

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution


Author: Joel Kristenson
Last Updated: 2016-04-11

Overview

This article will walk you through the steps to *enable* **purchase orders** for selling **products, tickets, and/or memberships**. It then walks through the steps to **fulfill** the purchase order once the payment arrives by recording the **payment**, updating the **status**, and recording the related **contribution** record.

Important: When someone pays **online** through the event system it will *automatically* create a contribution record in the purchaser's record, but when you **manually** create/fulfill the order it ***requires** that you also record a contribution record to go along with their payment (*this can sometimes be 100% tax-deductible, but may have a portion that isn't fully tax-deductible, you can record both with Trail Blazer for your tax receipt*).

*There were some upgrades to the software in late **2015** that make this process more streamlined, instead of jumping between the event record and the purchaser's record to enter contribution data, you can now handle all of it through just the event record.*

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

Outline

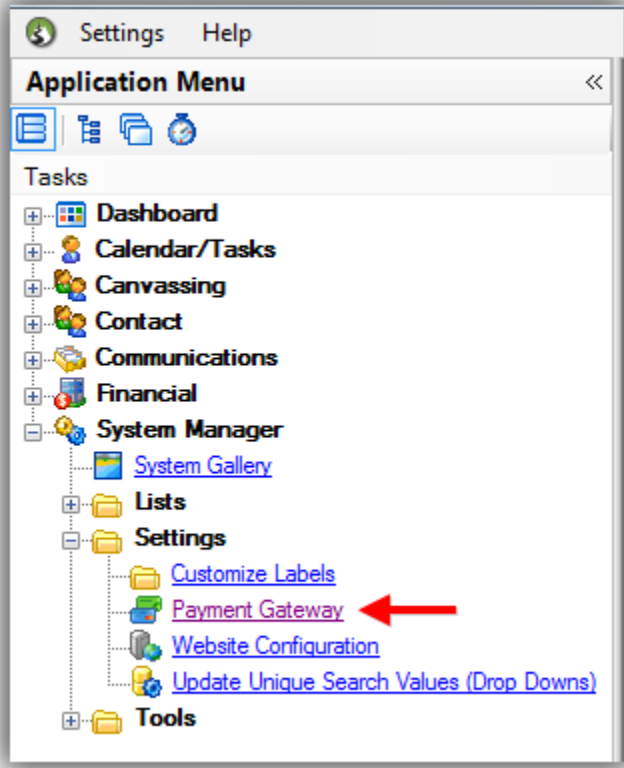
- #1 – Enable Purchase Orders for Online Events
- #2 – Add/Configure Payment Types
- #3 – *Example* Purchase Order Created through an Online Event
- #4 – Manually Creating a Purchase Order within the Database
- #5 – Fulfill a Purchase Order and Record the Related Contribution Record
- #6 – Related Resources

#1 – Enable Purchase Orders for Online Events

This process **requires admin [security access](#).*

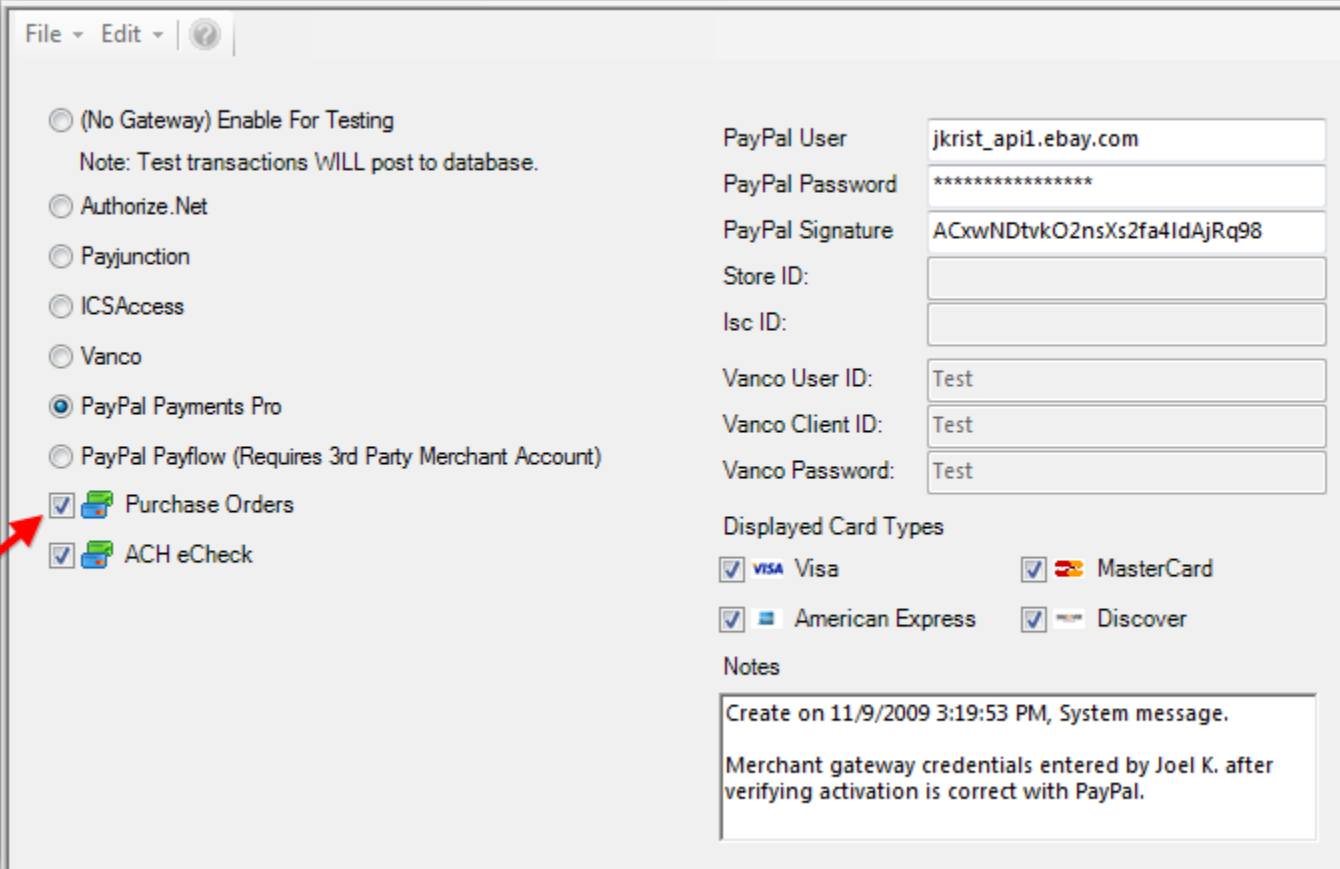
Navigate to the **Payment Gateway** screen by following **Application Menu > System Manager > Settings > Payment Gateway**

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



Check the box for **Purchase Orders**.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



File ▾ Edit ▾ | ?

(No Gateway) Enable For Testing
Note: Test transactions WILL post to database.

Authorize.Net


Payjunction


ICSAccess

Vanco

PayPal Payments Pro

PayPal Payflow (Requires 3rd Party Merchant Account)

 Purchase Orders

 ACH eCheck

PayPal User:

PayPal Password:

PayPal Signature:

Store ID:



Isc ID:



Vanco User ID:

Vanco Client ID:

Vanco Password:

Displayed Card Types

 Visa  MasterCard

 American Express  Discover

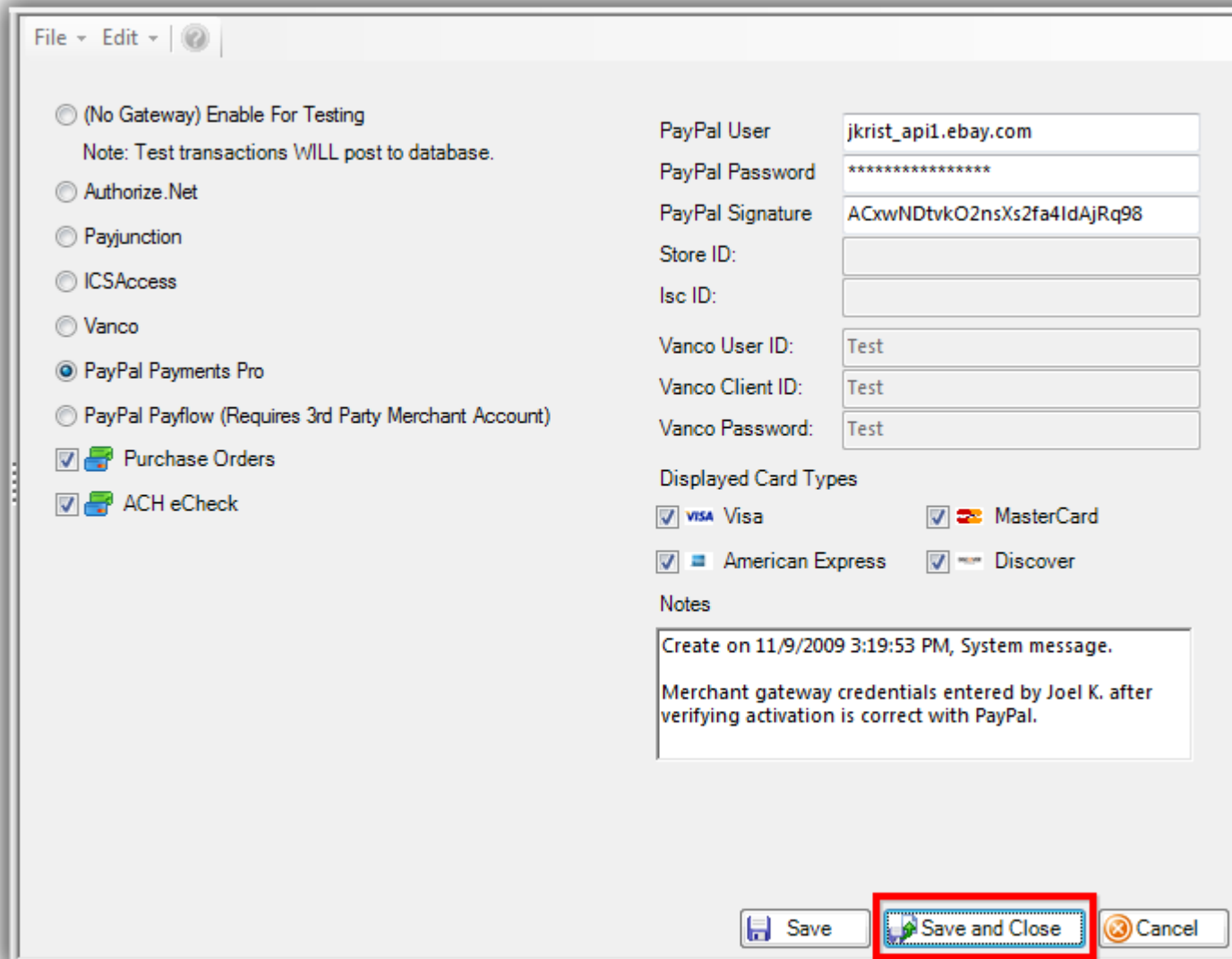
Notes

Create on 11/9/2009 3:19:53 PM, System message.

Merchant gateway credentials entered by Joel K. after verifying activation is correct with PayPal.

Click **[Save and Close]** in the bottom-right.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



File ▾ Edit ▾ | ?

(No Gateway) Enable For Testing
Note: Test transactions WILL post to database.

Authorize.Net


Payjunction


ICSAccess

Vanco

PayPal Payments Pro

PayPal Payflow (Requires 3rd Party Merchant Account)

 Purchase Orders

 ACH eCheck

PayPal User: jkrist_api1.ebay.com

PayPal Password: *****

PayPal Signature: ACxwNDtvkO2nsXs2fa4IdAjRq98

Store ID:



Isc ID:



Vanco User ID: Test

Vanco Client ID: Test

Vanco Password: Test

Displayed Card Types

 VISA Visa  MasterCard

 American Express  Discover

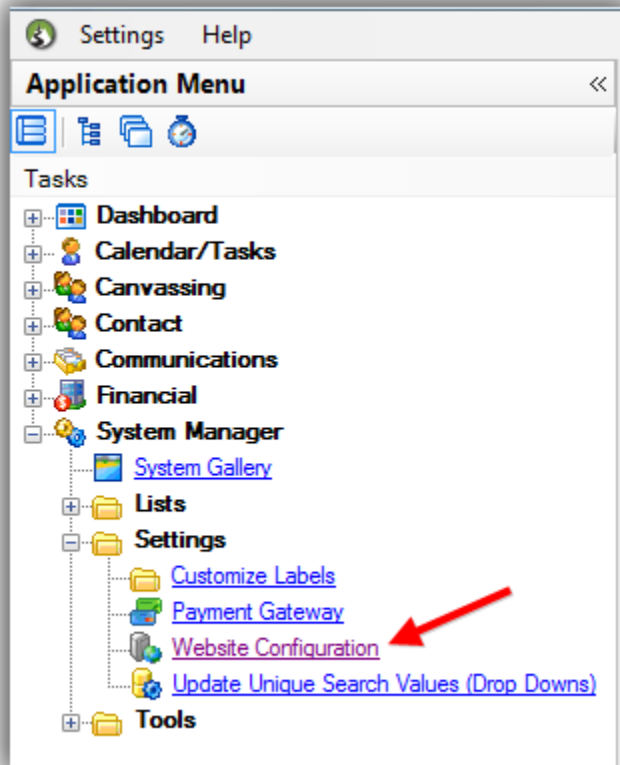
Notes

Create on 11/9/2009 3:19:53 PM, System message.

Merchant gateway credentials entered by Joel K. after verifying activation is correct with PayPal.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

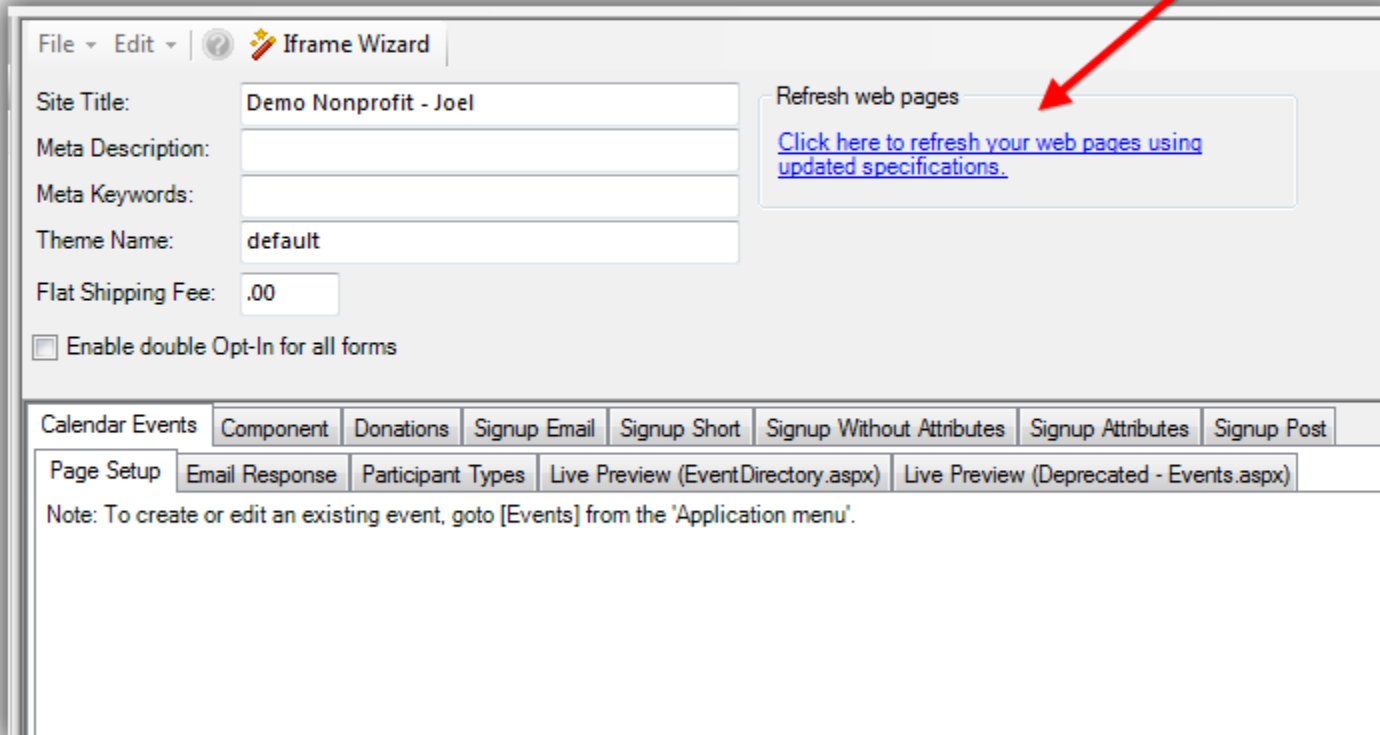
Navigate to **Web Site Configuration** under System Manager.



Click on the [blue](#) link in the upper-right to **refresh website settings**.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Click this link to refresh your Trail Blazer web forms after enabling purchase orders.



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.](#)

Calendar Events Component Donations Signup Email Signup Short Signup Without Attributes Signup Attributes Signup Post

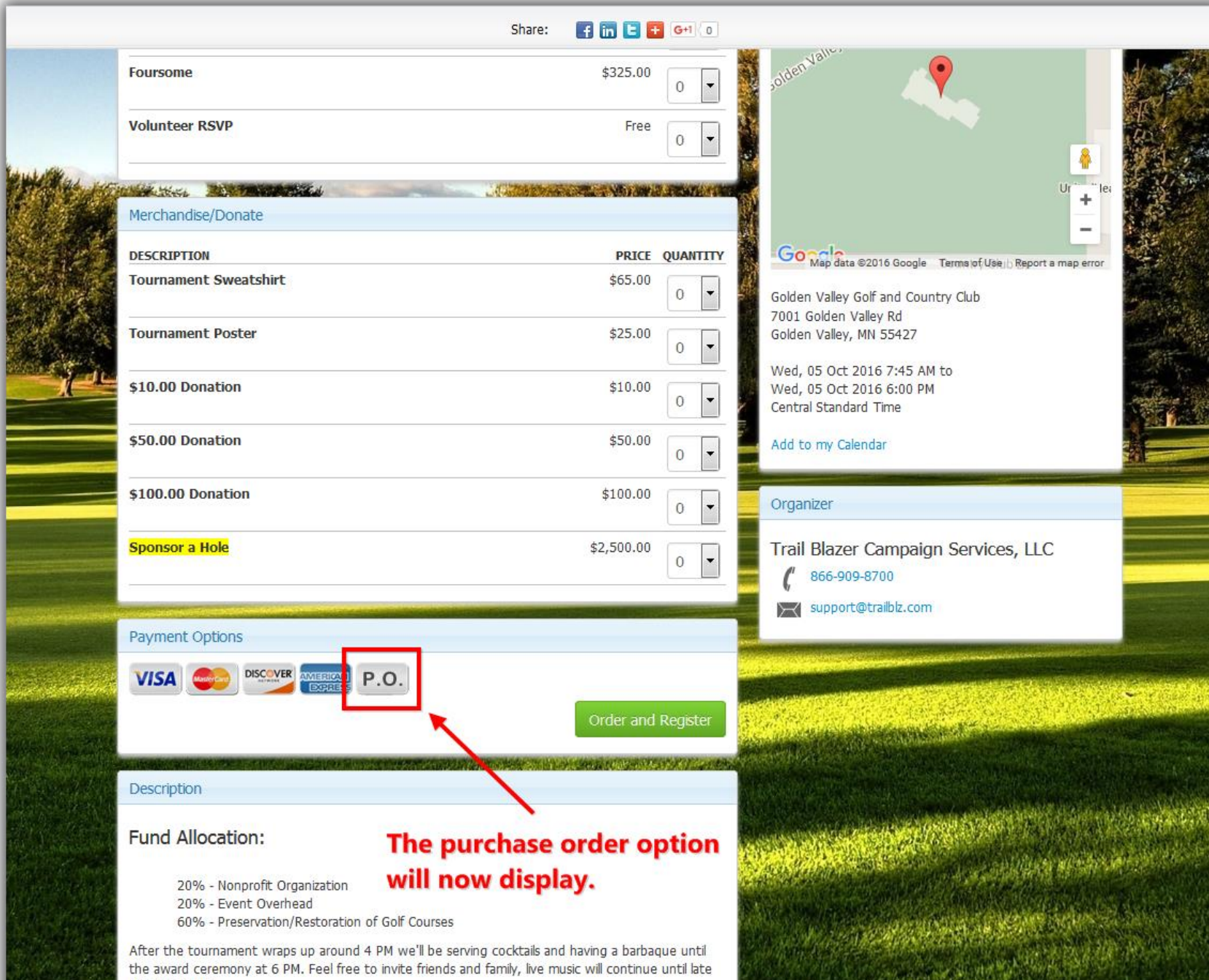
Page Setup Email Response Participant Types Live Preview (EventDirectory.aspx) Live Preview (Deprecated - Events.aspx)






Note: To create or edit an existing event, goto [Events] from the 'Application menu'.


Your online events will now list **Purchase Orders (P.O.)** as a **payment option** on both the primary event registration page, and the **checkout** page (shown in the two images below).


Img 1 of 2 – Payment Options on the Primary Event Page

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution









Share:     





Foursome \$325.00 

Volunteer RSVP Free 

Merchandise/Donate

DESCRIPTION	PRICE	QUANTITY
Tournament Sweatshirt	\$65.00	<input type="text" value="0"/> 
Tournament Poster	\$25.00	<input type="text" value="0"/> 
\$10.00 Donation	\$10.00	<input type="text" value="0"/> 
\$50.00 Donation	\$50.00	<input type="text" value="0"/> 
\$100.00 Donation	\$100.00	<input type="text" value="0"/> 
Sponsor a Hole	\$2,500.00	<input type="text" value="0"/> 


Payment Options


    **P.O.**

[Order and Register](#)

Organizer

Trail Blazer Campaign Services, LLC

 866-909-8700

 support@trailblz.com

Description

Fund Allocation:

- 20% - Nonprofit Organization
- 20% - Event Overhead
- 60% - Preservation/Restoration of Golf Courses

After the tournament wraps up around 4 PM we'll be serving cocktails and having a barbaque until the award ceremony at 6 PM. Feel free to invite friends and family, live music will continue until late

The purchase order option will now display.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Img 2 of 2 – Checkout Screen for an Online Event

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Payment Options

Billing Information





* Address

* City

* State

* Zip Code

Payment Information

    P.O.

Payment Type

Please enter the code you see here

- VISA
- Discover
- American Express
- MasterCard
- Purchase Order**
- Invoice Me
- Pay At the Door
- Paid Over the Phone by Credit Card

The Purchase Order option will now display during checkout for online events.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

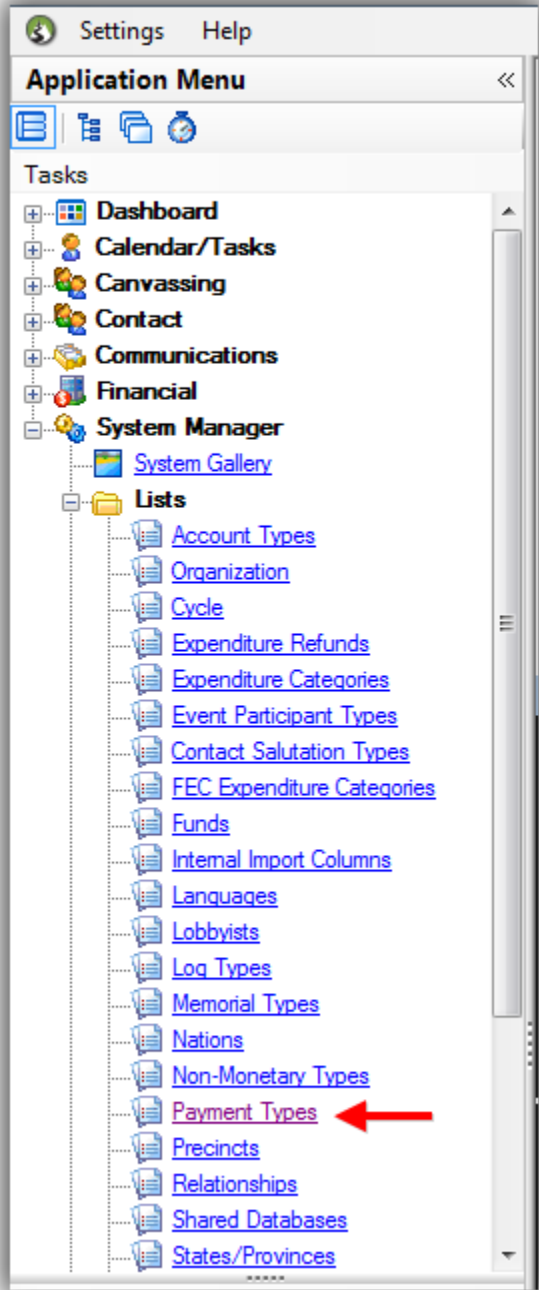
The next section covers how to add even more options to the **payment type** drop-down list for checkouts for your events.

#2 – Add/Configure Payment Types

IMPORTANT: Once you create a new payment type you **cannot** delete it.

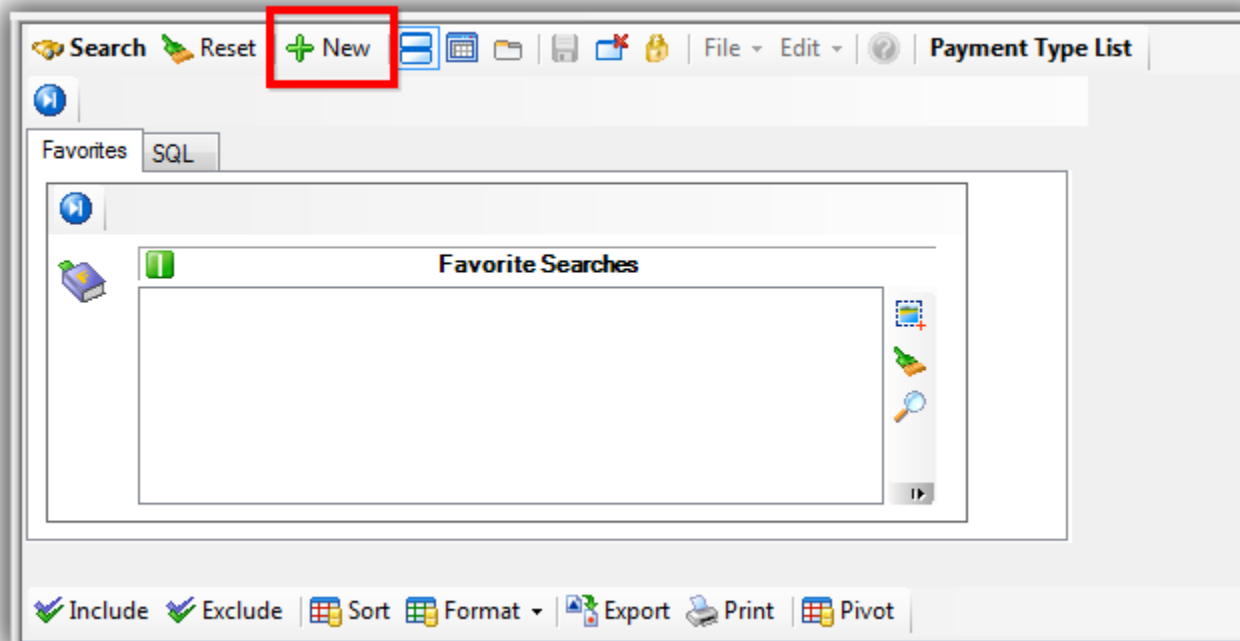
Navigate to the **Payment Types** list by following **Application Menu > System Manager > Lists > Payment Types**

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

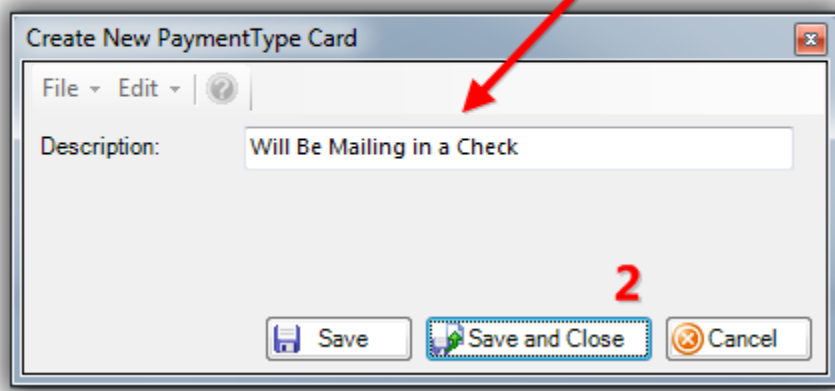
Click **[+ New]** on the search tool strip. *If you wanted to change the name of one of your current payment types you can just click on the name, open it, and modify it.*



Create a **name** and click **[Save and Close]**. *In my example I called mine 'Will Be Mailing in a Check'.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

1. Create a name.



Click **[Search]** to refresh the list and your new option will display.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

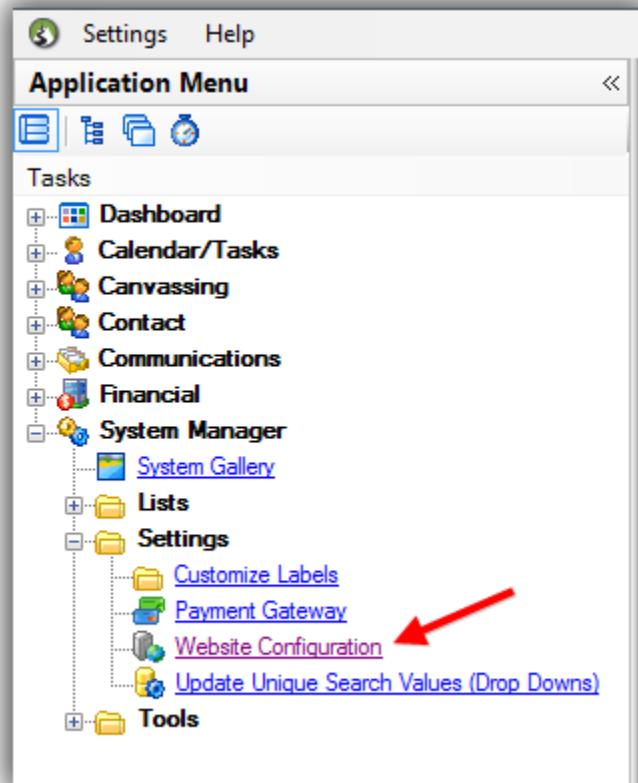
The screenshot shows the 'Payment Type List' window in TrailBlazer. The 'Search' button is highlighted with a red box. Below the search area is a table with 9 records. A red arrow points to the bottom row of the table, which shows a total of 9 records.

Incl	Payment Type ID	Description	Category
<input checked="" type="checkbox"/>	1	VISA	49518
<input checked="" type="checkbox"/>	2	Discover	49518
<input checked="" type="checkbox"/>	3	American Express	49518
<input checked="" type="checkbox"/>	4	MasterCard	49518
<input checked="" type="checkbox"/>	5	Purchase Order	49519
<input checked="" type="checkbox"/>	10000	Invoice Me	49519
<input checked="" type="checkbox"/>	10001	Pay At the Door	49519
<input checked="" type="checkbox"/>	10002	Paid Over the Phone by Credit Card	49519
<input checked="" type="checkbox"/>	10003	Will Be Mailing in a Check	49519
9			

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

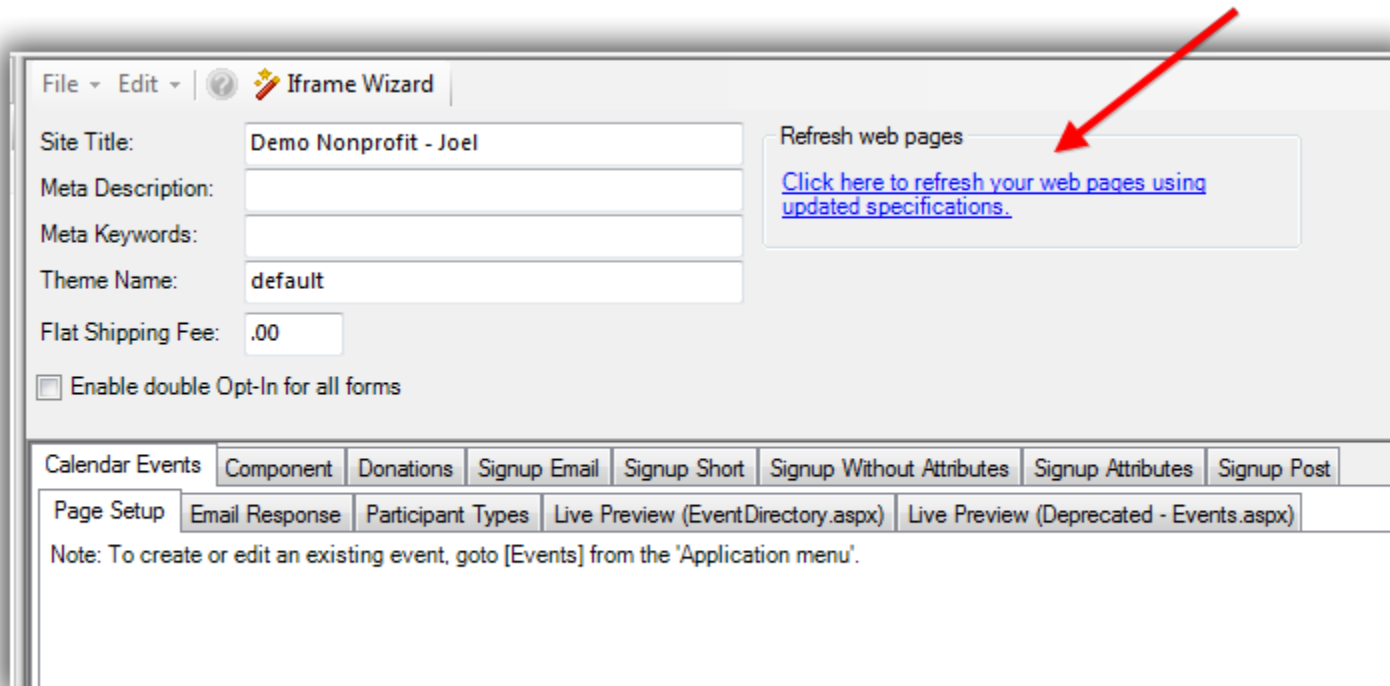
The last very **IMPORTANT** step is to refresh the **website settings** for the changes to take effect.



Navigate to **Website Configuration** by following **Application Menu > System Manager > Settings > Website Configuration**



Click on the [blue](#) link in the upper right to **refresh website settings**.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



File ▾ Edit ▾ |   IFrame Wizard

Site Title:

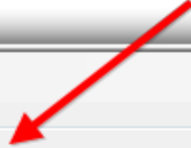
Meta Description:

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.](#)

Calendar Events | Component | Donations | Signup Email | Signup Short | Signup Without Attributes | Signup Attributes | Signup Post

Page Setup | Email Response | Participant Types | Live Preview (EventDirectory.aspx) | Live Preview (Deprecated - Events.aspx)

Note: To create or edit an existing event, goto [Events] from the 'Application menu'.

Once that's complete the people making purchases through your events will see your new (*or modified*) payment types as an option. *My finished example is below.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Payment Options

Billing Information






* Address

* City

* State

* Zip Code

Payment Information

Payment Type

Name on Card

Card Number

* Expiration

Please enter the code you see here

New payment types will display on your event's checkout page after refreshing your website settings.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

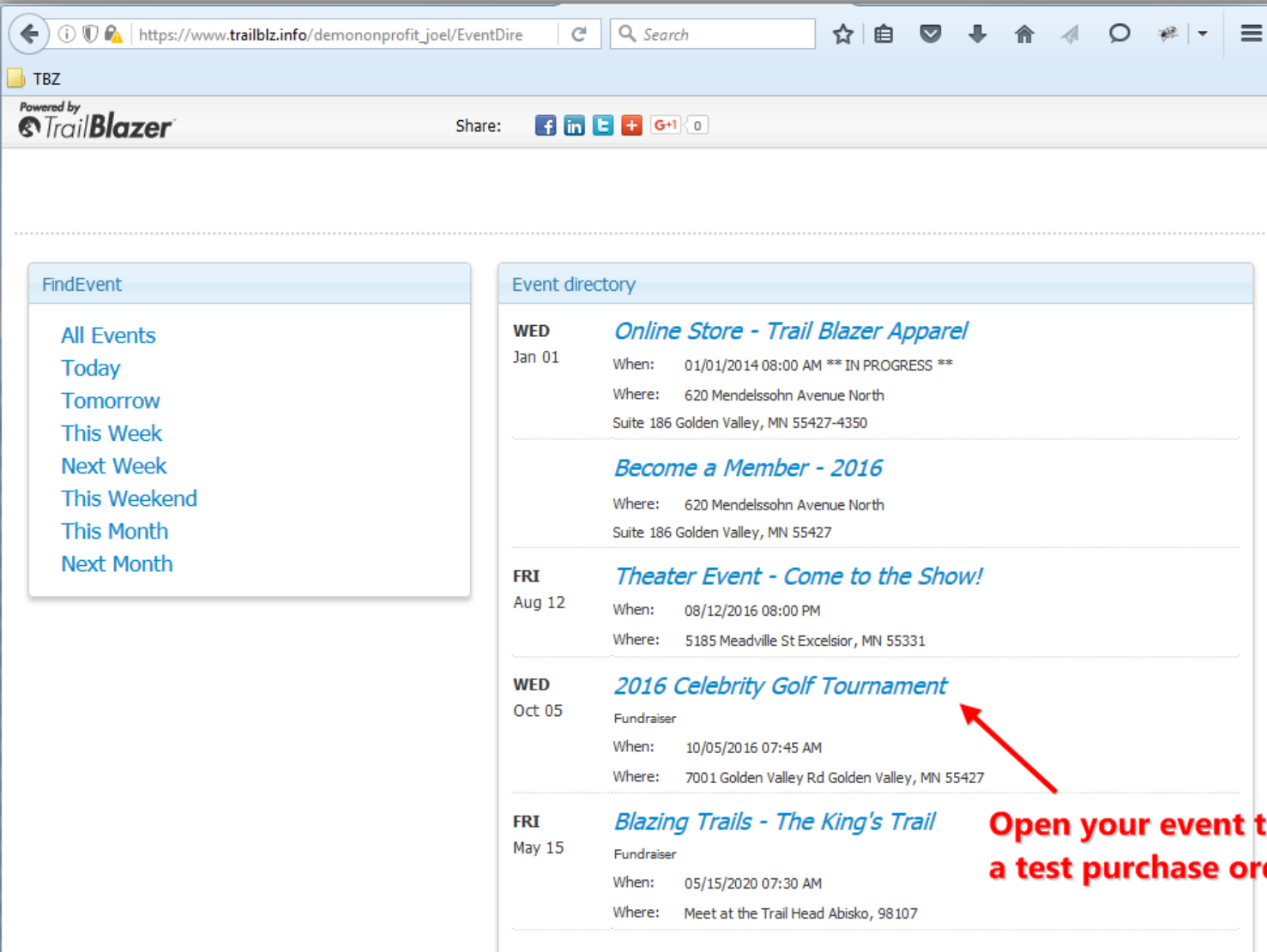
The next section will walk you through the steps to fulfill a purchase order and record it as a contribution (*which Trail Blazer currently won't do automatically*).

#3 – Example Purchase Order Created through an Online Event

Open up one of the events [you've created](#) (*your directory is located at www.trailblz.info/YourDatabaseName/EventDirectory.aspx*). I used an event called "2016 Celebrity Golf Tournament".

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

To run a test purchase order navigate to your event directory (www.trailblz.info/YourDatabaseName/EventDirectory.aspx) and click on one of your events to open it.



The screenshot shows a web browser window displaying the TrailBlazer Event Directory. The browser address bar shows the URL: https://www.trailblz.info/demononprofit_joel/EventDire. The page header includes the TrailBlazer logo and a 'Share' button with social media icons. The main content area is divided into two columns. The left column, titled 'FindEvent', contains a list of filters: All Events, Today, Tomorrow, This Week, Next Week, This Weekend, This Month, and Next Month. The right column, titled 'Event directory', lists several events. The event '2016 Celebrity Golf Tournament' is highlighted with a red arrow and the text 'Open your event to run a test purchase order.' The event details for '2016 Celebrity Golf Tournament' are: WED, Oct 05, Fundraiser, When: 10/05/2016 07:45 AM, Where: 7001 Golden Valley Rd Golden Valley, MN 55427.

Day	Event Title	Date	Time	Location
WED	Online Store - Trail Blazer Apparel	Jan 01	01/01/2014 08:00 AM ** IN PROGRESS **	620 Mendelssohn Avenue North Suite 186 Golden Valley, MN 55427-4350
	Become a Member - 2016			620 Mendelssohn Avenue North Suite 186 Golden Valley, MN 55427
FRI	Theater Event - Come to the Show!	Aug 12	08/12/2016 08:00 PM	5185 Meadville St Excelsior, MN 55331
WED	2016 Celebrity Golf Tournament	Oct 05	10/05/2016 07:45 AM	7001 Golden Valley Rd Golden Valley, MN 55427
FRI	Blazing Trails - The King's Trail	May 15	05/15/2020 07:30 AM	Meet at the Trail Head Abisko, 98107

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Select something to buy and click **[Order and Register]**.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution





Share: [f](#) [in](#) [t](#) [+](#) [G+](#) [o](#)


Foursome	\$325.00	0
Volunteer RSVP	Free	0

Merchandise/Donate

DESCRIPTION	PRICE	QUANTITY
Tournament Sweatshirt	\$65.00	0
Tournament Poster	\$25.00	0
\$10.00 Donation	\$10.00	0
\$50.00 Donation	\$50.00	0
\$100.00 Donation	\$100.00	0
Sponsor a Hole	\$2,500.00	1

Payment Options





P.O.



Order and Register

Description

Fund Allocation:

- 20% - Nonprofit Organization
- 20% - Event Overhead
- 60% - Preservation/Restoration of Golf Courses

After the tournament wraps up around 4 PM we'll be serving cocktails and having a barbaque until the award ceremony at 6 PM. Feel free to invite friends and family. Live music will continue until late




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


Wed, 05 Oct 2016 7:45 AM to
Wed, 05 Oct 2016 6:00 PM
Central Standard Time

[Add to my Calendar](#)

Organizer

Trail Blazer Campaign Services, LLC

 866-909-8700

 support@trailblz.com

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Fill out all the information on the checkout screen, select '**Purchase Order**' from the drop-down list next to **Payment Option**, and click [**Complete Registration Order**].

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

* Last Name

Address

City

State

Zip Code

Employer

Job Title

Email

Payment Options

Billing Information

* Address

* City

* State

* Zip Code

Payment Information



Payment Type

To test a purchase order payment select that new option from the Payment Type drop-down.

Please enter the code you see here



[Complete Registration Order](#)

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

You'll be redirected to a receipt page, and you'll also receive a receipt by email. *My example is below which shows that I still have an open balance due since I 'paid' with a purchase order.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Powered by TrailBlazer

[Return to: Checkout our Facebook Page!](#) Print Receipt and Tickets

Your Invoice

Thank you for your order. Below is your confirmation. Please keep a copy for your records.

Your Customer Number is: 12796
 Your Order Number is: 00000043
 Your Order Date is: Friday, April 08, 2016 9:45 AM

Wednesday, October 05, 2016 7:45 AM to 6:00 PM

Your order for 2016 Celebrity Golf Tournament is complete!

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


Ticket Summary

Joel Kristenson Type: Single

<p>Billing</p> <p>Joel Kristenson 9110 Golden Valley Rd Apt 10 Golden Valley MN 55427</p>	<p>Contact</p> <p>Phone: 218-442-1919 Email: jkristenson@trailblz.com</p>
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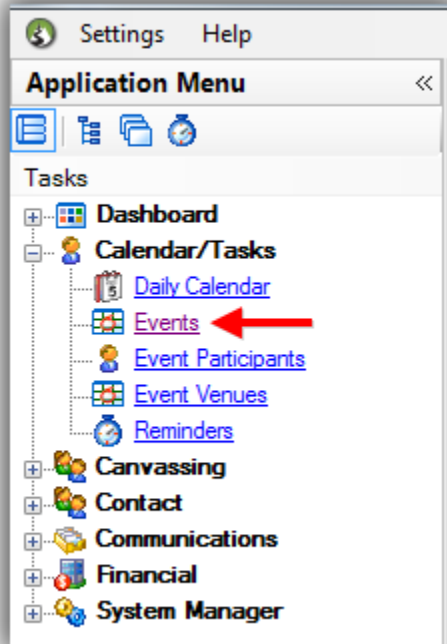
Item	Name	Unit	Qty	Total
26	Single	\$150.00	1	\$150.00
Subtotal				\$150.00
Balance Due				\$150.00

Balance due after ordering with the purchase order option.



Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

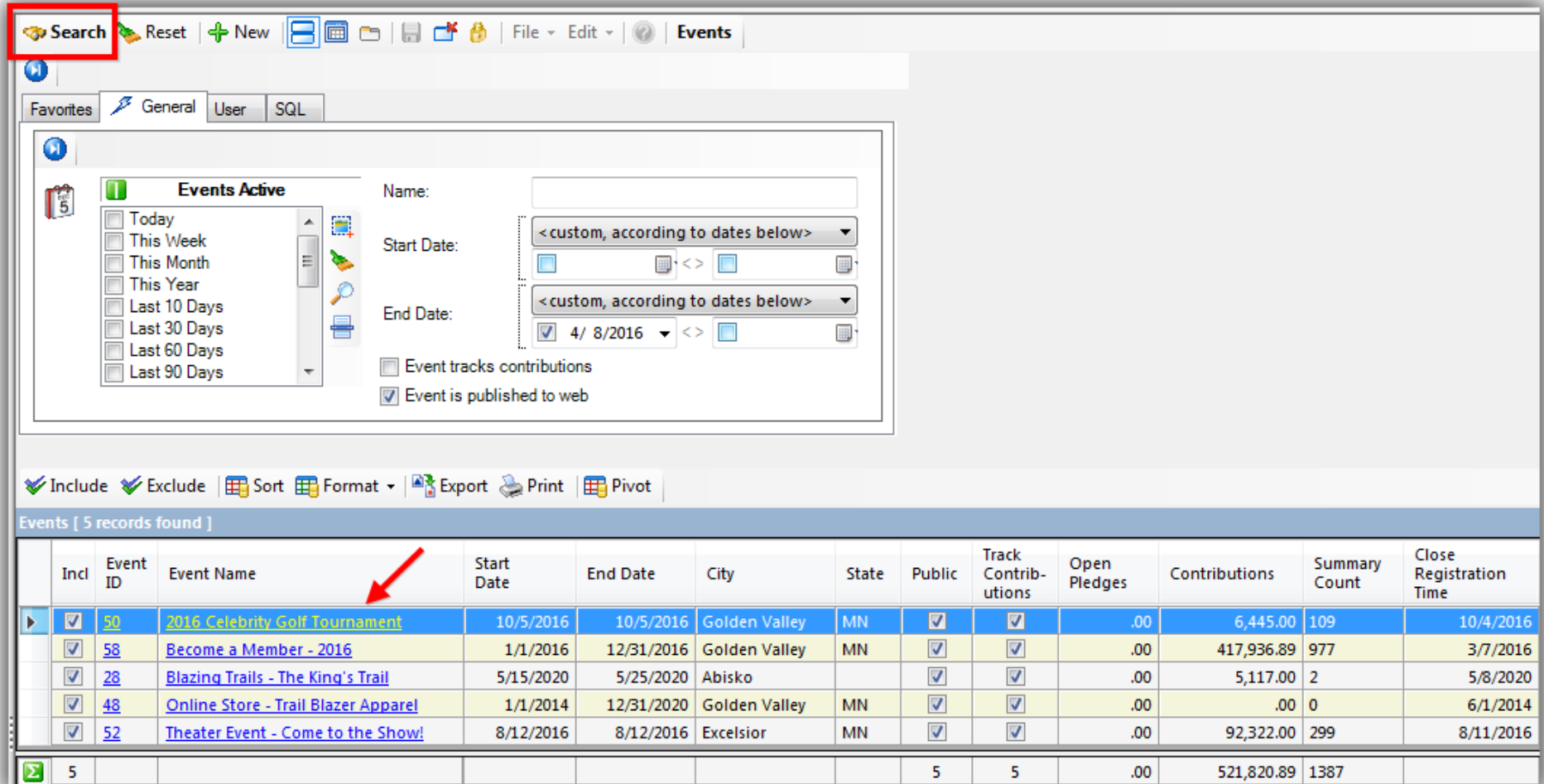
Log into your database and navigate to the **Events** list under **Calendar/Tasks**.



Search for and open the event you ran a test purchase order for. *In my example, it was the 2016 Celebrity Golf Tournament.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Search for an open the event you ran a test purchase order for.



The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'Search' highlighted in a red box. Below the menu bar, there are tabs for 'Favorites', 'General', 'User', and 'SQL'. The main area is divided into a left sidebar and a right main panel. The sidebar contains a calendar icon and a list of filters under 'Events Active', including 'Today', 'This Week', 'This Month', 'This Year', 'Last 10 Days', 'Last 30 Days', 'Last 60 Days', and 'Last 90 Days'. The right main panel has a search form with fields for 'Name', 'Start Date', and 'End Date'. The 'Start Date' and 'End Date' fields are set to '<custom, according to dates below>'. Below these fields are checkboxes for 'Event tracks contributions' (unchecked) and 'Event is published to web' (checked). At the bottom of the interface, there is a toolbar with options like 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'. Below the toolbar, a table titled 'Events [5 records found]' is displayed. A red arrow points to the 'Event Name' column of the table.

	Incl	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"/>	50	2016 Celebrity Golf Tournament	10/5/2016	10/5/2016	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	6,445.00	109	10/4/2016
	<input checked="" type="checkbox"/>	58	Become a Member - 2016	1/1/2016	12/31/2016	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	417,936.89	977	3/7/2016
	<input checked="" type="checkbox"/>	28	Blazing Trails - The King's Trail	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	5,117.00	2	5/8/2020
	<input checked="" type="checkbox"/>	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
	<input checked="" type="checkbox"/>	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	299	8/11/2016
		5								.00	521,820.89	1387	

The order will display under the **Sales > Orders** tab and will reflect that the **payment type** is a **Purchase Order**.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Example purchase order created through an online event registration.

The screenshot shows the TrailBlazer interface for a "2016 Celebrity Golf Tournament [50]". The top section contains event details like name, category, and dates. Below is a "Published Event Description" area with HTML code. The bottom section is the "Orders" table, which lists 8 records. A red box highlights the "Purchase Order" payment type for order 43, and a red arrow points to the "Amount Open" column for order 18.

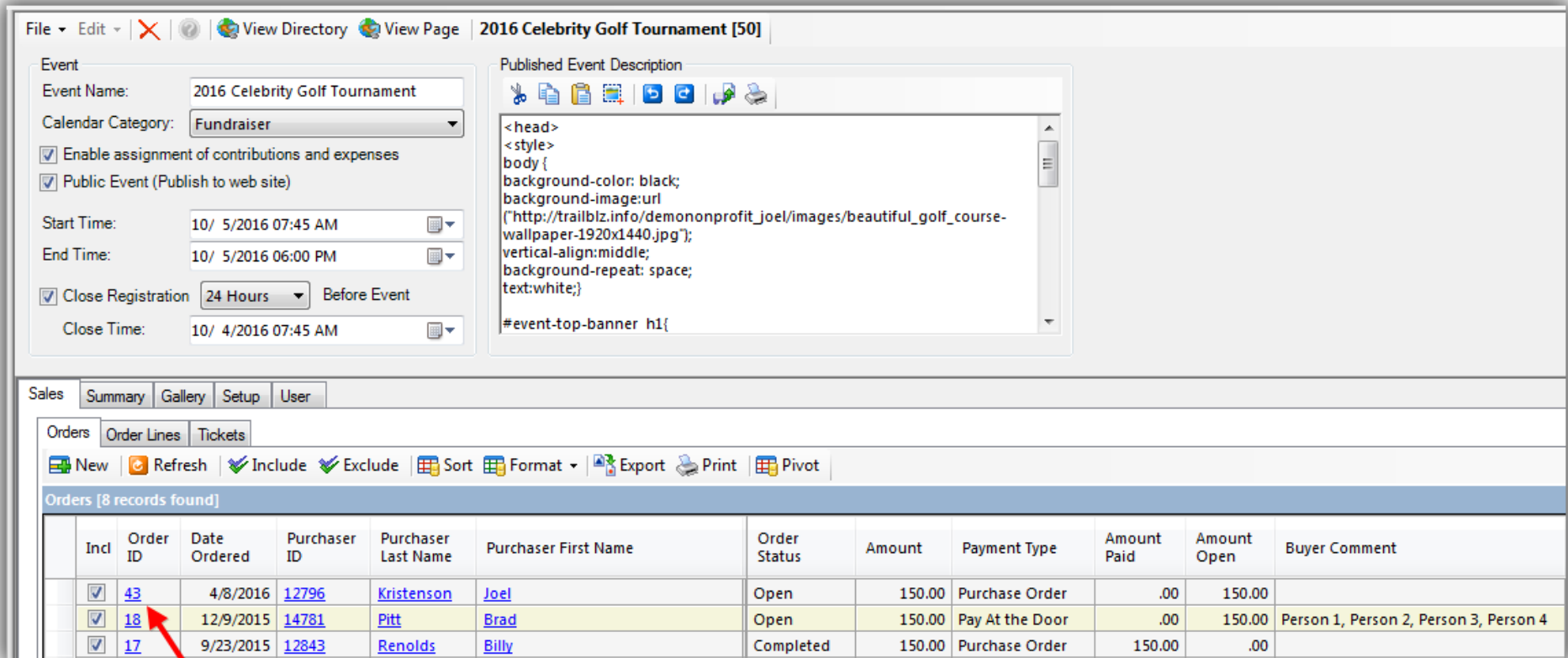
Incl	Order ID	Date Ordered	Purchaser ID	Purchaser Last Name	Purchaser First Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Buyer Comment
<input checked="" type="checkbox"/>	43	4/8/2016	12796	Kristenson	Joel	Open	150.00	Purchase Order	.00	150.00	
<input checked="" type="checkbox"/>	18	12/9/2015	14781	Pitt	Brad	Open	150.00	Pay At the Door	.00	150.00	Person 1, Person 2, Person 3, Person 4
<input checked="" type="checkbox"/>	17	9/23/2015	12843	Renolds	Billy	Completed	150.00	Purchase Order	150.00	.00	
<input checked="" type="checkbox"/>	12	9/3/2014	12844	Jones	Dave	Open	150.00	Pay At the Door	.00	150.00	Testing 1,2,3,4
<input checked="" type="checkbox"/>	11	8/12/2014	12842	NA	Trail Blazer Campaign Services, LLC	Open	2,715.00	VISA	2,715.00	.00	Test

Amount paid will reflect as zero when a purchase order is made online.

Amount that's still open.

You can click on the **Order ID** link to view the entire order with details. *In section #5 the steps to fulfill a purchase order is covered.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



The screenshot shows the TrailBlazer software interface. At the top, there's a navigation bar with 'File', 'Edit', and 'View Directory'. The main area is titled '2016 Celebrity Golf Tournament [50]'. On the left, there's an 'Event' section with fields for 'Event Name' (2016 Celebrity Golf Tournament), 'Calendar Category' (Fundraiser), and checkboxes for 'Enable assignment of contributions and expenses' and 'Public Event (Publish to web site)'. Below these are 'Start Time' (10/ 5/2016 07:45 AM) and 'End Time' (10/ 5/2016 06:00 PM). A 'Close Registration' section is set to '24 Hours' before the event, with a 'Close Time' of 10/ 4/2016 07:45 AM. On the right, there's a 'Published Event Description' area with a code editor showing CSS for a banner.

Below the event details, there's a 'Sales' section with tabs for 'Summary', 'Gallery', 'Setup', and 'User'. Under 'Summary', there are sub-tabs for 'Orders', 'Order Lines', and 'Tickets'. A toolbar includes 'New', 'Refresh', 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'. The main area shows 'Orders [8 records found]' with a table of purchase orders.

Incl	Order ID	Date Ordered	Purchaser ID	Purchaser Last Name	Purchaser First Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Buyer Comment
<input checked="" type="checkbox"/>	43	4/8/2016	12796	Kristenson	Joel	Open	150.00	Purchase Order	.00	150.00	
<input checked="" type="checkbox"/>	18	12/9/2015	14781	Pitt	Brad	Open	150.00	Pay At the Door	.00	150.00	Person 1, Person 2, Person 3, Person 4
<input checked="" type="checkbox"/>	17	9/23/2015	12843	Renolds	Billy	Completed	150.00	Purchase Order	150.00	.00	

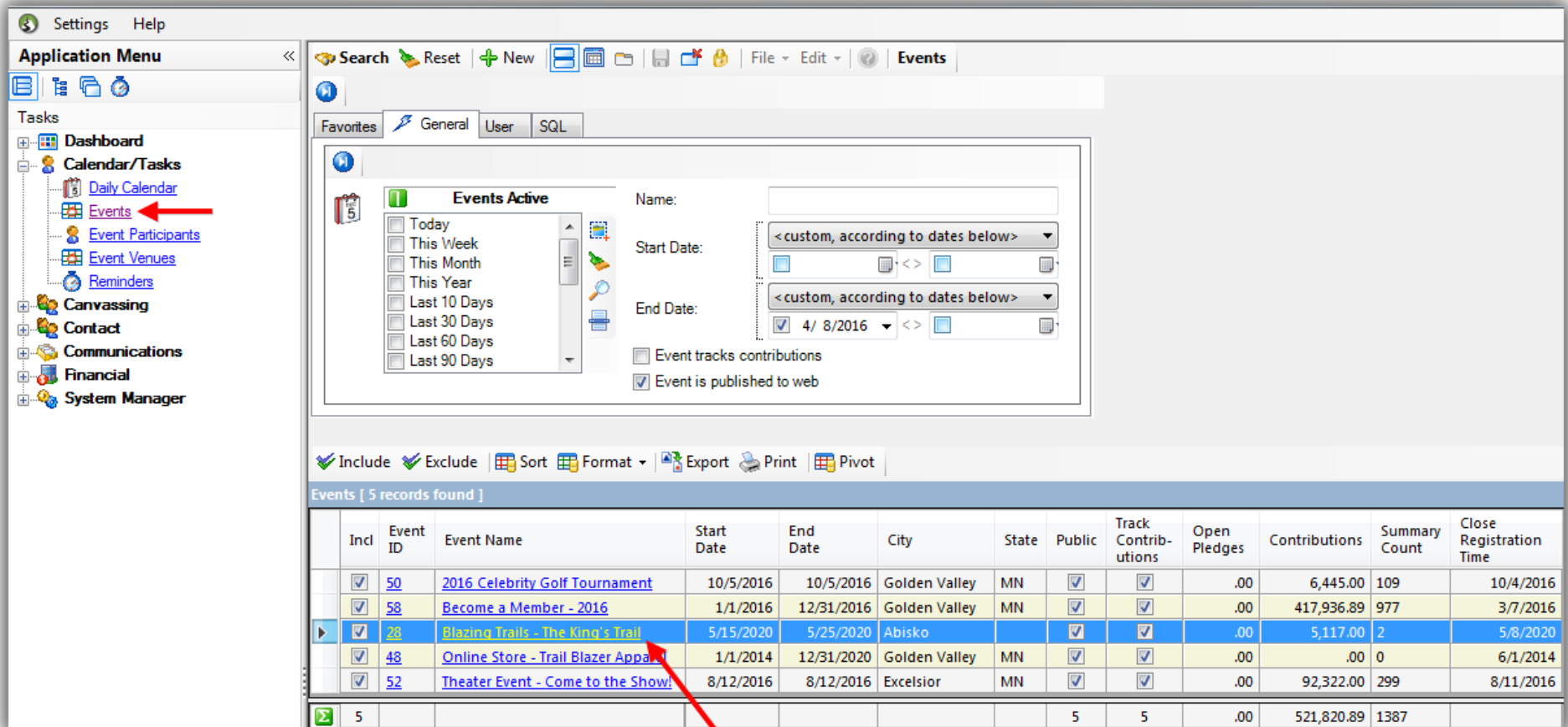
Click on the Order ID if you want to view details, make changes, or fulfill the purchase order. Section #5 covers the steps to fulfill the purchase order.

The next section shows how to manually create a purchase order vs an online order, the last section (#5) shows how to fulfill these purchase orders with a payment and related contribution record.

#4 – Manually Creating a Purchase Order within the Database

Navigate to the **Events** list and open the event you want to create a purchase order for. *In my example I used an event called “Blazing Trails – The King’s Trail”.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



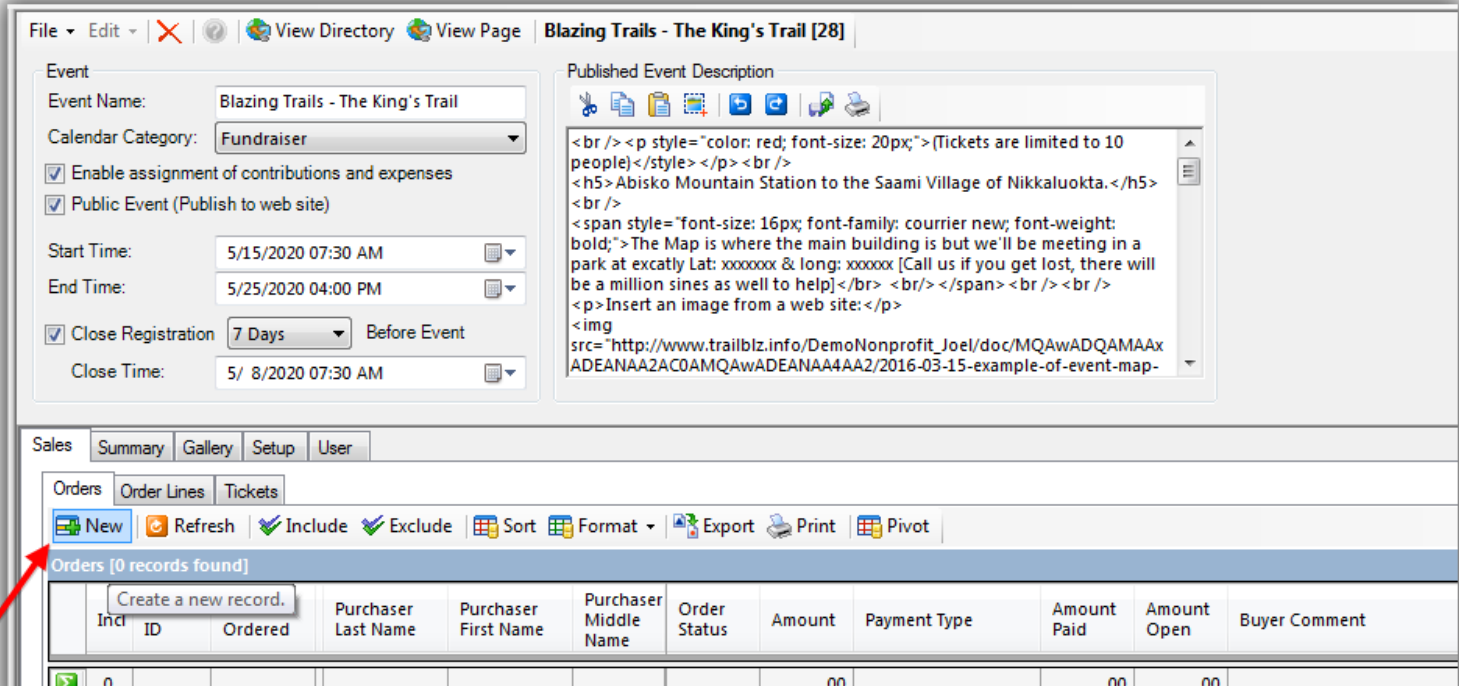
The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with a tree view of tasks including Dashboard, Calendar/Tasks, Events (highlighted with a red arrow), Event Participants, Event Venues, Reminders, Canvassing, Contact, Communications, Financial, and System Manager. The main window displays the 'Events' search results. The search criteria are: Name (empty), Start Date (dropdown: '<custom, according to dates below>'), End Date (dropdown: '<custom, according to dates below>', with a date picker showing 4/8/2016), and checkboxes for 'Event tracks contributions' (unchecked) and 'Event is published to web' (checked). Below the search criteria are buttons for Include, Exclude, Sort, Format, Export, Print, and Pivot. The results table shows 5 records found. A red arrow points to the row for 'Blazing Trails - The King's Trail' (Event ID 28).

Incl	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"/>	50	2016 Celebrity Golf Tournament	10/5/2016	10/5/2016	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	6,445.00	109	10/4/2016
<input checked="" type="checkbox"/>	58	Become a Member - 2016	1/1/2016	12/31/2016	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	417,936.89	977	3/7/2016
<input checked="" type="checkbox"/>	28	Blazing Trails - The King's Trail	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	5,117.00	2	5/8/2020
<input checked="" type="checkbox"/>	48	Online Store - Trail Blazer App	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"/>	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	299	8/11/2016
<input checked="" type="checkbox"/>	5						5	5	.00	521,820.89	1387	

Run a search query and open the event you want to create a purchase order for.

Under the **Sales > Orders** tab click the **[+ New]** button.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



The screenshot shows the TrailBlazer software interface. The top section is titled "Blazing Trails - The King's Trail [28]". It contains an "Event" form with the following details:

- Event Name: Blazing Trails - The King's Trail
- Calendar Category: Fundraiser
- Enable assignment of contributions and expenses:
- Public Event (Publish to web site):
- Start Time: 5/15/2020 07:30 AM
- End Time: 5/25/2020 04:00 PM
- Close Registration: 7 Days Before Event
- Close Time: 5/ 8/2020 07:30 AM

To the right is a "Published Event Description" text area containing HTML code for styling and content.

Below the event form is a "Sales" section with tabs for "Summary", "Gallery", "Setup", and "User". Under "Summary", there are sub-tabs for "Orders", "Order Lines", and "Tickets". A toolbar includes buttons for "New", "Refresh", "Include", "Exclude", "Sort", "Format", "Export", "Print", and "Pivot".

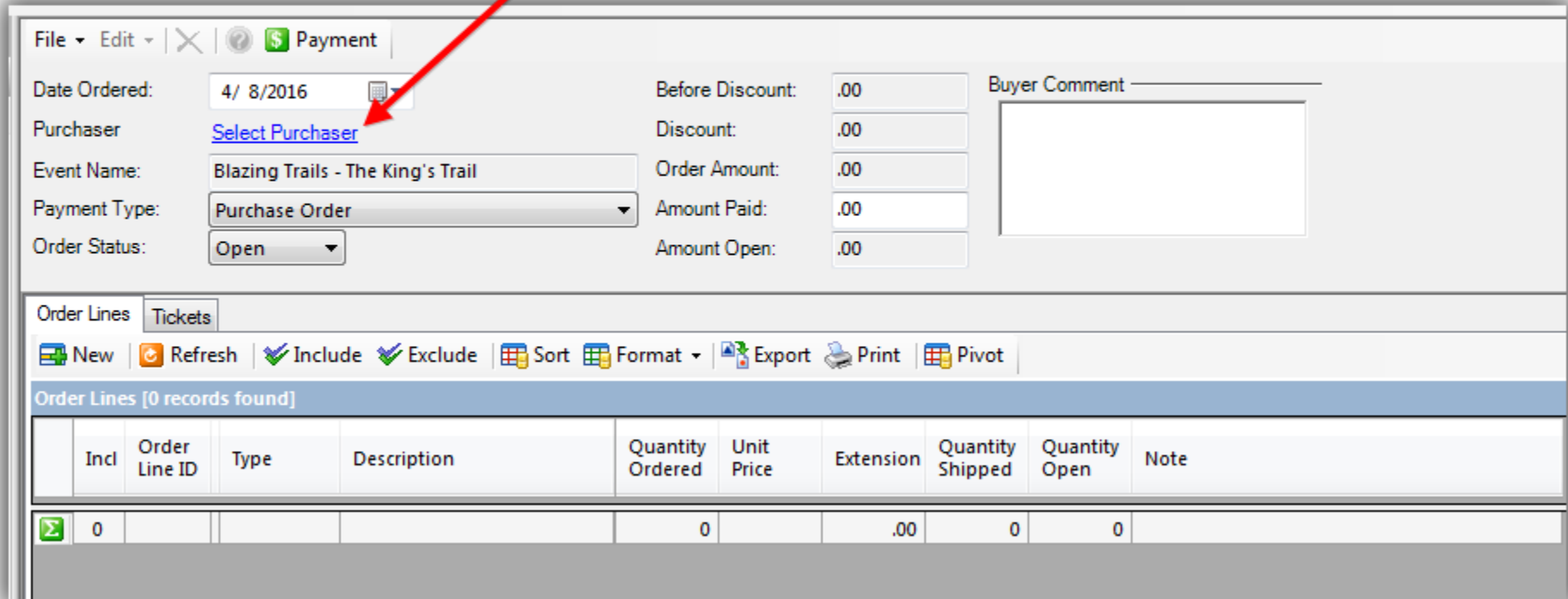
The "Orders" sub-tab is active, showing a table with the header "Orders [0 records found]". The table has columns: "Incl", "ID", "Ordered", "Purchaser Last Name", "Purchaser First Name", "Purchaser Middle Name", "Order Status", "Amount", "Payment Type", "Amount Paid", "Amount Open", and "Buyer Comment". A single row is visible with values: "0", "", "", "", "", "", "", ".00", "", ".00", ".00".

Click the [+ New] button to begin creating a new purchase order.

Click the **blue** link to **Select Purchaser** in the upper-left.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Click this link to select who the purchaser is.

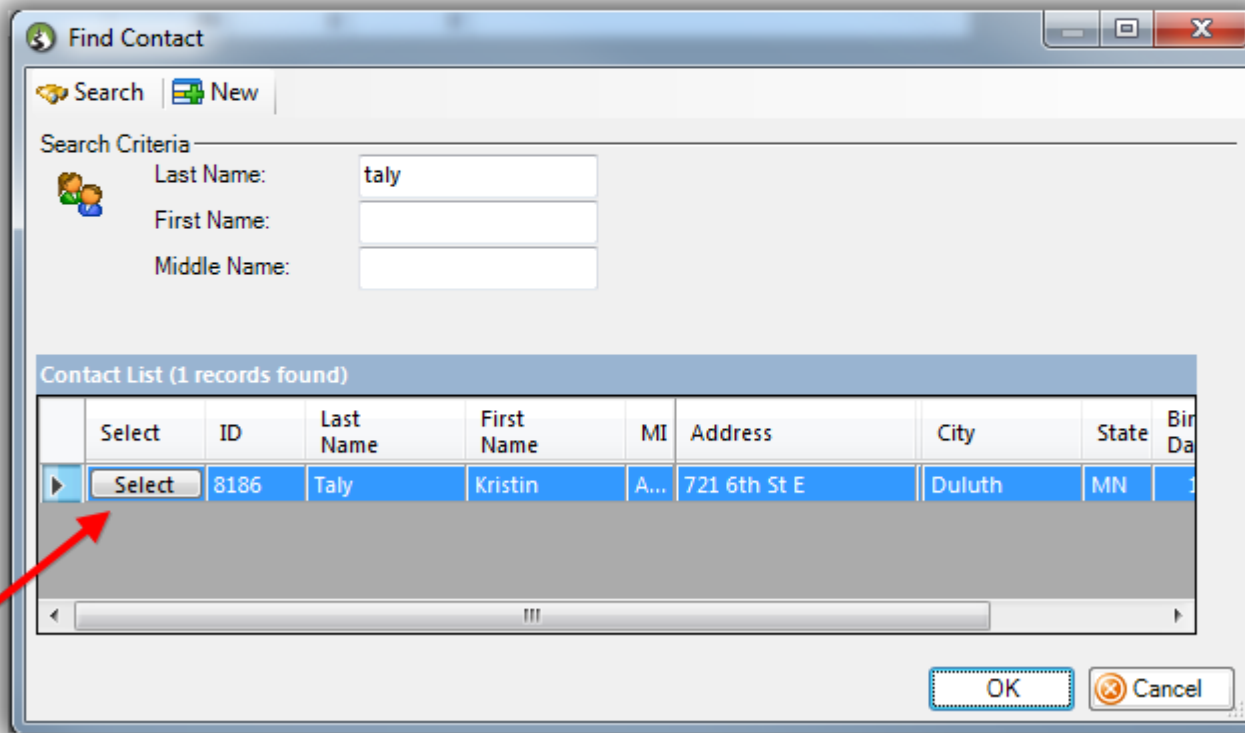


The screenshot shows the 'Payment' window in TrailBlazer. The 'Purchaser' field contains a blue hyperlink labeled 'Select Purchaser', which is highlighted by a red arrow. Other fields include 'Date Ordered' (4/ 8/2016), 'Event Name' (Blazing Trails - The King's Trail), 'Payment Type' (Purchase Order), and 'Order Status' (Open). A summary table on the right shows values for 'Before Discount', 'Discount', 'Order Amount', 'Amount Paid', and 'Amount Open', all set to .00. Below the form is a table for 'Order Lines' with columns for 'Incl', 'Order Line ID', 'Type', 'Description', 'Quantity Ordered', 'Unit Price', 'Extension', 'Quantity Shipped', 'Quantity Open', and 'Note'. The table currently shows a total of 0 records.

Incl	Order Line ID	Type	Description	Quantity Ordered	Unit Price	Extension	Quantity Shipped	Quantity Open	Note
Σ	0			0		.00	0	0	

Search for the name of the purchaser and select them from the list, *if they aren't in your database click the [+ New] button to begin adding them as a new record. In my example I searched for a person named Kristin Taly who was already in my database.*

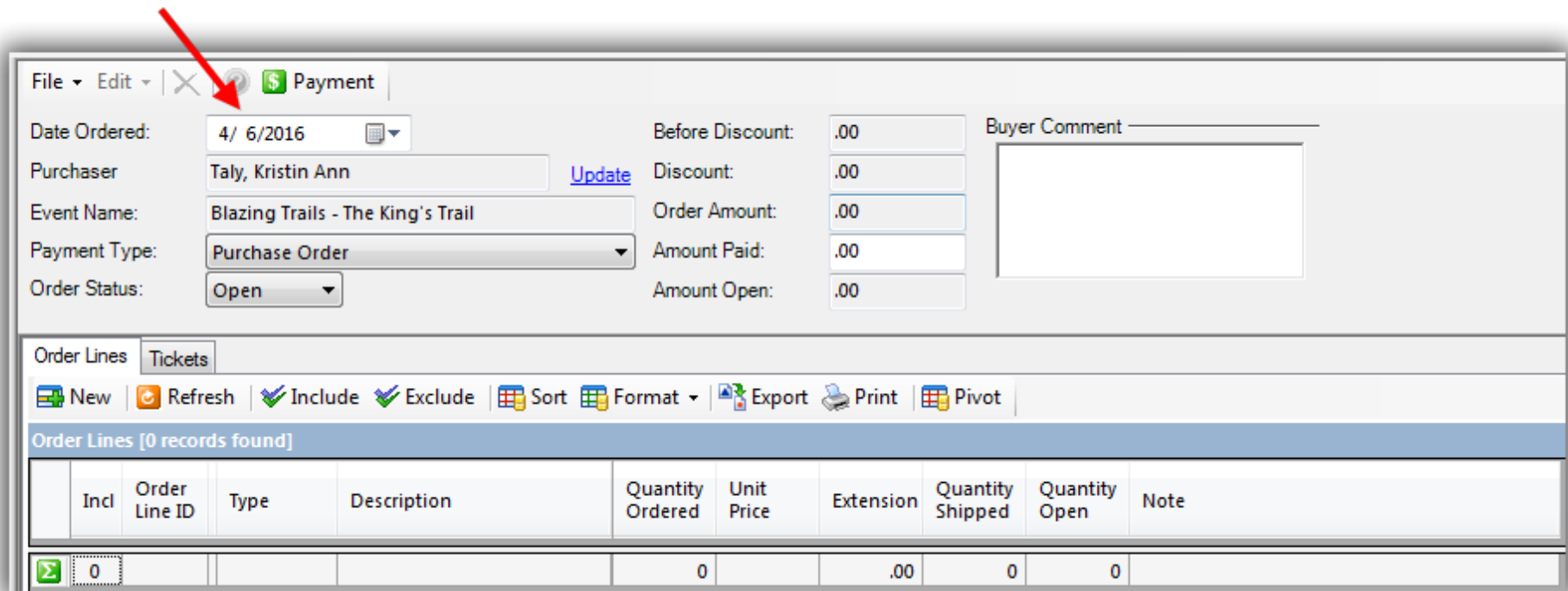
Run a search query for the purchaser, if they are in the database select them from the list, if not then you'll need to add them as a new record.



Adjust the **Date Ordered** field if necessary to the date that the order came in. *I used 4/6/2016 in my example which was two days prior to the day I entered the order.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Adjust the order date if necessary.



The screenshot shows the 'Payment' form in TrailBlazer. A red arrow points to the 'Date Ordered' field, which is set to 4/6/2016. The form includes the following fields:

- Date Ordered: 4/ 6/2016
- Purchaser: Taly, Kristin Ann (with an 'Update' link)
- Event Name: Blazing Trails - The King's Trail
- Payment Type: Purchase Order (dropdown menu)
- Order Status: Open (dropdown menu)
- Before Discount: .00
- Discount: .00
- Order Amount: .00
- Amount Paid: .00
- Amount Open: .00
- Buyer Comment: (empty text area)

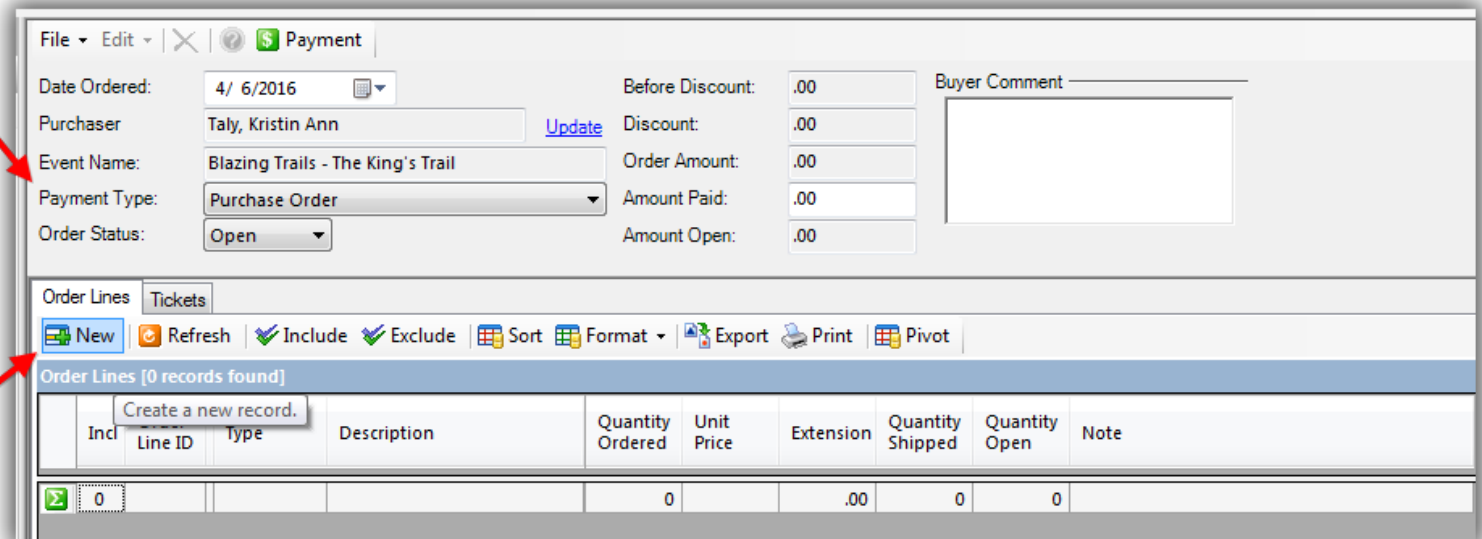
Below the form is the 'Order Lines' tab, which shows a table with 0 records found. The table has the following columns:

Incl	Order Line ID	Type	Description	Quantity Ordered	Unit Price	Extension	Quantity Shipped	Quantity Open	Note
Σ	0			0		.00	0	0	

Make sure **Purchase Order** is selected from the **Payment Type** drop-down, then click the **[+ New]** button under the **Order Lines** tab. *If you create other payment types like 'Paid by Check', 'Paid Over the Phone', etc. you could of course choose one of those options.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

1. Select 'Purchase Order' under the Payment Type if it isn't selected by default.



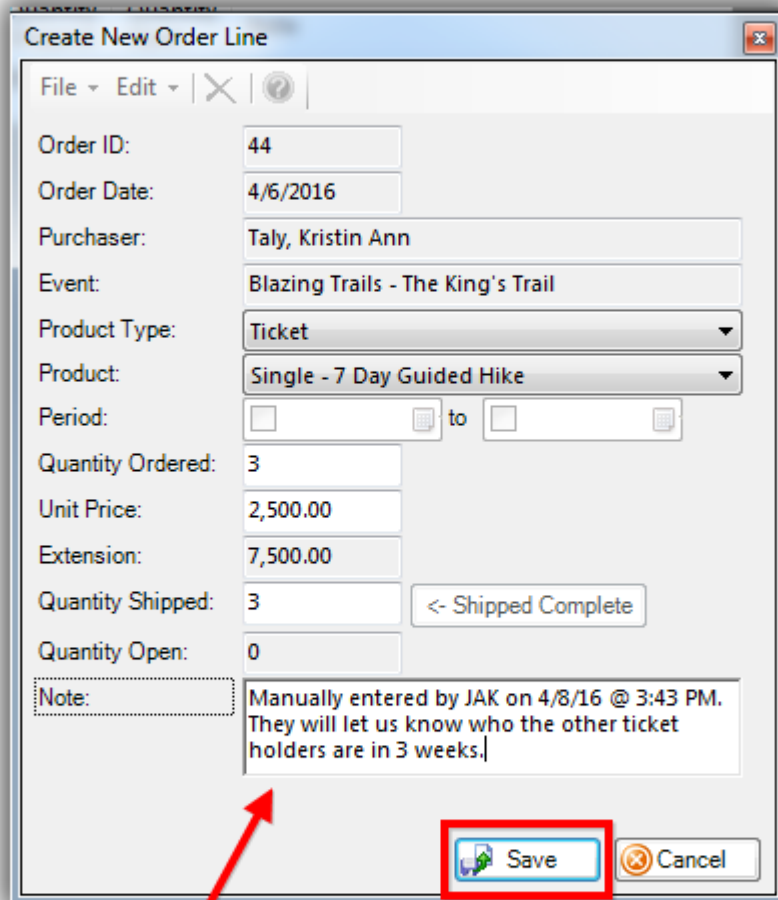
The screenshot shows the 'Payment' form in TrailBlazer. The 'Payment Type' dropdown is set to 'Purchase Order'. The 'Order Lines' table is currently empty, with a '+ New' button highlighted by a red arrow.

Incl	Line ID	Type	Description	Quantity Ordered	Unit Price	Extension	Quantity Shipped	Quantity Open	Note
	0			0		.00	0	0	

2. Click [+ New] to begin adding tickets, products, or memberships to your order.

Fill out the **Order Line** information and then click **[Save]**. *In my example I entered a quantity of 3 tickets totaling \$7,500.*

Fill out all the details for your order i.e. Product Type, Product/Ticket/Membership, Quantity Ordered, Quantity Shipped, etc.



Create New Order Line

File Edit | X ?

Order ID: 44

Order Date: 4/6/2016

Purchaser: Taly, Kristin Ann

Event: Blazing Trails - The King's Trail

Product Type: Ticket

Product: Single - 7 Day Guided Hike

Period: to

Quantity Ordered: 3

Unit Price: 2,500.00

Extension: 7,500.00

Quantity Shipped: 3 <- Shipped Complete

Quantity Open: 0

Note: Manually entered by JAK on 4/8/16 @ 3:43 PM. They will let us know who the other ticket holders are in 3 weeks.

Save Cancel

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Repeat the steps for entering **order lines** until all products/tickets/memberships are recorded.

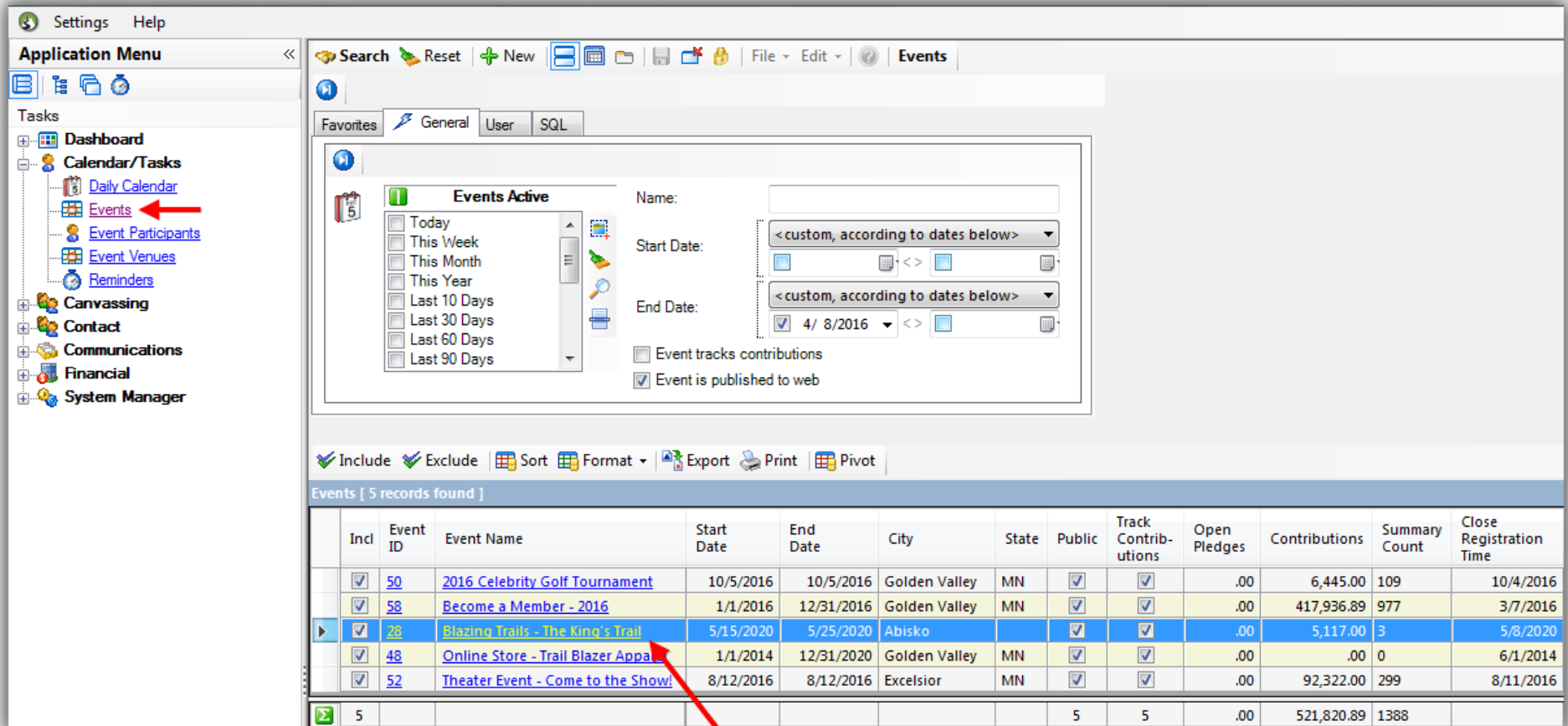
The final section of this article shows how to fulfill the purchase order as the money comes in and how to record the related contribution record.

#5 – Fulfill a Purchase Order and Record the Related Contribution Record

Navigate to the event where your purchase order was created. *In my example I used the same event as section #4 called “Blazing Trails – The Kings Trail” where the order was manually created.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Run a search for the event where your purchase order is located.



The screenshot shows the TrailBlazer software interface. On the left, the 'Application Menu' sidebar has 'Events' highlighted with a red arrow. The main window displays a search for 'Events' with filters for 'Today', 'This Week', 'This Month', 'This Year', 'Last 10 Days', 'Last 30 Days', 'Last 60 Days', and 'Last 90 Days'. The search results table shows 5 records found. The row for 'Blazing Trails - The King's Trail' is highlighted in blue and pointed to by a red arrow.

Incl	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"/>	50	2016 Celebrity Golf Tournament	10/5/2016	10/5/2016	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	6,445.00	109	10/4/2016
<input checked="" type="checkbox"/>	58	Become a Member - 2016	1/1/2016	12/31/2016	Golden Valley	MN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	417,936.89	977	3/7/2016
<input checked="" type="checkbox"/>	28	Blazing Trails - The King's Trail	5/15/2020	5/25/2020	Abisko		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	5,117.00	3	5/8/2020
<input checked="" type="checkbox"/>	48	Online Store - Trail Blazer Appa	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"/>	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	299	8/11/2016
<input checked="" type="checkbox"/>	5						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	.00	521,820.89	1388	

Click on the name or ID of the event to open it.

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

From the **Sales > Orders** tab you can see which orders are currently **open** and how people are planning to pay, how much they have paid, etc. You can click on any of the column headers to sort in either ascending or descending order. *My example is below with 4 orders, 2 of which still need to be fulfilled.*

Sales Summary Gallery Setup User

Orders Order Lines Tickets

New Refresh Include Exclude Sort Format Export Print Pivot

Orders [4 records found]

Incl	Order ID	Date Ordered	Purchaser ID	Purchaser Last Name	Purchaser First Name	Purchaser Middle Name	Order Status	Amount	Payment Type	Amount Paid	Amount Open	Buyer Comment
<input checked="" type="checkbox"/>	46	4/11/2016	14809	Rondinelli	Joe		Open	195.00	Will Be Mailing in a Check	.00	195.00	
<input checked="" type="checkbox"/>	44	4/6/2016	8186	Taly	Kristin	Ann	Open	7,500.00	Purchase Order	.00	7,500.00	
<input checked="" type="checkbox"/>	47	4/11/2016	2036	Engel	Diane	Marie	Completed	2,500.00	Purchase Order	2,500.00	.00	
<input checked="" type="checkbox"/>	45	4/11/2016	4472	Regan	Susan		Completed	325.00	Purchase Order	325.00	.00	
4								10,520.00		2,825.00	7,695.00	

To fulfill an order start by clicking on the **blue Order ID** hyperlink for the order you need to open. *In my example I used **Order ID #44**.*

Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

File Edit View Directory View Page **Blazing Trails - The King's Trail [28]**

Event
 Event Name:
 Calendar Category:
 Enable assignment of contributions and expenses
 Public Event (Publish to web site)
 Start Time:
 End Time:
 Close Registration Before Event
 Close Time:

Published Event Description

```
<br /> <p style="color: red; font-size: 20px;">(Tickets are limited to 10
people)</style> </p> <br />
<h5>Abisko Mountain Station to the Saami Village of Nikkaluokta.</h5>
<br />
<span style="font-size: 16px; font-family: courier new; font-weight:
bold;">The Map is where the main building is but we'll be meeting in a
park at exactly Lat: xxxxxx & long: xxxxxx [Call us if you get lost, there will
be a million sines as well to help]</br> <br/> </span> <br /> <br />
<p>Insert an image from a web site:</p>
 | <a href="#">46</a> | 4/11/2016    | <a href="#">14809</a> | <a href="#">Rondinelli</a> | <a href="#">Joe</a>     |                       | Open         | 195.00    | Will Be Mailing in a Check | .00         | 195.00      |               | |
| <input checked="" type="checkbox"/> | <a href="#">44</a> | 4/6/2016     | <a href="#">8186</a>  | <a href="#">Taly</a>       | <a href="#">Kristin</a> | <a href="#">Ann</a>   | Open         | 7,500.00  | Purchase Order             | .00         | 7,500.00    |               |
| <input checked="" type="checkbox"/> | <a href="#">47</a> | 4/11/2016    | <a href="#">2036</a>  | <a href="#">Engel</a>      | <a href="#">Diane</a>   | <a href="#">Marie</a> | Completed    | 2,500.00  | Purchase Order             | 2,500.00    | .00         |               |
| <input checked="" type="checkbox"/> | <a href="#">45</a> | 4/11/2016    | <a href="#">4472</a>  | <a href="#">Regan</a>      | <a href="#">Susan</a>   |                       | Completed    | 325.00    | Purchase Order             | 325.00      | .00         |               |
| 4                                   |                    |              |                       |                            |                         |                       |              | 10,520.00 |                            | 2,825.00    | 7,695.00    |               |

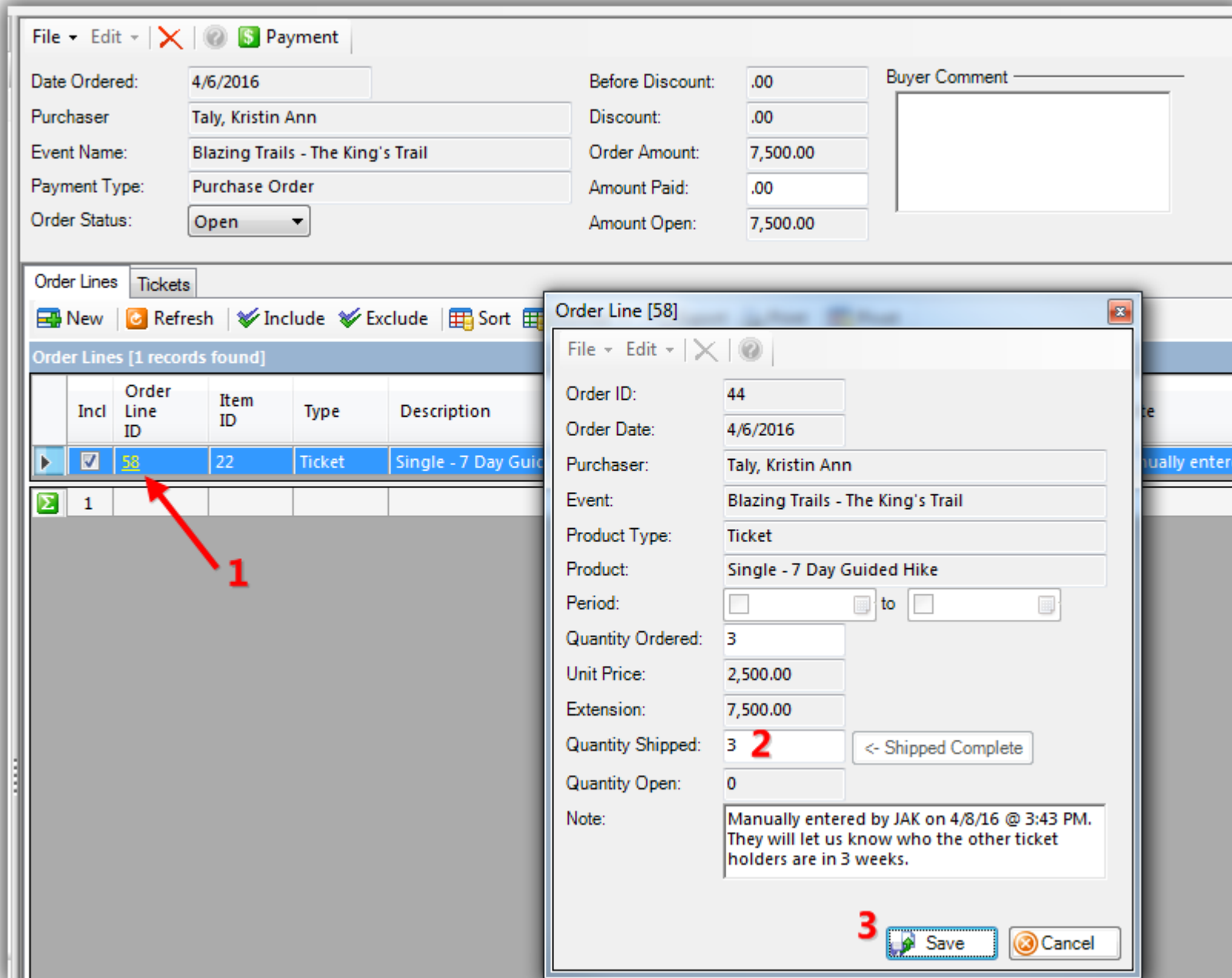
**Click on Order ID hyperlink for the order you need to fulfill.**

## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

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*\*If the order requires that you ship items, open each order line by clicking the [blue Order Line ID](#), and mark the amount shipped. *In this example I had to ship 3 tickets in my single order line with **ID 58**.**

## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



The screenshot displays the TrailBlazer software interface. At the top, there is a menu bar with 'File', 'Edit', and a 'Payment' button. Below the menu bar, the main form is divided into several sections:

- Date Ordered:** 4/6/2016
- Purchaser:** Taly, Kristin Ann
- Event Name:** Blazing Trails - The King's Trail
- Payment Type:** Purchase Order
- Order Status:** Open
- Financial Summary:**
  - Before Discount: .00
  - Discount: .00
  - Order Amount: 7,500.00
  - Amount Paid: .00
  - Amount Open: 7,500.00
- Buyer Comment:** (Empty text area)

Below the main form, there is a section for 'Order Lines' with a 'Tickets' tab. A table lists the order lines:

| Incl                                | Order Line ID | Item ID | Type   | Description                |
|-------------------------------------|---------------|---------|--------|----------------------------|
| <input checked="" type="checkbox"/> | 58            | 22      | Ticket | Single - 7 Day Guided Hike |

A red arrow labeled '1' points to the '58' in the 'Order Line ID' column.

An 'Order Line [58]' detail window is open, showing the following information:

- Order ID:** 44
- Order Date:** 4/6/2016
- Purchaser:** Taly, Kristin Ann
- Event:** Blazing Trails - The King's Trail
- Product Type:** Ticket
- Product:** Single - 7 Day Guided Hike
- Period:** (Empty date range)
- Quantity Ordered:** 3
- Unit Price:** 2,500.00
- Extension:** 7,500.00
- Quantity Shipped:** 3 (with a red '2' next to it)
- Quantity Open:** 0
- Note:** Manually entered by JAK on 4/8/16 @ 3:43 PM. They will let us know who the other ticket holders are in 3 weeks.

At the bottom of the detail window, there are 'Save' and 'Cancel' buttons, with a red '3' next to the 'Save' button.

## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

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Click the **[Payment]** button at the top to enter in a **'Contribution'** record for this purchase. There are many instances where the contribution record will only be *partially tax-deductible (or not tax-deductible at all)* so this is the area you can record that contribution information without opening the contact's record card. *In my example I entered a contribution that was 100% tax-deductible for \$7,500.*

## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

**Fill out all the details for the contribution record when you receive payment for the purchase order.**

**Order Lines** Tickets

New Refresh Include Exclude

Order Lines [1 records found]

| Incl                                | Order Line ID | Item ID | Type   | Description |
|-------------------------------------|---------------|---------|--------|-------------|
| <input checked="" type="checkbox"/> | 58            | 22      | Ticket | Single - 7  |

1

**Contribution**

Select Contact

**Kristin Ann Taly**

721 6th St E  
Duluth, MN, 55805

Amount: 7,500.00  
Less Refunds: .00  
Net Amount: .00

General

Event: Blazing Trails - The King's Trail  
Cycle: Calendar Year 2016

Date Received: 4/11/2016  
Type: Check  
Recurrence: Single  
Check Number: 4892  
Amount: 7,500.00 Tax Deduct Amt: 7,500.00  
Memo: For the event purchase of tickets.

Save Save and Close Cancel

**The date will default to today's date, modify if needed.**

**The Amount field will always populate with the same amount as the purchase order.**

**Enter the tax-deductible amount for the purchase order.**

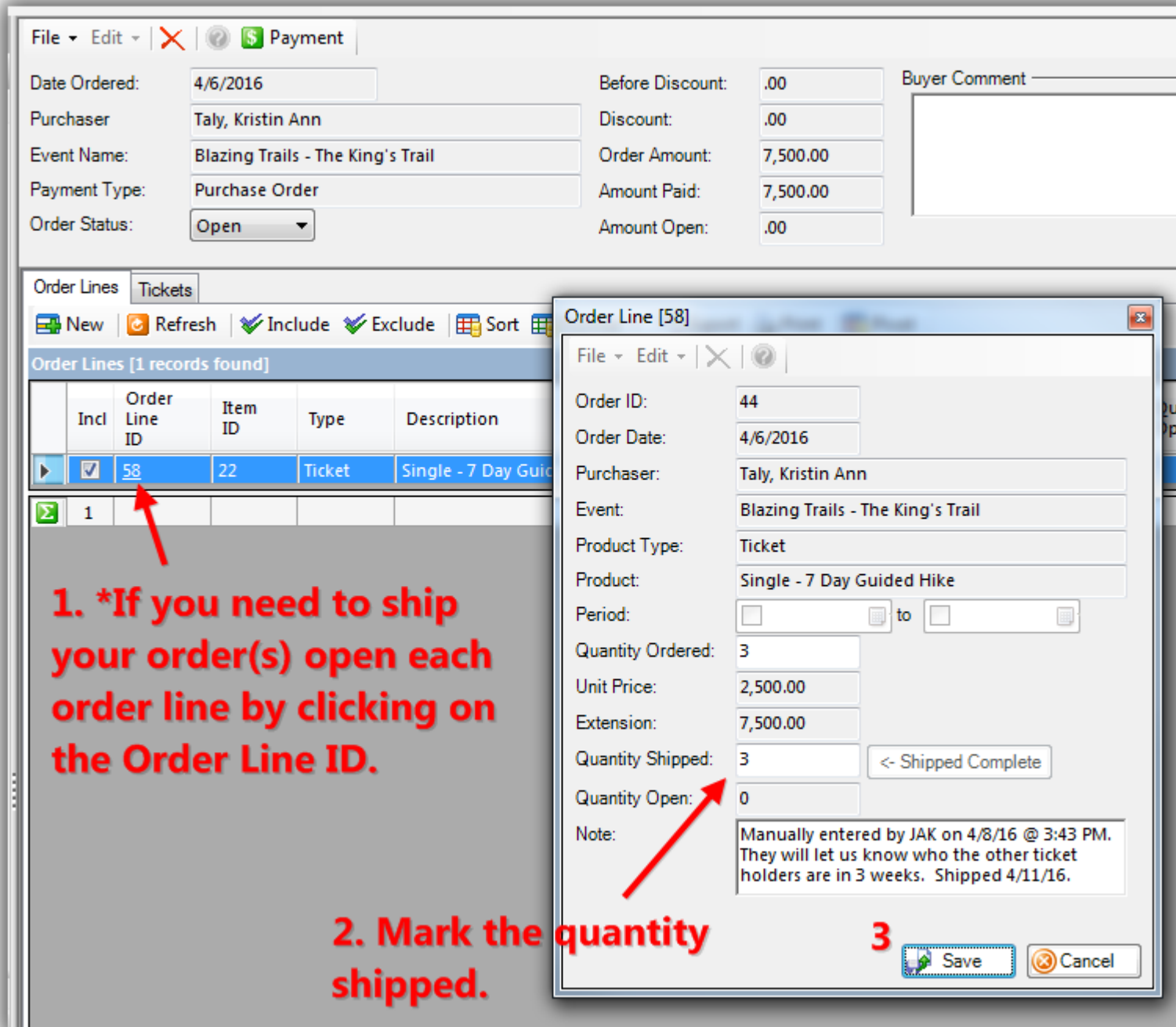
**Once everything else is recorded click [Save and Close]**

## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

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*\*If your tickets, products, or memberships require that you **ship** something you'll need to open each **order line** by clicking on the **Order Line ID** and record the **amount shipped**. In my example I needed to ship the 3 tickets that were ordered as shown in the image below.*

## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution



The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'File', 'Edit', and a 'Payment' button. Below the menu bar, there are several input fields for order details:

- Date Ordered: 4/6/2016
- Purchaser: Taly, Kristin Ann
- Event Name: Blazing Trails - The King's Trail
- Payment Type: Purchase Order
- Order Status: Open

On the right side, there are summary fields:

- Before Discount: .00
- Discount: .00
- Order Amount: 7,500.00
- Amount Paid: 7,500.00
- Amount Open: .00

Below these fields is a 'Buyer Comment' text area. In the center, there is a table titled 'Order Lines [1 records found]':

| Incl                                | Order Line ID | Item ID | Type   | Description                |
|-------------------------------------|---------------|---------|--------|----------------------------|
| <input checked="" type="checkbox"/> | 58            | 22      | Ticket | Single - 7 Day Guided Hike |

A red arrow points from the '58' in the 'Order Line ID' column to the 'Order Line [58]' dialog box. The dialog box contains the following fields:

- Order ID: 44
- Order Date: 4/6/2016
- Purchaser: Taly, Kristin Ann
- Event: Blazing Trails - The King's Trail
- Product Type: Ticket
- Product: Single - 7 Day Guided Hike
- Period: [ ] to [ ]
- Quantity Ordered: 3
- Unit Price: 2,500.00
- Extension: 7,500.00
- Quantity Shipped: 3 (with a '<- Shipped Complete' button)
- Quantity Open: 0
- Note: Manually entered by JAK on 4/8/16 @ 3:43 PM. They will let us know who the other ticket holders are in 3 weeks. Shipped 4/11/16.

Red text annotations provide instructions:

- 1. \*If you need to ship your order(s) open each order line by clicking on the Order Line ID.** (Arrow points to '58' in the table)
- 2. Mark the quantity shipped.** (Arrow points to 'Quantity Shipped' field)
- 3** (Arrow points to the 'Save' button)

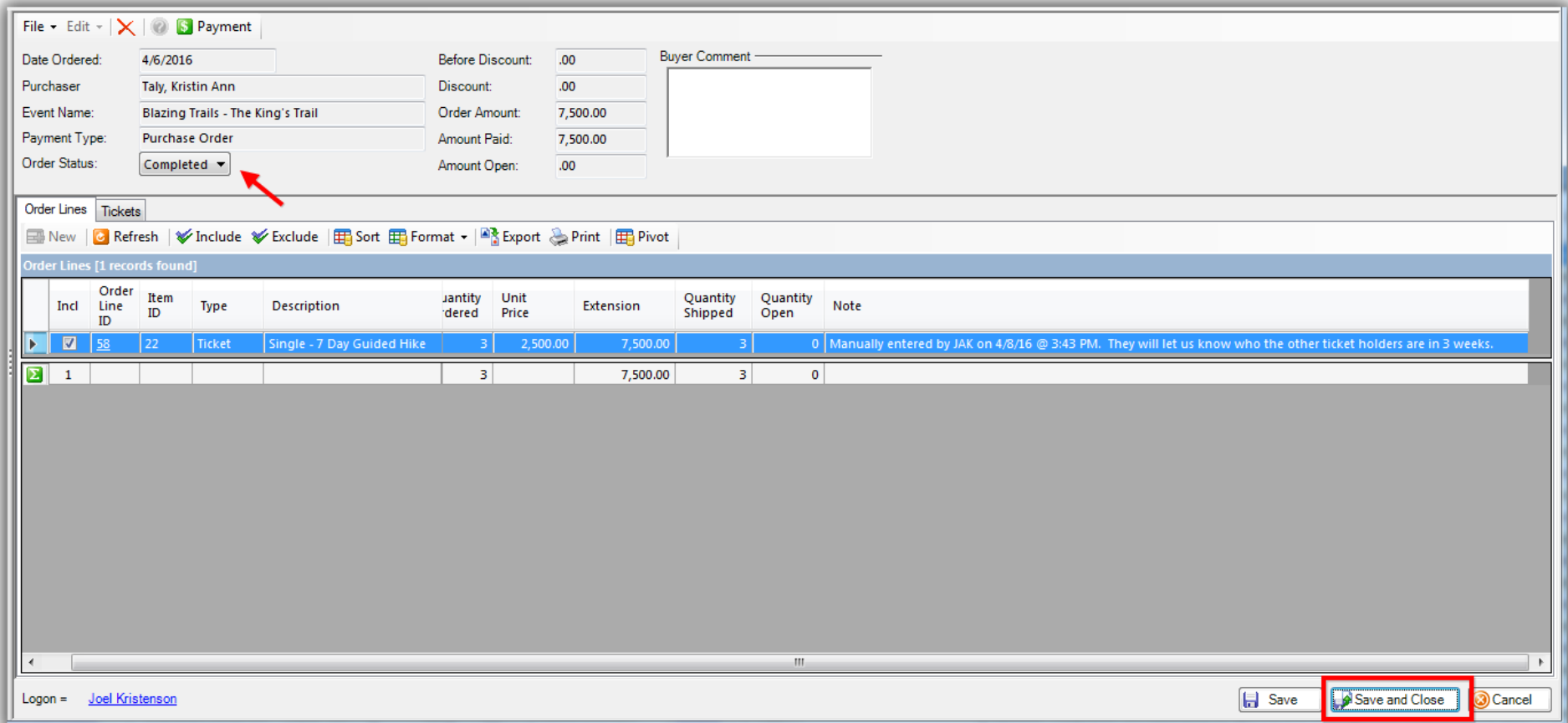
At the bottom right, there are 'Save' and 'Cancel' buttons. A small number '8' is visible in the bottom right corner of the screenshot.



## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

Add a **Buyer Comment** (if necessary), set the **Order Status** to **Completed**, and click **[Save and Close]**.

**Once you're finished recording all the order details set the status to 'Completed' and save-and-close.**



The screenshot shows the TrailBlazer Purchase Order form. The top section contains fields for Date Ordered (4/6/2016), Purchaser (Taly, Kristin Ann), Event Name (Blazing Trails - The King's Trail), Payment Type (Purchase Order), and Order Status (Completed). A red arrow points to the Order Status dropdown menu. To the right, there are fields for Before Discount (.00), Discount (.00), Order Amount (7,500.00), Amount Paid (7,500.00), and Amount Open (.00). A Buyer Comment field is also present.

The Order Lines section shows a table with 1 record found:

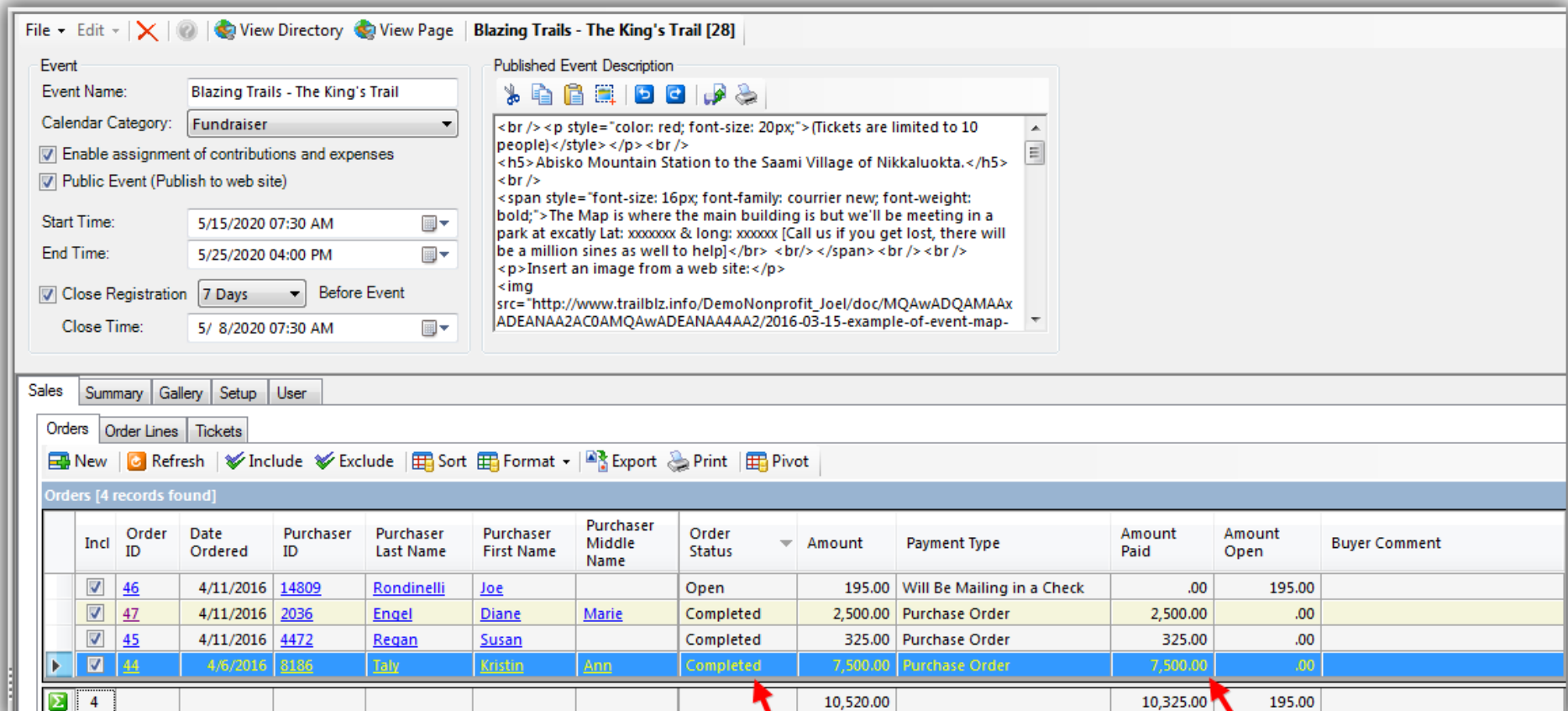
| Incl                                | Order Line ID | Item ID | Type   | Description                | Quantity Ordered | Unit Price | Extension | Quantity Shipped | Quantity Open | Note                                                                                                            |
|-------------------------------------|---------------|---------|--------|----------------------------|------------------|------------|-----------|------------------|---------------|-----------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 58            | 22      | Ticket | Single - 7 Day Guided Hike | 3                | 2,500.00   | 7,500.00  | 3                | 0             | Manually entered by JAK on 4/8/16 @ 3:43 PM. They will let us know who the other ticket holders are in 3 weeks. |
| <input type="checkbox"/>            | 1             |         |        |                            | 3                |            | 7,500.00  | 3                | 0             |                                                                                                                 |

At the bottom right, the Save and Close button is highlighted with a red box. The Logon field shows Joel Kristenson.

Back in the **Sales > Orders** tab you'll see the order you fulfilled with the updated info.

## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

### Completed purchase order in the event record.



The screenshot shows the TrailBlazer software interface. The top section displays event details for "Blazing Trails - The King's Trail", including the event name, calendar category (Fundraiser), start and end times, and registration status. Below this, there are tabs for "Sales", "Summary", "Gallery", "Setup", and "User". The "Orders" tab is active, showing a table of purchase orders. The table has columns for Order ID, Date Ordered, Purchaser ID, Purchaser Last Name, Purchaser First Name, Purchaser Middle Name, Order Status, Amount, Payment Type, Amount Paid, Amount Open, and Buyer Comment. The table shows four records, with the last record (Order ID 44) highlighted in blue and marked as "Completed". Two red arrows point to the "Order Status" and "Amount Paid" columns of this record.

| Incl                                | Order ID | Date Ordered | Purchaser ID | Purchaser Last Name | Purchaser First Name | Purchaser Middle Name | Order Status | Amount    | Payment Type               | Amount Paid | Amount Open | Buyer Comment |
|-------------------------------------|----------|--------------|--------------|---------------------|----------------------|-----------------------|--------------|-----------|----------------------------|-------------|-------------|---------------|
| <input checked="" type="checkbox"/> | 46       | 4/11/2016    | 14809        | Rondinelli          | Joe                  |                       | Open         | 195.00    | Will Be Mailing in a Check | .00         | 195.00      |               |
| <input checked="" type="checkbox"/> | 47       | 4/11/2016    | 2036         | Engel               | Diane                | Marie                 | Completed    | 2,500.00  | Purchase Order             | 2,500.00    | .00         |               |
| <input checked="" type="checkbox"/> | 45       | 4/11/2016    | 4472         | Regan               | Susan                |                       | Completed    | 325.00    | Purchase Order             | 325.00      | .00         |               |
| <input checked="" type="checkbox"/> | 44       | 4/6/2016     | 8186         | Taly                | Kristin              | Ann                   | Completed    | 7,500.00  | Purchase Order             | 7,500.00    | .00         |               |
|                                     |          |              |              |                     |                      |                       |              | 10,520.00 |                            | 10,325.00   | 195.00      |               |

Once you finish fulfilling a purchase order the Order Status will reflect that it's completed.

The amount paid will display here.

## Purchase Orders – Manually Enter an Order for Tickets, Products, or Memberships in an Event Record, and Record the Related Contribution

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You're now finished with the process. Take a look at the **Related Resources** links below to gain other insight and information on the event and sale order systems. Please call our support team if you have any questions.



Trail Blazer™

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

## **#6 – Related Resources**

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

**Article:** [Importing Contributions](#)

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

**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' & Renewal E-Mails, and More \(Nonprofit Only\)](#)

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

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

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

**Article:** [Event Sign Up Through Your Website](#)

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

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

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

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

### **Trail Blazer Live Support**

📞 **Phone:** 1-866-909-8700

✉️ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

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

🐦 **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.*