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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:

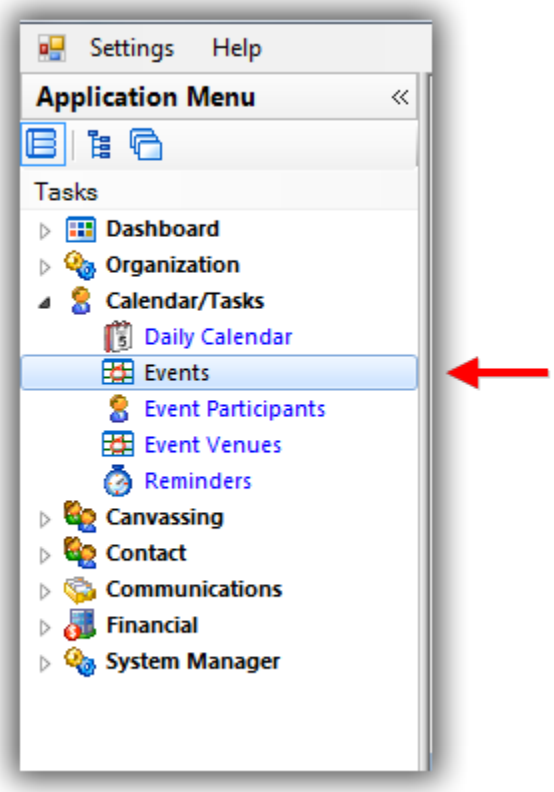
Example logo in an event.

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.

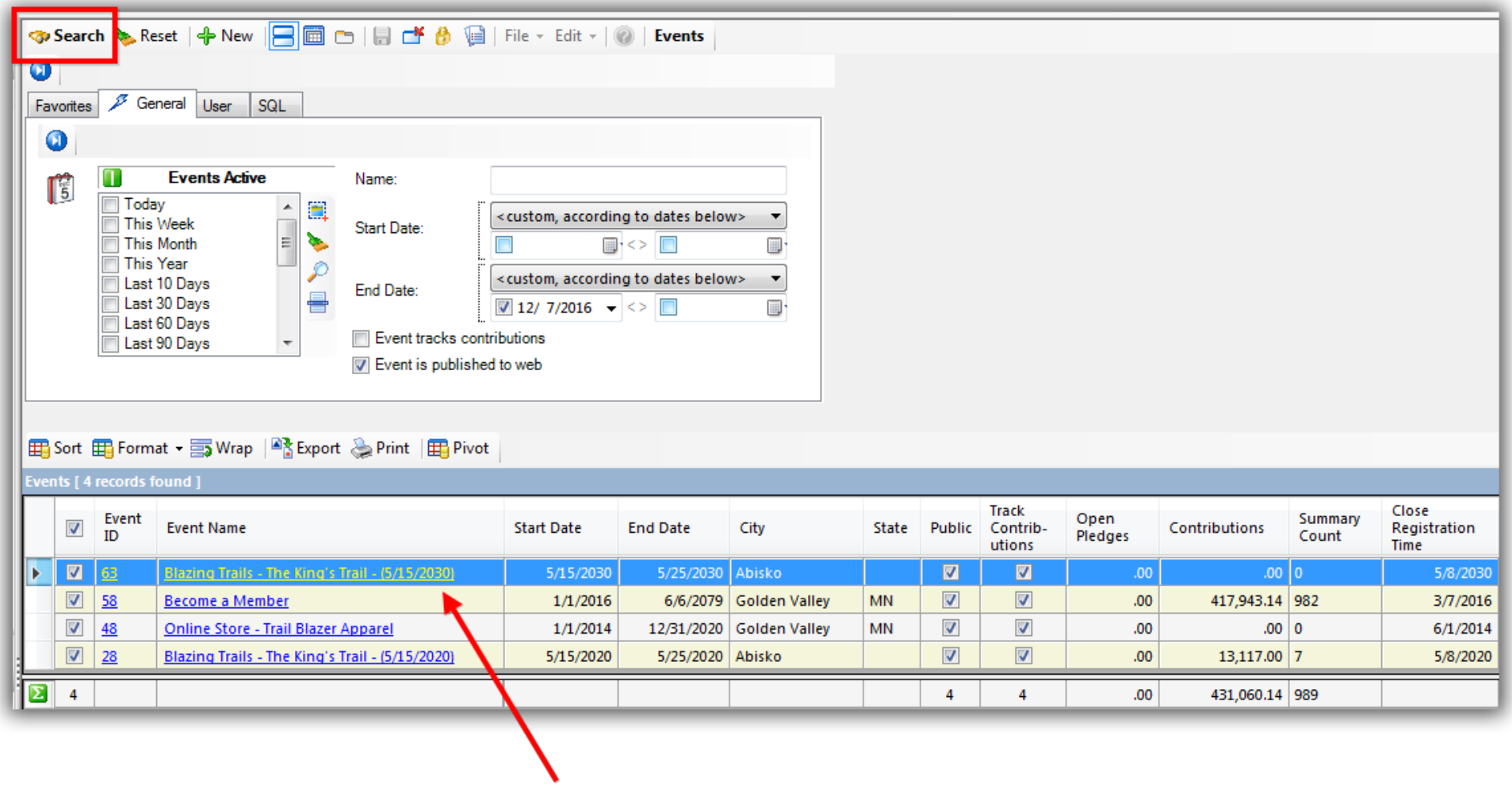
Steps

Navigate to the **Events** list.



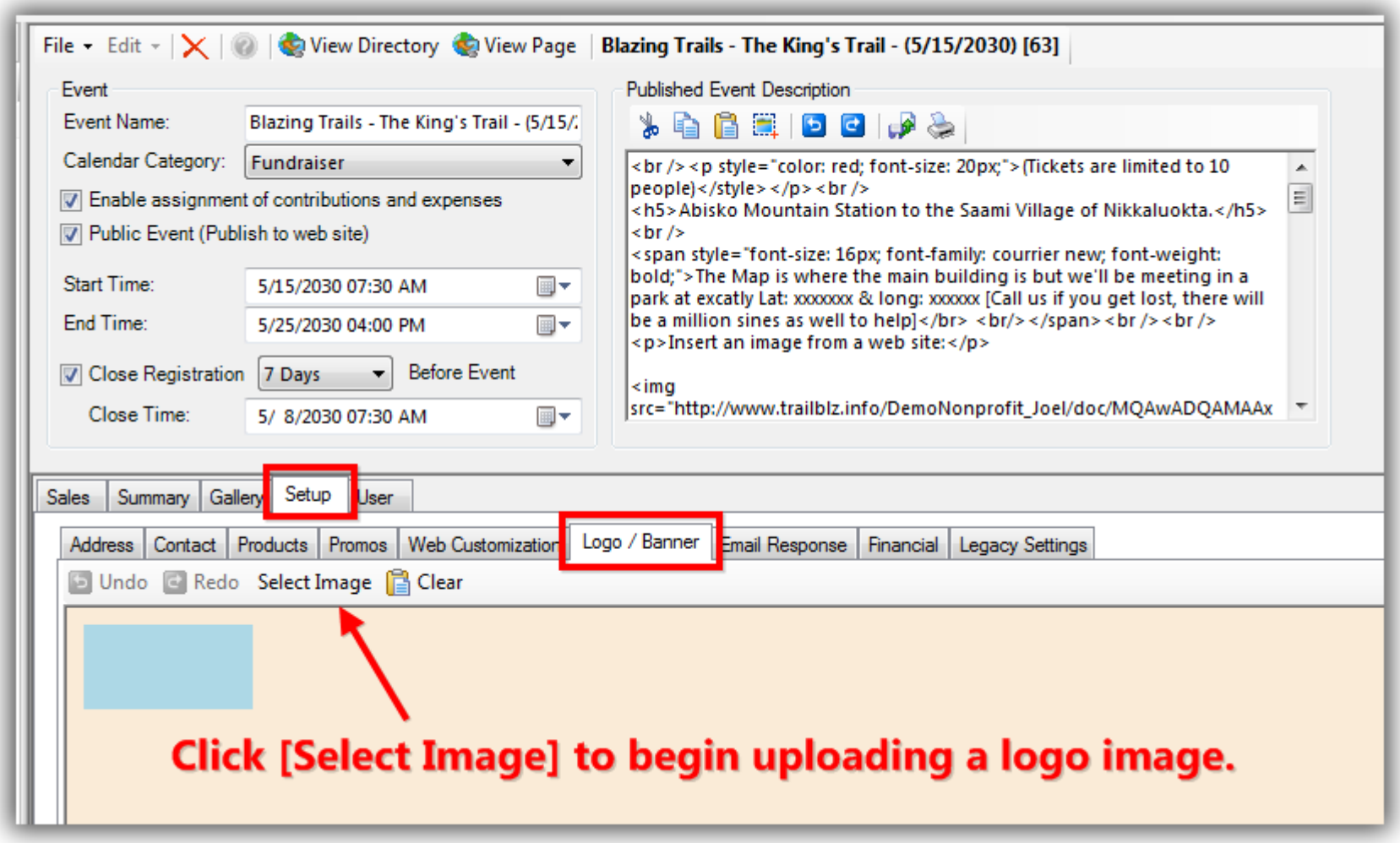
Run a search for the event you want to upload a logo for and **click on** the **event name** hyperlink to open it.

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



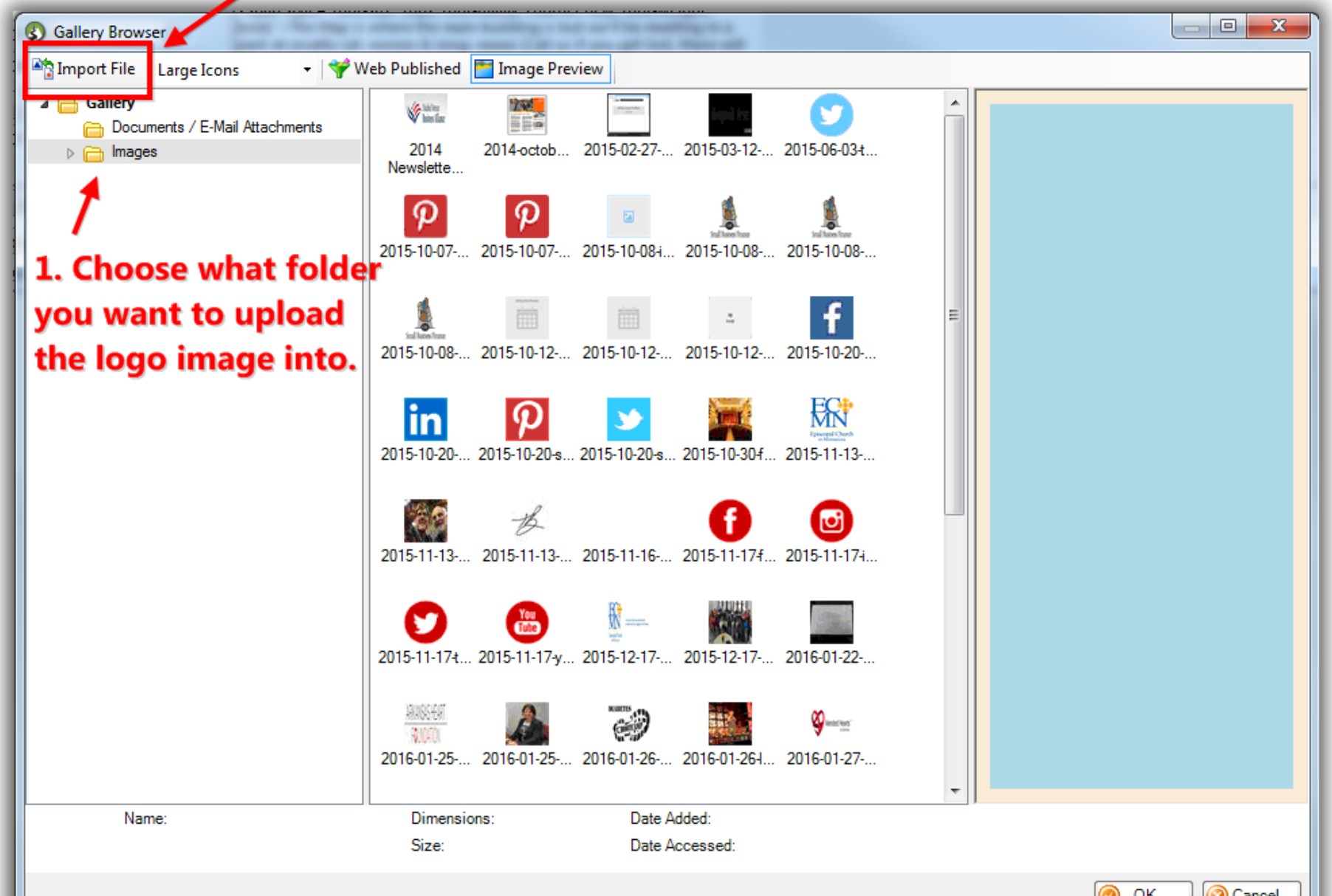
2. Click on the event name to open the event.

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

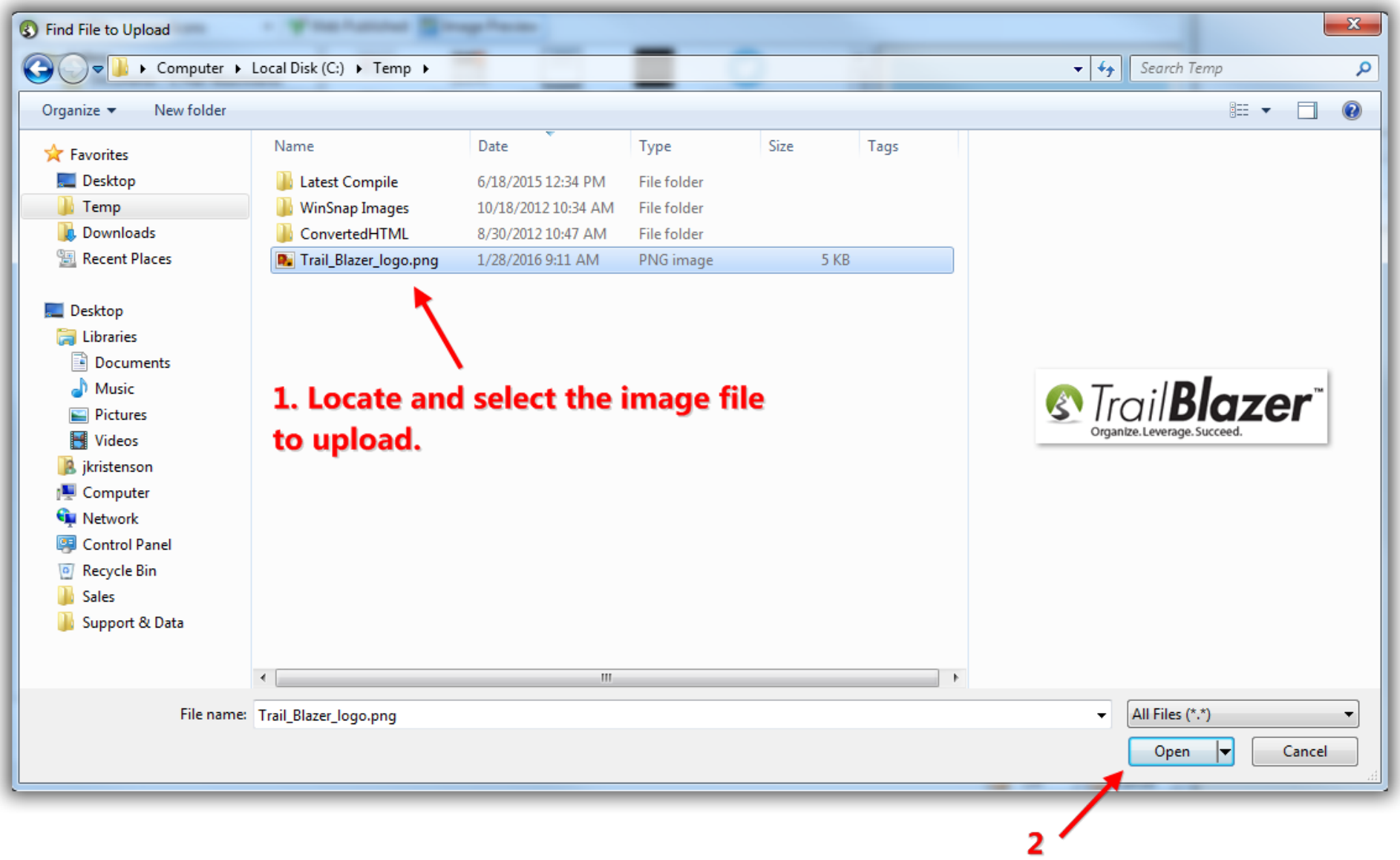


The **Gallery Browser** will open. **Select the folder** you want to upload the logo image into and click **[Import File]**.

2. Click [Import File].

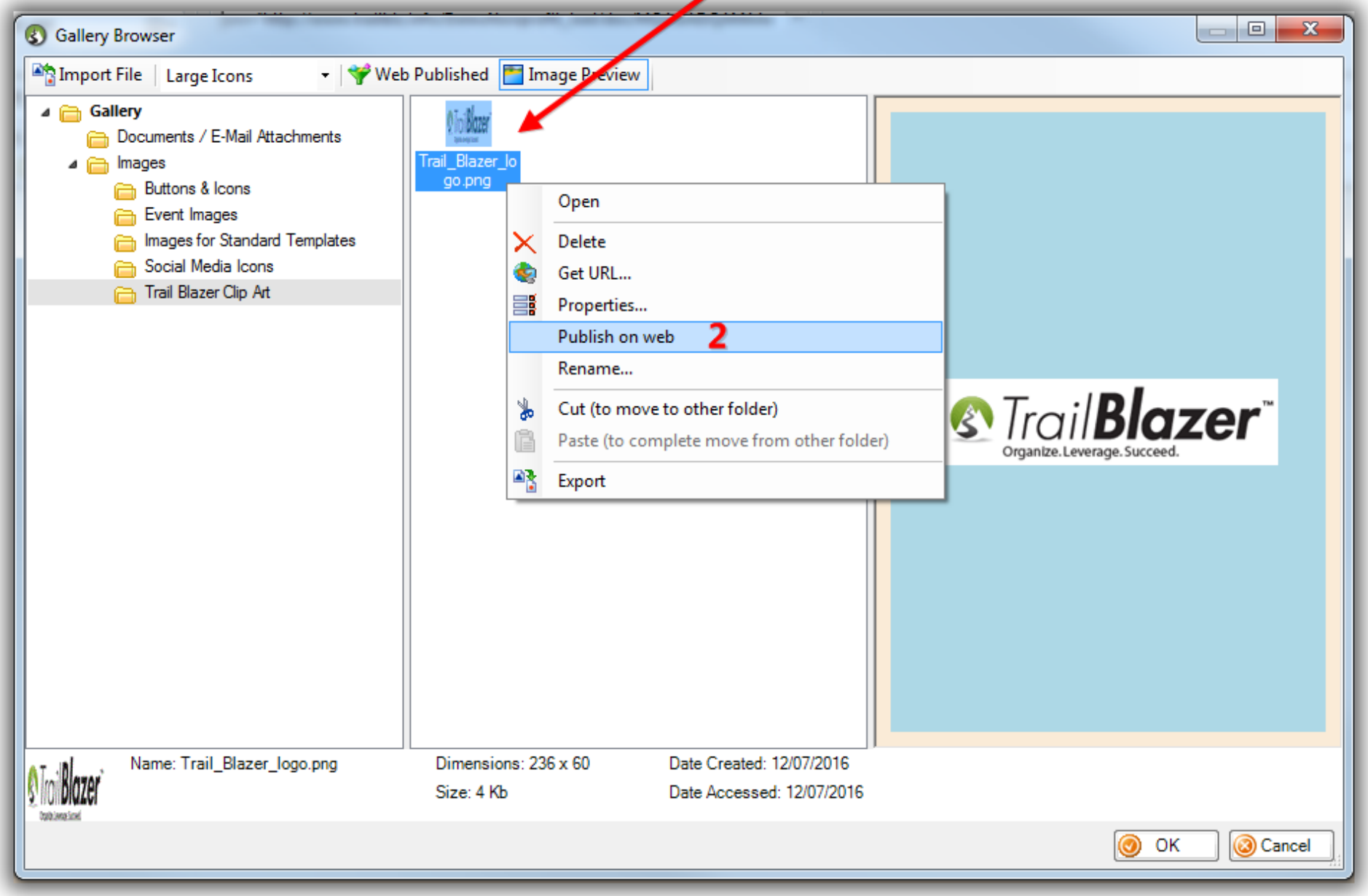


Locate the file on your local machine, **select** it, and then click **[Open]**.

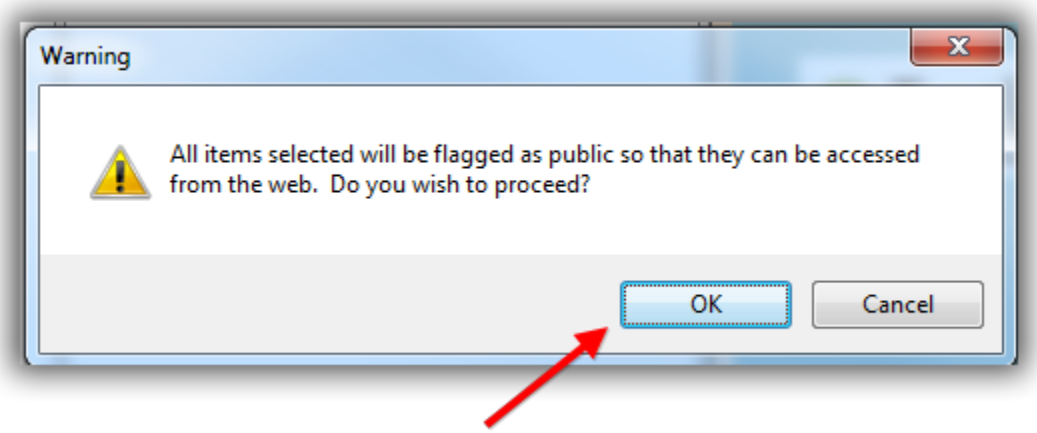

Find File to Upload
Computer ▸ Local Disk (C:) ▸ Temp ▸
Search Temp
Organize
New folder
Favorites
Desktop
Temp
Downloads
Recent Places
Desktop
Libraries
Documents
Music
Pictures
Videos
jkristenson
Computer
Network
Control Panel
Recycle Bin
Sales
Support & Data
Name
Date
Type
Size
Tags
Latest Compile 6/18/2015 12:34 PM File folder
WinSnap Images 10/18/2012 10:34 AM File folder
ConvertedHTML 8/30/2012 10:47 AM File folder
Trail_Blazer_logo.png 1/28/2016 9:11 AM PNG image 5 KB
1. Locate and select the image file to upload.
TrailBlazer
Organize. Leverage. Succeed.
File name: Trail_Blazer_logo.png
All Files (*.*)
Open
Cancel
2

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

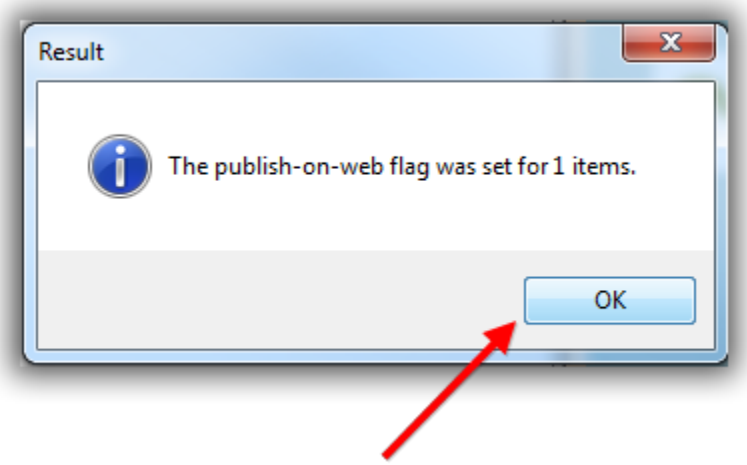
1. Right-click the image.



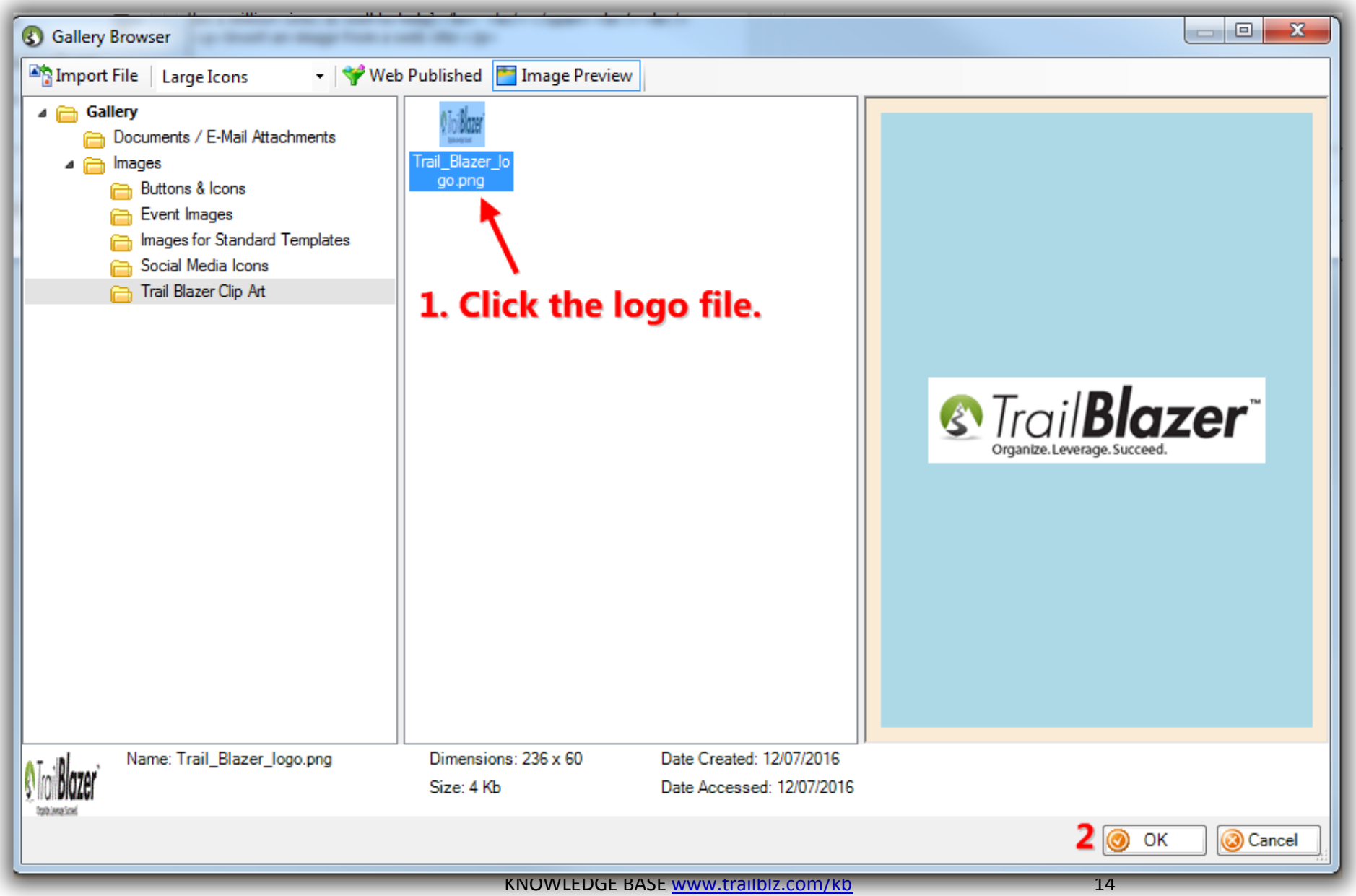
Click **[OK]** to proceed.



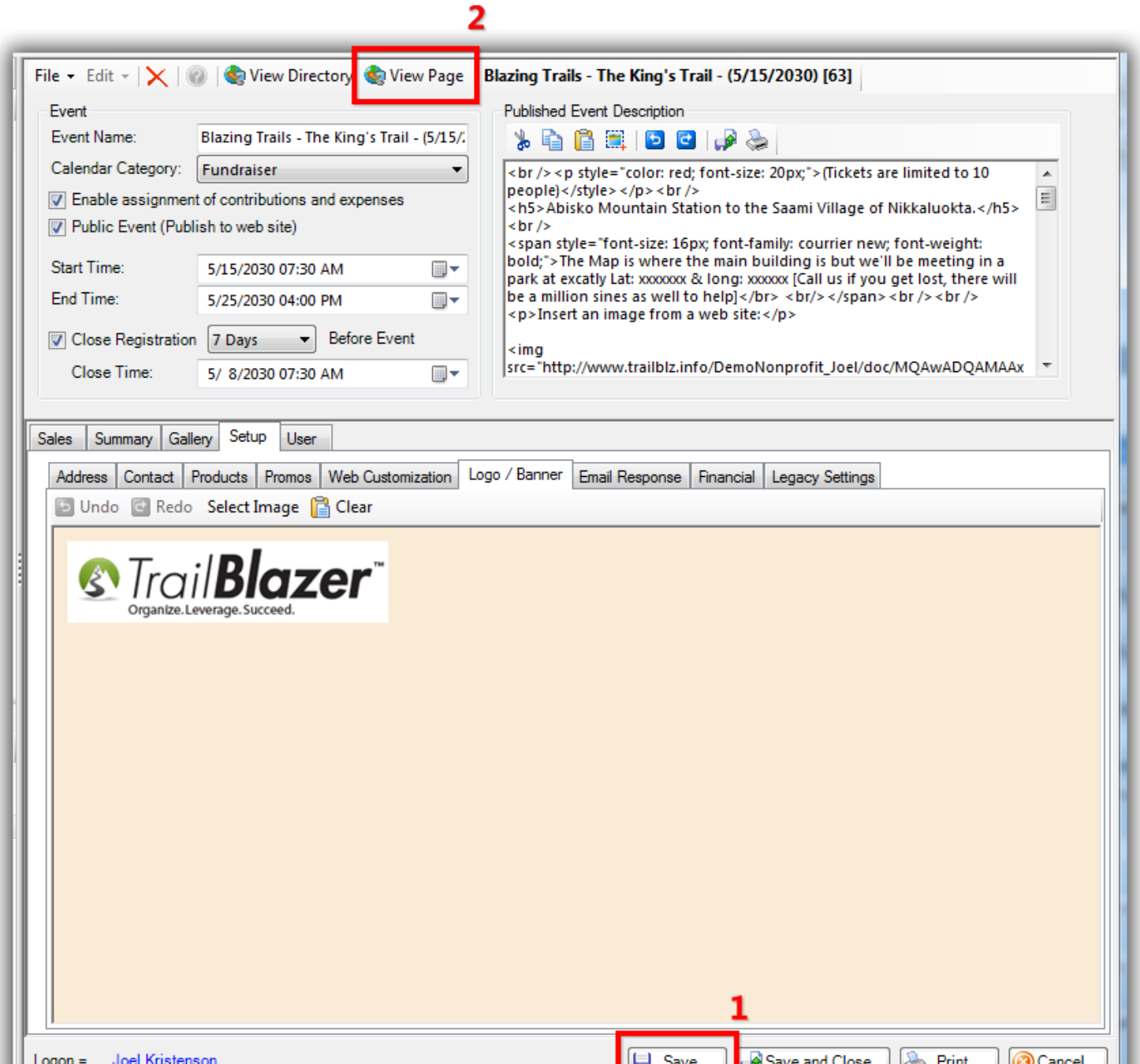
Click **[OK]** again when prompted.



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


Gallery Browser
Import File
Large Icons
Web Published
Image Preview
Gallery
Documents / E-Mail Attachments
Images
Buttons & Icons
Event Images
Images for Standard Templates
Social Media Icons
Trail Blazer Clip Art
Trail_Blazer_logo.png
1. Click the logo file.
TrailBlazer
Organize. Leverage. Succeed.
Name: Trail_Blazer_logo.png
Dimensions: 236 x 60
Size: 4 Kb
Date Created: 12/07/2016
Date Accessed: 12/07/2016
2
OK
Cancel

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

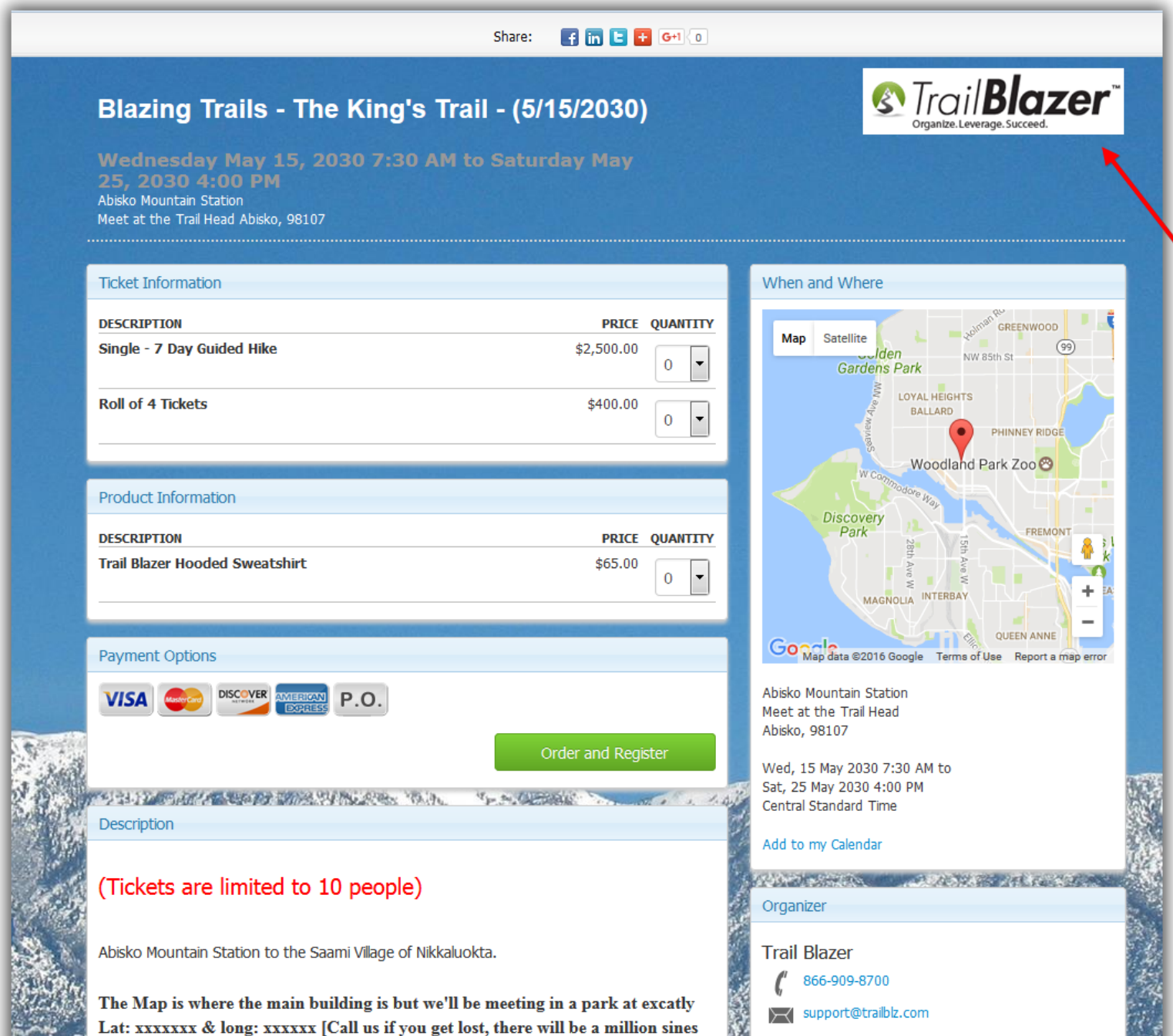

2
File
Edit
View Directory
View Page
Blazing Trails - The King's Trail - (5/15/2030) [63]
Event
Event Name:
Blazing Trails - The King's Trail - (5/15/
Calendar Category:
Fundraiser
Enable assignment of contributions and expenses
Public Event (Publish to web site)
Start Time:
5/15/2030 07:30 AM
End Time:
5/25/2030 04:00 PM
Close Registration
7 Days
Before Event
Close Time:
5/ 8/2030 07:30 AM
Published Event Description

 (Tickets are limited to 10 people)</style>
<h5>Abisko Mountain Station to the Saami Village of Nikkaluokta.</h5>

The Map is where the main building is but we'll be meeting in a park at excatly Lat: xxxxxxx & long: xxxxxx [Call us if you get lost, there will be a million sines as well to help]</br>

Insert an image from a web site:
<img
src="http://www.trailblz.info/DemoNonprofit_Joel/doc/MQAwADQAMAAx
Sales
Summary
Gallery
Setup
User
Address
Contact
Products
Promos
Web Customization
Logo / Banner
Email Response
Financial
Legacy Settings
Undo
Redo
Select Image
Clear
TrailBlazer™
Organize. Leverage. Succeed.
1
Logon =
Joel Kristenson
Save
Save and Close
Print
Cancel

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



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.

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
- **Facebook:** https://www.facebook.com/pages/Trail-Blazer-Software/64872951180
- **Twitter:** https://twitter.com/trailblazersoft

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