

Wild Apricot Access for Fairbanks Cycle Club  
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Everyone who is a board member and/or a ride leader should have access to certain administrative functions on Wild Apricot, the FCC membership management software.

### **ACCESS WILD APRICOT WEBSITE**

Go to the login page. Either use the link below or access it from the FCC website home page (Wild Apricot/Member logon). Then make sure you are in "Admin view." (Click the box in the upper right corner. If it says "Admin view," you are NOT in "Admin view." It's a little confusing.)

<https://fairbankscycleclub.wildapricot.org/Sys/Login>

### **CHECKING RIDER MEMBERSHIP**

Click on "Members" from the menu on the left. (Then refer to different tabs across the top.) You can check membership individually by doing a search from the List page. You can make things a little easier by using the "Groups" page. You can add or remove people using the "Manage Participants" button. Find out more on this WA help page:

<https://gethelp.wildapricot.com/en/articles/166-member-groups>

Note: Per our insurance, anyone can join one FCC ride per year as a guest. After that they must be a member. We have two-week memberships available.

<https://www.fairbankscycleclub.org/membership/>

### **SENDING CLUB EMAILS**

1. Click on "Communication" from the menu on the left.
2. Click on "Email" from selection across the top.
3. Click "Compose Email." Choose either "FCC basic email with member names" or FCC basic email without member names." (The former individualizes each email with names from our membership database.)
4. Using the "with member names": Delete the <Your message here...> and then start typing your message.
5. Using the "without member names": Click on the box below the FCC banner. (A dotted line will be around the box.) Type in your message.
6. Once your message is written, click on Preview (top row). If it looks good, then click on Recipients.
7. Choose your "Contact List." This can be all members, one or more members individually, or you can choose a Group. Then type in your Subject line.
8. Finally, click Review and Send (top row). You can send the email right away or schedule it to be sent later.

Any questions? Send me an email at [fbxcyclist@gmail.com](mailto:fbxcyclist@gmail.com)

Eric