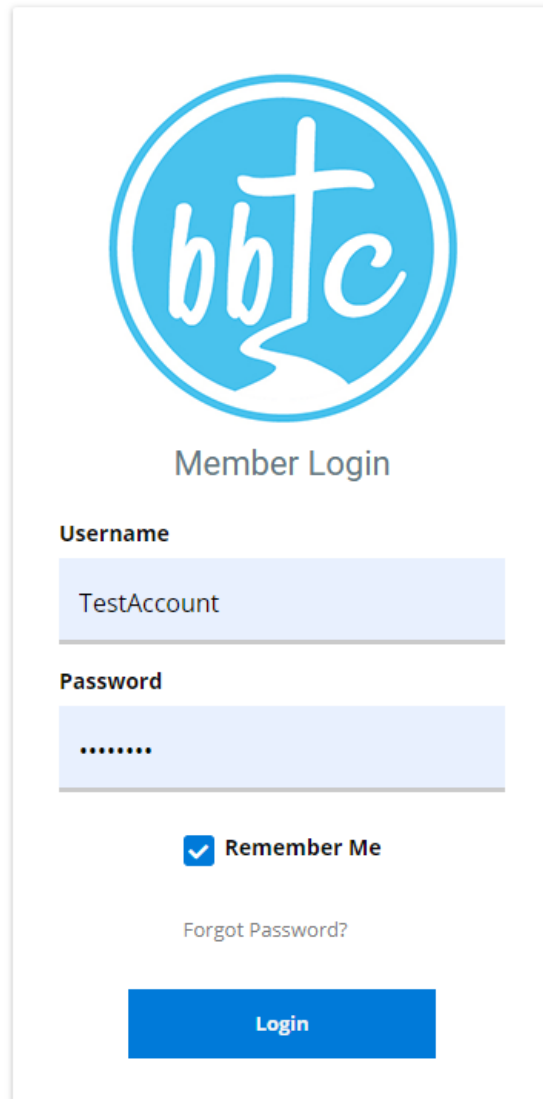


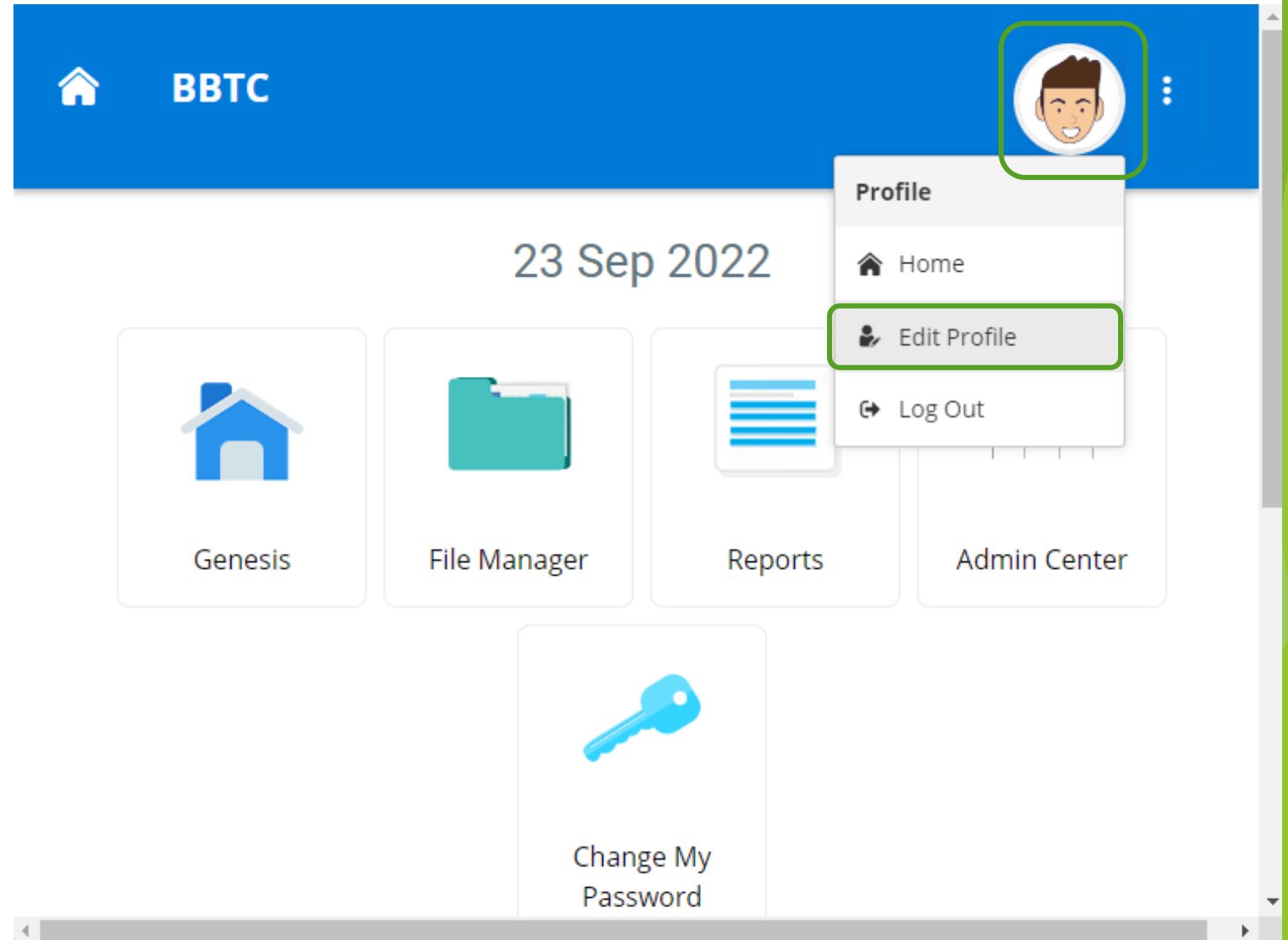
Updating your Profile in Genesis

Step 1: Login to [Genesis](#)



The image shows the Genesis Member Login page. At the top is the Genesis logo, a blue circle with the lowercase letters 'bbtc' in white. Below the logo is the text 'Member Login'. There are two input fields: 'Username' with the text 'TestAccount' and 'Password' with a masked password '.....'. Below the password field is a checked checkbox labeled 'Remember Me' and a link for 'Forgot Password?'. At the bottom is a blue 'Login' button.

Step 2: Click on your Profile Photo for a drop down menu and select "Edit Profile"



The image shows the BBTC dashboard. The top navigation bar is blue with a home icon, the text 'BBTC', and a profile photo of a man with a dropdown menu. The dropdown menu is open, showing options: 'Profile', 'Home', 'Edit Profile' (highlighted with a green box), and 'Log Out'. Below the navigation bar is the date '23 Sep 2022'. The main content area has four large tiles: 'Genesis' (home icon), 'File Manager' (folder icon), 'Reports' (document icon), and 'Admin Center' (document icon). At the bottom is a 'Change My Password' tile with a key icon.

Step 3: Go to “Profile” Tab. Make sure to accurately fill in the highlighted fields below for smoother processing

Profile Personal Relationship Membership Achievements File Info

To update your profile, please kindly make the relevant changes and scroll down to the bottom of this page and click the 'Click to update Profile' button.

Particulars

Title
 Dr Mdm Miss Mr Mrs Prof

Surname: Wong
Name as in NRIC: Wong Fei Hung, Charlie
Given / First Name: Fei Hung, Charlie

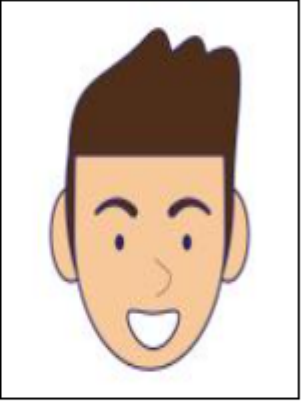
Other / Chinese Name: 黄飞鸿
Displayed As: Charlie Wong

Gender: Male Female
Birthday: 01 Sep 1912

NRIC / FIN:
Passport: E1111111A
Passport expiry Date: 30 Sep 2026

Nationality: Singaporean
Marital Status: Single

Remarks:



Step 4: Scroll down. Make sure to accurately fill in the highlighted fields below for smoother processing.

Scroll down

Contact Details

Home No	Office No	Mobile No	Email	Email 2
<input type="text"/>	<input type="text"/>	<input type="text" value="12345678"/>	<input type="text" value="testaccount@gmail.com"/>	<input type="text"/>

Family Relationship

(To add new relationship, please click on the 'Click to add relationship' button.)

Person	Relation	<input type="button" value="Click to add relationship"/>
<input type="text"/>	Brother/Brother	

Charlie Wong is **Brother** of
is **Brother** of Charlie Wong

Person	Charlie Wong's
---------------	----------------

Please check if Family Relationship is accurately linked to your account. This is needed for the purpose of Church Camp registration. To edit relationship, please email bodylife@bbtc.com.sg or call General Line 6645-0700

Step 5: Scroll down and click on “Click to update Profile”

Scroll down

Ministry

(To add new ministry, please click on the 'Click to add ministry' button.)

Ministry

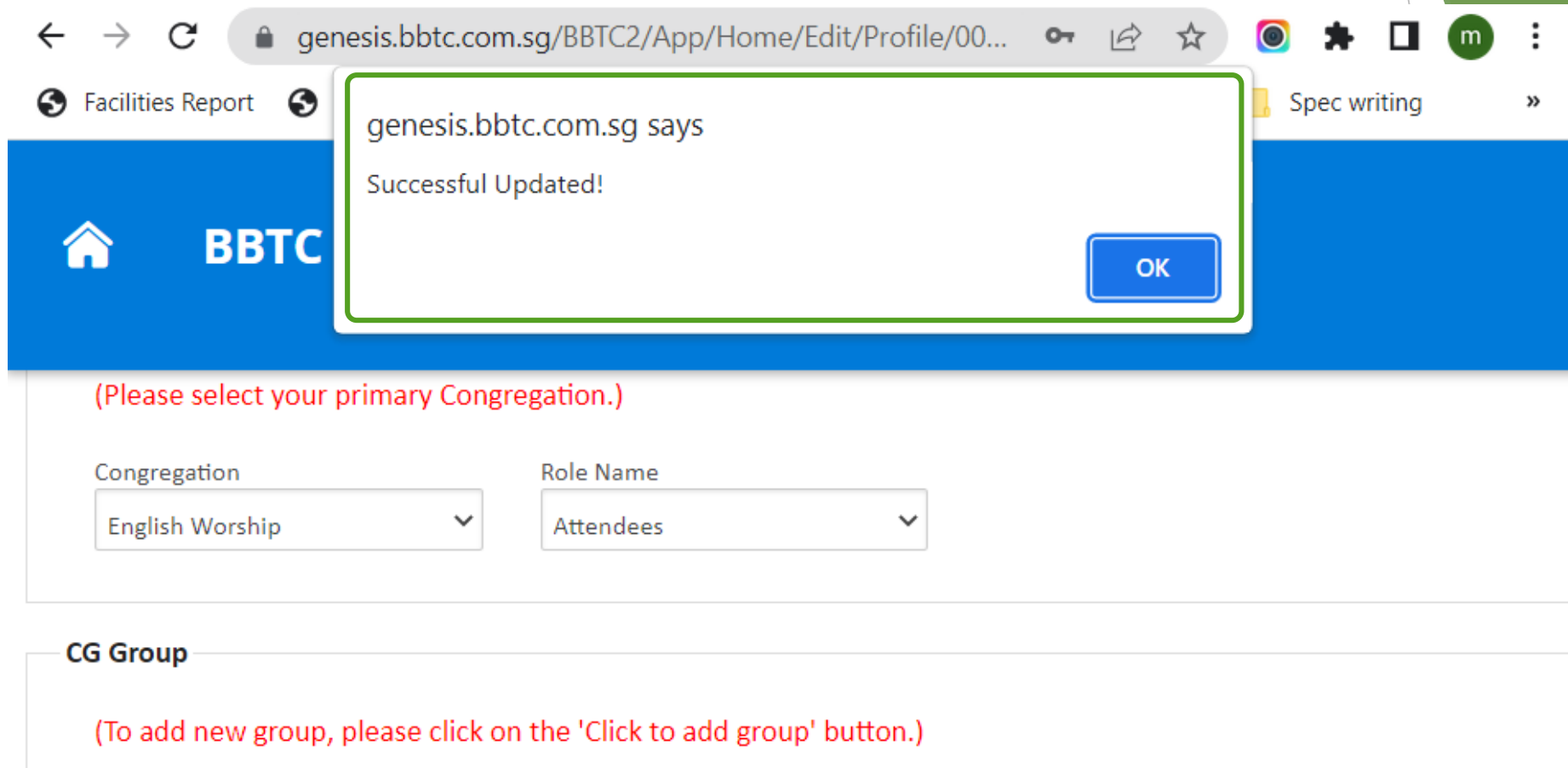
Currently Serving In

Select a Primary Ministry

Select a Ministry

[Click to update Profile](#)

Step 6: A success message pop box will appear.



The screenshot shows a web browser window with the address bar displaying `genesis.bbtc.com.sg/BBTC2/App/Home/Edit/Profile/00...`. The browser's address bar includes navigation icons (back, forward, refresh), a lock icon, and a star icon. The browser's tab bar shows a tab titled "Facilities Report" and another tab titled "Spec writing". The browser's extension bar shows icons for a camera, a puzzle piece, a square, and a green circle with the letter "m".

The main content area of the browser shows a blue header with a home icon and the text "BBTC". A success message pop box is overlaid on the page, containing the text "genesis.bbtc.com.sg says Successful Updated!" and an "OK" button. Below the pop box, the page content is partially visible, showing a red instruction: "(Please select your primary Congregation.)". Below this instruction are two dropdown menus: "Congregation" with the value "English Worship" and "Role Name" with the value "Attendees". Below these dropdowns is a section titled "CG Group" with a red instruction: "(To add new group, please click on the 'Click to add group' button.)".

Help Desk Information:

Please call BBTC General Hotline 6645-0700 or email us at bodylife@bbtc.com.sg if you require assistance.

- END -