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Overview

This article walks through the steps to connect your **Trail Blazer** and **Anedot** account. This allows you to automatically collect donation data through your Anedot donation form into your database.

Tip: learn how to send mail-merge <u>thank you letters</u> to donors that need to be thanked.

Steps

1. Activate an Anedot account: https://www.anedot.com/



2. Log into your Trail Blazer IQ workspace: <u>https://trailblazeriq.com/admin/#/workspace</u>



Trail	Blazer IQ
Sign in to your workspace's	rkspace Trail Blazer IQ URL. trailblazerIQ.com
	Continue ->



Note: contact your database admin or **Trail Blazer** tech support if you don't have your **workspace** name. You can also launch Trail Blazer IQ from within the desktop application from the "Voter" or "Donors" list:

Launching Trail Blazer IQ from within the desktop application.

Settings Help	_ e :
Application Menu « Tasks = Dashboard Committee Calendar/Tasks Calendar/Tasks Calendar/Tasks Voter Minnesota Voter List Addresses Households (Or Dor	Search Count Reset New Reset New Reports Favorites General Address Household Vote History Attribute Favorites General Links Profile Work Demographics House Hous
 Voter Relationships Lawn Signs Shared Databases Contributions/Pledges Product Sales Cogs Communications Financial System Manager 	Prior Last Name: Image: Sort Image:

3. Log into your Anedot account: https://anedot.com/login/





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Anedot	
Sign In	
Access all of your accounts with one UserID.	
G Sign in with Google	
OR	-
Email*	
Or Password	
Sign In	
Forgot your password?	
	trailblz.co



4. Click on the **Fundraising Account** that you want to connect (or apply for one if you haven't already). In this *example* I selected our "Trail Blazer Campaign Services, Inc." account.

Select the fundraising account you want to link.

Fund	Iraising A	ccounts		
Available	for Campaigns, C	ommittees, Churches	s, Ministries, Schools, and	ł
Non-Prof	fits			
Q Fil	ter accounts			¢
	201323 R. R. R.			



5. Click on the **Settings** tab.



KNOWLEDGE BASE www.trailblz.com/kb



6. On the **Settings** page click **Integrations**.



Anedot	Trail Blazer Campaign Servic	✓ Action Pages	Finance Campaigns	Commitments	Transactions	Users	Settings
	Trail Bla	azer Campaign S	ervices, Inc.		Integrations	Advan	cod
		I Entity	Legal Entity	Deposit Schedule	Integrations		
	Conta	act Information	Account Verified Your account has be If you would like to a	en verified. update your legal detail	s, please <u>message us</u>	5×	
			Entity Type*	rity or Political)			









8. Enter your Trail Blazer IQ workspace name and click Save.



		Add Trail E	Blazer Int	egration		
	Campaign* All campa	igns			~	
	Workspace*			.trailblazeriq.	com	
	/	Cancel		Save	2	



9. *If* you were previously signed into your **Trail Blazer IQ Workspace**, you will come to a screen asking to confirm the connection process. Click **[Accept]** to proceed. *If* you weren't signed in, you'll be asked to enter your TBIQ credentials. *My example is below where I'm linking a "demo campaign" database.*







10. When the connection is finalized, you'll be brought back to your Anedot account where a screen will display a few different options. *If* you've been collecting donations with Anedot before making this connection, you have the *option* to push unsent donations. If not, you are all set with your connection process. My final *example* is below.



Example of a finished Anedot and Trail Blazer connection.

Anedot	Trail Blazer Campaign Servic	✓ Action Pa	iges Finance	Campaigns	Commitments	Transaction
Troil	Plazar Integra	tion				
Push donation	ons to your Trail Blazer account	tion				
All C	ampaigns 13/25/2021 08:30PM UTC				Delete	
Push Do This will	onations relay donations from All Campaigns	s to your Trail Blaze	r account.			
	lude ALL donations? Advanced					
Push Ur	nsent Donations	(*if yo	u need to	push do	nations th	at
Add	New Back	were p Anedo	previously ot account	collecte , you car	d in your n use this l	outton)



11. You can now **run a transaction** through your Anedot hosted donation form to verify it's processed in your **Trail Blazer** database. The donations will show up in your **Contribution list**. A **Source attribute** will be created that shows that these donation records are coming via Anedot.



Donations will propogate your Contributions List.

Settings Help											
Application Menu	0	Searcl	h Coun	t Reset 🕂 1	Vew 🔚 🖩	10	🔠 🛃 🤔 🗐	File - Edit -	Apply to	o Pledges	Contributions
	0	1									
Tasks =			C			-10					
 Committee Calendar/Tasks Canvassing Canvassing Voter Voters Minnesota Voter List Addresses Households Voter Relationships Lawn Signs Shared Databases Contributions/Pledges Contribution Refunds Pledges Pledges Pledges, Detail 			ACMI	Committ E for America o Campaign Data yn For Congress	abase - Joel		Date Range: Election: Event: Amount Range: Batch Code:	Today ✓ 3/26/2021 <ignore> minimum</ignore>	✓ <> ☑ 3/2 ✓ to maximu	× 26/2021 × × m ×	Products: Recurrence:
Thank You Letter - Contributions Reports Product Sales	Con	Edit tributio	Bort Sort	Format 🔸	🕞 Wrap 🛛 🏝	Exp	ort 🖕 Print 🛛 🌐	Pivot			
> 🤣 Logs			ID	Date	Committee			Last Name	First Name	МІ	Amount
> 🧐 Communications > 🍶 Financial	Þ		2932	3/26/2021	Demo Camp	aign [Database - Joel	Horton	Billie-Bob	Pierre	500.00
> 🌞 Disclosure > 🍫 System Manager		1									500.00



A source attribute will be created to track data coming through your Anedot donation form.

🗄 🛅 Social Networking		
🖹 🗁 Source		
API Contribution Anedot	₽ 🗹	3/26/2021
🗄 🛅 Junk - Delete Later		
🕀 🛅 Shared Database - Minnesota	Voter	
🕀 🛅 Shared Database Import		
Website Contribution		
Website Email Signup		
Website Event Signup		
Website Signup		
🗄 🛅 Volunteers		
🗄 🔂 Voter Candidate Support		

Check out the Related Resources below for links to other similar articles and videos.





YouTube Channel

- Knowledge Base Articles

- 3rd Party Resources

Related Resources

Article: Write Thank You Letters (Receipts) to Donors and Flag them as Thanked

Article: How to Create a Year-by-Year Giving History Report

Video: Getting Started 107 – Writing Contribution Thank You Letters

Video: Thank you's using mass email

Video: <u>Reporting 101 – Political – Contributions</u>

3rd Party Resource: Purchase and Activate an Anedot Account



Trail Blazer Live Support

- **(C)** Phone: 1-866-909-8700
- Email: support@trailblz.com
- Facebook: https://www.facebook.com/pages/Trail-Blazer-Software/64872951180
- Twitter: <u>https://twitter.com/trailblazersoft</u>

* As a policy we require that you have taken our intro training class before calling or emailing our live support team.

<u>*Click here*</u> to view our calendar for upcoming classes and events. You can 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 <u>GoToMeeting</u> session where we host our live interactive training classes.

* This service *is* included in your contract.