**Wild Apricot: Running Reports**

1. Sign in to Wild Apricot using your password
2. Ensure that you are in the **Administrator** View and not the **Public** View by clicking on the gray box in the upper right hand corner
3. On the toolbar, click on **Members**
4. Click on **Saved Searches**
5. Choose which **Report** you want to run, verifying the search parameters.
6. Click on **Run.** Output will show 50 records at a time, in alphabetical order.
7. If you are just looking for a few data points, you can then click on a name and be taken to that record. If you prefer a nicely formatted, easy to read report, you do the following:
8. Export the report by clicking on the **EXPORT** box at the top of the screen.
9. Scroll through and click on the available fields to define what data you want included in the report.
10. Click the **EXPORT** box at the bottom of the report. Report will be in Excel format and will show at the bottom of your page.
11. Double click on this Excel report. If you desire to format or edit in anyway, click on **Enable Editing** box at top of box.
12. Proceed with any editing/formatting.
13. Save the report to your drive using easily identifiable name/date. This report can then be shared with other users or uploaded to Wild Apricot for use on the Website.