



NATIONAL REGISTRY OF COACHES

SportSync User Guide for
Renew & Upgrade

[#CoachAsLeader](#)



Menu



- [Renew & Upgrade Guide](#)

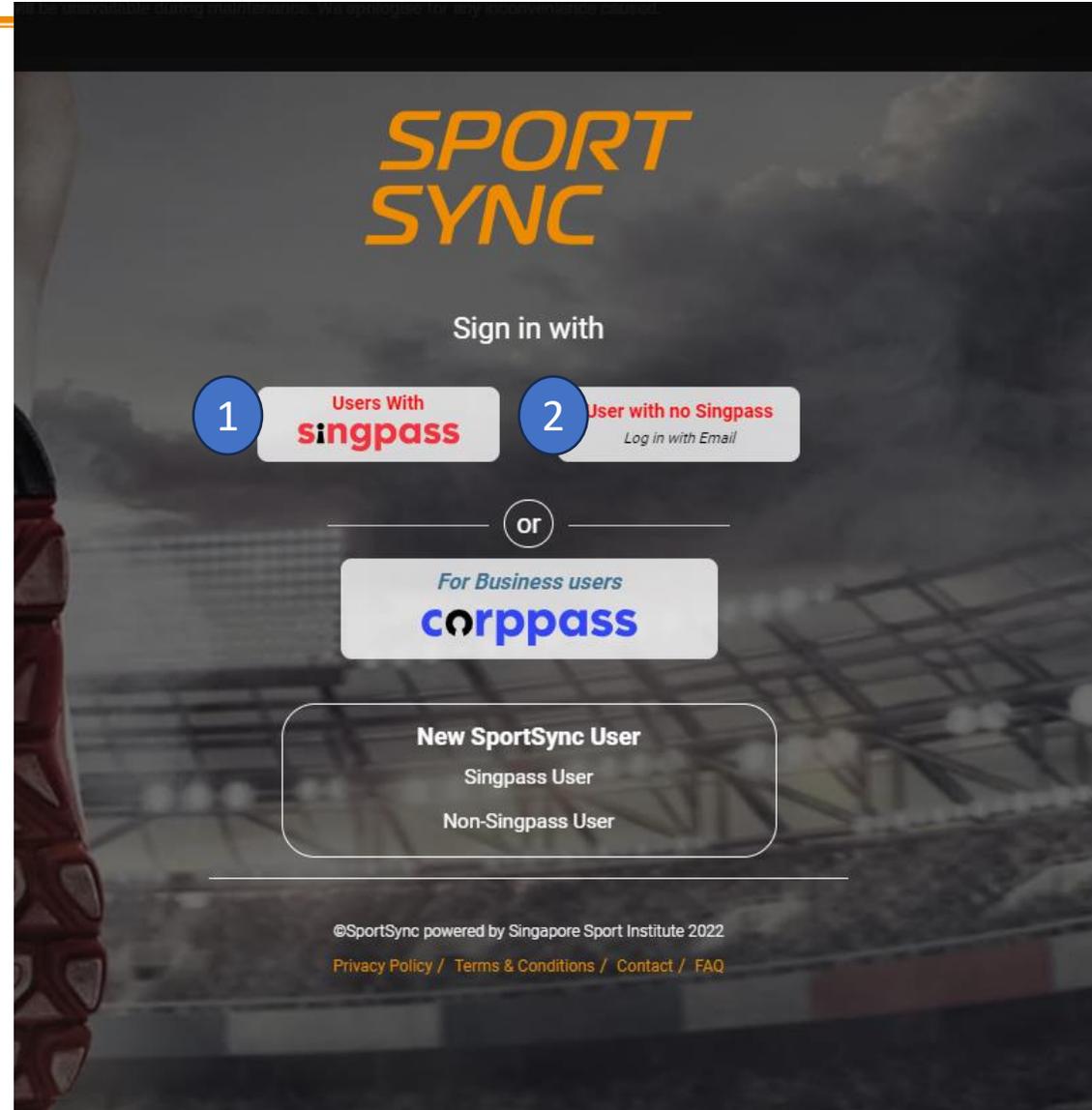
Updating your Profile

- [Updating your CCE records online using e- logbook](#)
- [Standard First Aid and/or CPR + AED](#)
- [Updating work pass / employment pass](#)



Renew & Upgrade

1. Login on www.sportsync.sg using your SingPass by clicking on ①
2. If you do not have SingPass, click on box ② & login using your Login details



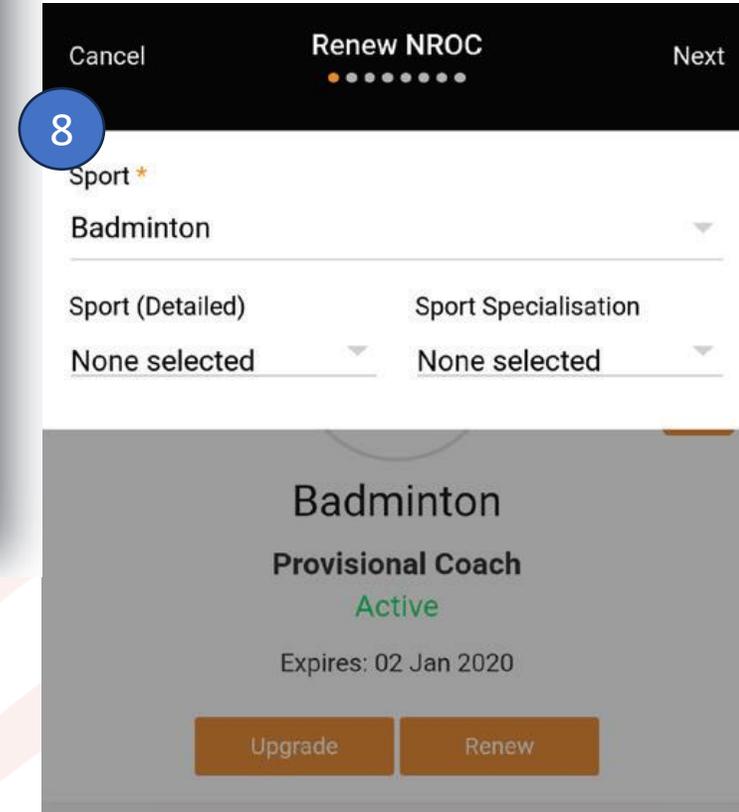
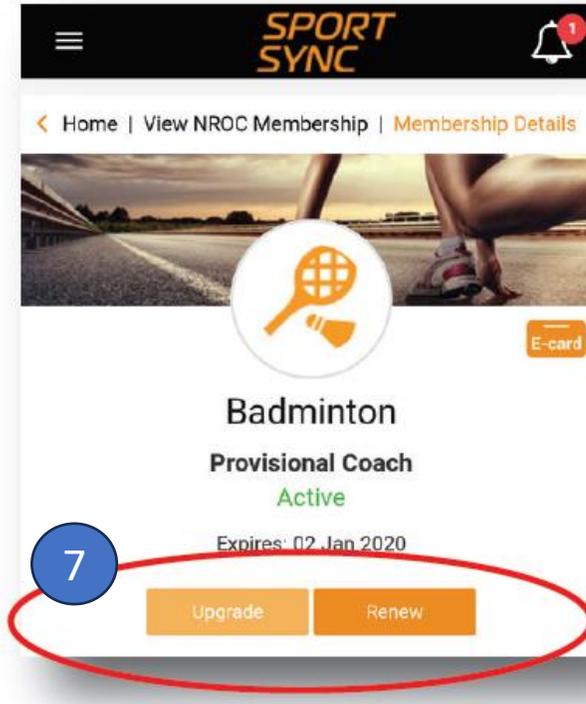
Renew & Upgrade

4. Click the top left 'Menu' **3** then
5. Click 'NROC Membership' **4**
6. Followed by 'View NROC Membership' **5**
7. Click on the sport you would like to view **6**

The screenshot displays the SPORT SYNC mobile application interface. At the top, the logo 'SPORT SYNC' is visible in orange and white. Below the logo, the user's profile is shown with a circular profile picture, the name 'Testcoach', and the email address 'testcoachadms@gmail.com'. A notification bell icon with a red '1' is in the top right corner. A blue circle with the number '3' highlights the menu icon (three horizontal lines) in the top left corner. Below the profile, a navigation bar contains a home icon and the text 'Home'. Underneath, there are three menu items: 'My Profile', 'NROC Membership' (highlighted with a blue circle '4' and a green border), and 'New NROC Application'. Below 'New NROC Application' is a sub-item 'View NROC Membership' (highlighted with a blue circle '5' and a green border). Below this is a breadcrumb trail: '< Home | View NROC Membership'. A large orange button labeled 'New NROC Application' is centered below the breadcrumb. At the bottom, a card for 'Badminton' is highlighted with a blue circle '6' and a green border. The card shows a badminton racket icon, the text 'Badminton', 'Provisional Coach (Active)', and 'Expires: 02 Jan 2020'.

Renew & Upgrade

8. Click on 'Renew' or 'Upgrade' depending on your eligibility 7
9. Follow the guided application process by completing each step and clicking 'Next' 8



Renew & Upgrade

- To upload all the required certifications for the level you are applying, **9**
 - 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 **10** 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. **11**

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Previous Certifications Next

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

General Certifications **9** +

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

11

Renew & Upgrade

13. Please ensure that the declaration questions are answered truthfully and to the best of your knowledge.
14. At the bottom of the declaration page, click on the two tickboxes on the right to agree before proceeding to click "Next". 12

Previous Declaration Next

.....●.....

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

12

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.



→ Next Page

Renew & Upgrade

15. Ensure that you have read through the terms and conditions and then click 'Agree'
16. Confirm your application and proceed to make online payment (if required)
 - The payment options are credit or debit card.
17. You have the option to pay later but note that application will only be processed after payment is submitted



Previous **Terms and Conditions**

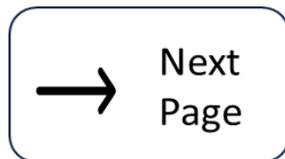
I hereby further declare that all information provided by me and/or contained in the documents submitted by me in connection with my application are true and correct in all

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.



You are submitting a Renew NROC application for Badminton as a Provisional Coach.

Kindly pay S\$20.00 to Renew your application



Renew & Upgrade

18. You will receive an acknowledgement after you have made a successful payment

Your application is completed

Thank you for your application. We will contact you on the outcome or if any follow-up is required

Ok



How to update CCE records online using e-logbook

1. Once logged in, you will be directed to the SportSync homepage & click on the 'Edit Profile' icon **1**
2. You will be directed to your profile landing page
3. Scroll down your profile page till you see 'Continuing Coaching Education'
4. Click on the Pencil Icon to access the e-logbook **2**

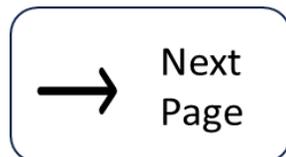


How to update CCE records online using e-logbook

5. The required hours for each sport can be found in the respective category. **3**
6. Click on the '+' icon to add new record **4**
7. To edit the record previously added, click on the 'pencil' icon **5**

Coaching Education : Courses / Classes that you have attended.

Coaching Practice : Coaching Individual / Teams



The screenshot shows the "Continuing Coaching Education" interface. At the top, there is a "Close" button and the title "Continuing Coaching Education". Below this, there are two main sections: "Coaching Education" and "Coaching Practice". Each section has a table of hours for "Wrestling" and "Judo".

Coaching Education	
Wrestling 20.00 / 15.00	Judo 0.00 / 0.00
Wrestling UWW Level 1 coaching course (Classroom Learning) 15 Dec 2022, Hrs: 10.00	
Wrestling UWW Level 2 Coaching Course (OTHERS) 18 Mar 2024, Hrs: 10.00	

Coaching Practice	
Wrestling 24.00 / 15.00	Judo 0.00 / 0.00
Wrestling Coaching Individual / teams 28 Mar 2024, Hrs: 24.00	

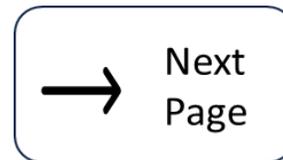
Numbered callouts: **3** points to the Wrestling/Judo table in the Coaching Education section; **4** points to the '+' icon in the Coaching Education section; **5** points to the pencil icon in the Coaching Education section.

How to update CCE records online using e-logbook

8. Key in the details of your CCE learning activity for all the required fields marked with*
9. Click the box under the section "Proof of Attendance" **6** to upload the supporting documents that is accepted.

Kindly refer to the next page for the list of accepted document for Education & Practice hours

10. Ensure that all required fields are filled and click 'Save'

A screenshot of the "Coaching Education" form. The form has a black header with "Cancel" on the left, "Coaching Education" in the center, and "Save" on the right (circled in red). Below the header is a note: "All CCE records logged by the coach may be subject to review and approval." The form contains several fields, each with a red circle around it: "Sport *" (with a dropdown menu showing "All Sports" and "Sport (Detailed)"), "Activity Type *" (with a dropdown menu showing "Classroom Learning" and "Activity Name"), "Date Completed *" (with a date picker), "Venue Name *" (with a dropdown menu), "Education Hours *" (with a text input), and "Name Of Coordinator *" (with a text input). Below these fields is a "Remarks" section with a text area labeled "Enter Remarks". A note below the remarks section states: "Note: Remarks is mandatory, when proof of attendance is not uploaded." Below the remarks section is a "Proof Of Attendance *" section with a note: "Note: Permitted file types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible file size: (Min: 10 KB and Max: 10 MB)". A red box highlights the "Proof Of Attendance" section, and a blue circle with the number "6" is placed next to it. The "Save" button is circled in red.

How to update CCE records online using e-logbook

Accepted Document for Education Hours

- ✓ Certificate of Completion / Achievement
- ✓ Letter of Completion from Training Provider
- ✓ Email Confirmation with CCE Hours included
- ✓ Screenshot of Completion Page on SportSG-ED

Accepted Document for Practice Hours

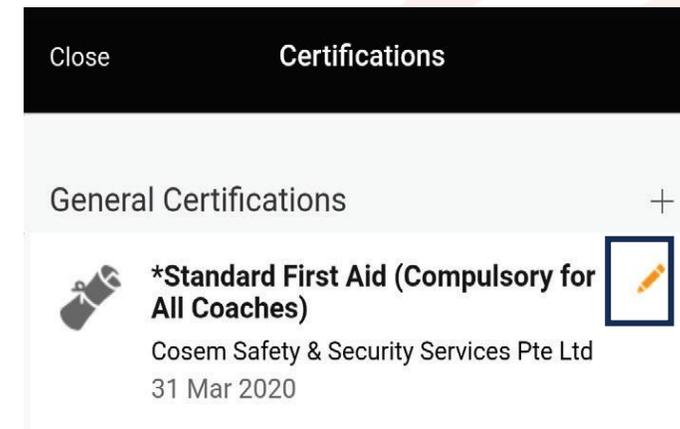
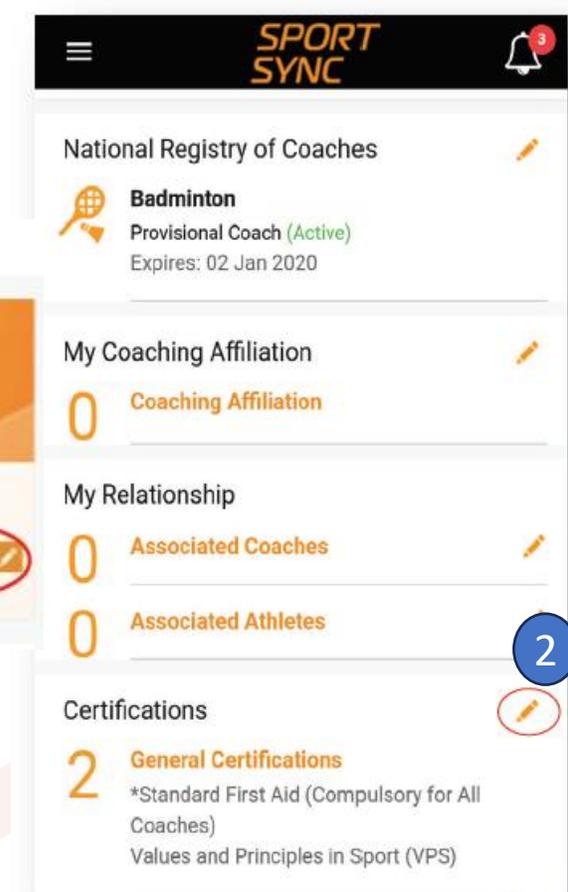
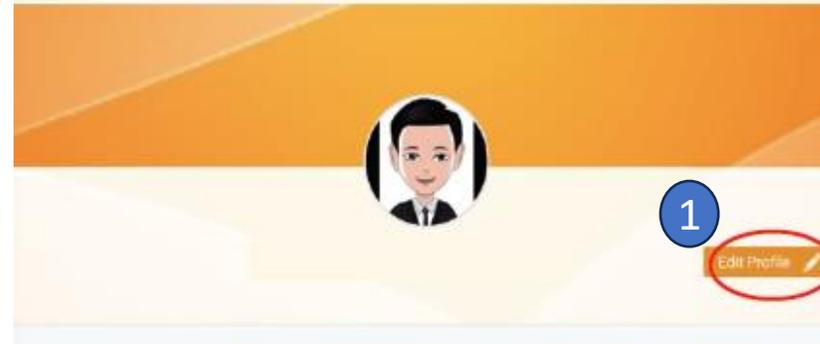
- ✓ Letter of Employment / Contract
- ✓ Timesheet for service rendered
- ✓ Attendance log sheet
- ✓ Letter of Endorsement from place of practice

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

- Once inside the form, fill in all the information needed & input in your expiry date of your Standard First Aid certification
- Please do upload a copy of the SFA+CPR&AED Certification as the supporting document under the certificate section **4**
- Once your file is successfully uploaded ,you may click on save button. **5**
- Do ensure that your SFA certification is uploaded before you close the page.

Cancel General Certifications Save **5**

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 * **4**

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 'My Profile' page in the SportSync app. 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' section lists fields like Nationality, Residential Status, Gender, Age, and Marital Status, each with a pencil icon. A red circle highlights the pencil icon, and a blue circle with the number '2' is next to it. Below the banner is the 'National Registry of Coaches' section. A modal window titled 'SPORT Personal Particulars' is open, showing fields for Identification Type (NRIC), Identification Number, Salutation, Full Name, Preferred Name/Alias, Family Name, and Nationality. A blue circle with the number '3' is next to the 'Cancel' button. The 'Current Residential Status in Singapore' field is circled in red, with a blue circle with the number '4' next to it. Below this is the 'Work Permit (WP) Details' section, which includes 'Date of Issue' (DD MMM YYYY) and 'Date of Expiry' (21 Apr 2020). A blue circle with the number '5' is next to the 'Date of Issue' field. A red box highlights the 'Date of Expiry' field and the 'Note' section below it, which contains file upload instructions. At the bottom of the red box is a 'Drag and drop your files here or click here to browse & choose' area.

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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

