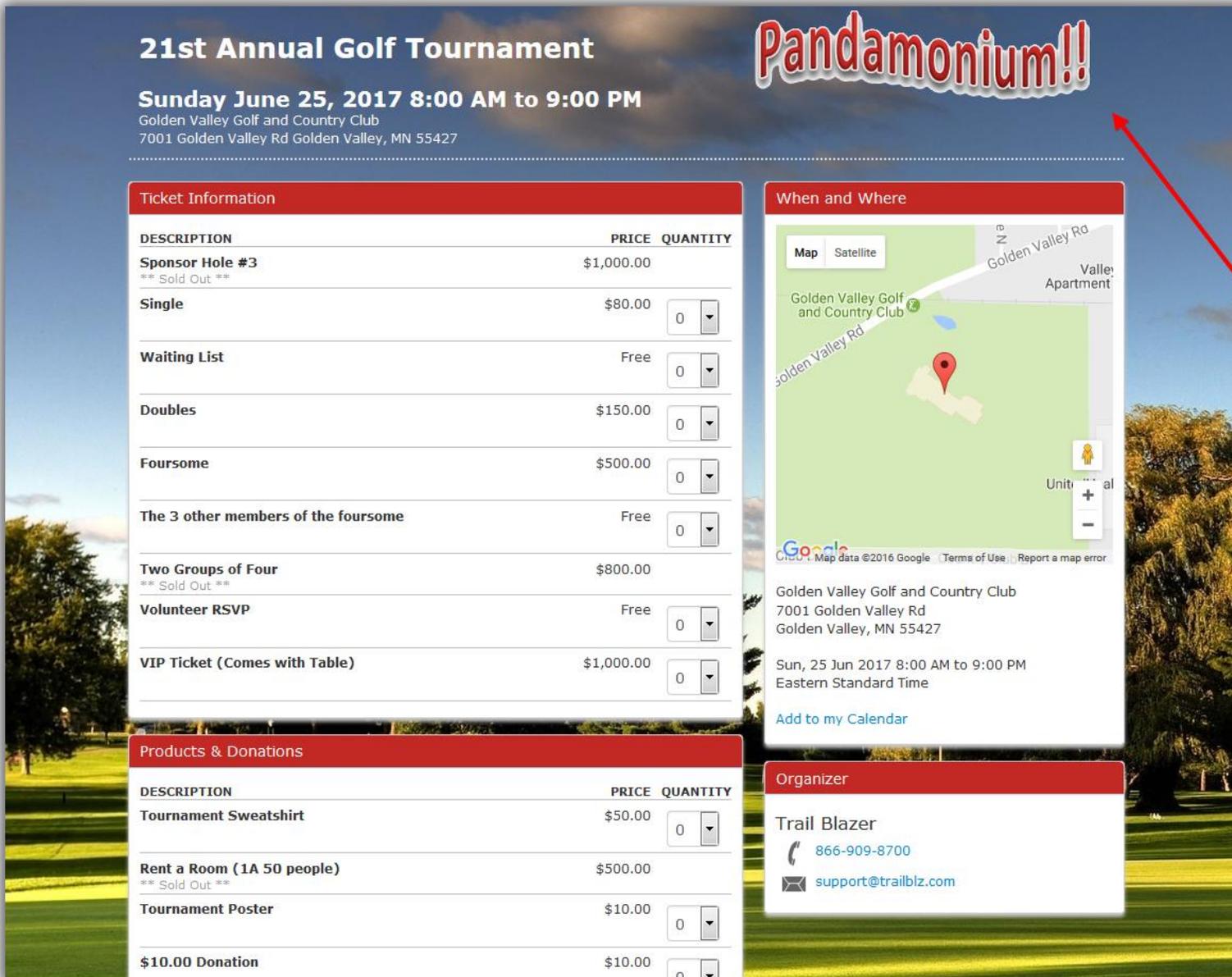


**Author:** Kristenson, Joel  
**Last Updated:** 2016-12-08

## Overview

This article walks through the steps to **add a logo** to an **event page**. This feature was added in 2015 to allow for more branding of event pages by making it easier to upload a logo image, which will display in the top-right of an event like the example below:



**21st Annual Golf Tournament**  
**Sunday June 25, 2017 8:00 AM to 9:00 PM**  
 Golden Valley Golf and Country Club  
 7001 Golden Valley Rd Golden Valley, MN 55427

**Pandamonium!!**

**Ticket Information**

DESCRIPTION	PRICE	QUANTITY
Sponsor Hole #3 ** Sold Out **	\$1,000.00	
Single	\$80.00	0
Waiting List	Free	0
Doubles	\$150.00	0
Foursome	\$500.00	0
The 3 other members of the foursome	Free	0
Two Groups of Four ** Sold Out **	\$800.00	
Volunteer RSVP	Free	0
VIP Ticket (Comes with Table)	\$1,000.00	0

**When and Where**

Map Satellite  
 Golden Valley Golf and Country Club  
 Golden Valley Rd  
 Golden Valley, MN 55427

Golden Valley Golf and Country Club  
 7001 Golden Valley Rd  
 Golden Valley, MN 55427

Sun, 25 Jun 2017 8:00 AM to 9:00 PM  
 Eastern Standard Time

Add to my Calendar

**Products & Donations**

DESCRIPTION	PRICE	QUANTITY
Tournament Sweatshirt	\$50.00	0
Rent a Room (1A 50 people) ** Sold Out **	\$500.00	
Tournament Poster	\$10.00	0
\$10.00 Donation	\$10.00	0

**Organizer**

Trail Blazer  
 866-909-8700  
 support@trailblz.com

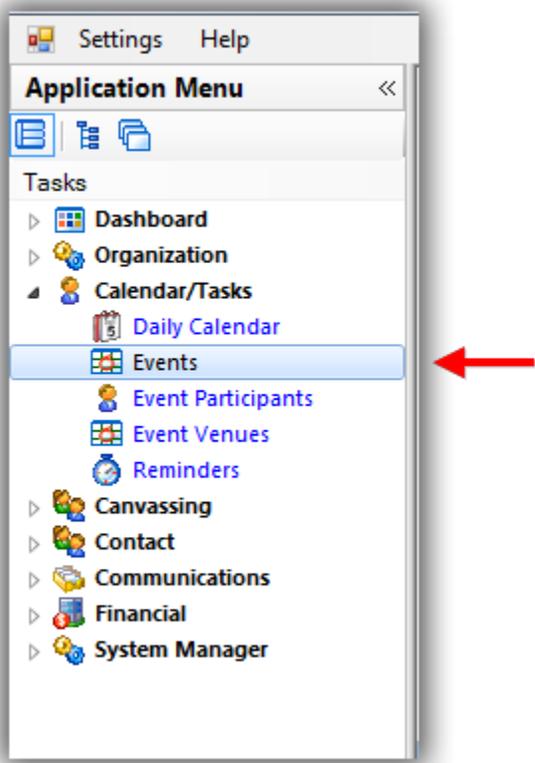
Example logo in an event.

The event system is mobile-friendly by default and will display well on small or large screens.

 **Tip:** Learn all about the event system by reading [these articles](#) and watching [these videos](#). Once you have an event page built & styled how you want you can save time by [duplicating](#) it instead of recreating it each time.

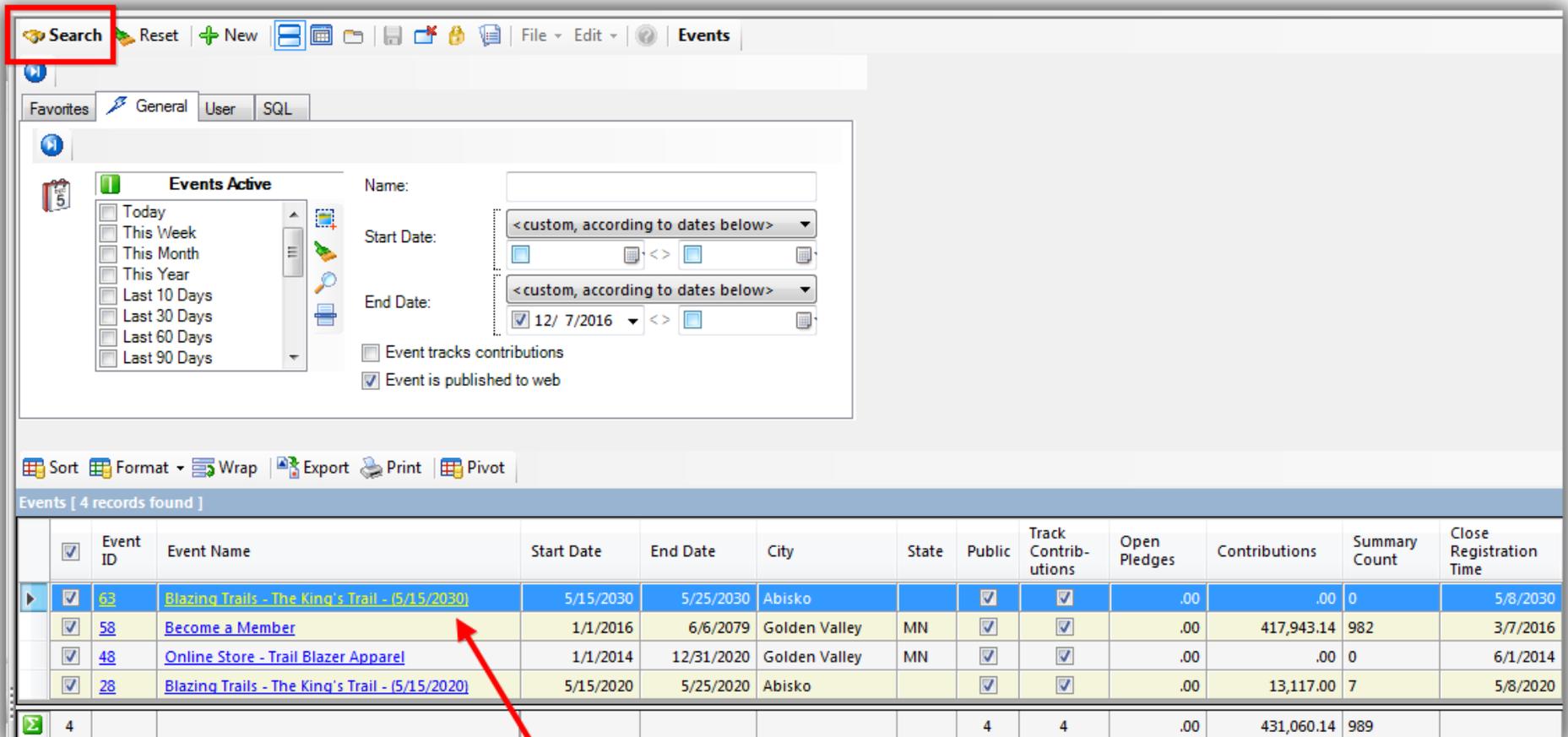
### Steps

Navigate to the **Events** list.



Run a [search](#) for the event you want to upload a logo for and **click on** the **event name** hyperlink to open it.

## 1. Run a search for the event you want to add upload a logo for.

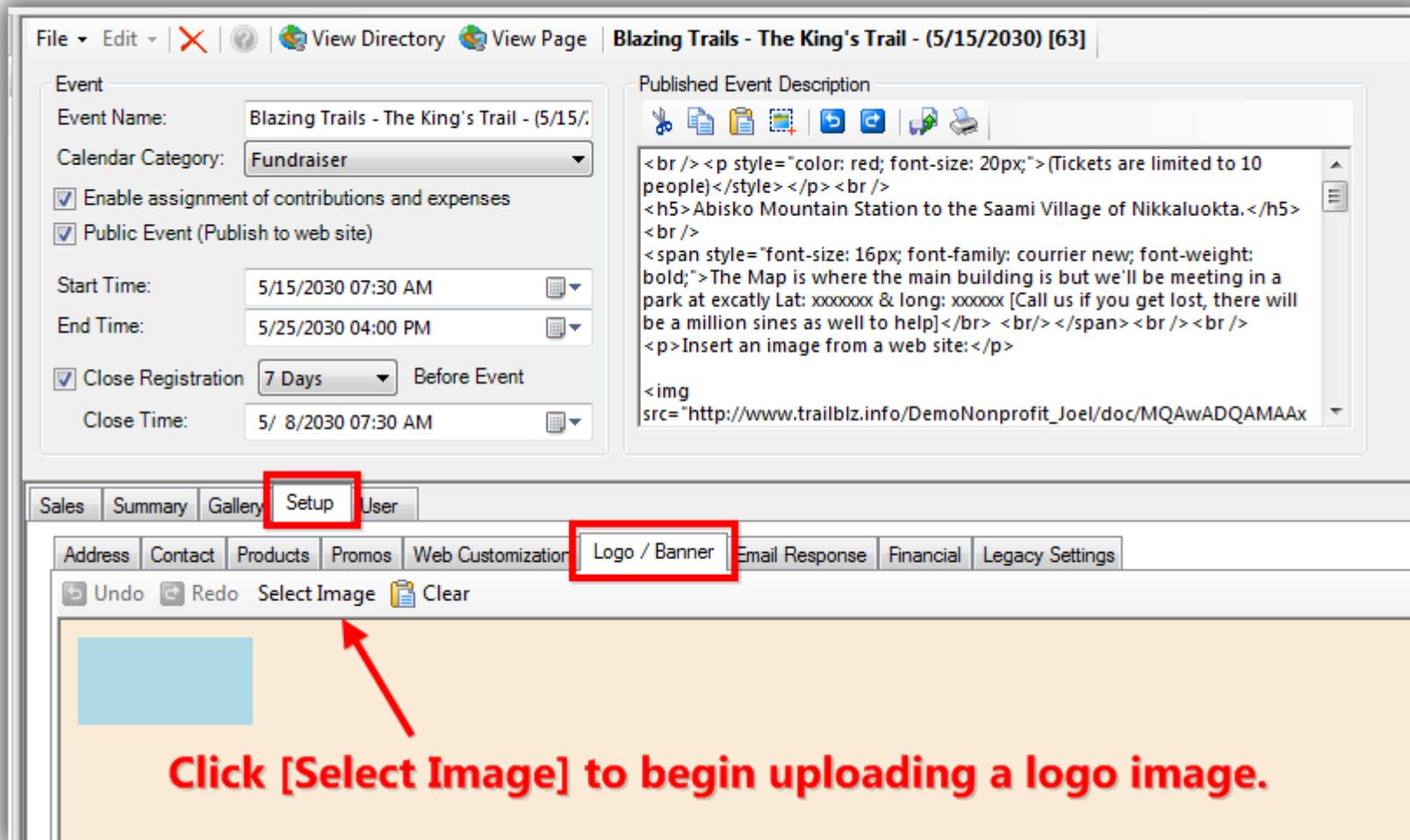


The screenshot shows the TrailBlazer Events search interface. The 'Search' button is highlighted with a red box. Below the search filters, a table lists 4 events. A red arrow points to the event 'Blazing Trails - The King's Trail - (5/15/2030)'.

	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"/>	63	<a href="#">Blazing Trails - The King's Trail - (5/15/2030)</a>	5/15/2030	5/25/2030	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	.00	0	5/8/2030
<input checked="" type="checkbox"/>	58	<a href="#">Become a Member</a>	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
<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
<input checked="" type="checkbox"/>	28	<a href="#">Blazing Trails - The King's Trail - (5/15/2020)</a>	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	13,117.00	7	5/8/2020
<input checked="" type="checkbox"/>	4						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	431,060.14	989	

## 2. Click on the event name to open the event.

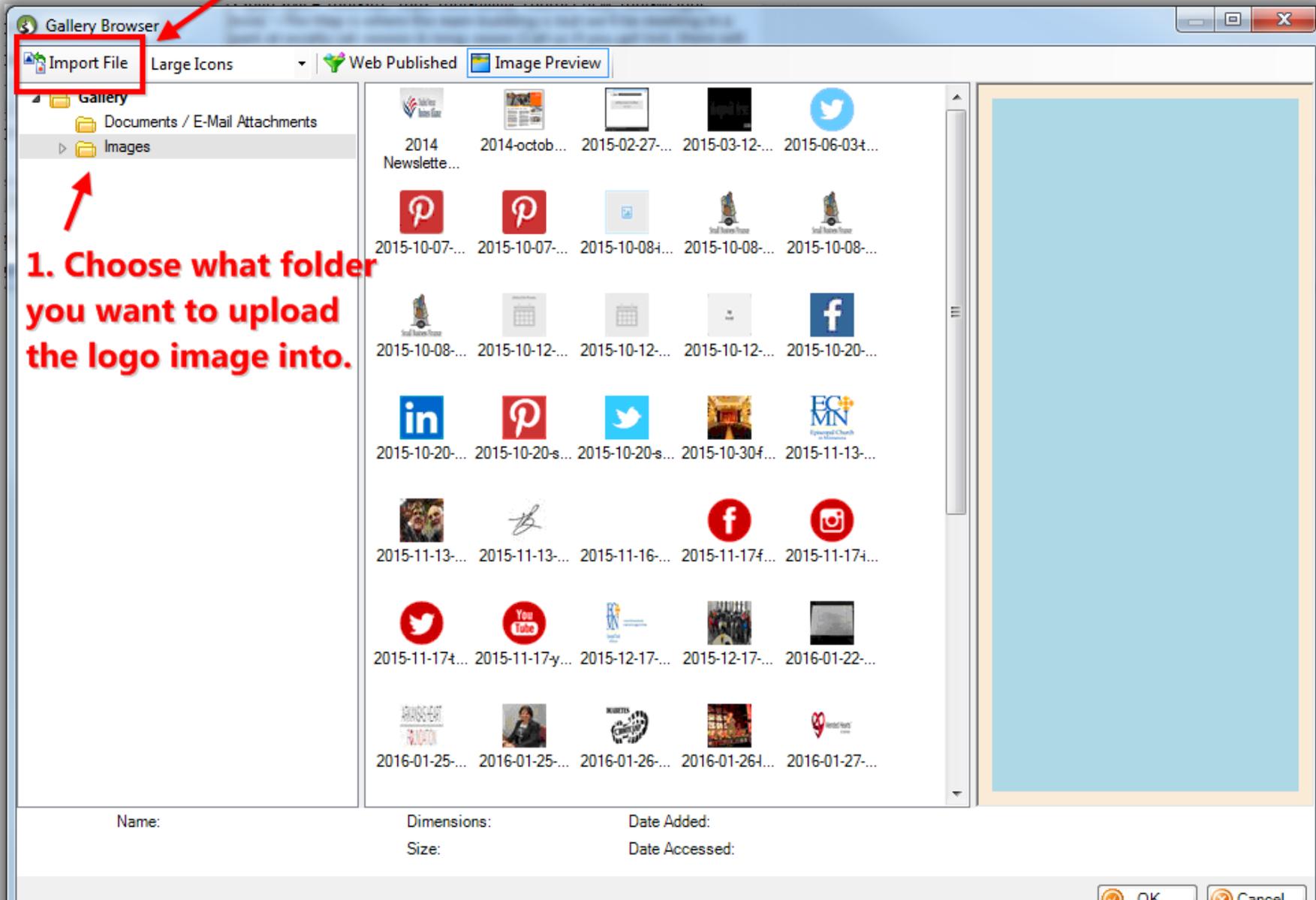
Navigate to the **Setup > Logo/Banner** tab and click **[Select Image]**.



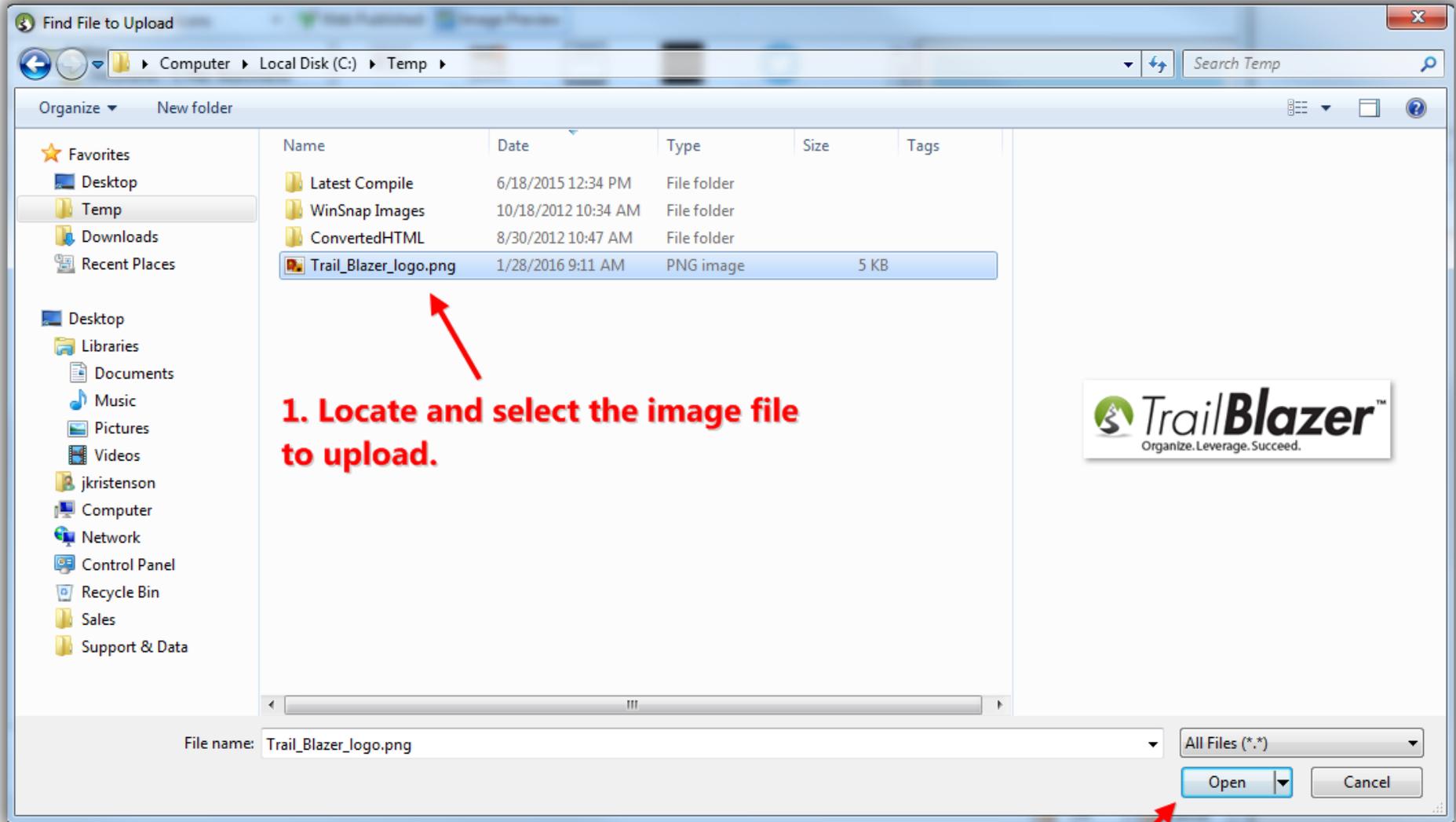
The screenshot shows the TrailBlazer event management interface. The main window title is "Blazing Trails - The King's Trail - (5/15/2030) [63]". The left sidebar contains an "Event" section with fields for "Event Name" (Blazing Trails - The King's Trail - (5/15/2030)), "Calendar Category" (Fundraiser), and checkboxes for "Enable assignment of contributions and expenses" and "Public Event (Publish to web site)". There are also fields for "Start Time" (5/15/2030 07:30 AM), "End Time" (5/25/2030 04:00 PM), "Close Registration" (7 Days Before Event), and "Close Time" (5/ 8/2030 07:30 AM). The right sidebar shows the "Published Event Description" with HTML code for styling and content. The main content area has a navigation bar with tabs: "Sales", "Summary", "Gallery", "Setup" (highlighted with a red box), and "User". Below this is a sub-navigation bar with tabs: "Address", "Contact", "Products", "Promos", "Web Customization", "Logo / Banner" (highlighted with a red box), "Email Response", "Financial", and "Legacy Settings". The "Logo / Banner" sub-tab is active, showing a toolbar with "Undo", "Redo", "Select Image" (highlighted with a red arrow), and "Clear". A red text box at the bottom of the sub-tab area says "Click [Select Image] to begin uploading a logo image."

The **Gallery Browser** will open. **Select the folder** you want to upload the logo image into and click **[Import File]**.

## 2. Click [Import File].

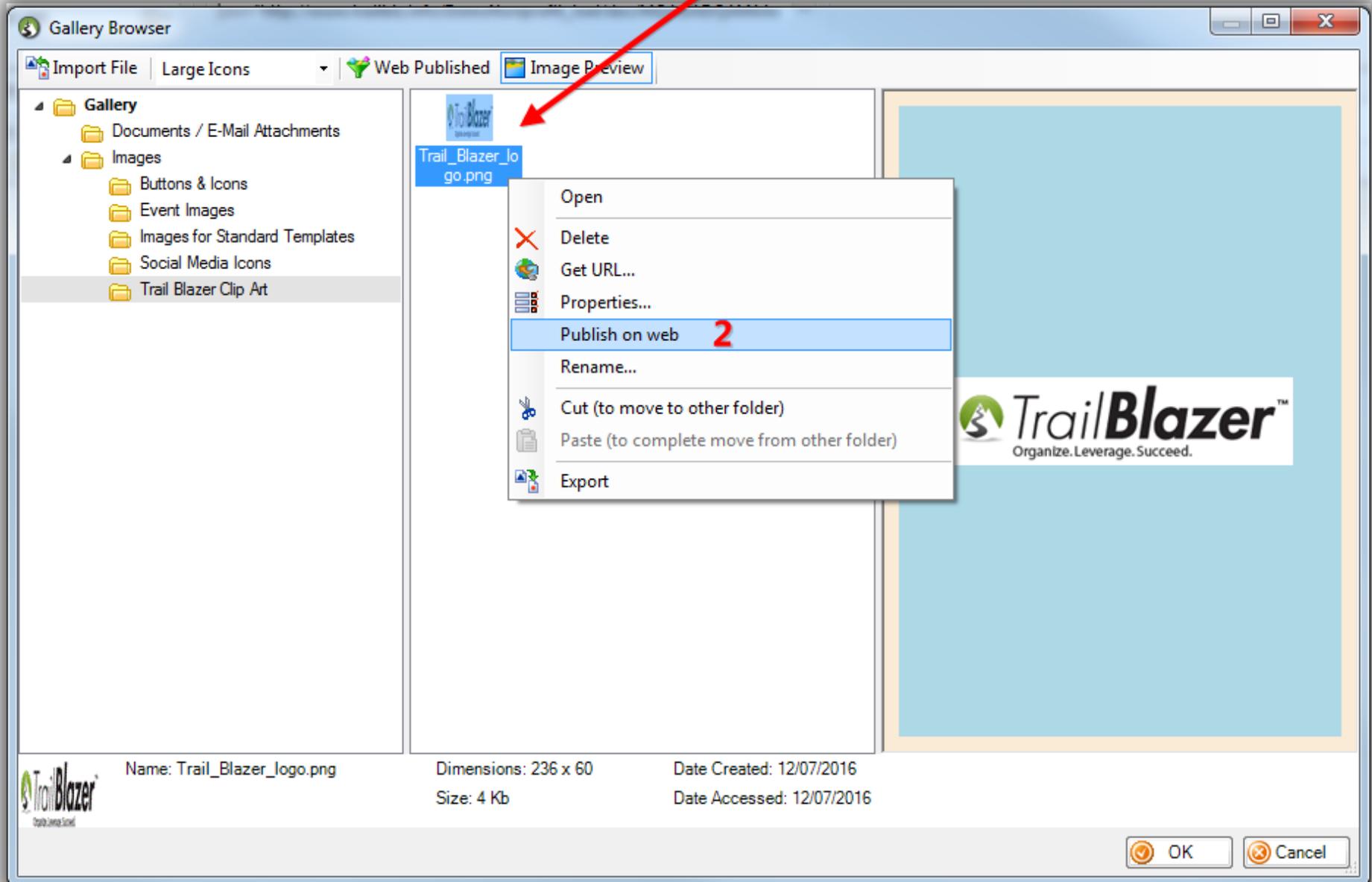


**Locate** the file on your local machine, **select** it, and then click **[Open]**.

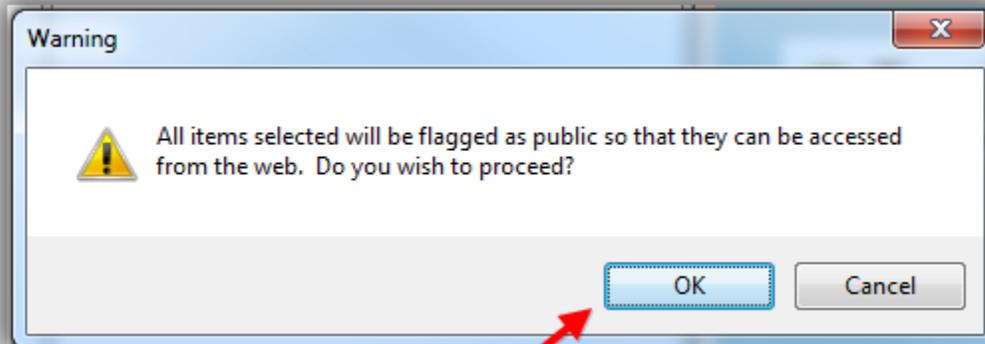


Once the file is uploaded, **right-click** on it, and select **Publish on web**.

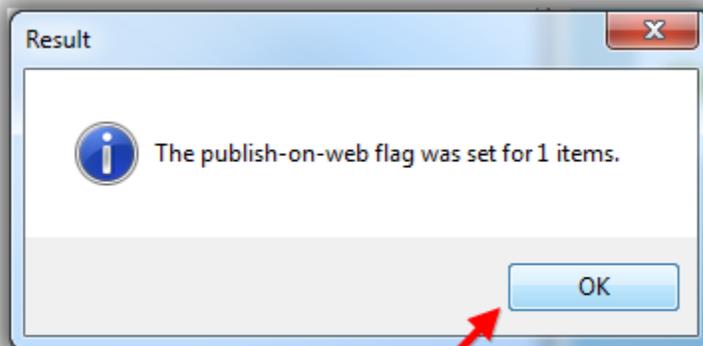
## 1. Right-click the image.



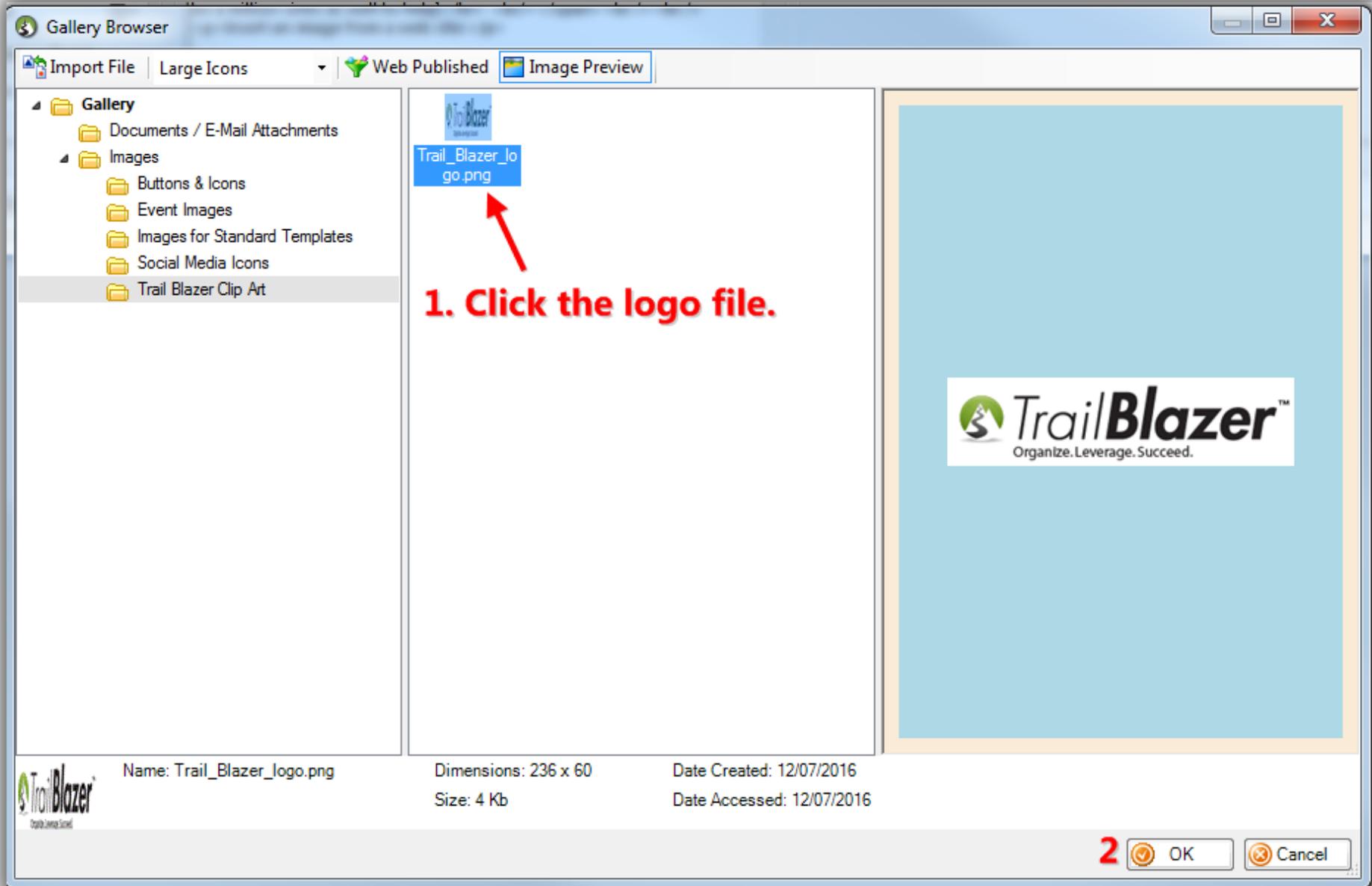
Click **[OK]** to proceed.



Click **[OK]** again when prompted.

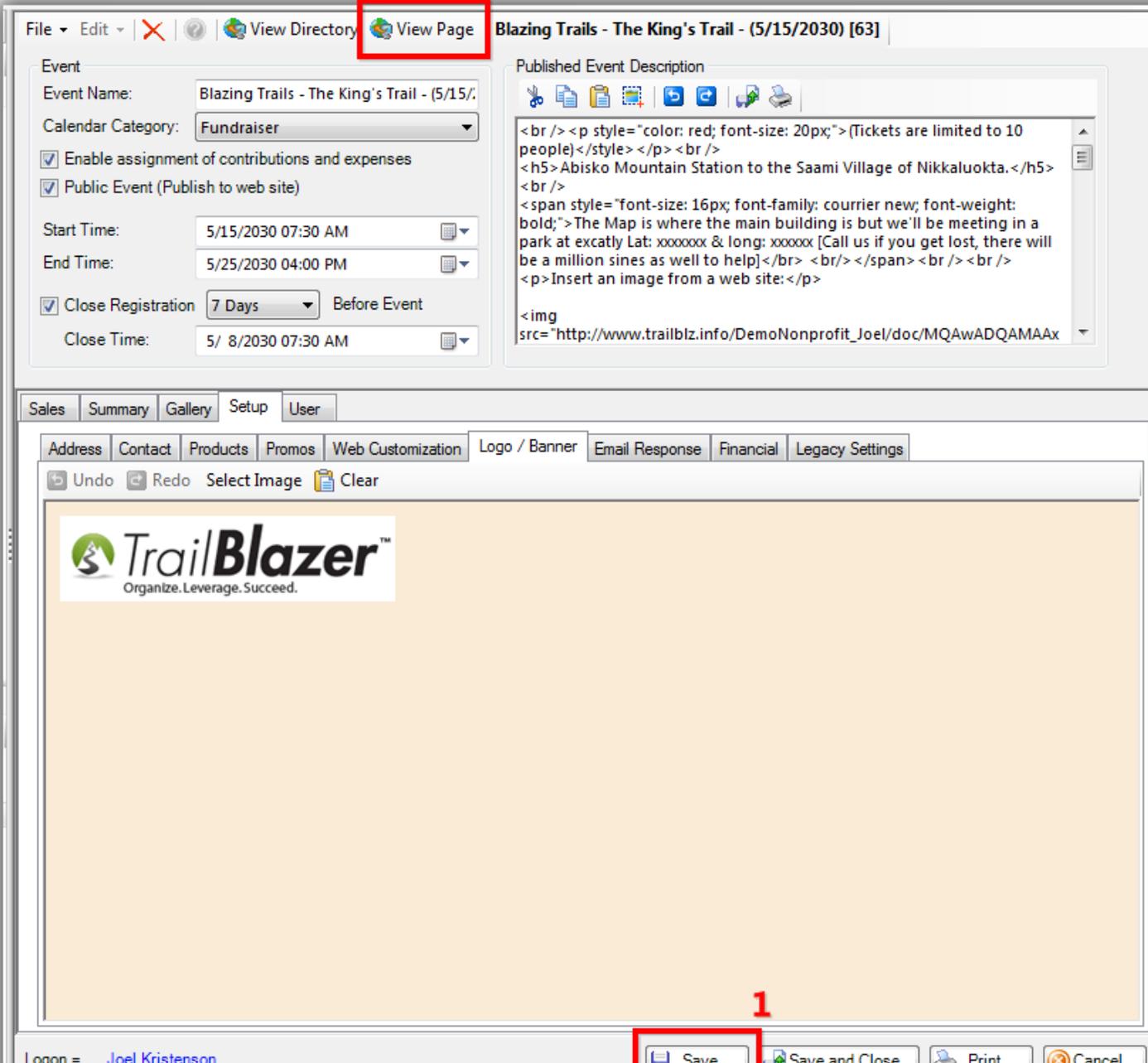


**Select** the logo image and click **[OK]** in the bottom-right of the **Gallery Browser** screen.



Click **[Save]** and then click **[Preview Page]**.

2



The screenshot shows the TrailBlazer software interface for editing an event page. At the top, the menu bar includes 'File', 'Edit', and 'View Page', with 'View Page' highlighted by a red box and a red '2' above it. The main area is divided into two panels: 'Event' on the left and 'Published Event Description' on the right. The 'Event' panel contains fields for 'Event Name', 'Calendar Category', 'Start Time', 'End Time', and 'Close Time', along with checkboxes for 'Enable assignment of contributions and expenses', 'Public Event (Publish to web site)', and 'Close Registration'. The 'Published Event Description' panel shows a rich text editor with HTML code for text formatting and an image insertion tag. Below these panels is a navigation bar with tabs for 'Sales', 'Summary', 'Gallery', 'Setup', and 'User'. Under the 'Setup' tab, there are sub-tabs for 'Address', 'Contact', 'Products', 'Promos', 'Web Customization', 'Logo / Banner', 'Email Response', 'Financial', and 'Legacy Settings'. The 'Logo / Banner' sub-tab is active, showing a large white box with the TrailBlazer logo and the text 'Organize. Leverage. Succeed.' A red '1' is placed below this box. At the bottom of the window, there is a toolbar with buttons for 'Save', 'Save and Close', 'Print', and 'Cancel', with 'Save' highlighted by a red box.

My finished *example* is below. The logo will be added to the **top-right** of the event page.

Share: 

## Blazing Trails - The King's Trail - (5/15/2030)

Wednesday May 15, 2030 7:30 AM to Saturday May 25, 2030 4:00 PM  
Abisko Mountain Station  
Meet at the Trail Head Abisko, 98107



### Ticket Information

DESCRIPTION	PRICE	QUANTITY
Single - 7 Day Guided Hike	\$2,500.00	0
Roll of 4 Tickets	\$400.00	0

### Product Information

DESCRIPTION	PRICE	QUANTITY
Trail Blazer Hooded Sweatshirt	\$65.00	0

### Payment Options







[Order and Register](#)

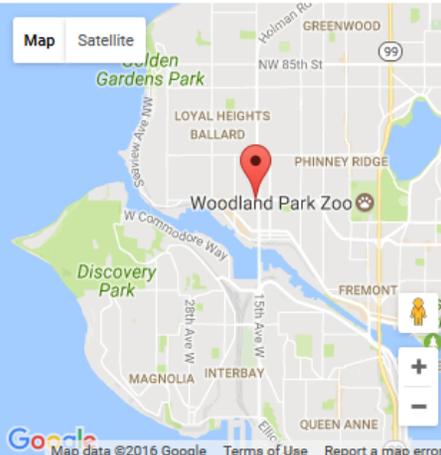
### Description

**(Tickets are limited to 10 people)**

Abisko Mountain Station to the Saami Village of Nikkaluokta.

The Map is where the main building is but we'll be meeting in a park at excatly  
Lat: xxxxxxxx & long: xxxxxx [Call us if you get lost, there will be a million sines

### When and Where



Abisko Mountain Station  
Meet at the Trail Head  
Abisko, 98107

Wed, 15 May 2030 7:30 AM to  
Sat, 25 May 2030 4:00 PM  
Central Standard Time

[Add to my Calendar](#)

### Organizer

Trail Blazer

 866-909-8700

 [support@trailblz.com](mailto:support@trailblz.com)

**The logo image will display here on the event page.**

The **related resources** below link to a wide variety of articles and videos on the event system.



**Trail Blazer™**

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

## Related Resources

**Article:** [How to Upload Documents to your System Gallery such as PDF's, Spreadsheets, Audio Clips, Image Files, Etc.](#)

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

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

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

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

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

**Article:** [Events 2014 – Part I](#)

**Article:** [Events 2014 – Part II](#)

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

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

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

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

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

**Article:** [Find Possible Duplicates](#)

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

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

**Video:** [Events 2013](#)

**Video:** [Filtered Contribution Columns in Format](#)

**Video:** [How to Manage Duplicates](#)

**Video Playlist:** [Events](#)

## Trail Blazer Live Support

☎ **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.*