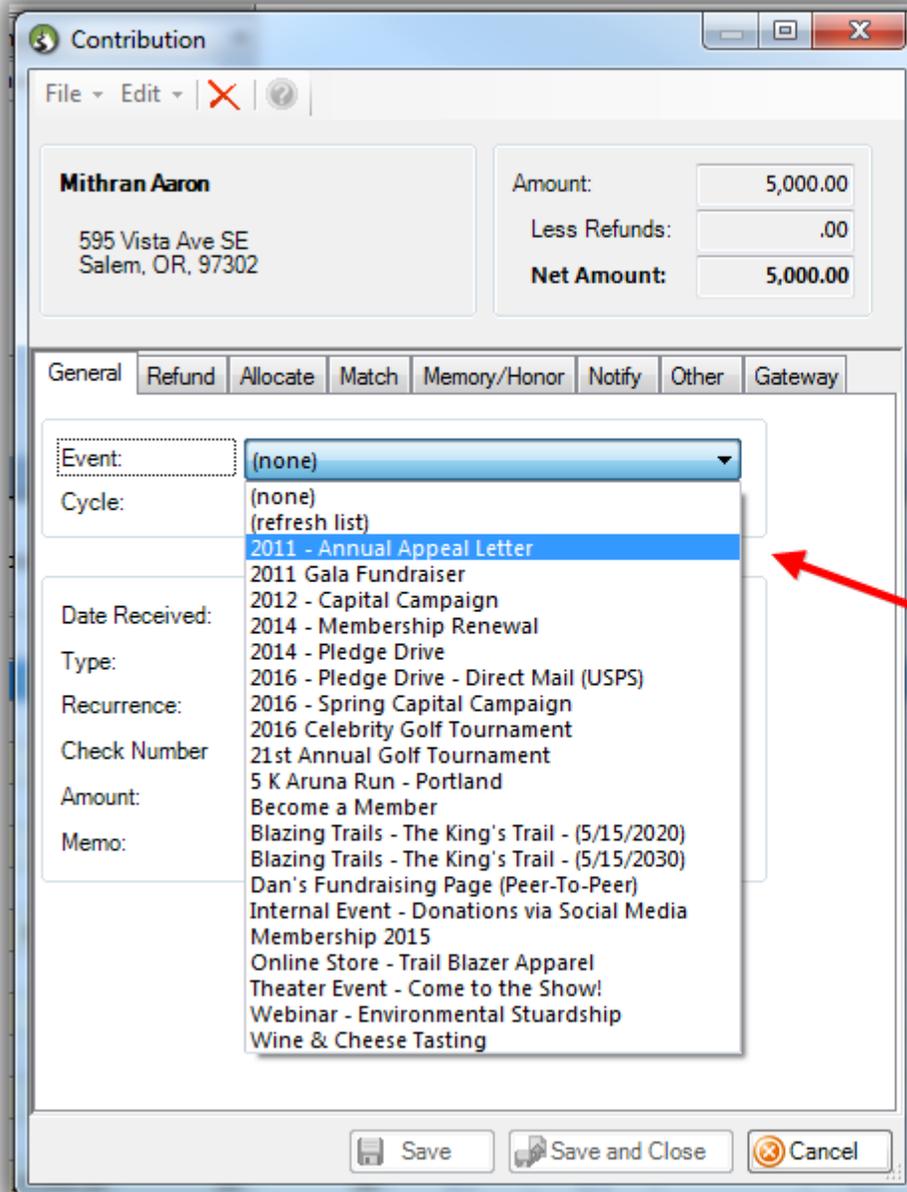


Author: Kristenson, Joel
Last Updated: 2016-11-14

Overview

This article walks through the steps to **remove** an “event” from the drop-down list when entering donations:

How to Remove an 'Event' from the Drop-Down List when Entering Donations



The screenshot shows the 'Contribution' window in TrailBlazer. The donor information is for Mithran Aaron, with an address of 595 Vista Ave SE, Salem, OR, 97302. The amount entered is 5,000.00, with no refunds, resulting in a net amount of 5,000.00. The 'Event' dropdown menu is open, showing a list of events including '2011 - Annual Appeal Letter', '2011 Gala Fundraiser', '2012 - Capital Campaign', '2014 - Membership Renewal', '2014 - Pledge Drive', '2016 - Pledge Drive - Direct Mail (USPS)', '2016 - Spring Capital Campaign', '2016 Celebrity Golf Tournament', '21st Annual Golf Tournament', '5 K Aruna Run - Portland', 'Become a Member', 'Blazing Trails - The King's Trail - (5/15/2020)', 'Blazing Trails - The King's Trail - (5/15/2030)', 'Dan's Fundraising Page (Peer-To-Peer)', 'Internal Event - Donations via Social Media', 'Membership 2015', 'Online Store - Trail Blazer Apparel', 'Theater Event - Come to the Show!', 'Webinar - Environmental Stewardship', and 'Wine & Cheese Tasting'. A red arrow points to the '2011 - Annual Appeal Letter' event in the list.

Once you're done using an "event" to track the source of donations you can remove it from this list.

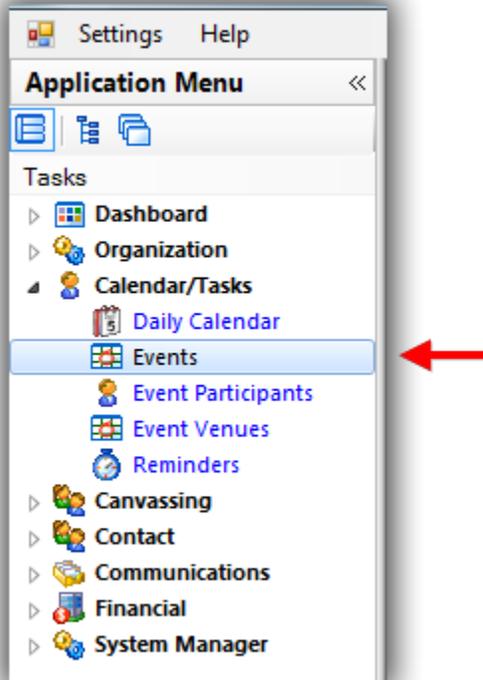
This is common if you track the **source** of **donations** in your database, and have a lengthy event drop-down list. The event will **still** be in your database, but it won't clutter up your drop-down menu if you don't need to use it anymore.

 **Tip:** Learn how to [add an 'event'](#) to the drop-down menu when adding contributions. In **Trail Blazer events** = the **source** of a donation, whether it's a fundraising drive, capital campaign, physical fundraiser, or a direct mail campaign. The [allocation fund](#) = where the money is **going too**.

Steps

Navigate to the **Events** list. *Requires appropriate [security clearance](#).*

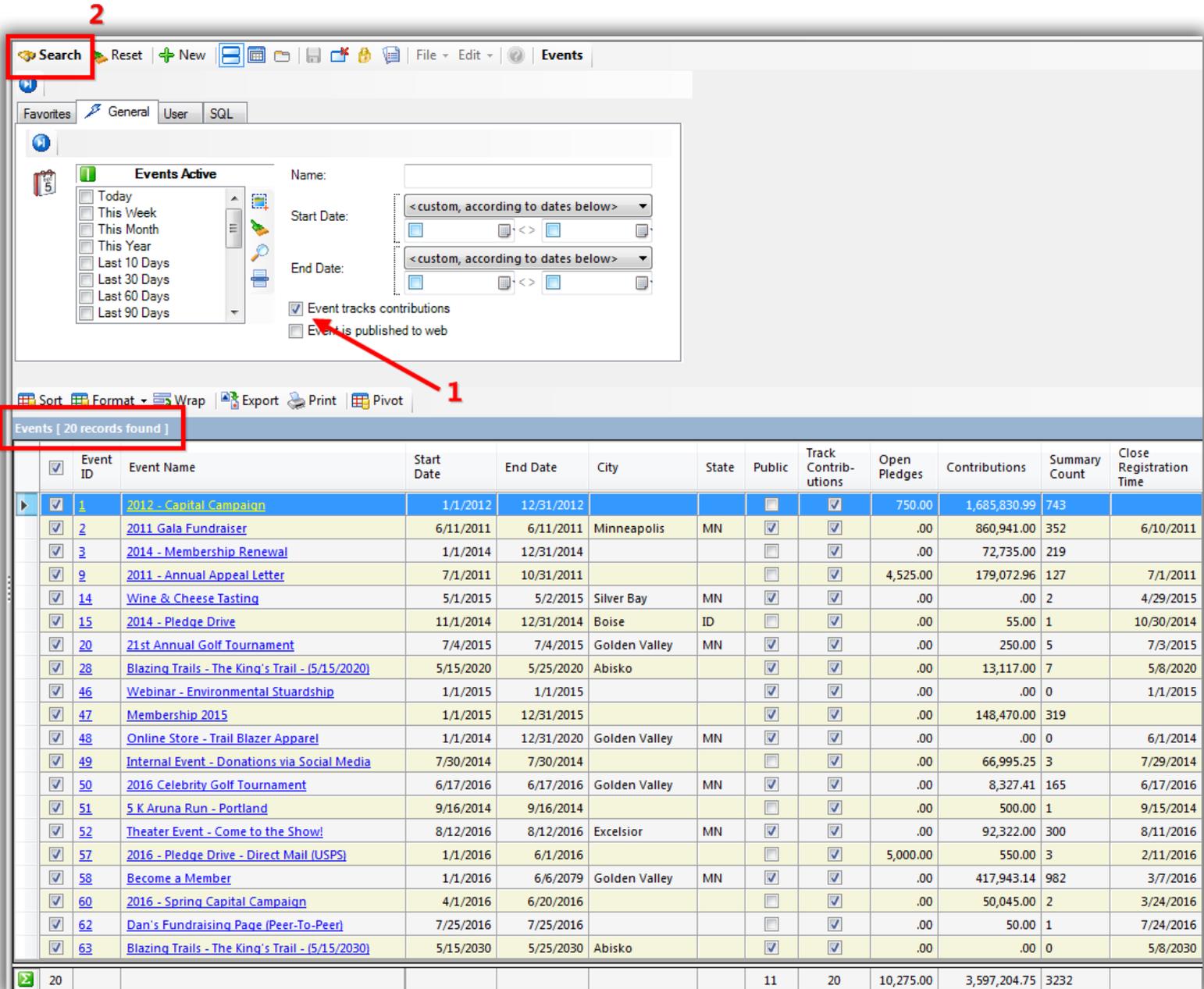
How to Remove an 'Event' from the Drop-Down List when Entering Donations



Check the box for **Event tracks contributions** and click **[Search]**. This will pull up all events that are currently in the drop-down menu, in my *example* there were **20**.

How to Remove an 'Event' from the Drop-Down List when Entering Donations

2



1

Events [20 records found]

Event ID	Event Name	Start Date	End Date	City	State	Public	Track Contributions	Open Pledges	Contributions	Summary Count	Close Registration Time
1	2012 - Capital Campaign	1/1/2012	12/31/2012				<input checked="" type="checkbox"/>	750.00	1,685,830.99	743	
2	2011 Gala Fundraiser	6/11/2011	6/11/2011	Minneapolis	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	860,941.00	352	6/10/2011
3	2014 - Membership Renewal	1/1/2014	12/31/2014			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	72,735.00	219	
9	2011 - Annual Appeal Letter	7/1/2011	10/31/2011			<input type="checkbox"/>	<input checked="" type="checkbox"/>	4,525.00	179,072.96	127	7/1/2011
14	Wine & Cheese Tasting	5/1/2015	5/2/2015	Silver Bay	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	2	4/29/2015
15	2014 - Pledge Drive	11/1/2014	12/31/2014	Boise	ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	55.00	1	10/30/2014
20	21st Annual Golf Tournament	7/4/2015	7/4/2015	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	250.00	5	7/3/2015
28	Blazing Trails - The King's Trail - (5/15/2020)	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	13,117.00	7	5/8/2020
46	Webinar - Environmental Stewardship	1/1/2015	1/1/2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	1/1/2015
47	Membership 2015	1/1/2015	12/31/2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	148,470.00	319	
48	Online Store - Trail Blazer Apparel	1/1/2014	12/31/2020	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	6/1/2014
49	Internal Event - Donations via Social Media	7/30/2014	7/30/2014			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	66,995.25	3	7/29/2014
50	2016 Celebrity Golf Tournament	6/17/2016	6/17/2016	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	8,327.41	165	6/17/2016
51	5 K Aruna Run - Portland	9/16/2014	9/16/2014			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	500.00	1	9/15/2014
52	Theater Event - Come to the Show!	8/12/2016	8/12/2016	Excelsior	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	92,322.00	300	8/11/2016
57	2016 - Pledge Drive - Direct Mail (USPS)	1/1/2016	6/1/2016			<input type="checkbox"/>	<input checked="" type="checkbox"/>	5,000.00	550.00	3	2/11/2016
58	Become a Member	1/1/2016	6/6/2019	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	417,943.14	982	3/7/2016
60	2016 - Spring Capital Campaign	4/1/2016	6/20/2016			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	50,045.00	2	3/24/2016
62	Dan's Fundraising Page (Peer-To-Peer)	7/25/2016	7/25/2016			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	50.00	1	7/24/2016
63	Blazing Trails - The King's Trail - (5/15/2030)	5/15/2030	5/25/2030	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	5/8/2030
20						11	20	10,275.00	3,597,204.75	3232	

Number of "events" that are currently in the drop-down menu when entering donations.

How to Remove an 'Event' from the Drop-Down List when Entering Donations

Click on any of the **blue** hyperlinks to open the event record that you **want to remove** from the **drop-down** menu when entering **donations**. *In my example I opened the **2012 – Capital Campaign** event with **ID 1**.*

How to Remove an 'Event' from the Drop-Down List when Entering Donations

The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with categories like Dashboard, Organization, Calendar/Tasks, etc. The main area is the 'Events' form, which includes fields for Name, Start Date, and End Date, along with checkboxes for 'Event tracks contributions' and 'Event is published to web'. Below the form is a table of 20 events. A red arrow points to the first event in the table, '2012 - Capital Campaign', with a red text overlay: 'Click on the event you want to remove from the drop-down list when entering donations.'

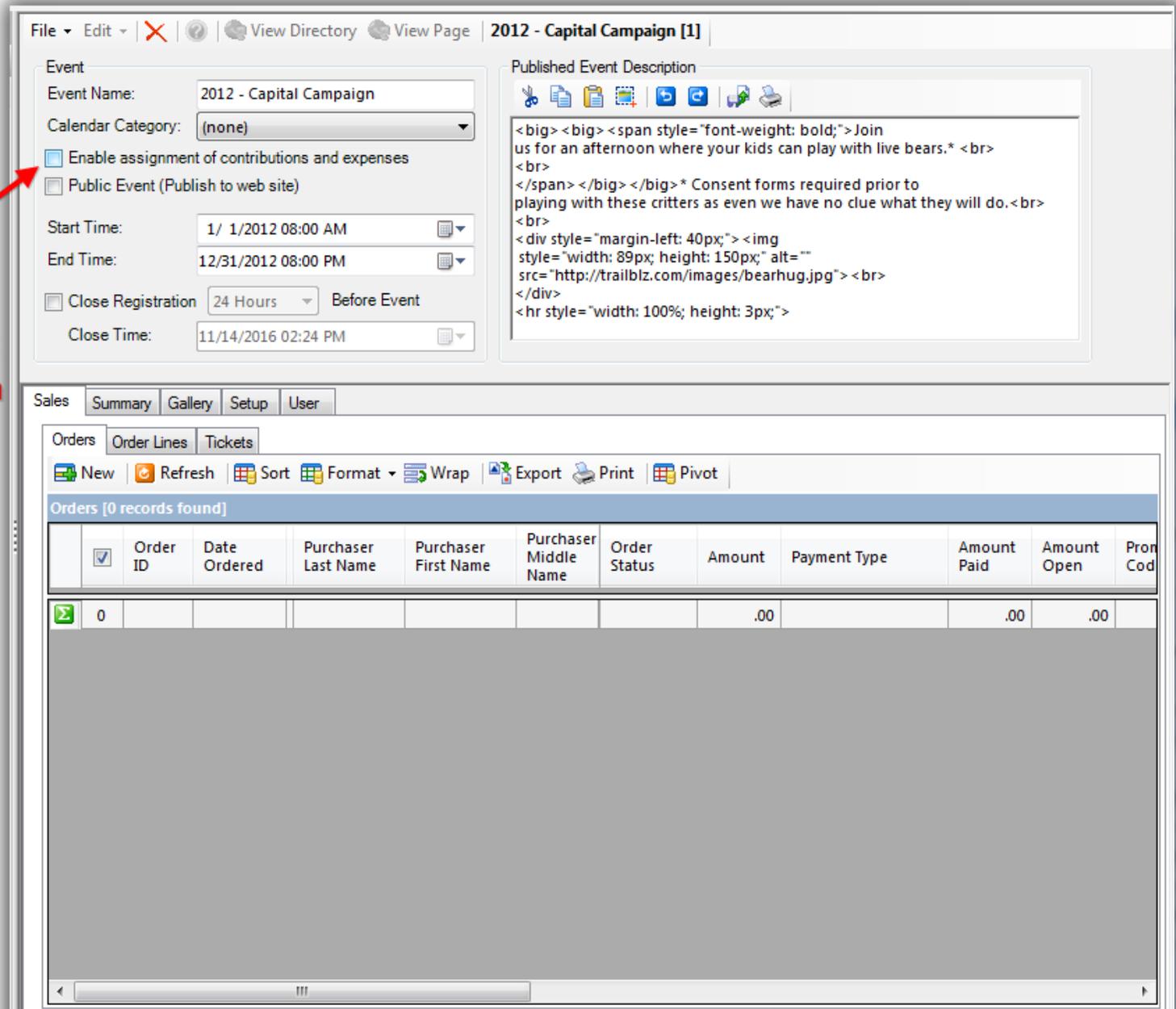
Event ID	Event Name	Start Date	End Date	City	State	Public	Track Contributions	Open Pledges	Contributions	Summary Count	Close Registration Time
1	2012 - Capital Campaign	1/1/2012	12/31/2012				<input checked="" type="checkbox"/>	750.00	1,685,830.99	743	
2	2011 Gala Fundraiser	6/11/2011	6/11/2011	Minneapolis	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	860,941.00	352	6/10/2011
3	2014 - Membership Renewal	1/1/2014	12/31/2014			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	72,735.00	219	
9	2011 - Annual Appeal Letter	7/1/2011	10/31/2011			<input type="checkbox"/>	<input checked="" type="checkbox"/>	4,525.00	179,072.96	127	7/1/2011
14	Wine & Cheese Tasting	5/1/2015	5/2/2015	Silver Bay	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	2	4/29/2015
15	2014 - Pledge Drive	11/1/2014	12/31/2014	Boise	ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	55.00	1	10/30/2014
20	21st Annual Golf Tournament	7/4/2015	7/4/2015	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	250.00	5	7/3/2015
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46	Webinar - Environmental Stewardship	1/1/2015	1/1/2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	1/1/2015
47	Membership 2015	1/1/2015	12/31/2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	148,470.00	319	
48	Online Store - Trail Blazer Apparel	1/1/2014	12/31/2020	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	6/1/2014
49	Internal Event - Donations via Social Media	7/30/2014	7/30/2014			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	66,995.25	3	7/29/2014
50	2016 Celebrity Golf Tournament	6/17/2016	6/17/2016	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	8,327.41	165	6/17/2016
51	5 K Aruna Run - Portland	9/16/2014	9/16/2014			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	500.00	1	9/15/2014
52	Theater Event - Come to the Show!	8/12/2016	8/12/2016	Excelsior	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	92,322.00	300	8/11/2016
57	2016 - Pledge Drive - Direct Mail (USPS)	1/1/2016	6/1/2016			<input type="checkbox"/>	<input checked="" type="checkbox"/>	5,000.00	550.00	3	2/11/2016
58	Become a Member	1/1/2016	6/6/2079	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	417,943.14	982	3/7/2016
60	2016 - Spring Capital Campaign	4/1/2016	6/20/2016			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	50,045.00	2	3/24/2016
62	Dan's Fundraising Page (Peer-To-Peer)	7/25/2016	7/25/2016			<input type="checkbox"/>	<input checked="" type="checkbox"/>	.00	50.00	1	7/24/2016
63	Blazing Trails - The King's Trail - (5/15/2030)	5/15/2030	5/25/2030	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	5/8/2030
20						11	20	10,275.00	3,597,204.75	3232	

How to Remove an 'Event' from the Drop-Down List when Entering Donations

Uncheck the box in the upper-left that says **'Enable assignment of contributions and expenses'** and then click **[Save and Close]**.

How to Remove an 'Event' from the Drop-Down List when Entering Donations

1. Uncheck this box to remove the event from the drop-down list when entering donations.



The screenshot shows the 'Event' configuration page for '2012 - Capital Campaign [1]'. The 'Event' section includes the following fields and options:

- Event Name: 2012 - Capital Campaign
- Calendar Category: (none)
- Enable assignment of contributions and expenses (indicated by a red arrow)
- Public Event (Publish to web site)
- Start Time: 1/ 1/2012 08:00 AM
- End Time: 12/31/2012 08:00 PM
- Close Registration: 24 Hours Before Event
- Close Time: 11/14/2016 02:24 PM

The 'Published Event Description' area contains the following HTML code:

```
<big><big><span style="font-weight: bold;">Join us for an afternoon where your kids can play with live bears.* <br><br></span></big></big>* Consent forms required prior to playing with these critters as even we have no clue what they will do.<br><br><div style="margin-left: 40px;"><br></div><hr style="width: 100%; height: 3px;">
```

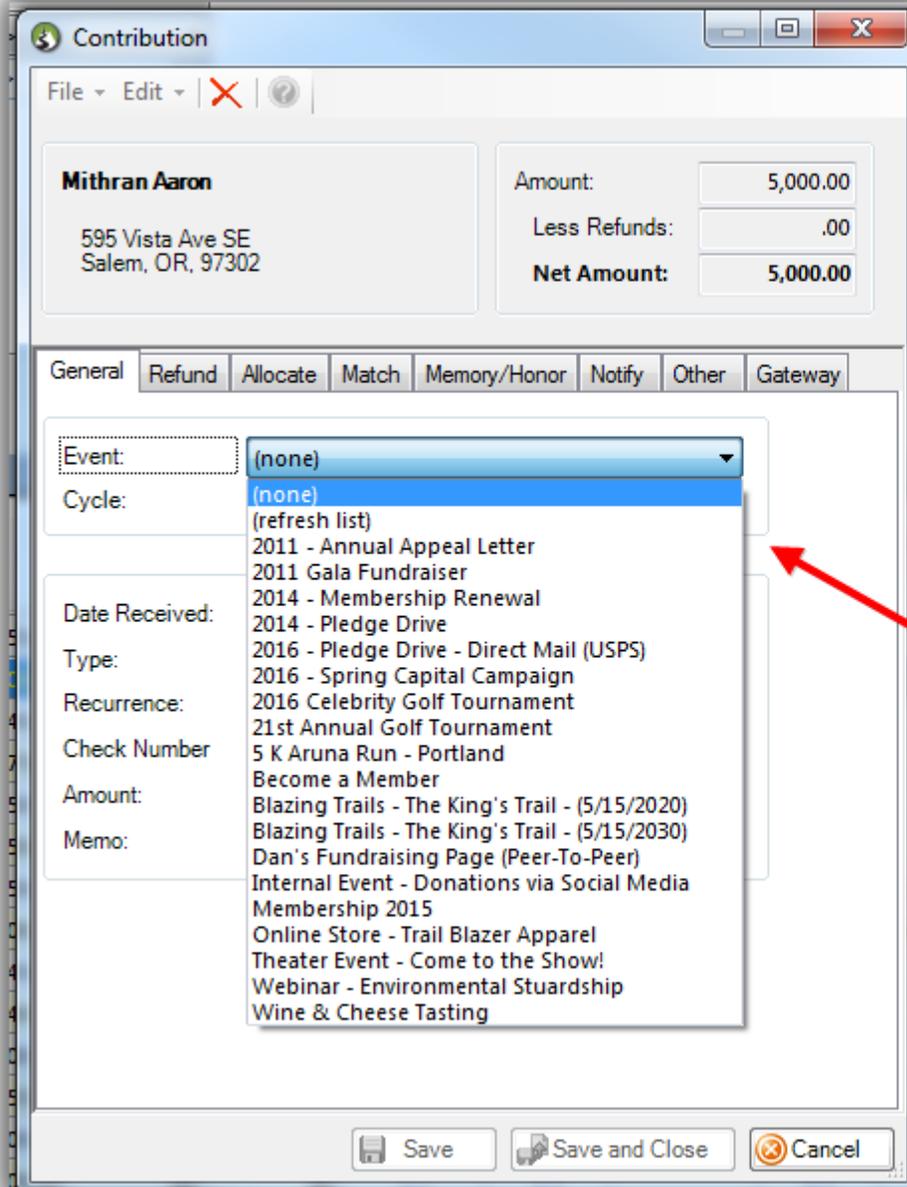
The 'Sales' menu includes Summary, Gallery, Setup, and User. The 'Orders' section shows a table with the following columns: Order ID, Date Ordered, Purchaser Last Name, Purchaser First Name, Purchaser Middle Name, Order Status, Amount, Payment Type, Amount Paid, Amount Open, and Prod Cod. The table currently displays 0 records found.

Order ID	Date Ordered	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Prod Cod
0						.00		.00	.00	

How to Remove an 'Event' from the Drop-Down List when Entering Donations

The next time you [enter a donation](#) the event should **no longer** display in the **drop-down** list. *My example is below where the 2012 Capital Campaign event is no longer an option.*

How to Remove an 'Event' from the Drop-Down List when Entering Donations



Contribution

File Edit X ?

Mithran Aaron
595 Vista Ave SE
Salem, OR, 97302

Amount: 5,000.00
Less Refunds: .00
Net Amount: 5,000.00

General Refund Allocate Match Memory/Honor Notify Other Gateway

Event: (none) [v]
Cycle: (none)
(refresh list)
2011 - Annual Appeal Letter
2011 Gala Fundraiser
2014 - Membership Renewal
2014 - Pledge Drive
2016 - Pledge Drive - Direct Mail (USPS)
2016 - Spring Capital Campaign
2016 Celebrity Golf Tournament
21st Annual Golf Tournament
5 K Aruna Run - Portland
Become a Member
Blazing Trails - The King's Trail - (5/15/2020)
Blazing Trails - The King's Trail - (5/15/2030)
Dan's Fundraising Page (Peer-To-Peer)
Internal Event - Donations via Social Media
Membership 2015
Online Store - Trail Blazer Apparel
Theater Event - Come to the Show!
Webinar - Environmental Stewardship
Wine & Cheese Tasting

Date Received:
Type:
Recurrence:
Check Number
Amount:
Memo:

Save Save and Close Cancel

The event will no longer display in the drop-down menu. In this example the 2012 Capital Campaign is gone.

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



Trail Blazer™

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

Related Resources

Article: [How to Add a New 'Event' to the Drop-Down List for Entering Contributions](#)

Article: [How to Track Soft Credits using Contribution Notifications – ONLY for Nonprofit Customers](#)

Article: [How to Create a Year-by-Year Giving History Report using Filtered Contribution Columns in the Grid – Primarily for Nonprofits](#)

Article: [Tax Deductible Contributions](#)

Article: [Change Your 'Current' Election Cycle, Create New Election Cycles, and How to Mass Update a List of Contributions to a Specific Election – \(For Political Customers\)](#)

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

Article: [How to Un-deposit a Contribution \(Primarily for Political Customers\)](#)

Article: [How to Deposit a Contribution](#)

Article: [How to Duplicate an Event – Save Time by Not Re-Creating Everything from Scratch](#)

Article: [How to Setup and use Promo Codes with Events \(All Available Options\)](#)

Article: [How to Setup Different Payment Schedules for Events or Memberships – Ex \(Monthly, Quarterly, or Bi-Weekly\)](#)

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: [How to Create Custom Email Responders for Specific Events – New 2016 Feature Upgrade](#)

Article: [How to Print or Re-Print Event Tickets and Event Order Receipts from your Database](#)

Article: [Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships from within an Event, and Record the Related Contribution Record](#)

Article: [Manually Assigning Tickets to Specific Event Attendees \(Ticket Holders\) after the Original Purchase Order has been Created](#)

Article: [Membership Management – Creating & Selling Memberships Online & Manually – Tracking Renewals, Sending Out YE 'Statements' & Renewals E-Mails, and More \(Nonprofit Only\)](#)

Article: [How to Print Name Badges for Event Registrants – Using Avery 5392 Name Badge Paper](#)

Article: [Add a Background Image to an Event](#)

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

Article: [Events 2014 – Part I](#)

Article: [Events 2014 – Part II](#)

Article: [Display your Logo as a Redirect Link for an Event](#)

Article: [Events 2013 | Coupon promo code error messages](#)

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

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

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

Video: [Events 2013](#)

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

Video: [Getting Started 106b – Entering Contributions \(POLITICAL ONLY\)](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

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

t **Twitter:** <https://twitter.com/trailblazersoft>

How to Remove an 'Event' from the Drop-Down List when Entering Donations

** 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.*