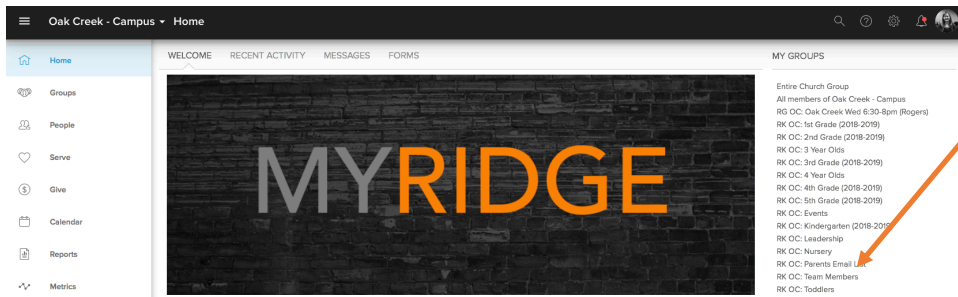
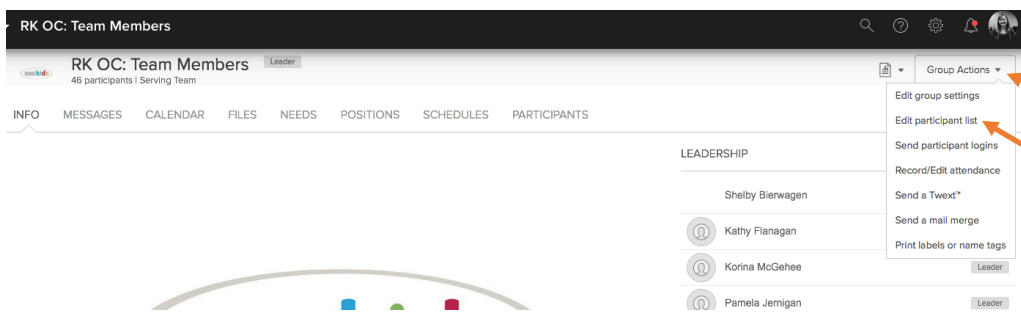


How to Change Your Group Roster



Click on the name of the group you lead.

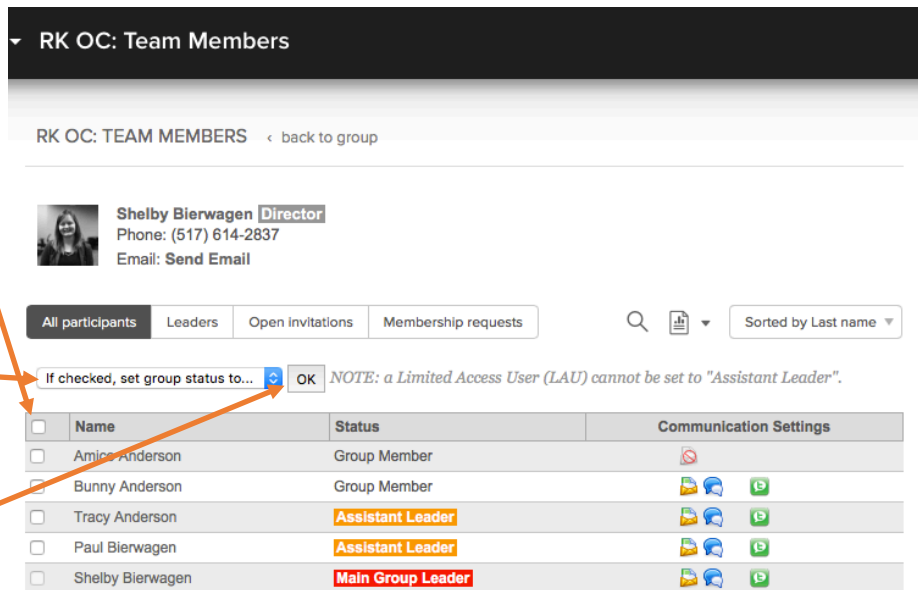


Click on "Group Actions" and then select "Edit Participant List."

Click on the box next to the name of the group member whose status you want to edit.

Then click the drop down menu to "remove from group" or change the group member's status to "Assistant Leader*" or "Group Member."

Save your changes by clicking "OK."



* Assistant Leader status is for anyone in The Ridge's Leadership Pipeline (Team/Group Lead, Coach, Lead Coach, Director, and apprentices at any of those levels of leadership). Whenever you have a group member join or leave the Leadership Pipeline, email myridge@theridgecc.com asking to add or remove the CCB access privileges assigned to that level of leadership.

If you need help, please email myridge@theridgecc.com.