How to use Wild Apricot

Wild Apricot is the online platform MCGT uses to manage membership and event registrations. Each MCGT president (or other designated officer) has secure access to current membership standings and event registrations. Note: Access is read-only, and allows report downloads, but not changes to site information.

Get started
1. Log in at mcgt.wildapricot.org (not the MCGT website)
2. If you are not on the main page, click on the house icon on the top left
3. Make sure you are on Admin View (upper right

To see/save a list of chapter members
1. Click on Members (left menu)
2. On top right of that page, click on Saved Searches. MCGT's administrator has set up a Saved Search for each chapter. Scroll through the list to find yours.
3. Click on "run"
4. Once you run the report from your chapter, you can export the information to an excel file. It will allow you to pick what info you want to export (names, emails, addresses, membership status, etc)

To see event registrations
1. Click on Events/Event List you can see all of the events currently open for registration
2. Click on the event that you would like to see, then click on Registrants/Invitees
3. From here you can export the registrants to an excel file. It will allow you to pick what info you want to export (names, email, payment status, etc)