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Last Updated: 2016-11-3

Overview

This article is for **nonprofit** customers who want to collect and track gifts in honor or memory of someone. It walks through the steps to **add** the option to your **donation [iFrame form](#)**, and how to run **searches/reports** on the data once it's in your database.

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

Outline

#1 Add the Memorial/Honorarium Option to your Online Donation Form

#2 Searching for Memorial/Honorarium Gifts in your Database

#3 Build Reports (Add Columns) for Memorial/Honorarium Gifts

#4 Related Resources

#1 – Add the Memorial/Honorarium Option to your Online Donation Form

To **add** this **option** to your online **donation page** (iFrame):

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

Powered by  TrailBlazer™

Share:     

Yes, I want to receive future email updates.
 Show my donation on the website ticker.

Comment

Volunteer

Assist with Event planning
 I will work on your newsletter
 Taking Registrations at Events

Select Rider to Support

Chad
 Dan
 Jim
 Joel
 Kevin
 Mark
 Pat
 Sue
 Tom

Please select your email preferences

Annual newsletter
 Critical updates only regarding major news
 Monthly newsletter
 Please never contact me by email
 Quote of the day notifications

Select a Restricted Allocation Fund Below

2016 Disaster Relief Fund
 2016 General Fund
 2016 Scholarship Fund

Make my donation in Honor or Memory of

Honor or Memory

Please enter
Full Name &
Address

Employment Information

Required by Federal and State Election Laws

* Employer
* Occupation

Payment

Credit Card
 Bank Account eCheck

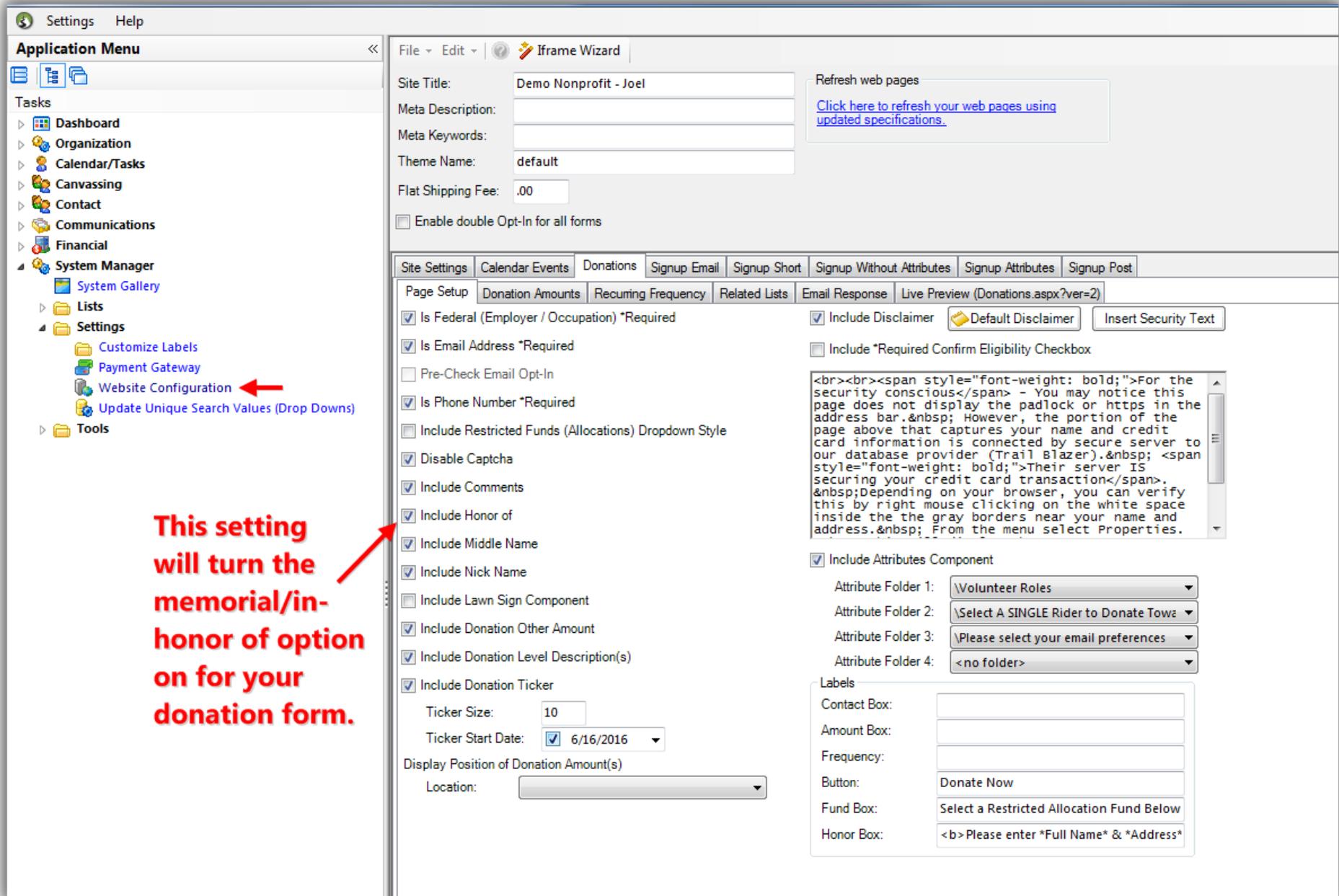
Notes: Address above must match Credit Card

Make a donation in memory or honor of someone.

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

You'll need to check the **Include Honor of** box in **website configuration**:

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database



The screenshot shows the TrailBlazer System Manager interface. On the left is the 'Application Menu' with a tree view. Under 'System Manager', 'Website Configuration' is selected and highlighted with a red arrow. A red text box with an arrow points to this menu item, containing the text: **This setting will turn the memorial/in-honor of option on for your donation form.**

The main content area shows the 'Donations' settings for 'Demo Nonprofit - Joel'. The 'Page Setup' tab is active, showing various checkboxes for form requirements. The 'Include Honor of' checkbox is checked. Below it, the 'Include Donation Ticker' section is visible, with a 'Ticker Size' of 10 and a 'Ticker Start Date' of 6/16/2016. The 'Display Position of Donation Amount(s)' is set to 'Location'. On the right, there is a 'Live Preview' section showing a security warning message in HTML format.

Website Configuration

Site Title: Demo Nonprofit - Joel
Meta Description:
Meta Keywords:
Theme Name: default
Flat Shipping Fee: .00
 Enable double Opt-In for all forms

Refresh web pages
[Click here to refresh your web pages using updated specifications.](#)

Site Settings | Calendar Events | Donations | Signup Email | Signup Short | Signup Without Attributes | Signup Attributes | Signup Post

Page Setup | Donation Amounts | Recuring Frequency | Related Lists | Email Response | Live Preview (Donations.aspx?ver=2)

Is Federal (Employer / Occupation) *Required
 Is Email Address *Required
 Pre-Check Email Opt-In
 Is Phone Number *Required
 Include Restricted Funds (Allocations) Dropdown Style
 Disable Captcha
 Include Comments
 Include Honor of
 Include Middle Name
 Include Nick Name
 Include Lawn Sign Component
 Include Donation Other Amount
 Include Donation Level Description(s)
 Include Donation Ticker
Ticker Size: 10
Ticker Start Date: 6/16/2016
Display Position of Donation Amount(s)
Location:

Include Disclaimer
 Include *Required Confirm Eligibility Checkbox

`

For the security conscious - You may notice this page does not display the padlock or https in the address bar. However, the portion of the page above that captures your name and credit card information is connected by secure server to our database provider (Trail Blazer). Their server is securing your credit card transaction. Depending on your browser, you can verify this by right mouse clicking on the white space inside the the gray borders near your name and address. From the menu select Properties.`

Include Attributes Component
Attribute Folder 1:
Attribute Folder 2:
Attribute Folder 3:
Attribute Folder 4:

Labels
Contact Box:
Amount Box:
Frequency:
Button:
Fund Box:
Honor Box:

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

This requires appropriate [security clearance](#).

After that setting is turned on you'll **need** to click **[Save]** in the bottom-right, and then click the **blue** hyperlink in the top-right that says **'Click here to refresh your web pages using updated specifications'**.

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

File Edit  Iframe Wizard

Site Title:

Meta Description:

Meta Keywords:

Theme Name:

Flat Shipping Fee:

Enable double Opt-In for all forms

Refresh web pages

[Click here to refresh your web pages using updated specifications.](#) 

Site Settings | Calendar Events | Donations | Signup Email | Signup Short | Signup Without Attributes | Signup Attributes | Signup Post

Page Setup | Donation Amounts | Recuring Frequency | Related Lists | Email Response | Live Preview (Donations.aspx?ver=2)

Is Federal (Employer / Occupation) *Required

Is Email Address *Required

Pre-Check Email Opt-In

Is Phone Number *Required

Include Restricted Funds (Allocations) Dropdown Style

Disable Captcha

Include Comments

Include Honor of

Include Middle Name

Include Nick Name

Include Lawn Sign Component

Include Donation Other Amount

Include Donation Level Description(s)

Include Donation Ticker

Ticker Size:

Ticker Start Date: 6/16/2016

Display Position of Donation Amount(s)

Location:

Include Disclaimer  Default Disclaimer

Include *Required Confirm Eligibility Checkbox

`

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Include Attributes Component

Attribute Folder 1:

Attribute Folder 2:

Attribute Folder 3:

Attribute Folder 4:

Labels

Contact Box:

Amount Box:

Frequency:

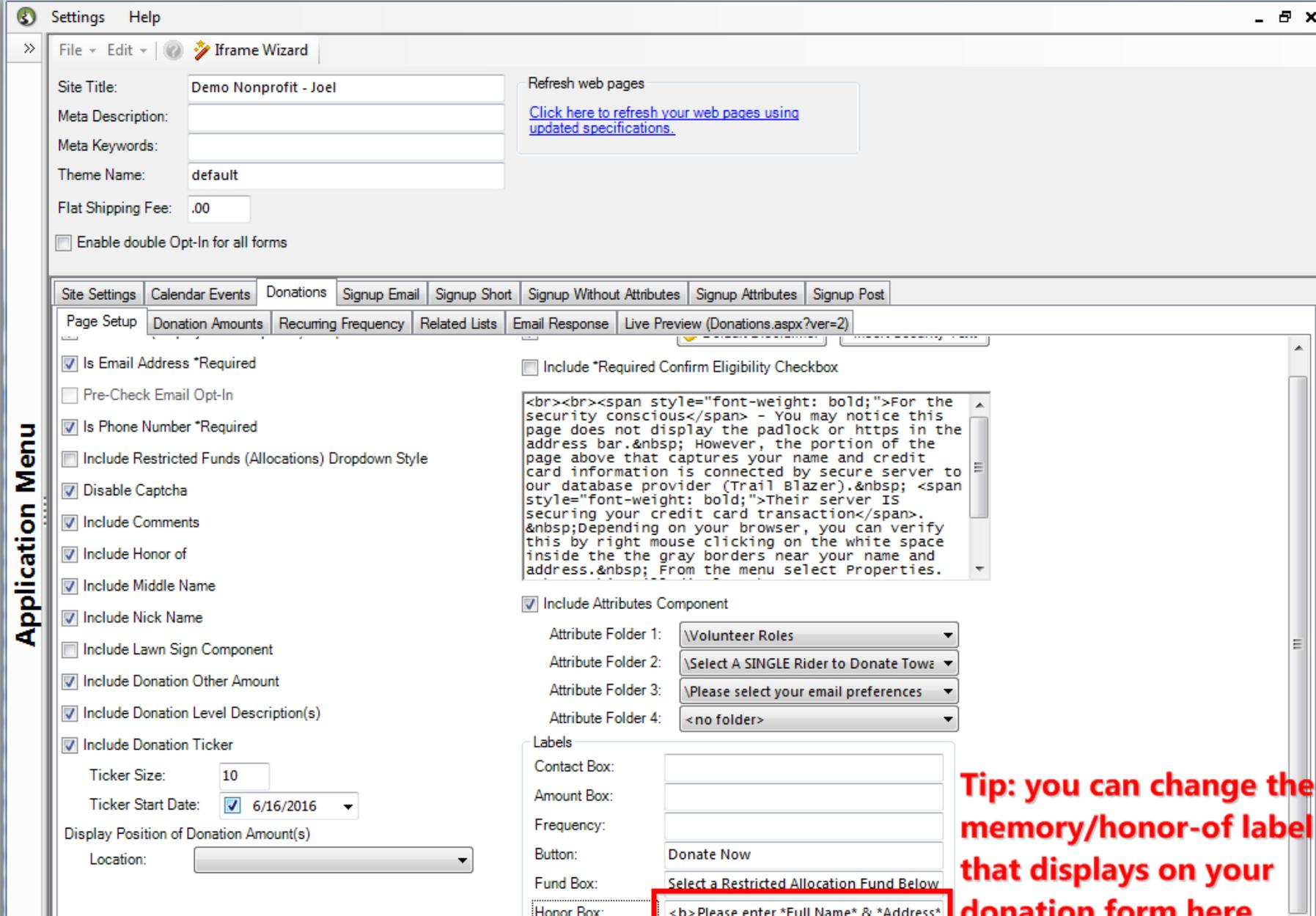
Button:

Fund Box:

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

 **Tip:** You can adjust the **label** in this area as well. For instance you may want to request that the donor enters the **address** for the person the gift was made in honor/memory of, among other things. *My example of this modification is below.*

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database



Application Menu

Settings Help

File Edit Iframe Wizard

Site Title: Demo Nonprofit - Joel
 Meta Description:
 Meta Keywords:
 Theme Name: default
 Flat Shipping Fee: .00

Enable double Opt-In for all forms

Refresh web pages
[Click here to refresh your web pages using updated specifications.](#)

Site Settings | Calendar Events | Donations | Signup Email | Signup Short | Signup Without Attributes | Signup Attributes | Signup Post

Page Setup | Donation Amounts | Recurring Frequency | Related Lists | Email Response | Live Preview (Donations.aspx?ver=2)

Is Email Address *Required
 Pre-Check Email Opt-In
 Is Phone Number *Required
 Include Restricted Funds (Allocations) Dropdown Style
 Disable Captcha
 Include Comments
 Include Honor of
 Include Middle Name
 Include Nick Name
 Include Lawn Sign Component
 Include Donation Other Amount
 Include Donation Level Description(s)
 Include Donation Ticker

Ticker Size: 10
 Ticker Start Date: 6/16/2016

Display Position of Donation Amount(s)
 Location:

Include *Required Confirm Eligibility Checkbox

`

For the security conscious - You may notice this page does not display the padlock or https in the address bar. However, the portion of the page above that captures your name and credit card information is connected by secure server to our database provider (Trail Blazer). Their server IS securing your credit card transaction. Depending on your browser, you can verify this by right mouse clicking on the white space inside the the gray borders near your name and address. From the menu select Properties.`

Include Attributes Component

Attribute Folder 1: \Volunteer Roles
 Attribute Folder 2: \Select A SINGLE Rider to Donate Tow
 Attribute Folder 3: \Please select your email preferences
 Attribute Folder 4: <no folder>

Labels

Contact Box:
 Amount Box:
 Frequency:
 Button: Donate Now
 Fund Box: Select a Restricted Allocation Fund Below
 Honor Box: **Please enter *Full Name* & *Address***

Tip: you can change the memory/honor-of label that displays on your donation form here.

#2 – Searching for Memorial/Honorarium Gifts in your Database

When someone gives a gift through your donation form that's in honor or memory of someone, like this example:

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

Powered by TrailBlazer™

Share:     

* Zip Code 55427

* Phone (866) 909-8700

* Email jkristenson@trailblz.com

Yes, I want to receive future email updates.

Show my donation on the website ticker.

Comment You rock my socks off!

Volunteer

Assist with Event planning

I will work on your newsletter

Taking Registrations at Events

Select Rider to Support

Chad

Dan

Jim

Joel

Kevin

Mark

Pat

Sue

Tom

Please select your email preferences

Annual newsletter

Critical updates only regarding major news

Make my donation

Single One Time Donation

Select a Restricted Allocation Fund Below

10 2016 Disaster Relief Fund

10 2016 General Fund

10 2016 Scholarship Fund

\$30.00 of \$45.00 allocated.

Make my donation in Honor or Memory of

Honor or Memory In memory of

Please enter *Full Name* & *Address*

Steve Jobs

2066 Crist Dr.
Los Altos, California 90210

Employment Information

Required by Federal and State Election Laws

* Employer Trail Blazer

* Occupation Professional Dishwasher

Payment

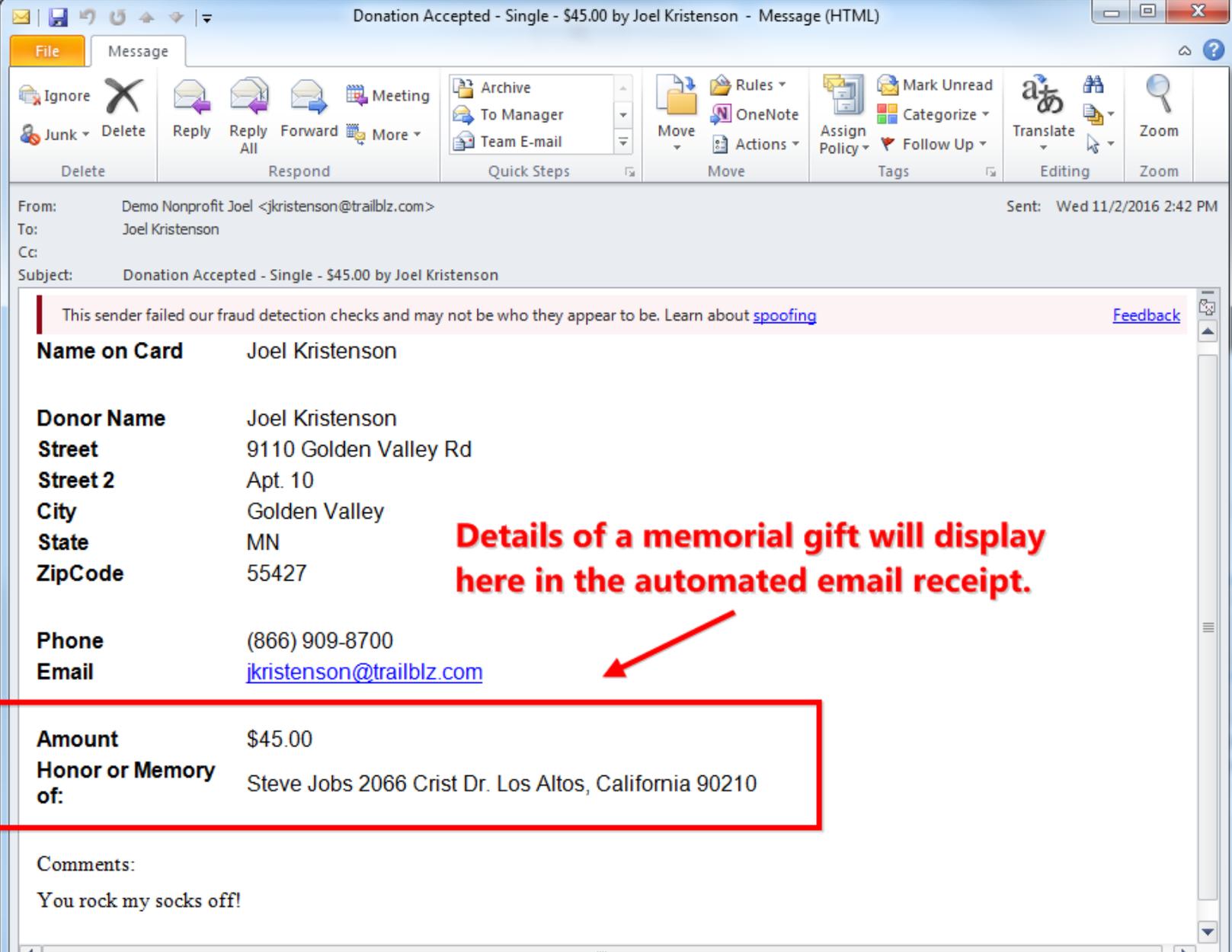
Credit Card

Example memorial gift.

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The **details** display on the **email receipt** your database admins should [receive by email](#) as well as the receipt the donor gets automatically:

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database



From: Demo Nonprofit Joel <jkristenson@trailblz.com> Sent: Wed 11/2/2016 2:42 PM
To: Joel Kristenson
Cc:
Subject: Donation Accepted - Single - \$45.00 by Joel Kristenson

This sender failed our fraud detection checks and may not be who they appear to be. Learn about [spoofing](#) [Feedback](#)

Name on Card Joel Kristenson

Donor Name Joel Kristenson
Street 9110 Golden Valley Rd
Street 2 Apt. 10
City Golden Valley
State MN
ZipCode 55427

Phone (866) 909-8700
Email jkristenson@trailblz.com

Amount \$45.00
Honor or Memory of: Steve Jobs 2066 Crist Dr. Los Altos, California 90210

Comments:
You rock my socks off!

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

You can run [search queries](#) for these gifts in the **Contributions** list under the **Memory/Honor** tab.

In my 1st *example* below I searched for **all gifts** made in **honor** of **anyone** by selecting that option from the drop-down menu:

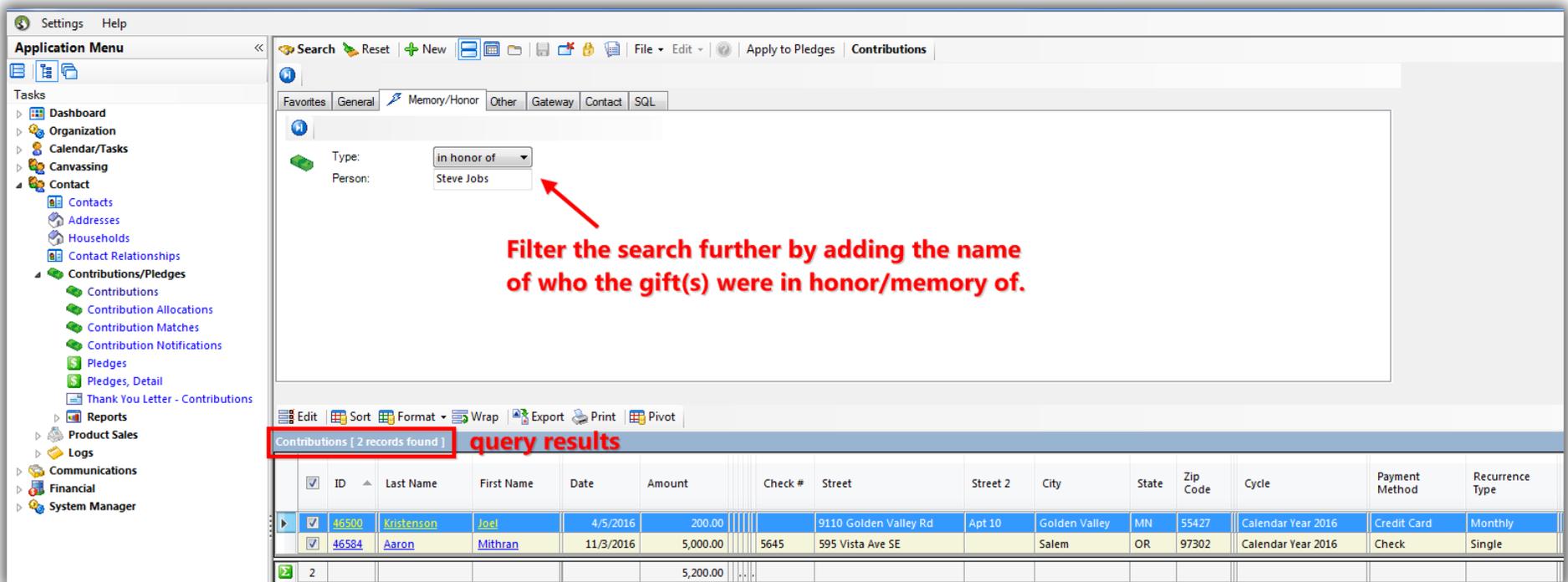
Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

The screenshot displays the TrailBlazer software interface. On the left is a navigation tree with categories like Dashboard, Organization, Calendar/Tasks, Canvassing, Contact, Contributions/Pledges, Reports, Product Sales, Logs, Communications, Financial, and System Manager. The 'Contributions/Pledges' section is expanded, and 'Contributions' is highlighted with a red arrow and the number '1'. At the top, the 'Search' button is highlighted with a red box and the number '3'. Below it, the 'Memory/Honor' tab is selected, and the 'Type' dropdown menu is set to 'in honor of', with a red arrow and the number '2' pointing to it. The main area shows a table of search results for contributions, with a red box around the header 'Contributions [81 records found] Results'. The table has columns for ID, Date, Contact ID, Last Name, First Name, MI, Amount, Applied Against Pledges, Open Pledges, Deposited, Thank You Letter Sent, Thank You Date, Thank You Call Done, Check #, Street, Street 2, and City. The table lists 81 records, with a summary row at the bottom showing a total amount of 133,888.31 and 1,125.00 applied against pledges.

ID	Date	Contact ID	Last Name	First Name	MI	Amount	Applied Against Pledges	Open Pledges [Per Contact]	Deposited	Thank You Letter Sent	Thank You Date	Thank You Call Done	Check #	Street	Street 2	City
46502	4/27/2016	12796	Kristenson	Joel	Anders	25.15	.00	.00						9110 Golden Valley Rd	Apt 10	Golden Valley
46500	4/5/2016	12796	Kristenson	Joel	Anders	200.00	.00	.00						9110 Golden Valley Rd	Apt 10	Golden Valley
5600	1/29/2015	12796	Kristenson	Joel	Anders	25,000.00	.00	.00			2/1/2016			9110 Golden Valley Rd	Apt 10	Golden Valley
5596	10/7/2014	12796	Kristenson	Joel	Anders	50.00	.00	.00			2/1/2016			9110 Golden Valley Rd	Apt 10	Golden Valley
5595	10/6/2014	12796	Kristenson	Joel	Anders	10,000.00	.00	.00			2/1/2016			9110 Golden Valley Rd	Apt 10	Golden Valley
5591	10/6/2014	12796	Kristenson	Joel	Anders	1,234.56	.00	.00			2/1/2016			9110 Golden Valley Rd	Apt 10	Golden Valley
5590	10/6/2014	12796	Kristenson	Joel	Anders	123.45	.00	.00			2/1/2016			9110 Golden Valley Rd	Apt 10	Golden Valley
5588	10/6/2014	12796	Kristenson	Joel	Anders	25,000.00	.00	.00			2/1/2016			9110 Golden Valley Rd	Apt 10	Golden Valley
5585	9/29/2014	12796	Kristenson	Joel	Anders	5,000.00	.00	.00			2/1/2016			9110 Golden Valley Rd	Apt 10	Golden Valley
5577	7/30/2014	12835	Van Kirk	Theodore		1,945.00	.00	.00			2/1/2016			123 Daring Street.		Northumberla...
5558	6/7/2012	12818	Burton	Jane		695.00	.00	.00						4567 Oak St		Fort Atkinson
5292	4/23/2012	12775	Phillips	Phillies		100.00	.00	.00					3654	65 trail cir		Rochester
5277	3/30/2012	12768	Meier	David		350.00	.00	.00						6578 E Hampton Ave S		Minneapolis
5276	3/28/2012	9414	Gibson	James		150.00	.00	.00								
5254	2/22/2012	12741	Sheehan	Ann		500.00	.00	.00					12313	645 Penn St		Reading
5252	2/16/2012	12739	Powers	Gail		216.15	.00	.00						1220 Spruce St		Philadelphia
5251	2/13/2012	12738	Bamford	Nancy		1,000.00	.00	.00						1567 Summit Ave E		Renton
5241	2/7/2012	12728	Jacobowitz	Melissa		1,500.00	.00	.00						1596 Hwy 43		Las Vegas
5237	2/6/2012	11106	Hanson	Heidi	Rae	700.00	.00	.00						14961 Sumter Ave S		Savage
5236	2/6/2012	12725	Mercer	Cyrstal		300.00	300.00	300.00						15967 East Ave		Greensboro
5234	2/2/2012	12722	Watts	Jennifer		1,250.00	.00	.00					7894	1687 90th Ave S		Birmingham
81						133,888.31	1,125.00		1	79		5				

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

You can filter the search further by the **specific person** a gift was made in honor/memory of. In my 2nd *example* I filtered to all gifts made **in honor** of Steve Jobs:



The screenshot shows the TrailBlazer application interface. On the left is an 'Application Menu' with various tasks like Dashboard, Organization, and Contributions/Pledges. The main window is titled 'Contributions' and has a search bar with a dropdown menu set to 'in honor of' and a text input field containing 'Steve Jobs'. A red arrow points to the dropdown menu with the text: 'Filter the search further by adding the name of who the gift(s) were in honor/memory of.' Below the search bar is a toolbar with options like Edit, Sort, Format, Wrap, Export, Print, and Pivot. A red box highlights the search results count: 'Contributions [2 records found]'. Below this is a table of query results.

ID	Last Name	First Name	Date	Amount	Check #	Street	Street 2	City	State	Zip Code	Cycle	Payment Method	Recurrence Type
46509	Kristenson	Joel	4/5/2016	200.00		9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Calendar Year 2016	Credit Card	Monthly
46584	Aaron	Mithran	11/3/2016	5,000.00	5645	595 Vista Ave SE		Salem	OR	97302	Calendar Year 2016	Check	Single
2				5,200.00									

If you run these searches often, you can save them as a [favorite](#) for future use. It may be useful to use [sql wildcards](#) with these searches as well, for instance if you don't know the **exact spelling** of the memorial/honorary person.

You'll notice that by default there **aren't** any **columns** related to memorial gifts in the report:

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

The next section will show how to add these columns via [formatting](#), and how to **preserve** these formats for future use.

#3 – Build Reports (Add Columns) for Memorial/Honorarium Gifts

To **add in** the information for memorial/honorarium gifts you'll start by clicking the **[Format]** button, and select '**Columns...**'.

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

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

Favorites General **Memory/Honor** Other Gateway Contact SQL

Type: in honor of
 Person: [Text Box]

Edit Sort **Format** Wrap Export Print Pivot

JAK

Columns...
 Select saved...
 Save
 Save As...
 Assign as default...

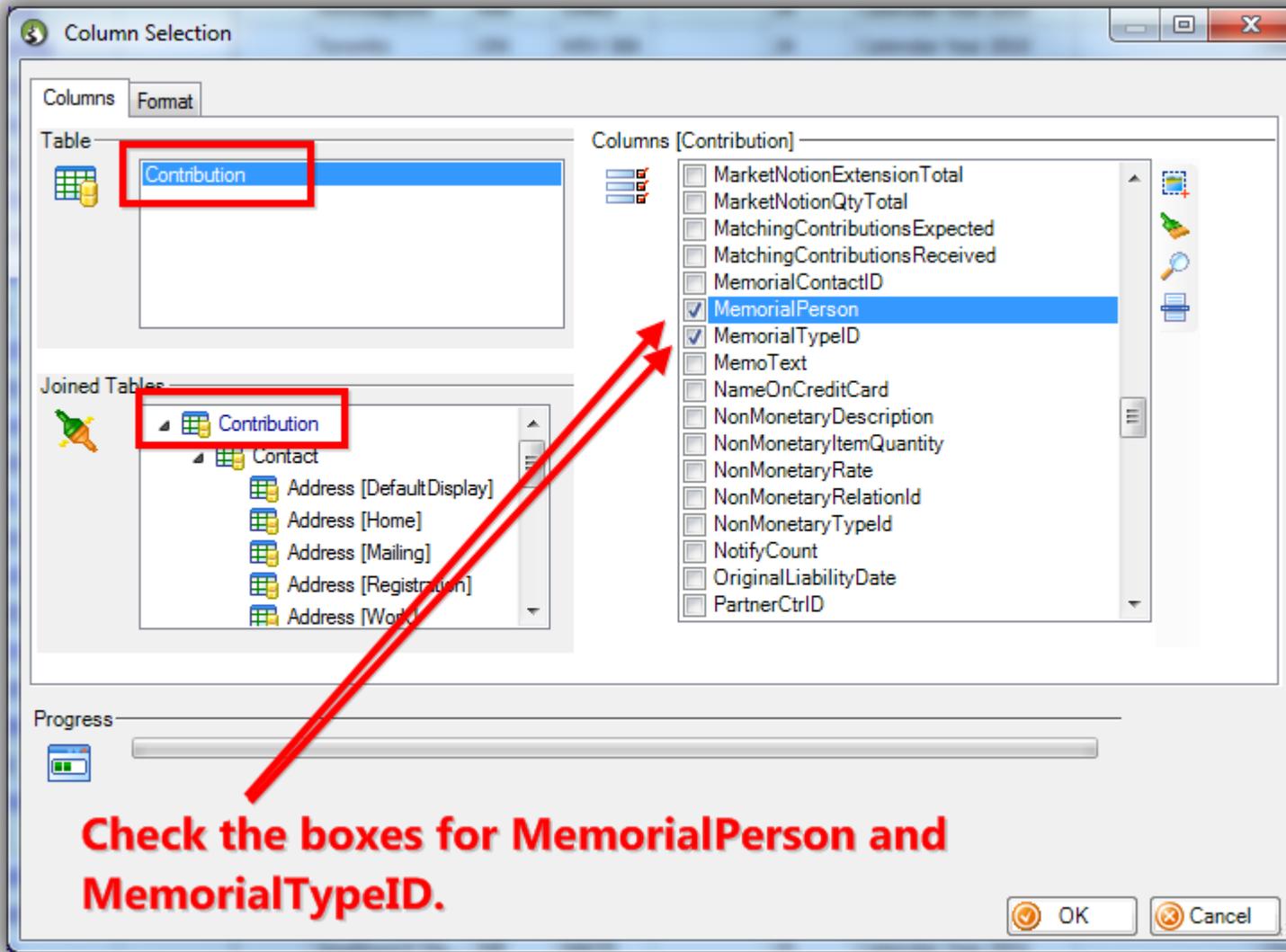
Add or remove columns, apply formatting, or specify column attributes.

ID	First Name	MI	Amount	Applied Against Pledges	Open Pledges [Per [Object]	Deposited	Thank You Letter Sent	Thank You Date		
3625	Jason	Pameia	230.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
3626	adden	Laur	10,000.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
3655		Elizabeth	100.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
3906	12/22/2010	10974	Adams	Leticia	100.00	.00	.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3907	12/23/2010	10976	Lloyd	Chelsea	575.00	.00	750.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3910	12/29/2010	10979	Bass	Carly	275.00	.00	500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3913	1/4/2011	11072	Ullman	Talia	250.00	.00	3,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3914	1/7/2011	11075	Gerdts	Amy	276.00	.00	2,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

Scroll down the list of columns on the right that are attached to the '**Contribution**' table, and check the boxes for **MemorialPerson** and **MemorialTypID**.

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database



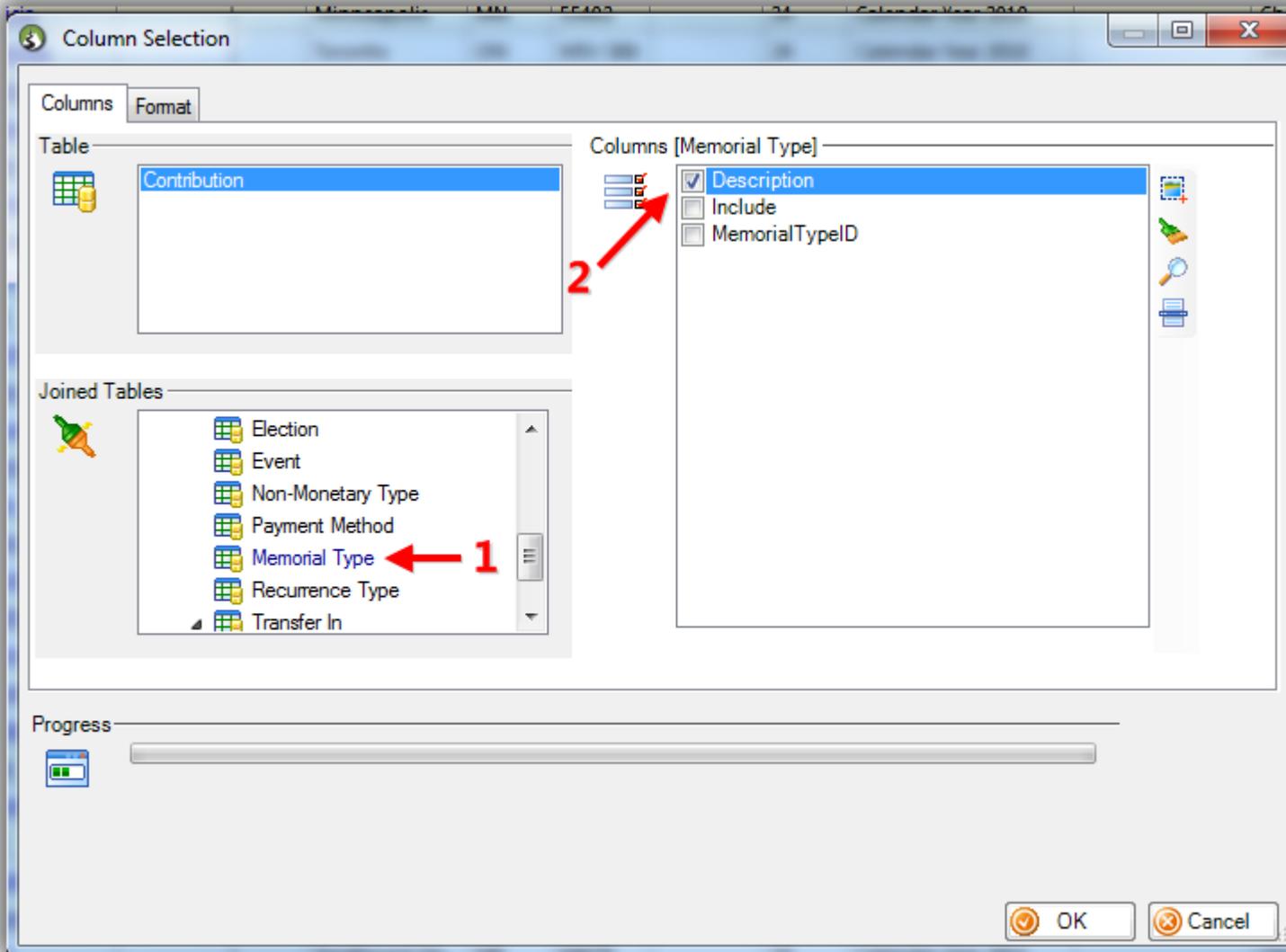
Check the boxes for MemorialPerson and MemorialTypeID.

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

You'll then need to scroll down the list in the **bottom-left** under **Joined Tables**, and select the **Memorial Type** table.

After the **Memorial Type** table is highlighted, check the box on the right for **Description**.

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

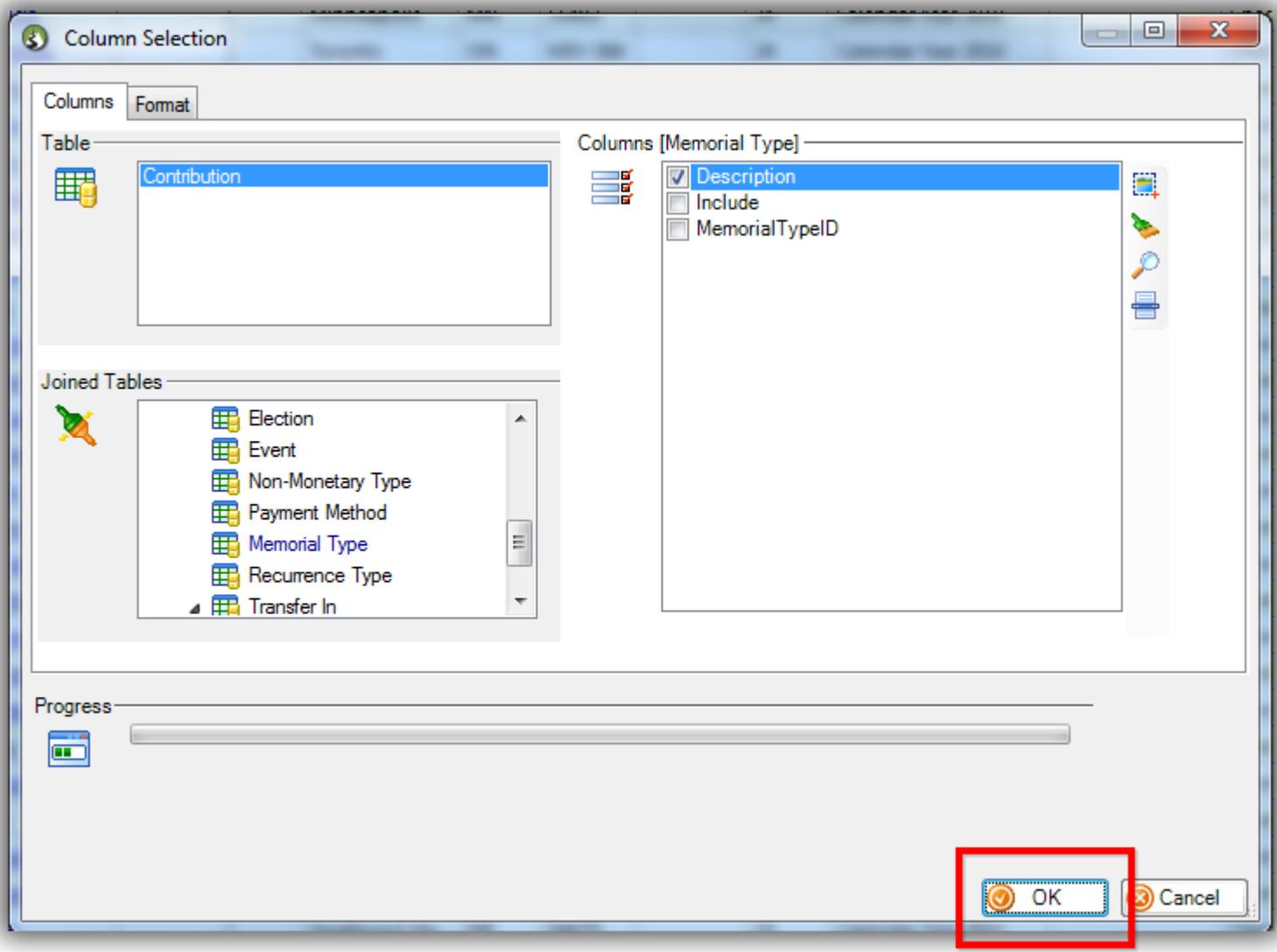


Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

This is the column of data that will display and comment/note the donor may have made regarding the memorial/honorarium gift.

Once you're finished selecting the columns you need, click **[OK]**. *You can certainly select more information here if you need to (i.e. phone, email, etc.) as well as remove columns that aren't of importance for your report.*

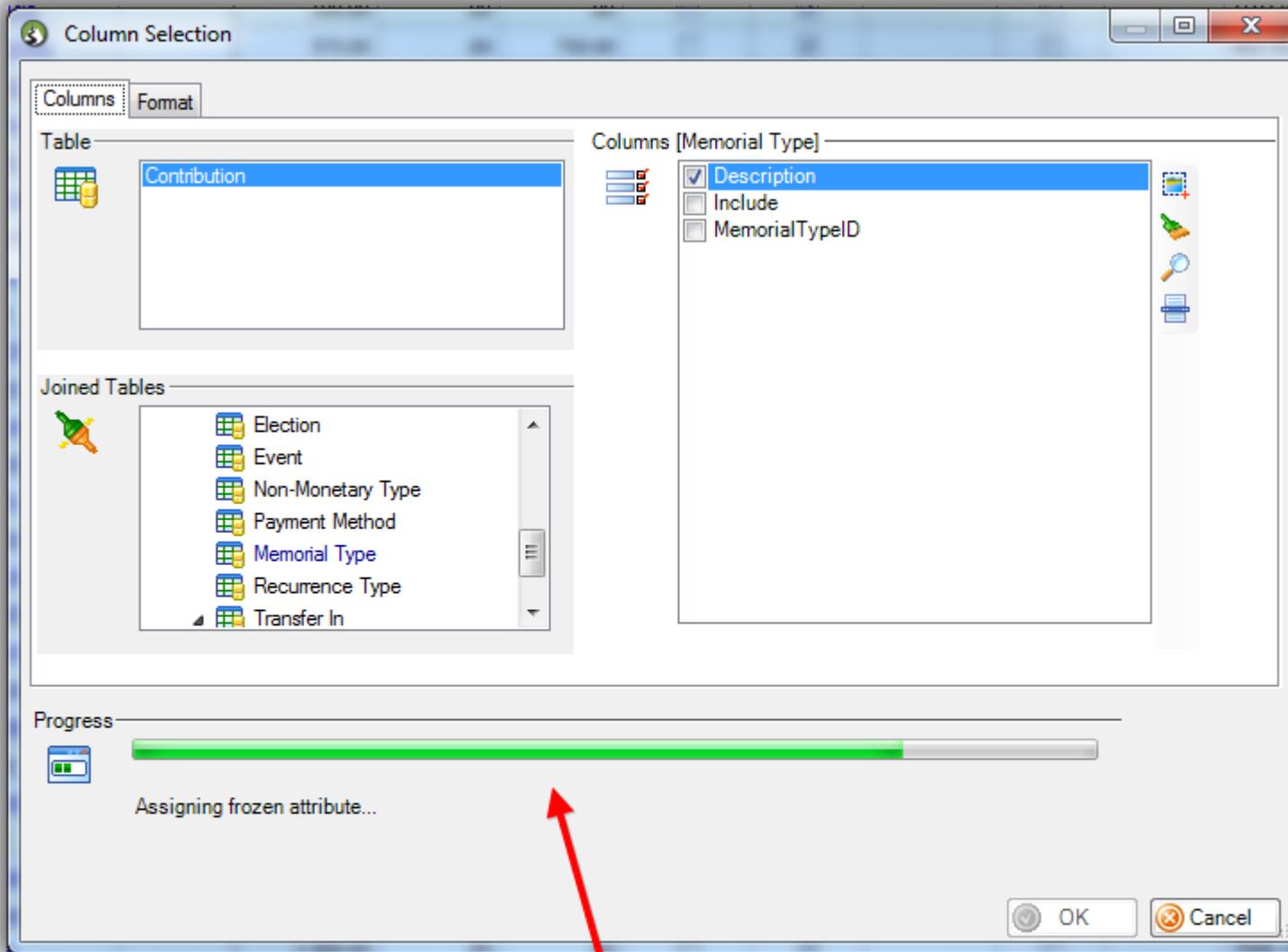
Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database



Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

You'll get a **load animation**, if it's a large list of data it could take a few minutes to finish.

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database



Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

The new **columns** will be added to the **far-right** of the grid. *My finished example is below.*

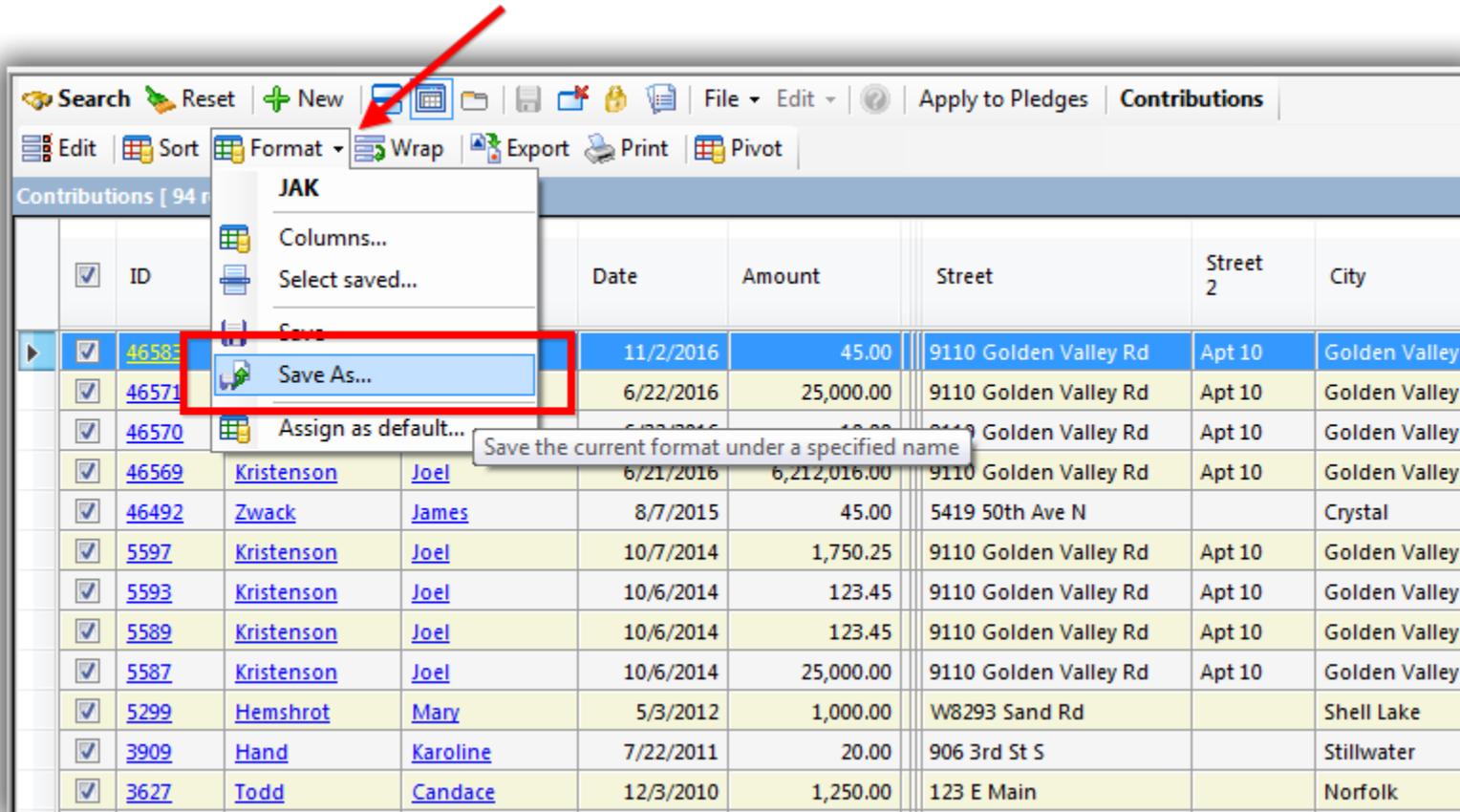
Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

ID	Last Name	First Name	Date	Amount	Street	Street 2	City	State	Zip Code	Payment Method	Recurrence Type	Memorial Person	Description
46583	Kristenson	Joel	11/2/2016	45.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Steve Jobs2066 Crist Dr.Los...	in memory of
46571	Kristenson	Joel	6/22/2016	25,000.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Prince	in memory of
46570	Kristenson	Joel	6/22/2016	10.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Prince	in memory of
46569	Kristenson	Joel	6/21/2016	6,212,016.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Prince	in memory of
46492	Zwack	James	8/7/2015	45.00	5419 50th Ave N		Crystal	CT	06500	Check	Single	Bill Moore.	in memory of
5597	Kristenson	Joel	10/7/2014	1,750.25	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Test	in memory of
5593	Kristenson	Joel	10/6/2014	123.45	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Test	in memory of
5589	Kristenson	Joel	10/6/2014	123.45	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Mickey Mouse	in memory of
5587	Kristenson	Joel	10/6/2014	25,000.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Bob	in memory of
5299	Hemshrot	Mary	5/3/2012	1,000.00	W8293 Sand Rd		Shell Lake	WI	54871	Check	Single	mary's dad Earl	in memory of
3909	Hand	Karoline	7/22/2011	20.00	906 3rd St S		Stillwater	MN	55082	Check	Single	Robert Cleveland	in memory of
3627	Todd	Candace	12/3/2010	1,250.00	123 E Main		Norfolk	VA	23510	Check	Single		in memory of
46584	Aaron	Mithran	11/3/2016	5,000.00	595 Vista Ave SE		Salem	OR	97302	Check	Single	Steve Jobs	in honor of
46502	Kristenson	Joel	4/27/2016	25.15	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Bobby Joe	in honor of
46500	Kristenson	Joel	4/5/2016	200.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Monthly	Steve Jobs	in honor of
5600	Kristenson	Joel	1/29/2015	25,000.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single		in honor of
5596	Kristenson	Joel	10/7/2014	50.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Test	in honor of
5595	Kristenson	Joel	10/6/2014	10,000.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	asdf	in honor of
5591	Kristenson	Joel	10/6/2014	1,234.56	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	A great person	in honor of
5590	Kristenson	Joel	10/6/2014	123.45	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Billy Bob	in honor of
5588	Kristenson	Joel	10/6/2014	25,000.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Person of Interest	in honor of
5585	Kristenson	Joel	9/29/2014	5,000.00	9110 Golden Valley Rd	Apt 10	Golden Valley	MN	55427	Credit Card	Single	Billy Bob	in honor of
5577	Van Kirk	Theodore	7/30/2014	1,945.00	123 Daring Street.		Northumberland	PA	12345	Credit Card	Single	The US Military	in honor of
5558	Burton	Jane	6/7/2012	695.00	4567 Oak St		Fort Atkinson	WI	53538	Check	Single	Judy	in honor of
5292	Phillips	Phillies	4/23/2012	100.00	65 trail cir		Rochester	MN	55901	Check	Single	Tea Time	in honor of
5277	Meier	David	3/30/2012	350.00	6578 E Hampton Ave S		Minneapolis	MN	55406	Check	Single	Dave's mom	in honor of
5276	Gibson	James	3/28/2012	150.00						Check	Single	Herb Gibson	in honor of
5254	Sheehan	Ann	2/22/2012	500.00	645 Penn St		Reading	PA	19601	Check	Single	Ann's Aunt	in honor of
5252	Powers	Gail	2/16/2012	216.15	1220 Spruce St		Philadelphia	NY	19107	Credit Card	Monthly	Gail's mom	in honor of
5251	Bamford	Nancy	2/13/2012	1,000.00	1567 Summit Ave E		Renton	WA	98059	Credit Card	Monthly	nancy's mom	in honor of
5241	Jacobowitz	Melissa	2/7/2012	1,500.00	1596 Hwy 43		Las Vegas	NV	89119	Check	Single	Melissa's Mom	in honor of
5237	Hanson	Heidi	2/6/2012	700.00	14961 Sumter Ave S		Savage	MN	55378	Check	Single	Heidi's Mom	in honor of
5236	Mercer	Cyrstal	2/6/2012	300.00	15967 East Ave		Greensboro	NC	27406	Check	Single	Crystals's Mom	in honor of
5234	Watts	Jennifer	2/2/2012	1,250.00	1687 90th Ave S		Birmingham	AL	35216	Check	Single	Jennifer's friend	in honor of
5224	Murphy	Jack	1/31/2012	375.00	3697 Main St		Morrow	OH	45152	Check	Single	Jack's brother	in honor of
5204	Donnell	Sharonda	1/27/2012	850.00	153 Jefferson Rd		Wichita Falls	TX	76301	Check	Single	Sharonda's Mom	in honor of
5206	O'Connor	Amy	1/26/2012	900.00	15974 MN Ave		Salt Lake City	UT	84104	Check	Single	Amy's Sister	in honor of
94				6,405,271.46									

New columns related to the memorial/honorarium person and the type of gift (honor of, or in memory of).

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

If you want to use this format again the future, click **[Format]** and select **Save As**.

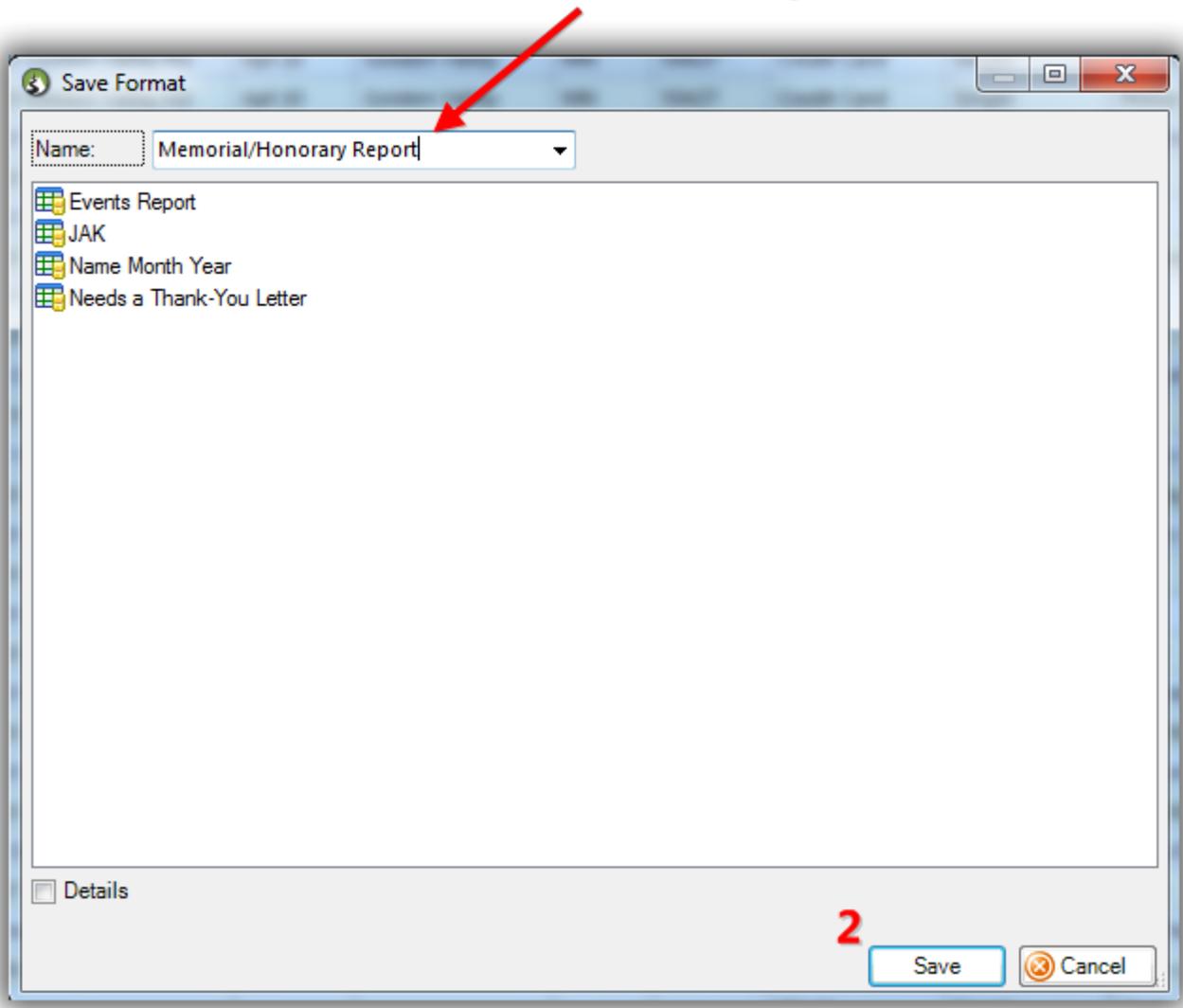


The screenshot shows the TrailBlazer database interface. The 'Format' menu is open, and the 'Save As...' option is highlighted with a red box. A red arrow points to the 'Format' button in the toolbar. A tooltip over the 'Save As...' option reads 'Save the current format under a specified name'.

ID	Date	Amount	Street	Street 2	City
46583	11/2/2016	45.00	9110 Golden Valley Rd	Apt 10	Golden Valley
46571	6/22/2016	25,000.00	9110 Golden Valley Rd	Apt 10	Golden Valley
46570	6/22/2016	10.00	9110 Golden Valley Rd	Apt 10	Golden Valley
46569	6/21/2016	6,212,016.00	9110 Golden Valley Rd	Apt 10	Golden Valley
46492	8/7/2015	45.00	5419 50th Ave N		Crystal
5597	10/7/2014	1,750.25	9110 Golden Valley Rd	Apt 10	Golden Valley
5593	10/6/2014	123.45	9110 Golden Valley Rd	Apt 10	Golden Valley
5589	10/6/2014	123.45	9110 Golden Valley Rd	Apt 10	Golden Valley
5587	10/6/2014	25,000.00	9110 Golden Valley Rd	Apt 10	Golden Valley
5299	5/3/2012	1,000.00	W8293 Sand Rd		Shell Lake
3909	7/22/2011	20.00	906 3rd St S		Stillwater
3627	12/3/2010	1,250.00	123 E Main		Norfolk

Provide a **descriptive name** and click **[Save]**. *Formats will *only* be saved in the list where they were created, in this case, the Contributions list.*

1. Create a descriptive name.



Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

You can reload the format in the future by clicking **[Format]** > **Select Save**:

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

The screenshot displays the TrailBlazer software interface. On the left is the 'Application Menu' with a tree view including 'Contributions/Pledges'. The main window shows the 'Memory/Honor' form with fields for 'Type' (set to 'in honor of') and 'Person'. Below the form is a data table titled 'Contributions [94 r'. A 'Format' menu is open over the table, with 'Select saved...' highlighted in a red box. A red arrow points from this box to the 'Memory/Honor' form. The table contains the following data:

ID	First Name	MI	Amount	Applied Against Pledges	Open Pledges [Per Contact]	Deposited	Thank You Letter Sent
46584			5,000.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
46583	son	Joel	45.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
46571	son	Joel	25,000.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
46570	Kristenson	Joel	10.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
46569	Kristenson	Joel	6,212,016.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
46502	Kristenson	Joel	25.15	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
46500	Kristenson	Joel	200.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

You can also **assign it as 'your default'** or the **'global default'** by click **[Format] > Assign as default..**

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

The screenshot displays the TrailBlazer software interface. At the top, there is a navigation bar with options like Search, Reset, New, and a menu with File, Edit, and Apply to Pledges. Below this is a tabbed interface with 'Memory/Honor' selected. A form for 'Memory/Honor' is shown, featuring a 'Type:' dropdown menu set to 'in honor of' and a 'Person:' text input field. A red arrow points from the 'Assign as default...' option in the 'Format' menu of the table below to the 'Type:' dropdown in the form.

The 'Contributions' table below the form contains the following data:

ID	First Name	MI	Amount	Applied Against Pledges	Open Pledges [Per Contact]	Deposited	Thank You Letter Sent	Thank You Date
46584	Mithran		5,000.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	
46583	Joel	Anders	45.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	
46571	Joel	Anders	25,000.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	
46570	Joel	Anders	10.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	
46569	Kristenson	Kr			.00	<input type="checkbox"/>	<input type="checkbox"/>	
46502	Joel	Anders	25.15	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	
46500	Joel	Anders	200.00	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	

Memorial & Honorarium Gifts – Add the Option to your Online Donation Forms, and How to Run Searches and Build Reports on these Type of Gifts in the Database

The **related resources** below link to a variety of videos and articles related to this topic.



Trail Blazer™

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

Related Resources

Article: [Save and Load a Search Query as a \(Dynamic\) Search Favorite](#)

Article: [SQL Wildcards](#)

Article: [Inserting Contribution Transactions In Donor Merge Letter](#)

Article: [How to Delete or Rename a Saved Search Favorite \(Query\)](#)

Article: [Tax Deductible Contributions](#)

Article: [Recording Non-Monetary \(In-Kind\) Contributions and Creating New Non-Monetary Types](#)

Article: [Matching Contributions](#)

Article: [Contributions Year-End Report](#)

Article: [Enter Contributions](#)

Video: [Getting Started 102 Beginning Queries - Nonprofit](#)

Video: [Reporting 102 – Quick Reports and Export](#)

Video: [Getting Started 107 – Writing Contribution Thank You Letters](#)

Video: [Write Letter – Edit Letter after Mail Merge](#)

Video: [Reporting 104 – Joined Tables](#)

Video: [Reporting 105 – Pivots – summary reporting](#)

Video: [Getting Started 104 Queries with wildcards](#)

Video: [Favorite – Update and Delete Favorite](#)

Video: [Getting Started 106a – Entering Contributions \(NON PROFIT ONLY\)](#)

Video: [Reporting 103 – Format with various contribution columns](#)

Video: [Getting Started 107 – Writing Contribution Thank You Letters](#)

Trail Blazer Live Support

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✉ **Email:** 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.*