



# NATIONAL REGISTRY OF COACHES

SportSync User Guide

**New Application**

**#CoachAsLeader**



# Menu

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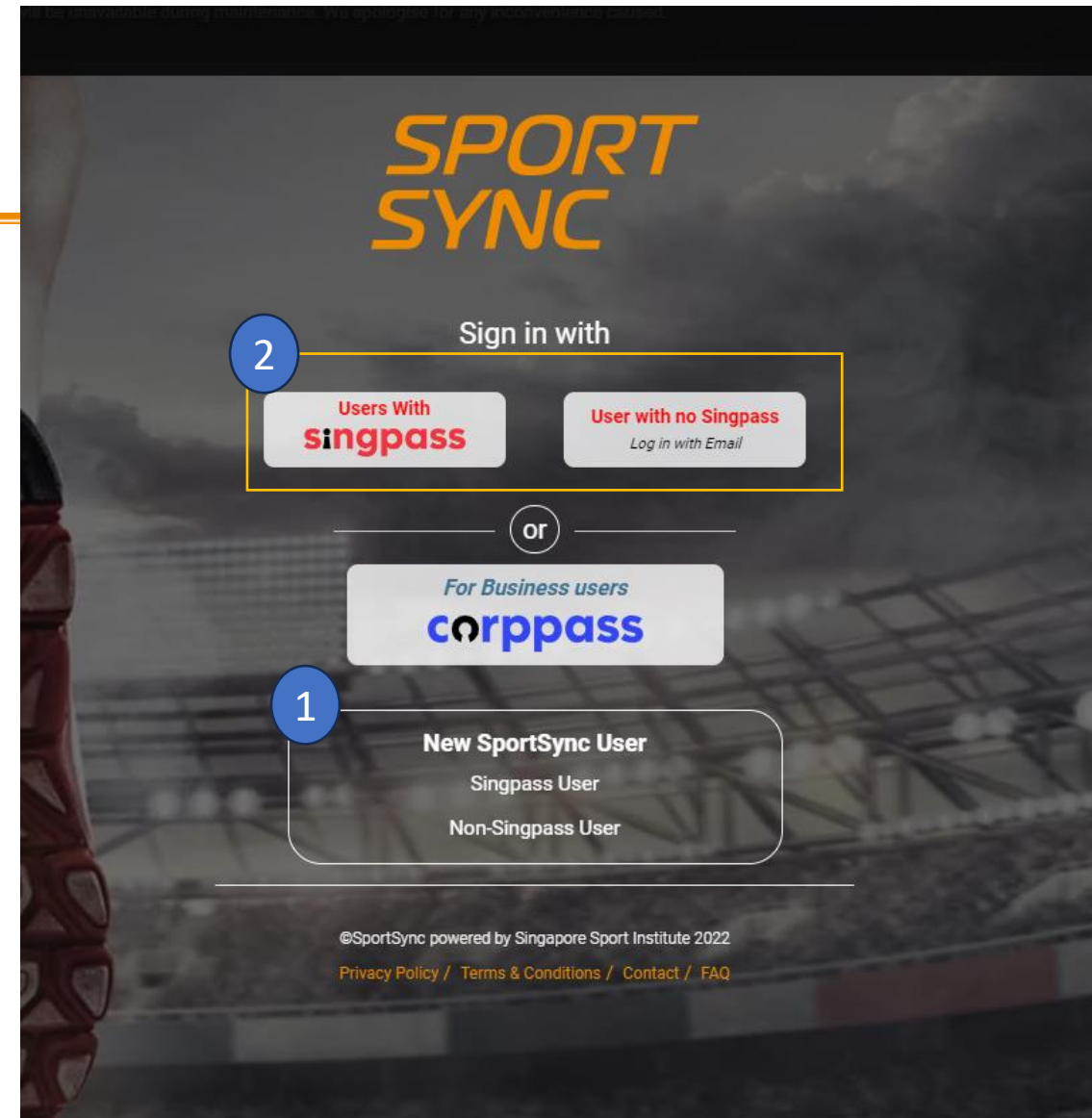
## **Updating your Profile**

- [Standard First Aid and/or CPR + AED](#)
- [Updating work pass / employment pass](#)



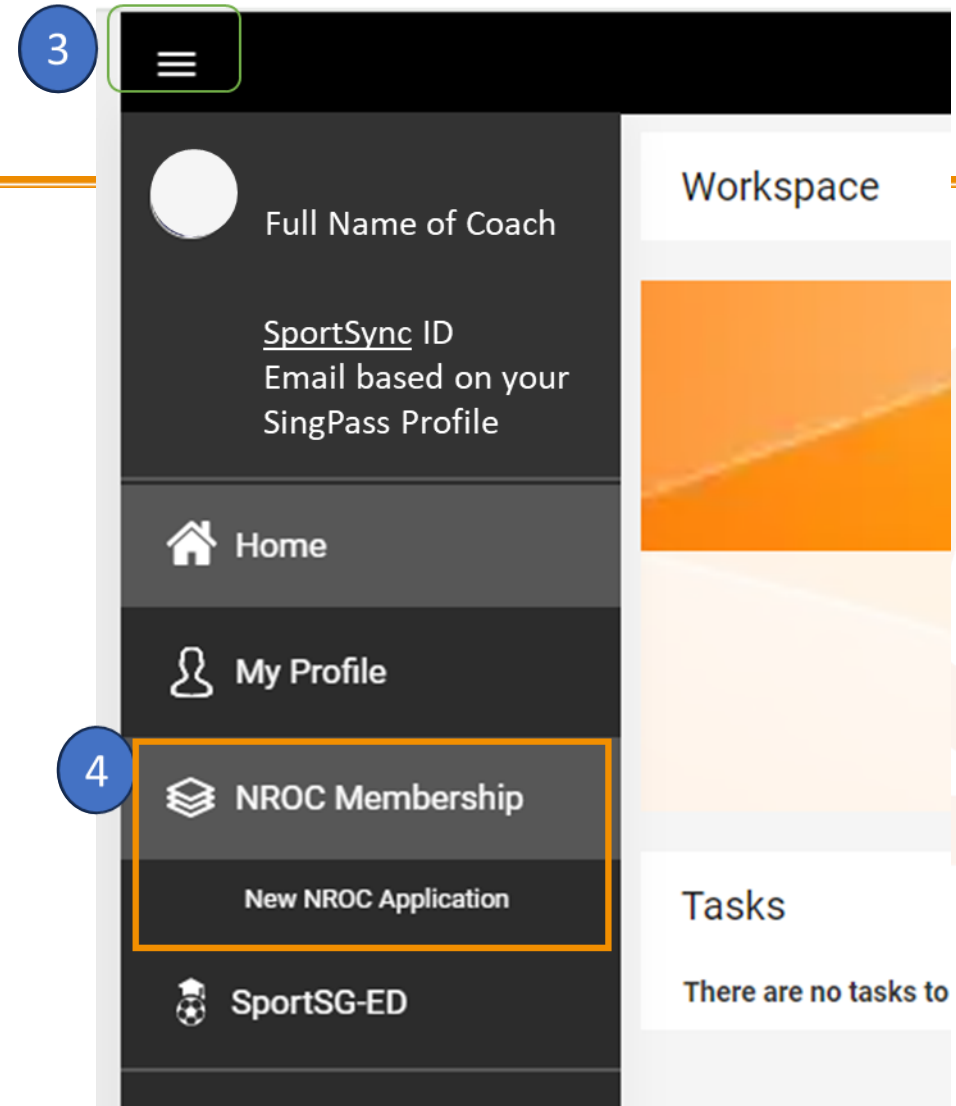
# New Application

1. Login on [www.sportsync.sg](http://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**



# New Application

4. Once you are in SportSync, click the top left 'Menu' <sup>3</sup>, then
5. Click on 'NROC Membership', followed by 'New NROC Membership' <sup>4</sup>



# 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**

The screenshot shows a mobile application interface for a 'New Application' form. The form has a black header with 'Cancel' on the left, 'New Application' in the center, and 'Next' on the right. Below the header, there are three main sections: 1. A 'Sport \*' dropdown menu with 'None Selected' and a note '(only NROC approved sports are listed)'. 2. A 'Discipline' dropdown menu with 'None selected'. 3. A 'Sport (Specialisation)' dropdown menu with 'None selected'. A large, light-colored arrow graphic points from the bottom right towards the 'Next' button. Blue circles with numbers 5, 6, and 7 are overlaid on the form to indicate the steps: 5 points to the 'Sport \*' dropdown, 6 points to the 'Discipline' dropdown, and 7 points to the 'Next' button.

# New Application

- 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.
- Please ensure that your intended level is correctly reflected on the top bar **9** of this page before proceeding to click "Next".
- Please note that you will not be allowed to click "Next" if the relevant certificates are not uploaded. **10**

Previous Certifications Next

Note: You are eligible for Coach, please proceed to apply or add more certifications to change level.  
[Learn more](#)

General Certifications

- Foundation Sport Science (previously known as Basic Sport Science)**  
Sport Singapore  
Not Available
- SG-Coach Theory Certificate - Level 1**  
Sport Singapore  
Not Available
- \*Standard First Aid (Compulsory for All Coaches)**  
Singapore Red Cross Society  
11 Sep 2025

Sport Specific Certifications

- SG-Coach Technical Certificate - Level 1**  
Basketball, Sport Singapore  
Not Available





# New Application


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

**You have completed your application.**

Previous **Terms and Conditions**

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. I hereby authorise SportSG to seek verification with the relevant authorities and/or organisations to all information provided in this application as necessary.

In the event that I am involved with any investigations (criminal or otherwise) by the Singapore Police Force and/or any other relevant authorities, I hereby undertake to inform SportSG of the said investigations in writing within twenty four (24) hours.



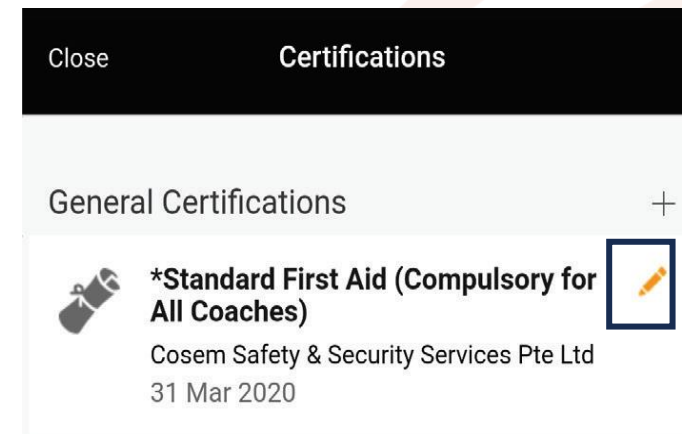
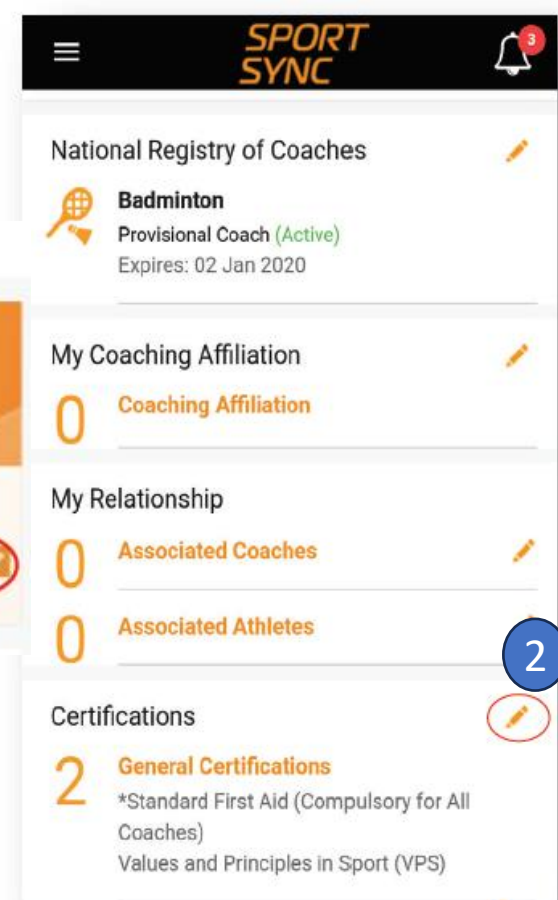
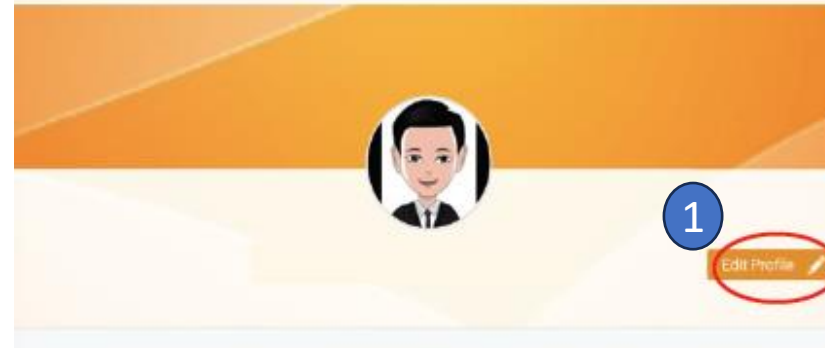


# Updating your Profile

## 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

Workspace



# 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.

Cancel General Certifications Save ④

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category \*  
\*Standard First Aid (Compulsory for All Coaches)

AED included

Equivalent Certificate

Issuing Authority \*  
n2Hub Pte Ltd

Name of The Certificate  
Standard First Air Provider CPR and AED provider

Certificate Number  
SFA219002



Completion Date (If Applicable)  
15 Nov 2023

Expiry Date (If Applicable)\*  
14 Nov 2025

Note : Permitted File Types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible File Size: (min: 10 kb and max 10000 kb)

Certificate \* ⑤

0.4 MB  
Yee Chee Mu...

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

# Updating your Profile

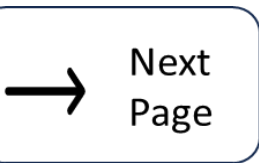
## Updating work pass / employment pass

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)**



The screenshot shows the 'National Registry of Coaches' profile editing page. At the top, there's a navigation bar with 'Home | My Profile'. Below it is a banner image of athletes. To the right, a 'Personal Particulars' sidebar contains fields for Nationality, Current Residential Status in Singapore, Gender, Age (Yrs), and Marital Status. A red circle and the number '2' highlight the pencil icon in the top right of this sidebar. The main form area is titled 'SPORT' and has a 'Personal Particulars' header. It includes fields for Identification Type (NRIC), Identification Number, Salutation, Full Name, Preferred Name/Alias, Family Name, and Nationality. A red circle and the number '3' highlight the 'Cancel' button. The 'Current Residential Status in Singapore' dropdown is set to 'Work Permit (WP)' and is circled in red with the number '4'. Below this is a 'Work Permit (WP) Details' section with fields for Date of Issue (DD MMM YYYY) and Date of Expiry (21 Apr 2020). A red circle and the number '5' highlight this section. A note specifies permitted file types and sizes. At the bottom, there's a box for uploading files with the text 'Drag and drop your files here or click here to browse & choose'.



# 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

