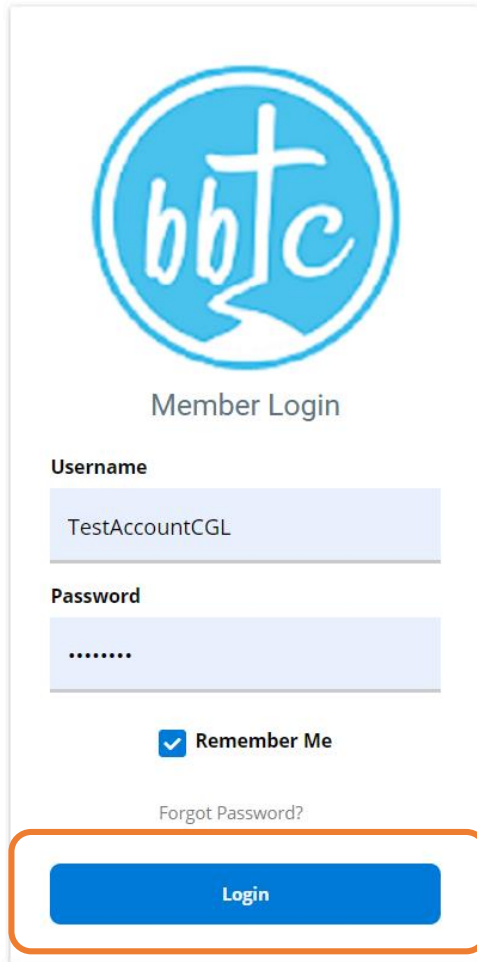


How to add Role to existing members in CG

Login to Genesis, click on icon



Member Login

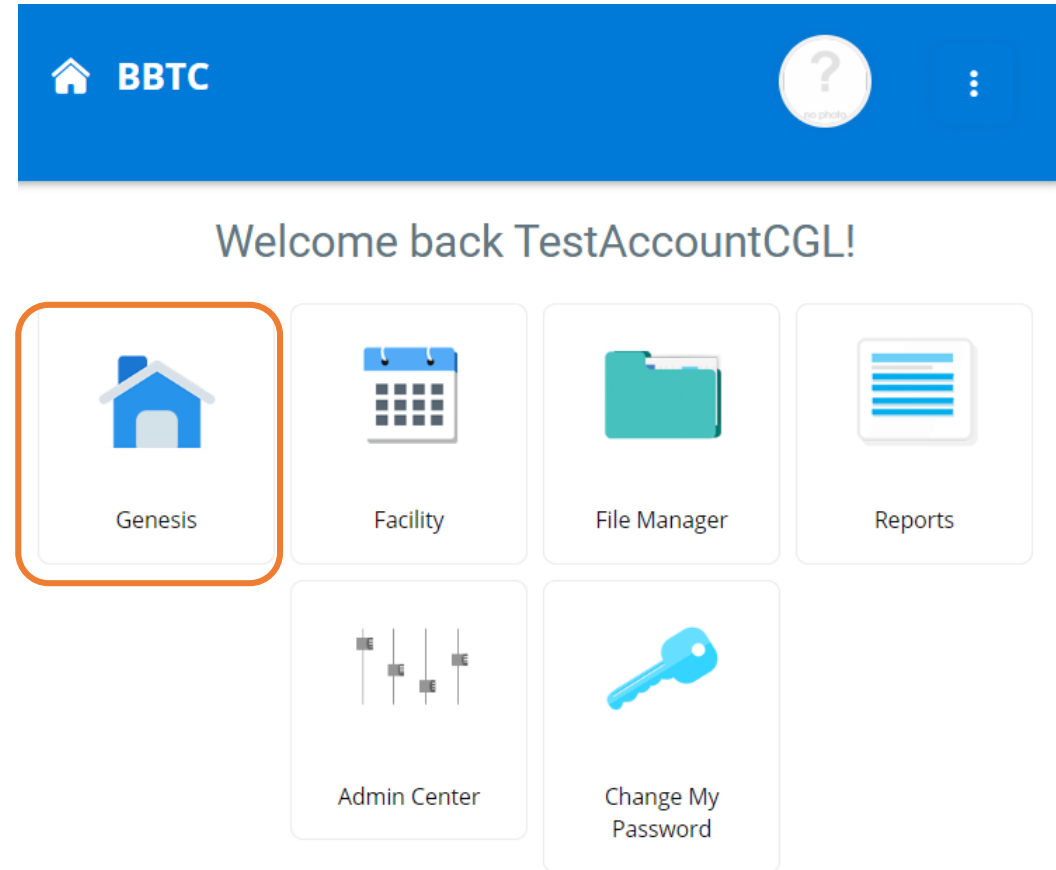
Username
TestAccountCGL

Password
.....

Remember Me

[Forgot Password?](#)

Login



BBTC

Welcome back TestAccountCGL!

Genesis

Facility

File Manager

Reports

Admin Center

Change My Password

<https://genesis.bbtc.com.sg/bbtc2/login>

Expand the Genesis Tree until you find your CG

The screenshot displays the BBTC Genesis user interface. On the left, a navigation sidebar includes 'Genesis', 'File Manager', 'Reports', and 'Change Password'. The 'Genesis' section is active, showing a search bar and filters for 'Group', 'Role', and 'Contacts'. Below these is a tree view of the organization structure. The 'CG Test Account' is highlighted with a blue box. The main content area shows the 'CG Test Account' details, including tabs for 'Roles', 'Profile', 'Related Groups', and 'Transfer Group'. The 'Roles' tab is selected, displaying a 'View Group Role Summary' for the 'Everyone' role. A table lists the roles assigned to the group, and an 'Assign' section allows for role management.

BBTC

Genesis

File Manager

Reports

Change Password

Search for

Group Role Contacts

BBTC Body Life

- Cell Groups
 - CP Jason Teo
 - CP Test Account
 - Tribe - CO Test Account
 - CS Test Account
 - CG Test Account**

[Refresh Tree](#) - Refresh the group tree on the left panel.

CG Test Account

Roles Profile Related Groups Transfer Group

View Group Role Summary

[Everyone](#) [Get Count](#)

[ACGL](#)

[CGL](#)

[Inactive](#)

[Member](#)

[Overseas](#)

[SPT](#)

[Visitors](#)

You are currently viewing Role: Everyone

[Role Help](#)

Assign Role Assign to Role

Name	Role(s)	Phone	Mobile	Email		
Charlie Wong	Member		12345678	testaccount@gmail.com	Select	Remove
TestAccountACGL	ACGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountCGL	CGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountMember	Member			yaoguang@bbtc.com.sg	Select	Remove

Select the member that you want to add role

CG Test Account

Roles Profile Related Groups Transfer Group

View Group Role Summary
[Everyone](#) [Get Count](#)
[ACGL](#)
[CGL](#)
[Inactive](#)
[Member](#)
[Overseas](#)
[SPT](#)
[Visitors](#)

You are currently viewing Role: Everyone [Role Help](#)

Assign **Role**

Name	Role(s)	Phone	Mobile	Email		
Charlie Wong	Member		12345678	testaccount@gmail.com	Select	Remove
TestAccountACGL	ACGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountCGL	CGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountMember	Member			yaoguang@bbtc.com.sg	Select	Remove

Name will appear in "Assign" field

You are currently viewing Role: Everyone [Role Help](#)

Assign **Role**

Name	Role(s)	Phone	Mobile	Email		
Charlie Wong	Member		12345678	testaccount@gmail.com	Select	Remove
TestAccountACGL	ACGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountCGL	CGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountMember	Member			yaoguang@bbtc.com.sg	Select	Remove

Click on dropdown to select the role that you want to assign to member (eg. SPT) and click “Assign to Role” button

[Refresh Tree](#) - Refresh the group tree on the left panel.

CG Test Account

Roles Profile Related Groups Transfer Group

View Group Role Summary

Everyone	Get Count
ACGL	
CGL	
Inactive	
Member	
Overseas	
SPT	
Visitors	

You are currently viewing Role: Everyone [Role Help](#)

Assign Role

Name	Role(s)	Phone	Mobile	Email		
Charlie Wong	Member		12345678	testaccount@gmail.com	Select	Remove
TestAccountACGL	ACGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountCGL	CGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountMember	Member			yaoguang@bbtc.com.sg	Select	Remove

SPT Role has been added to member

CG Test Account

Roles Profile Related Groups Transfer Group

Assigned to role successfully.
Group role already assigned.

View Group Role Summary
[Everyone](#) [Get Count](#)
[ACGL](#)
[CGL](#)
[Inactive](#)
[Member](#)
[Overseas](#)
[SPT](#)
[Visitors](#)

You are currently viewing Role: Everyone [Role Help](#)

Assign Role **SPT**

Name	Role(s)	Phone	Mobile	Email		
Charlie Wong	Member SPT		12345678	testaccount@gmail.com	Select	Remove
TestAccountACGL	ACGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountCGL	CGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountMember	Member			yaoguang@bbtc.com.sg	Select	Remove

Important:

Search for

Group Role Contacts

BBTC Body Life

Cell Groups

CP Jason Teo

CP Test Account

Tribe - CO Test Account

CS Test Account

CG Test Account

[Refresh Tree](#) - Refresh the group tree on the left panel.

CG Test Account

Roles Profile Related Groups Transfer Group

Assigned to role successfully.
Group role already assigned.

View Group Role Summary

[Everyone](#) [Get Count](#)

[ACGL](#)

[CGL](#)

[Inactive](#)

[Member](#)

[Overseas](#)

[SPT](#)

[Visitors](#)

You are currently viewing Role: Everyone [Role Help](#)

Assign Role **SPT**

Name	Role(s)	Phone	Mobile	Email		
Charlie Wong	Member; SPT		12345678	testaccount@gmail.com	Select	Remove
TestAccountACGL	ACGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountCGL	CGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
TestAccountMember	Member			yaoguang@bbtc.com.sg	Select	Remove

Currently, adding new member or CGL or ACGL role is restricted to Admin Staff. To add new member to your CG, please contact admin in-charge of your Tribe.

“Refresh Tree” will refresh the name list in your CG.

For eg, when you added a Role to a member but it doesn't show. Please click on it to refresh your name list.

To Change or remove any Role assigned to a member, you will have to contact admin in-charge of your Tribe.

“Remove” will remove the person from your CG.

Do not click on it if you are very sure that this member have left your CG

Contact admin In-charge of your Tribe to add back the member if you have mistakenly removed the member

- END -