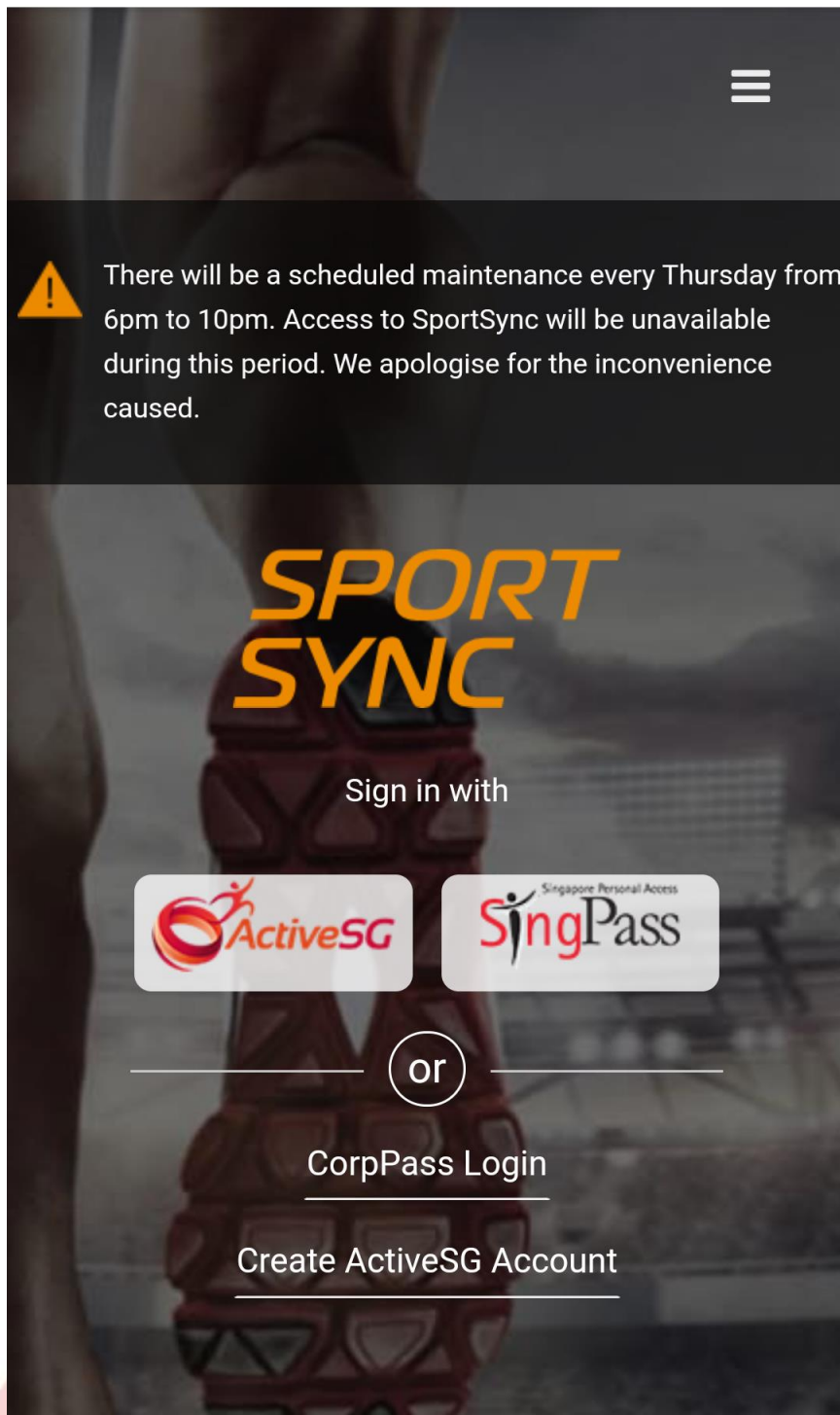


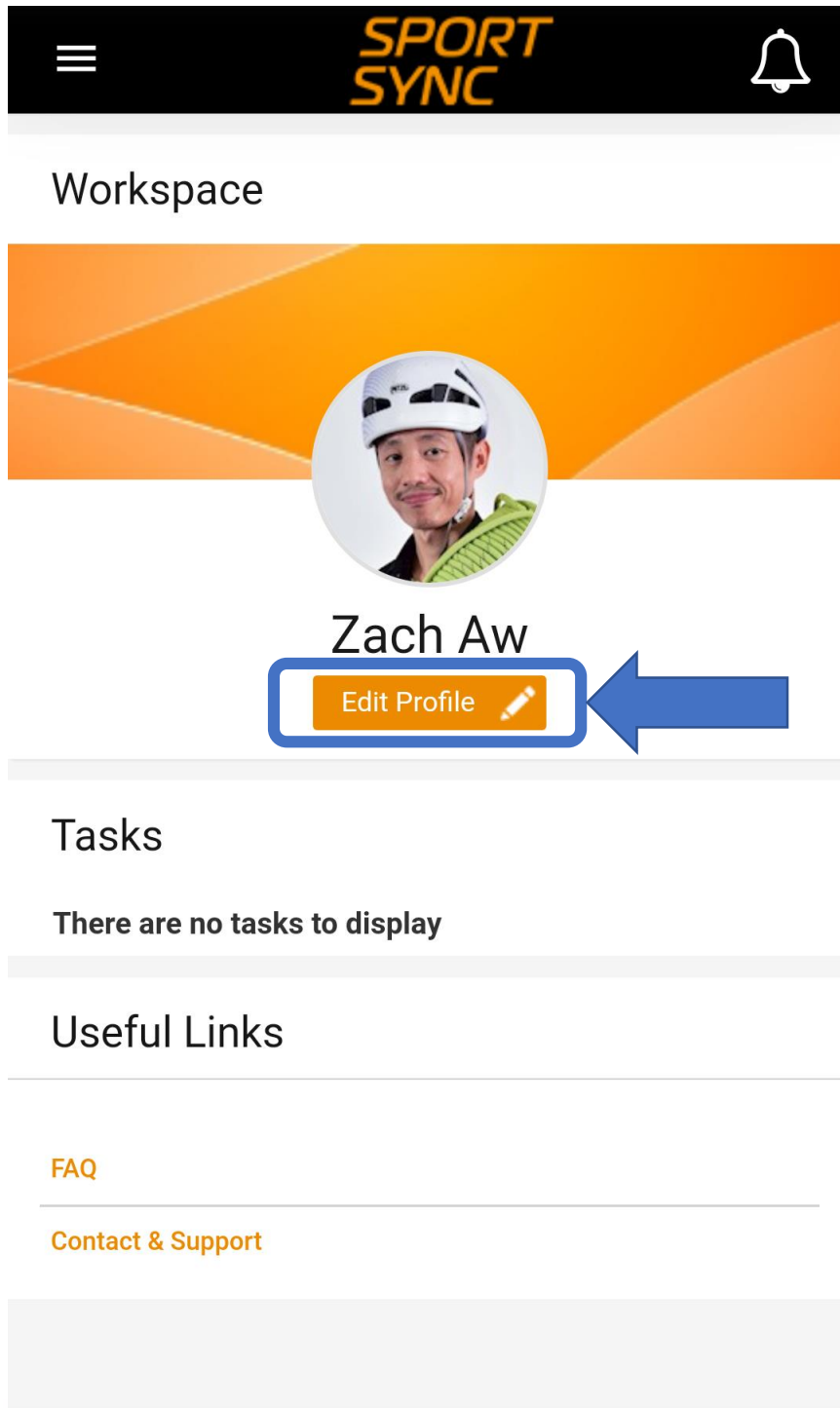
How to update your CCE record online using SportSync

Step 1: Launch your Internet Browser app (e.g., Chrome/ Safari), login on www.sportsync.sg using ActiveSG/ SingPass



How to update your CCE record online using SportSync

Step 2: After logging in, click on “Edit Profile”



SPORT SYNC

Workspace

Zach Aw

Edit Profile

Tasks

There are no tasks to display

Useful Links

FAQ

Contact & Support

How to update your CCE record online using SportSync

Step 3: Scroll down to Continuing Coach Education section and click the “Pen” at the top right corner



The screenshot shows the SportSync app interface. At the top is a black navigation bar with a hamburger menu icon on the left, the text "SPORT SYNC" in orange in the center, and a white bell icon on the right. Below the navigation bar is the "Continuing Coaching Education" section. The section title "Continuing Coaching Education" is in black. To its right is a blue square icon containing a white pencil, with a large blue arrow pointing to it from the right. Below the title, there are two items listed:



- 4 Coaching Education**
 - All Sports
 - All Sports
 - All Sports
- 1 Coaching Practice**
 - Sport Climbing



How to update your CCE record online using SportSync



Step 4: Click the “+” at the top right corner of Coaching Education/ Coaching Practice


Close **Continuing Coaching Education**

Coaching Education +



 **All Sports** 
The 21st Century Coa (Classroom Learning)
29 May 2019, Hrs: 2.00

 **All Sports** 
COP for Game for Lif (Classroom Learning)
14 May 2019, Hrs: 3.00

 **All Sports** 
E-learning
23 Mar 2019, Hrs: 3.00

[See more](#) 

Coaching Practice +

 **Sport Climbing** 
Coaching Individual / teams
08 Jan 2018, Hrs: 16.00



How to update your CCE record online using SportSync

Step 5: Type in the details of your CCE learning activity

Cancel **Coaching Education** Save

All CCE records logged by the coach may be subject to review and approval.

Sport *	Sport (Detailed)
All Sports ▼	-Select- ▼
Activity Type *	Activity Name
Classroom Learning ▼	Code of Ethics
Date Completed *	Venue Name *
23 Jul 2019	SSI Seminar Room
Education Hours *	
4	
Name Of Coordinator *	
Sport Singapore	
Remarks	
We learnt about code of ethics and its applications during sport coaching.	

How to update your CCE record online using SportSync

Step 6: (Important) Make sure to upload any evidence of your learning (e.g., confirmation of attendance, certificate of completion)

Education Hours *

4

Name Of Coordinator *

Sport Singapore

Remarks

We learnt about code of ethics and its applications during sport coaching.

Note: Remarks is mandatory, when proof of attendance is not uploaded.

Proof Of Attendance *

Note: Permitted file types: jpg, jpeg, png, pdf, doc, docx and gif.


Permissible file size: (Min: 10 KB and Max 10000 KB)

Drag and drop your files here or click here to browse & choose



How to update your CCE record online using SportSync

Step 7: Click “Save” on the top right corner.
And you’re done!

Cancel Coaching Education **Save** 

All CCE records logged by the coach may be subject to review and approval.

Sport *	Sport (Detailed)
All Sports ▼	-Select- ▼
Activity Type *	Activity Name
Classroom Learning ▼	Code of Ethics
Date Completed *	Venue Name *
23 Jul 2019	SSI Seminar Room
Education Hours *	
4	
Name Of Coordinator *	
Sport Singapore	
Remarks	
We learnt about code of ethics and its applications during sport coaching.	