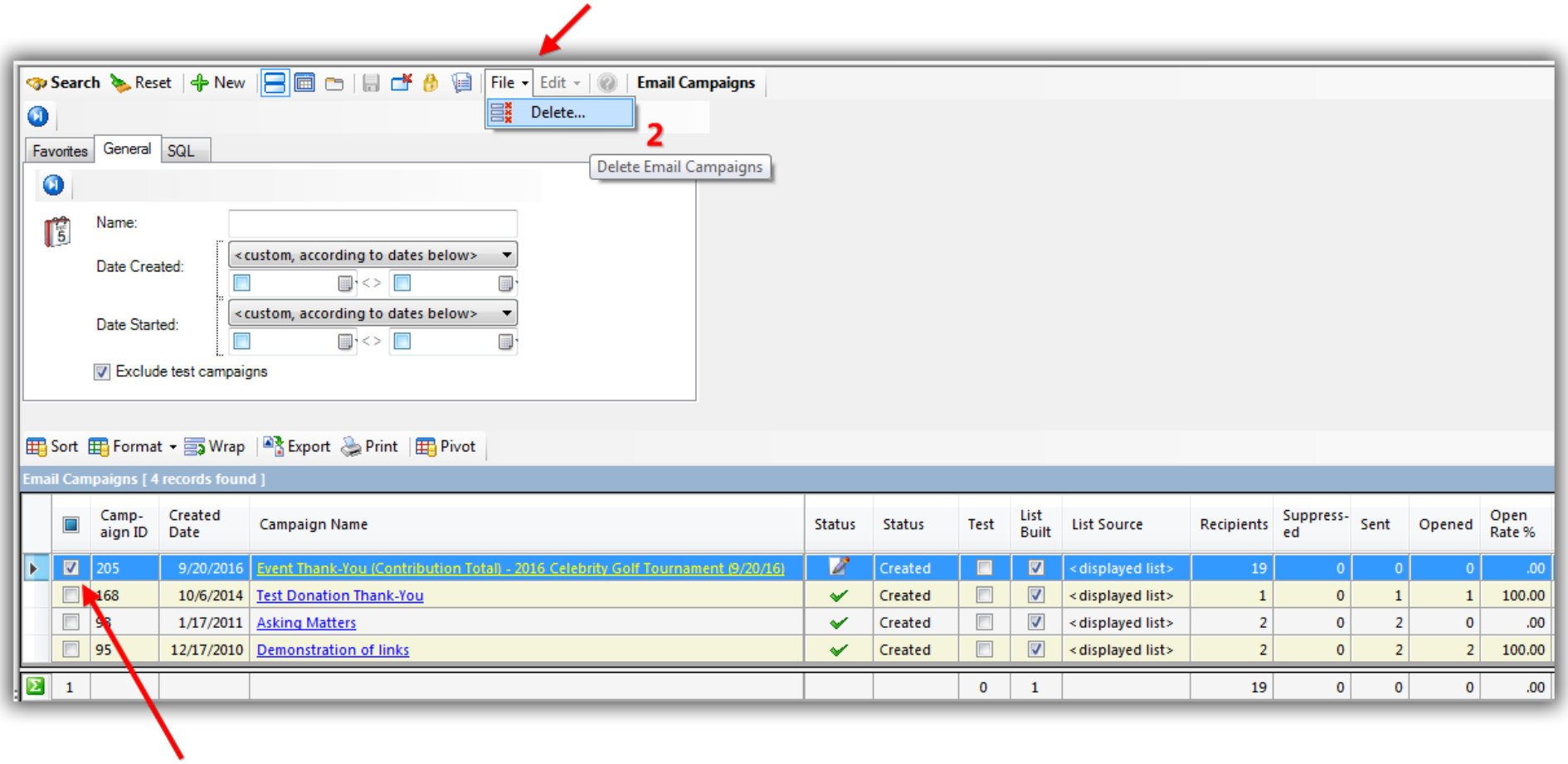
**#1** Delete 'Unsent' Email Campaigns
**#2** Delete an Email Template
**#3** Related Resources

# #1 – Delete 'Unsent' Email Campaigns

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.*



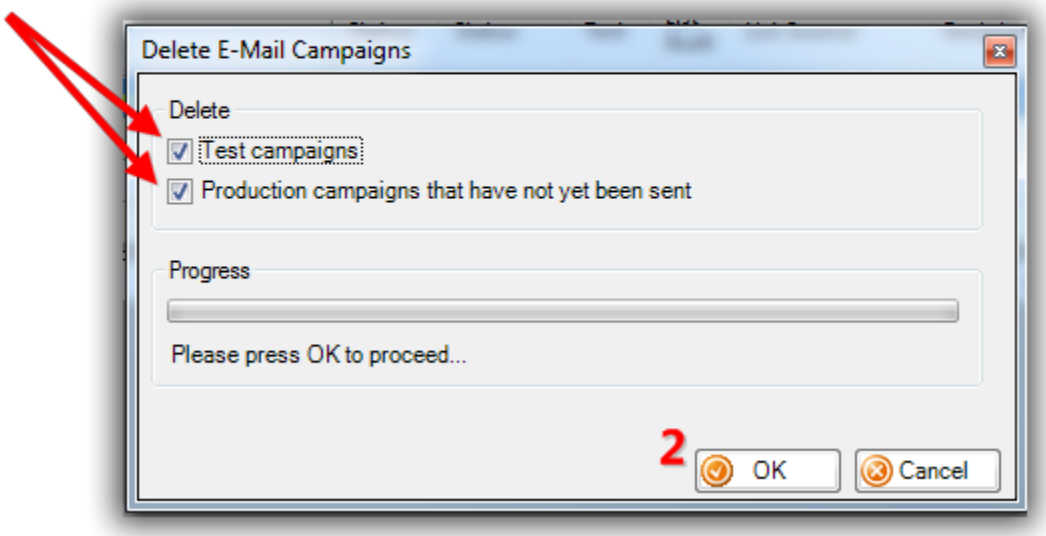
Uncheck all of the boxes in the first column, and just check the ones for the campaign(s) you want to delete, then select **File > Delete...**. *In my example it was **ID 205**.*



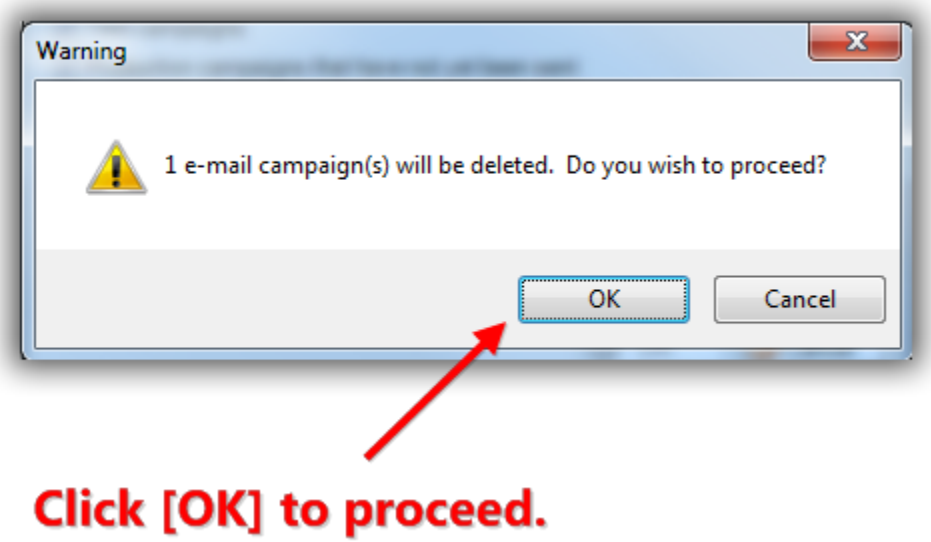

**1. Check the box(s) for the campaign(s) you want to delete.**

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

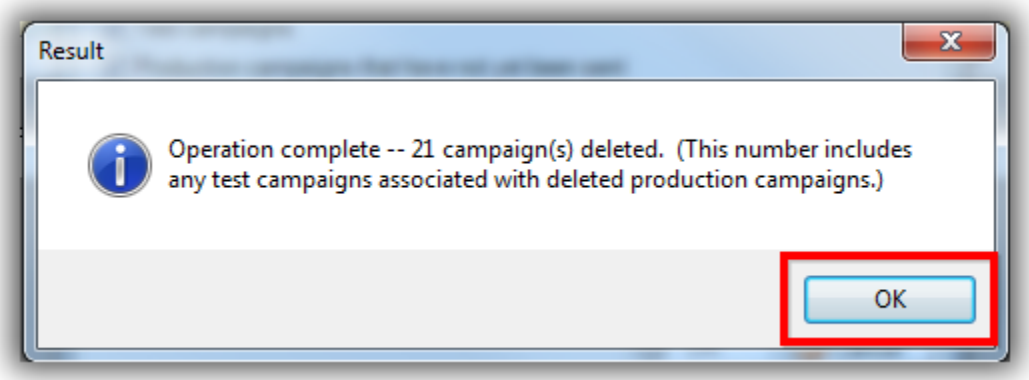
**1. If you are 100% sure you no longer need these unsent campaigns check these boxes and then click [OK].**




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

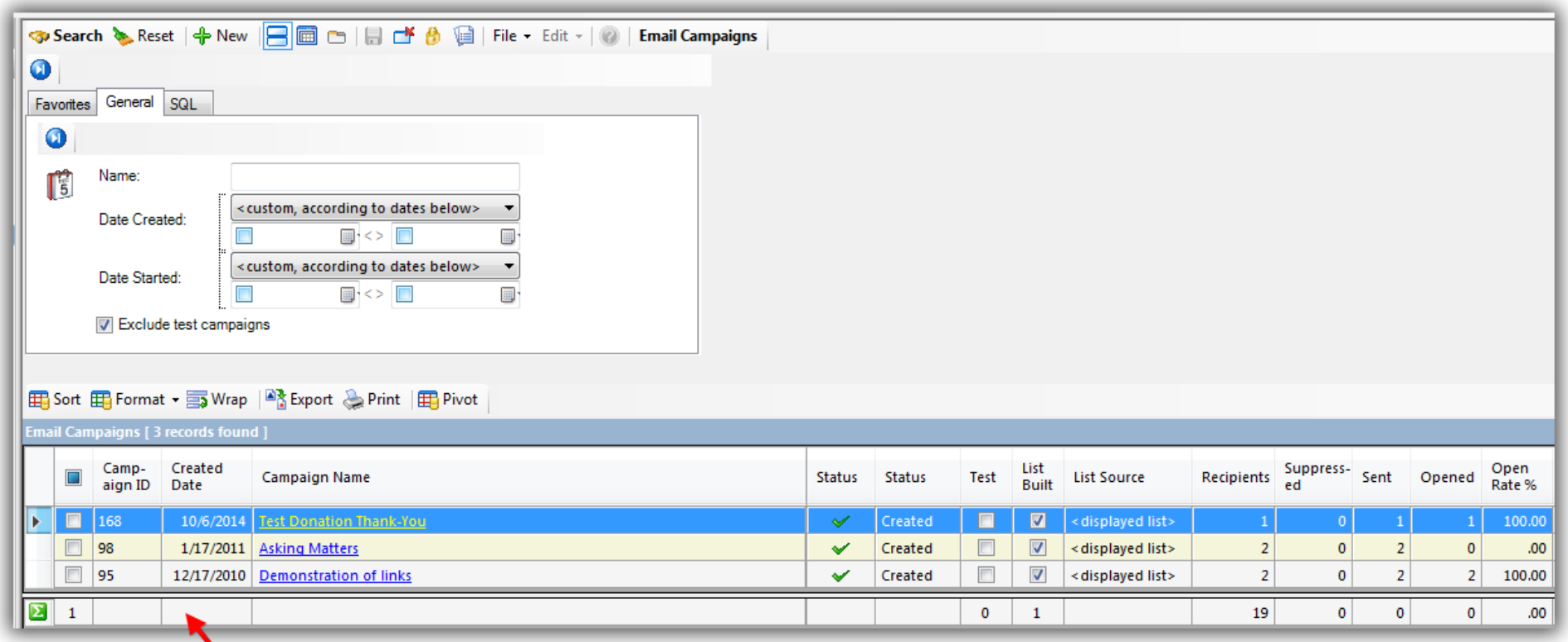



Click **[OK]** once the operation has completed.




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.*

# How to Delete 'Un-Sent' Email Campaigns, Test Campaigns, and Templates




| | Camp-aign ID | Created Date | Campaign Name | Status | Status | Test | List Built | List Source | Recipients | Suppress-ed | Sent | Opened | Open Rate % |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 168 | 10/6/2014 | Test Donation Thank-You | ✓ | Created | ☐ | ☑ | <displayed list> | 1 | 0 | 1 | 1 | 100.00 |
| | 98 | 1/17/2011 | Asking Matters | ✓ | Created | ☐ | ☑ | <displayed list> | 2 | 0 | 2 | 0 | .00 |
| | 95 | 12/17/2010 | Demonstration of links | ✓ | Created | ☐ | ☑ | <displayed list> | 2 | 0 | 2 | 2 | 100.00 |
| Σ | 1 | | | | | 0 | 1 | | 19 | 0 | 0 | 0 | .00 |

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

## #2 – Delete an Email Template

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

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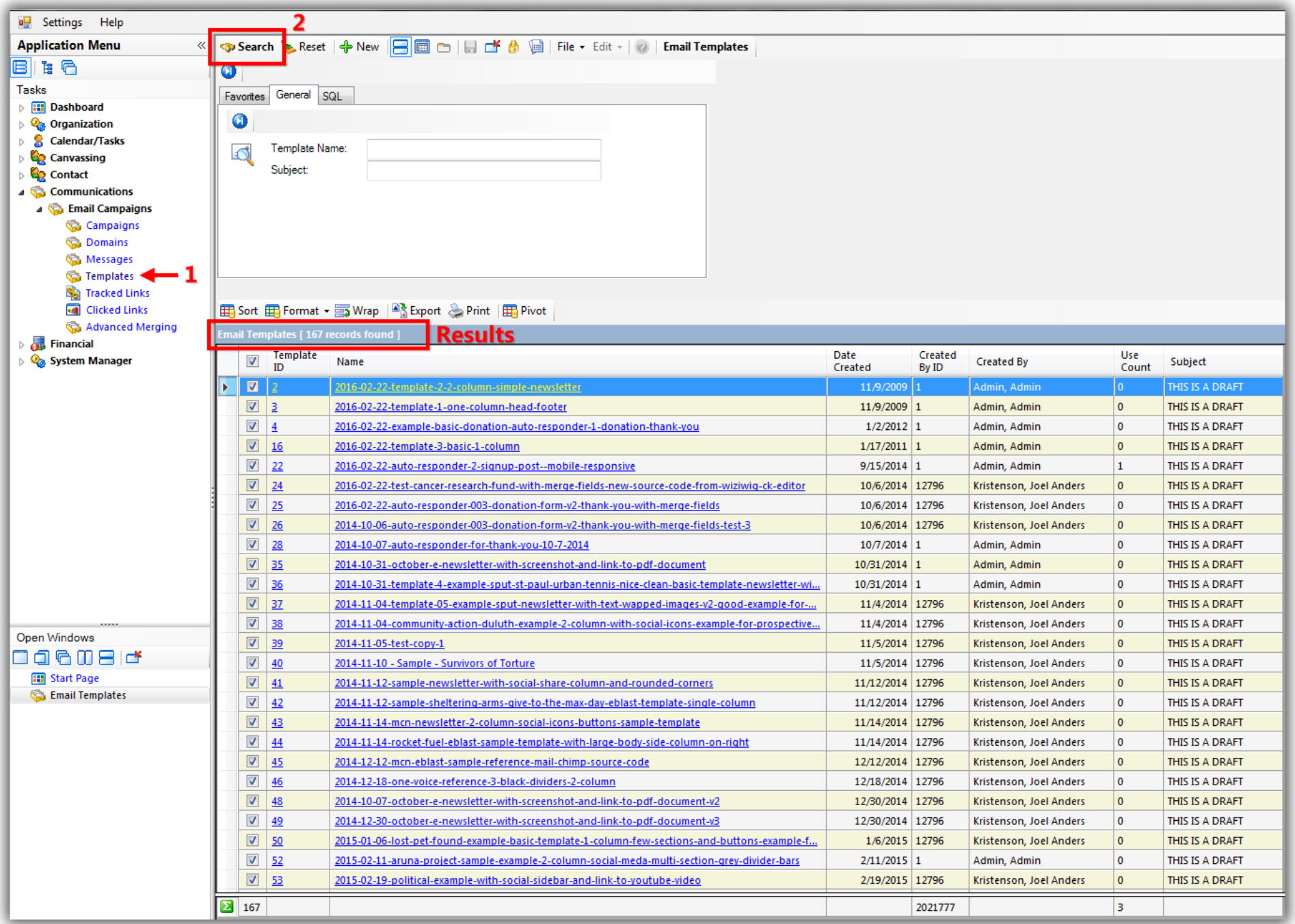


| Template ID | Name | Date Created | Created By ID | Created By | Use Count | Subject |
|---|---|---|---|---|---|---|
| 2 | 2016-02-22-template-2-2-column-simple-newsletter | 11/9/2009 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 3 | 2016-02-22-template-1-one-column-head-footer | 11/9/2009 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 4 | 2016-02-22-example-basic-donation-auto-responder-1-donation-thank-you | 1/2/2012 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 16 | 2016-02-22-template-3-basic-1-column | 1/17/2011 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 22 | 2016-02-22-auto-responder-2-signup-post--mobile-responsive | 9/15/2014 | 1 | Admin, Admin | 1 | THIS IS A DRAFT |
| 24 | 2016-02-22-test-cancer-research-fund-with-merge-fields-new-source-code-from-wiziwig-ck-editor | 10/6/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 25 | 2016-02-22-auto-responder-003-donation-form-v2-thank-you-with-merge-fields | 10/6/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 26 | 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 |
| 28 | 2014-10-07-auto-responder-for-thank-you-10-7-2014 | 10/7/2014 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 35 | 2014-10-31-october-e-newsletter-with-screenshot-and-link-to-pdf-document | 10/31/2014 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 36 | 2014-10-31-template-4-example-sput-st-paul-urban-tennis-nice-clean-basic-template-newsletter-wi... | 10/31/2014 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 37 | 2014-11-04-template-05-example-sput-newsletter-with-text-wapped-images-v2-good-example-for-... | 11/4/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 38 | 2014-11-04-community-action-duluth-example-2-column-with-social-icons-example-for-prospective... | 11/4/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 39 | 2014-11-05-test-copy-1 | 11/5/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 40 | 2014-11-10 - Sample - Survivors of Torture | 11/5/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 41 | 2014-11-12-sample-newsletter-with-social-share-column-and-rounded-corners | 11/12/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 42 | 2014-11-12-sample-sheltering-arms-give-to-the-max-day-eblast-template-single-column | 11/12/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 43 | 2014-11-14-mcn-newsletter-2-column-social-icons-buttons-sample-template | 11/14/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 44 | 2014-11-14-rocket-fuel-eblast-sample-template-with-large-body-side-column-on-right | 11/14/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 45 | 2014-12-12-mcn-eblast-sample-reference-mail-chimp-source-code | 12/12/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 46 | 2014-12-18-one-voice-reference-3-black-dividers-2-column | 12/18/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 48 | 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 |
| 49 | 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 |
| 50 | 2015-01-06-lost-pet-found-example-basic-template-1-column-few-sections-and-buttons-example-f... | 1/6/2015 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 52 | 2015-02-11-aruna-project-sample-example-2-column-social-meda-multi-section-grey-divider-bars | 2/11/2015 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 53 | 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 |
| 167 | | | 2021777 | | 3 | |

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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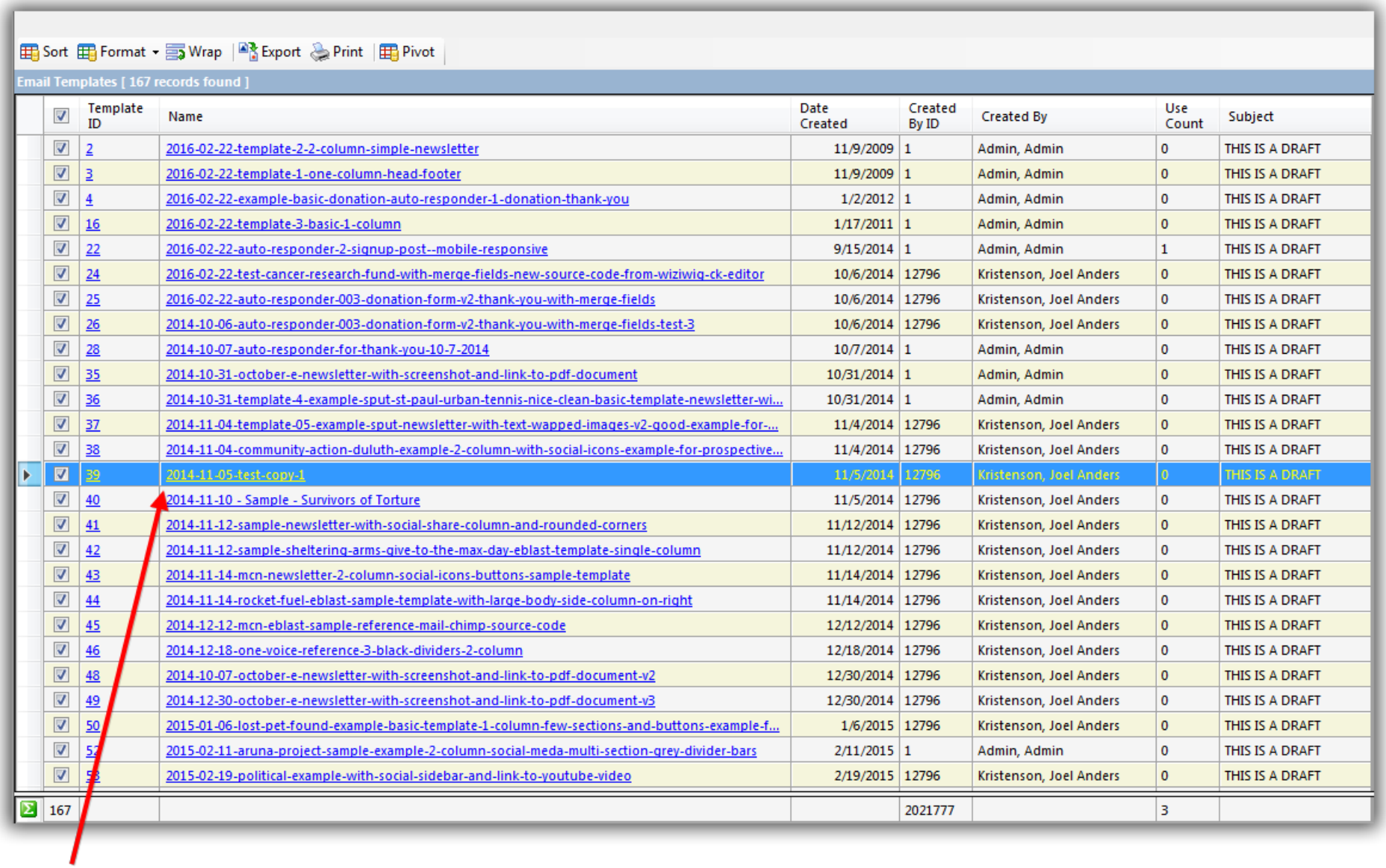

Sort | Format | Wrap | Export | Print | Pivot

Email Templates [ 167 records found ]

| Template ID | Name | Date Created | Created By ID | Created By | Use Count | Subject |
|---|---|---|---|---|---|---|
| 2 | 2016-02-22-template-2-2-column-simple-newsletter | 11/9/2009 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 3 | 2016-02-22-template-1-one-column-head-footer | 11/9/2009 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 4 | 2016-02-22-example-basic-donation-auto-responder-1-donation-thank-you | 1/2/2012 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 16 | 2016-02-22-template-3-basic-1-column | 1/17/2011 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 22 | 2016-02-22-auto-responder-2-signup-post--mobile-responsive | 9/15/2014 | 1 | Admin, Admin | 1 | THIS IS A DRAFT |
| 24 | 2016-02-22-test-cancer-research-fund-with-merge-fields-new-source-code-from-wiziwig-ck-editor | 10/6/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 25 | 2016-02-22-auto-responder-003-donation-form-v2-thank-you-with-merge-fields | 10/6/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 26 | 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 |
| 28 | 2014-10-07-auto-responder-for-thank-you-10-7-2014 | 10/7/2014 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 35 | 2014-10-31-october-e-newsletter-with-screenshot-and-link-to-pdf-document | 10/31/2014 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 36 | 2014-10-31-template-4-example-sput-st-paul-urban-tennis-nice-clean-basic-template-newsletter-wi... | 10/31/2014 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 37 | 2014-11-04-template-05-example-sput-newsletter-with-text-wapped-images-v2-good-example-for-... | 11/4/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 38 | 2014-11-04-community-action-duluth-example-2-column-with-social-icons-example-for-prospective... | 11/4/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 39 | 2014-11-05-test-copy-1 | 11/5/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 40 | 2014-11-10 - Sample - Survivors of Torture | 11/5/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 41 | 2014-11-12-sample-newsletter-with-social-share-column-and-rounded-corners | 11/12/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 42 | 2014-11-12-sample-sheltering-arms-give-to-the-max-day-eblast-template-single-column | 11/12/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 43 | 2014-11-14-mcn-newsletter-2-column-social-icons-buttons-sample-template | 11/14/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 44 | 2014-11-14-rocket-fuel-eblast-sample-template-with-large-body-side-column-on-right | 11/14/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 45 | 2014-12-12-mcn-eblast-sample-reference-mail-chimp-source-code | 12/12/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 46 | 2014-12-18-one-voice-reference-3-black-dividers-2-column | 12/18/2014 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 48 | 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 |
| 49 | 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 |
| 50 | 2015-01-06-lost-pet-found-example-basic-template-1-column-few-sections-and-buttons-example-f... | 1/6/2015 | 12796 | Kristenson, Joel Anders | 0 | THIS IS A DRAFT |
| 52 | 2015-02-11-aruna-project-sample-example-2-column-social-meda-multi-section-grey-divider-bars | 2/11/2015 | 1 | Admin, Admin | 0 | THIS IS A DRAFT |
| 53 | 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 |
| 167 | | | 2021777 | | 3 | |

**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.

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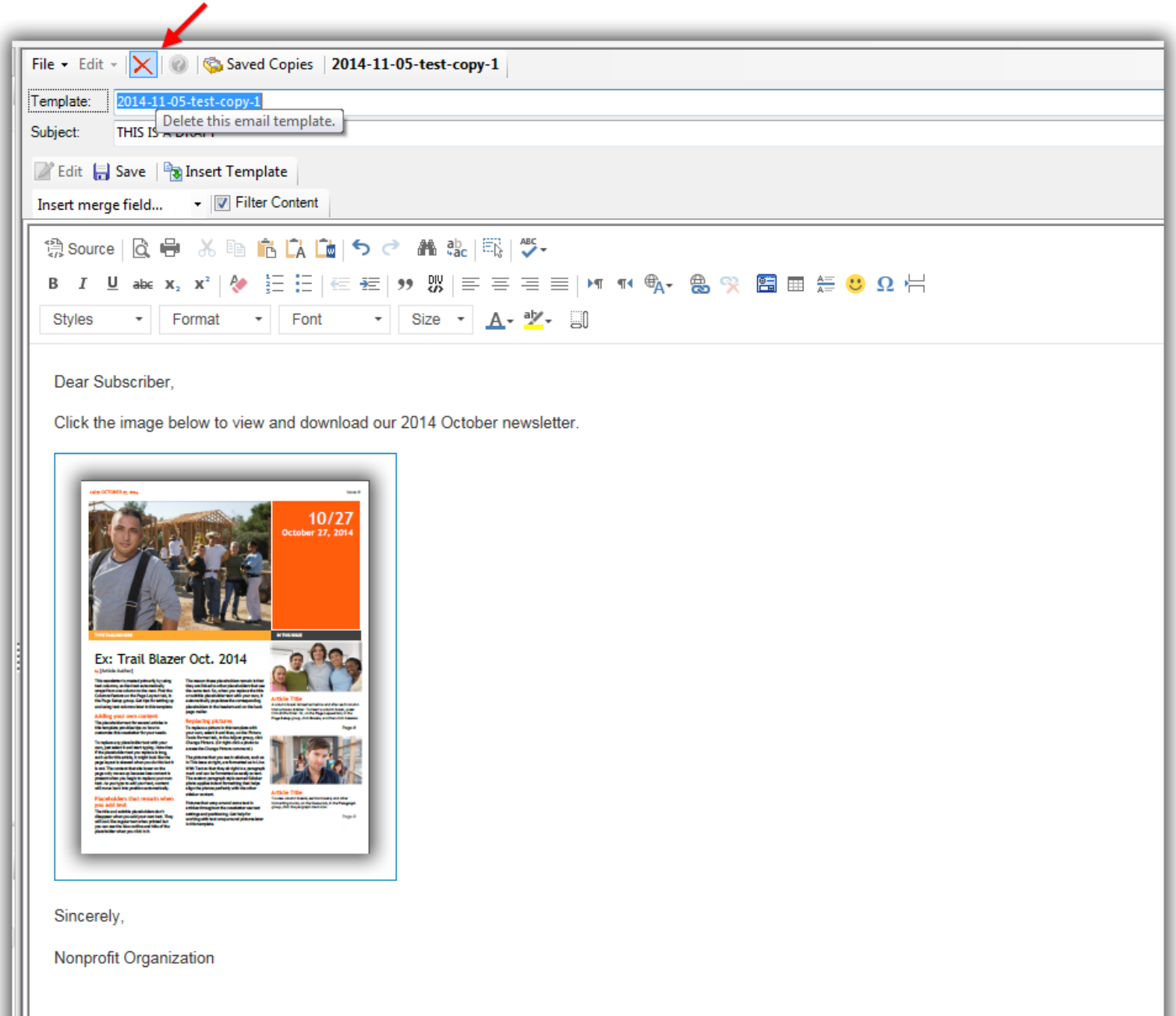
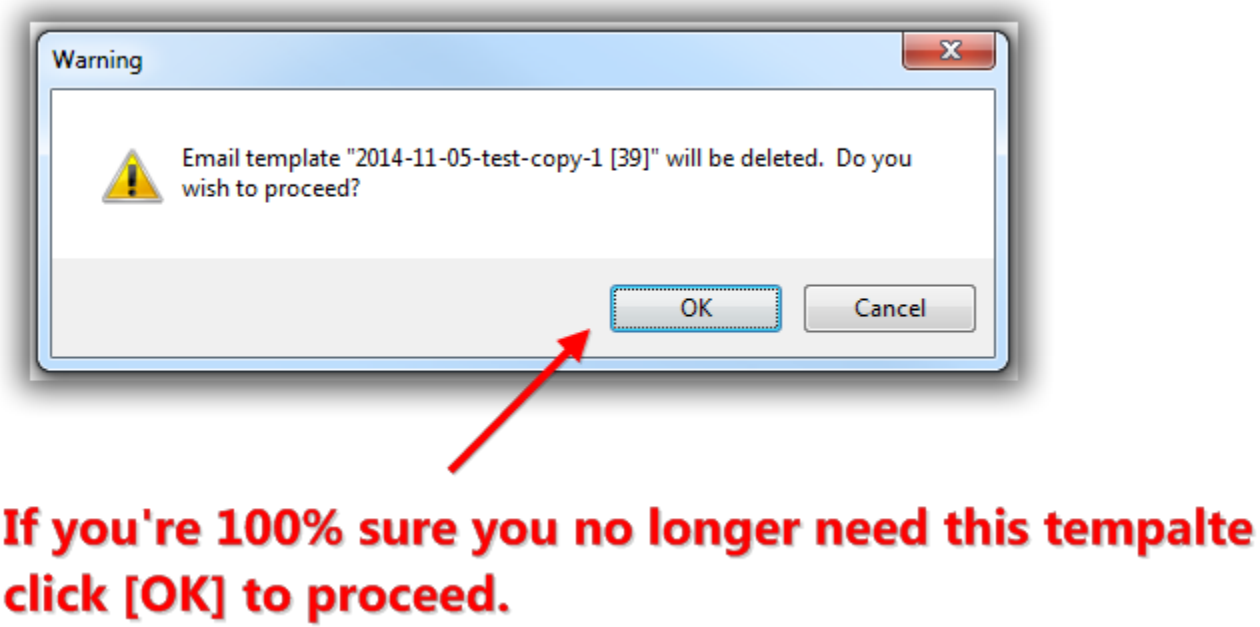
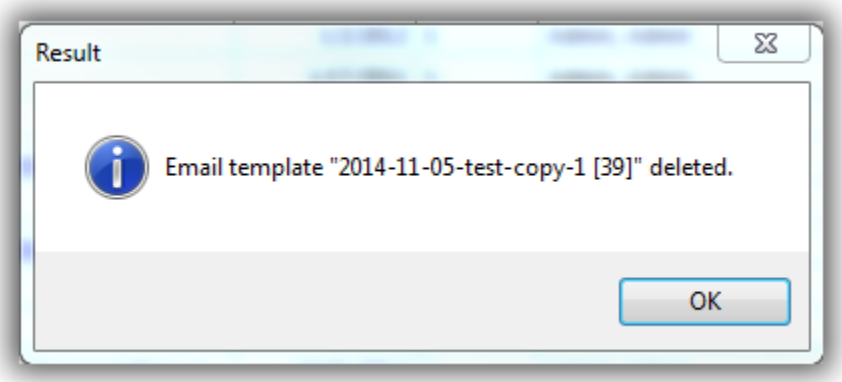
**Click the red [X] at the top to purge the template from your database.**



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




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):

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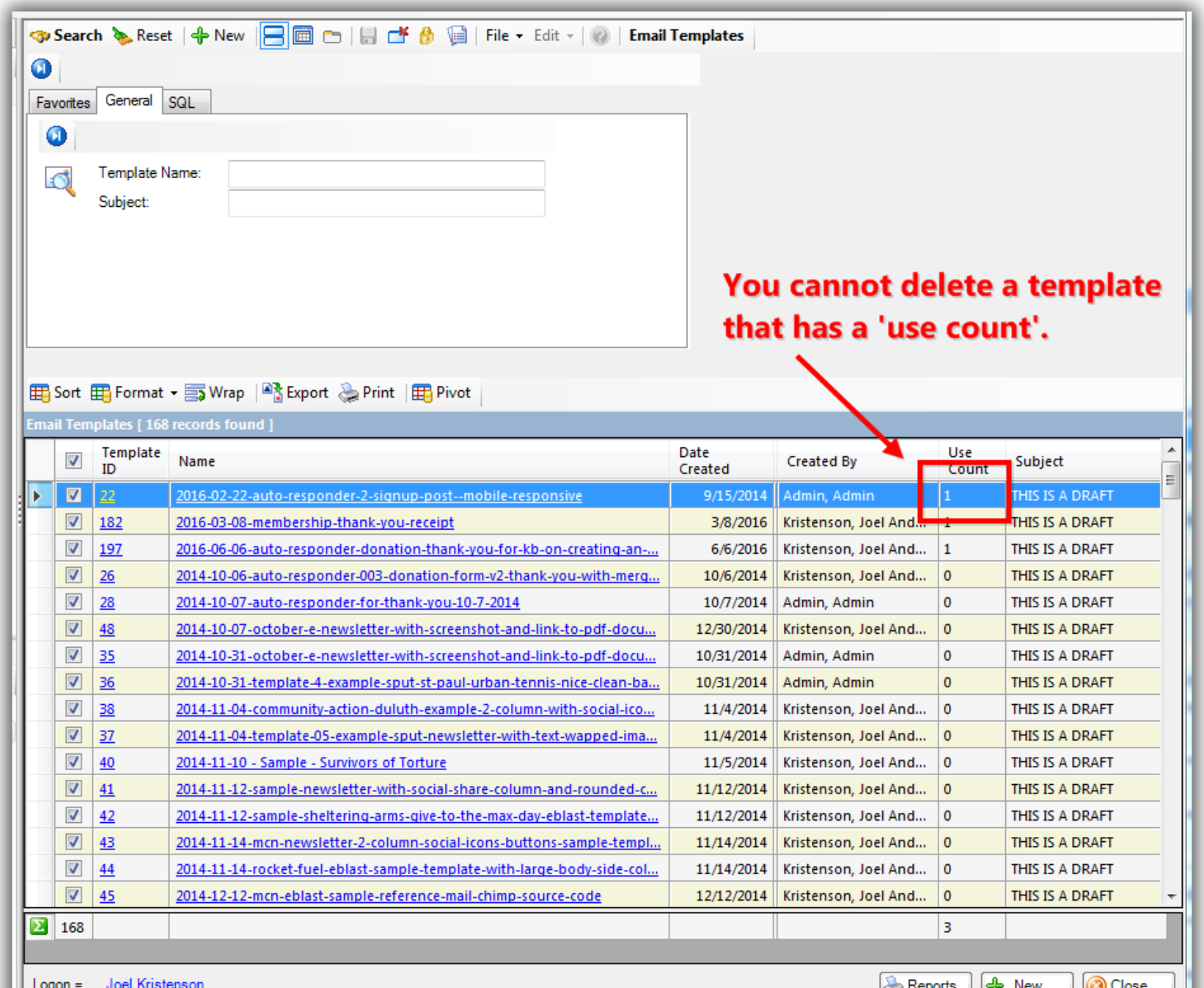

The **related resources** below link to a wide variety of other articles and videos on the email tools in **Trail Blazer**.

## 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

- **Phone:** 1-866-909-8700
- **Email:** 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.*

** This service is included in your contract.*