NATIONAL REGISTRY OF COACHES

SportSync User Guide

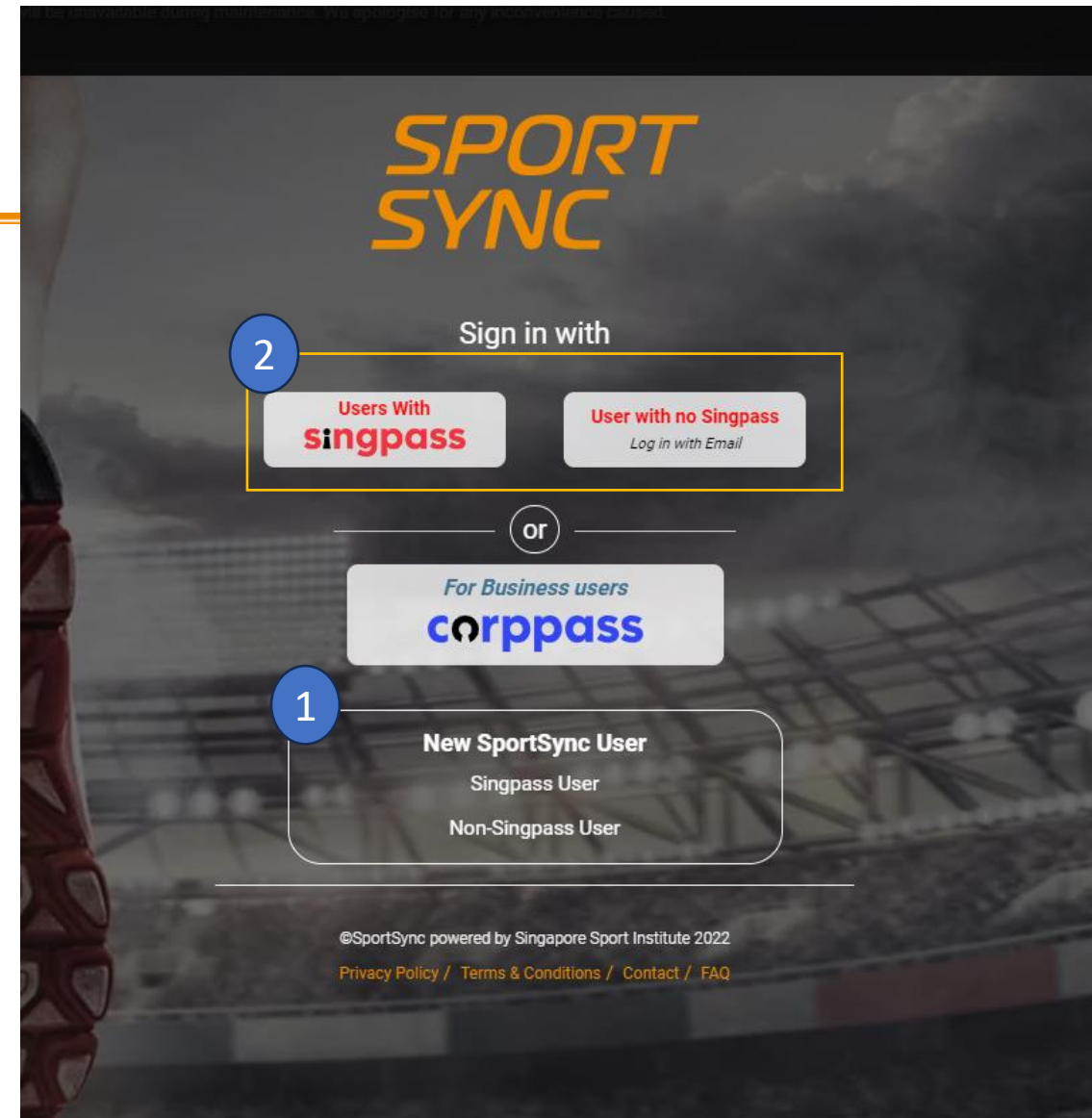**New Application**

#CoachAsLeader

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- New Application Guide

Updating your Profile
  - Standard First Aid and/or CPR + AED
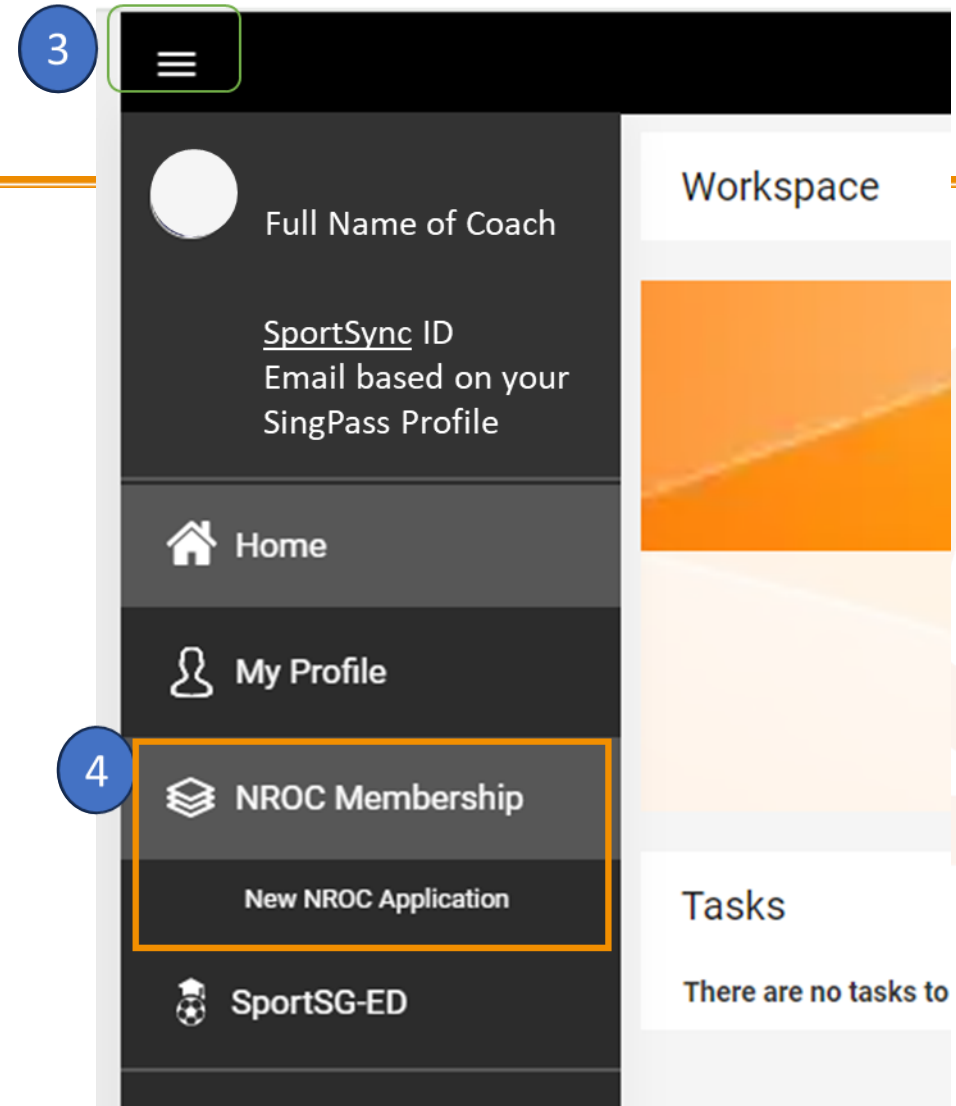 - Updating work pass / employment pass

New Application

1. Login on www.sportsync.sg

2. If you do not have a SportSync account, please do click on (1) to register for an account

3. If you do have an existing SportSync account, please do login via SingPass or email login (for those without SingPass) (2)

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4. Once you are in SportSync, click the top left 'Menu' ③, then

5. Click on 'NROC Membership', followed by 'New NROC Membership' ④

New Application

6. Please select the sport you wish to apply for from the drop-down list of sport. **5**

7. If your sport has a specific discipline, please choose the discipline you wish to coach. **6**

8. Follow the guided application process by completing each step and clicking on 'Next'. **7**

7

Cancel | **New Application** | Next

5 Sport *
None Selected
(only NROC approved sports are listed)

6 Discipline
None selected

Sport (Specialisation)
None selected

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9. To upload all the required certifications for the level you are applying, **8**
   - Click on the '+' icon to add a new record.
   - To edit a previously added record, click on the 'pencil' icon.

10. Please ensure that your intended level is correctly reflected on the top bar **9** of this page before proceeding to click "Next".

11. Please note that you will not be allowed to click "Next" if the relevant certificates are not uploaded. **10**

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12. Ensure that the declaration questions are answered truthfully and to the best of your knowledge

13. At the bottom of the declaration page, click on the two tickboxes on the right to agree before proceeding to click "Next". 11

Fill in the declaration form

1) Have you ever suffered, or are you currently suffering, from any medical condition, disease, physical or mental illness / impairment?

○ Yes　● No

11

☑ I hereby declare that I have read and understood and agree to the **Coach's Code of Ethics** which consists of the following principles:

1. Respect for Individuals
2. Responsible Coaching
3. Integrity in Actions.

Disciplinary guidelines related to the Coach's Code of Ethics are found in Section D of the **NROC Handbook**.

☑ I hereby further declare that all information provided by me and/or contained in the documents submitted by me in connection with my application are true and correct in all respects.

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New Application

14. Ensure that you have read through the terms and conditions and then click 'Agree'
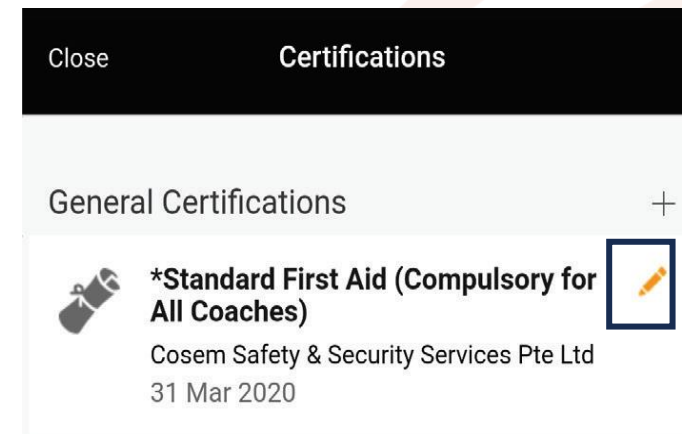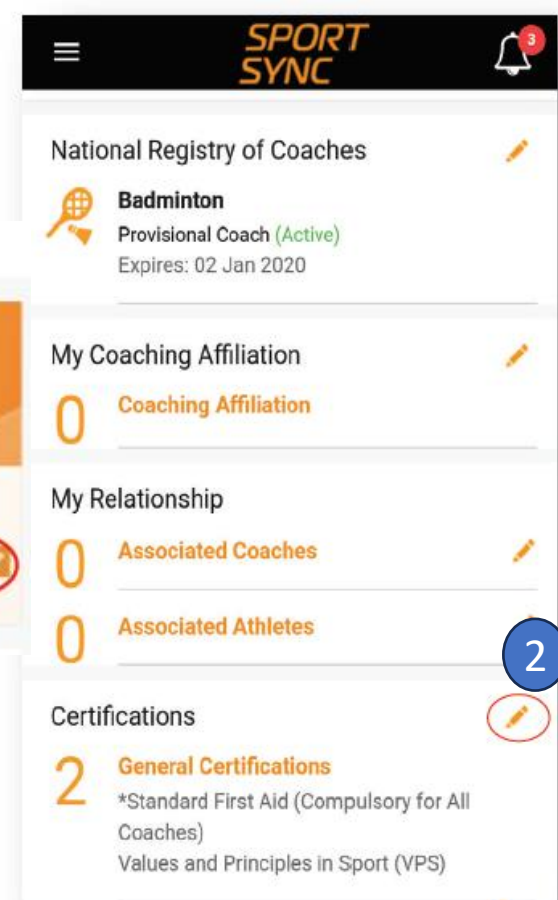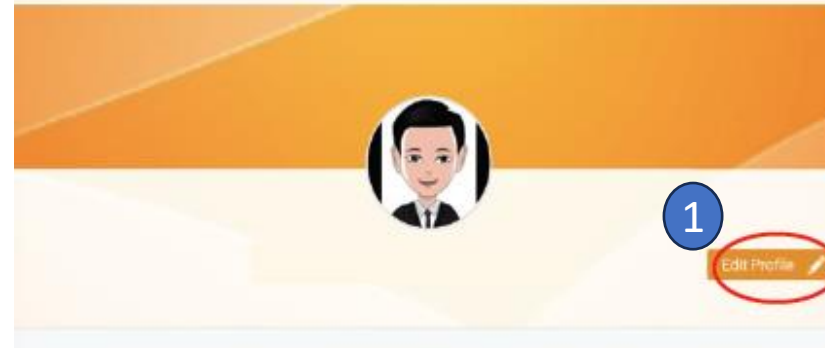
You have completed your application.

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Updating your Profile
Standard First Aid and/or CPR + AED

1. Once logged in, you will be directed to the SportSync homepage & Click on the 'Edit Profile' icon ①

2. Scroll to 'Certifications' section and click the 'pencil' icon ②

3. Please locate your Standard First Aid Certification under the general certification section

4. Click on the pencil icon to edit your certificate. ③

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Updating your Profile
Standard First Aid and/or CPR + AED

4. Once inside the form, fill in all the information needed & input in your expiry date of your Standard First Aid certification

5. Please do upload a copy of the SFA+CPR&AED Certification as the supporting document under the certificate section ④

6. Once your file is successfully uploaded ,you may click on save button. ⑤

7. Do ensure that your SFA certification is uploaded before you close the page.
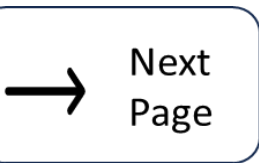
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Updating your Profile
Updating work pass / employment pass

1. Once logged in, you will be directed to the SportSync homepage. Click on the 'Edit Profile' icon

2. Click on 'pencil' icon circled in red ②

3. Ensure the details are correct. If your details are not updated. Please update your profile with SingPass. ③

4. Once you have verified your information is correct. Look for 'Current Residential Status in Singapore' circled in red & Select type of pass you are currently holding on. ④

5. Upload screenshot of your profile on SG WorkPass by clicking on the box indicated in red *remember to input date of issue and expiry ⑤

Refer to next page for a guide on how to get your profile screenshot with a sample of the SGWorkPass App Profile)

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Updating your Profile
Updating work pass / employment pass

SGWorkPass

SGWorkPass is available for iOS, Android and Huawei HarmonyOS.

Overview of the pass holder's pass information such as:
- Photo-image*
- Name
- FIN*
- Pass type , status & validity date
- Employer Details

*Not applicable for some Special Pass card holders

Welcome back!
Accessed on: 24 Aug 2023, 09:32AM

Work Permit

Valid

Name
ABC

FIN
G••••567A

Pass Expires On
7 Aug 2025

Show Details

Employment Info

Home   Inbox   More

Pass Details

Scanned on: 25 Feb 2023, 09:32AM

Work Permit

Valid

Name
ABC

FIN
G1234567A

Pass Expires On
7 Aug 2023

Employer
ABC PTE. LTD

Occupation
RIGGER

Sector
CONSTRUCTION

Date of Application
8 Jul 2019

Pass Issued On
7 Aug 2019

Pass Renewed On
16 Jul 2021

Multiple Journey Visa
Issued

Card Serial Number
K1234567

MINISTRY OF MANPOWER

Accurate as of 25 Feb 2023, 08:40AM

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