

How to Amend Candidate's Name of e-Cert & Generate in the Portal by Instructor

Step 1 – Registered Instructors / Service Providers logon to the portal

<https://members.myactivesg.com/sp/> → SwimSafer → View Assessment

The screenshot shows the top navigation bar of the ActiveSG portal. It includes the ActiveSG logo, a dropdown menu with options: Corporate Programme, Public Programme, Swimsafer, SEP Programme, and My Account. Below the navigation bar is a notification area with the text "You have no notifications." and a "View Assessment" button highlighted in yellow.

Step 2 – An Assessment Listing display, click “View Details” of PUBLISHED assessment. Status of assessment on both Setup required or Published can be amended.

The screenshot shows the "Assessment Listing" page. It features a "CREATE ASSESSMENT" button and a table with the following columns: Assessment Name, School, Assessment Location, Assessment Date, Status, and a "VIEW DETAIL" button. The table lists several assessments, including "Test Run 1", "PM Test 3", "Pat Test 1", "PM test 1", "Rain Off Assessment (Rain-off)", "Test for Theory Results 01", and "Assessment 02". The "Status" column indicates whether an assessment is "Setup required" or "Published".

Assessment Name	School	Assessment Location	Assessment Date	Status	VIEW DETAIL
Test Run 1	-	Bishan Swimming Complex	2022-07-06 15:00:00	Setup required	VIEW DETAIL
PM Test 3	-	Bishan Swimming Complex	2022-07-05 14:00:00	Setup required	VIEW DETAIL
Pat Test 1	-	Bishan Swimming Complex	2022-06-28 11:00:00	Setup required	VIEW DETAIL
PM test 1	-	Yishun Swimming Complex	2022-05-22 13:00:00	Setup required	VIEW DETAIL
Rain Off Assessment (Rain-off)	-	Ang Mo Kio Swimming Complex	2022-04-08 23:30:00	Setup required	VIEW DETAIL
Test for Theory Results 01	-	Ang Mo Kio Swimming Complex	2022-02-15 13:00:00	Published	VIEW DETAIL
Assessment 02	-	Ang Mo Kio Swimming Complex	2021-12-31 12:30:00	Published	VIEW DETAIL

Step 3 – Assessment detail displays, click “Edit Student”.

The screenshot shows the "Assessment detail" page for "Assessment 02". It displays the following information: Name of Assessment: Assessment 02, Venue: Ang Mo Kio Swimming Complex, Date and Time: 2021-12-31 12:30:00, and Assessment Code: IEZ1373C. Below this information are buttons for "BACK" and "RAIN-OFF". A table lists the students and their scores, with an "Edit Student" button highlighted in yellow for the first student, Felicia.

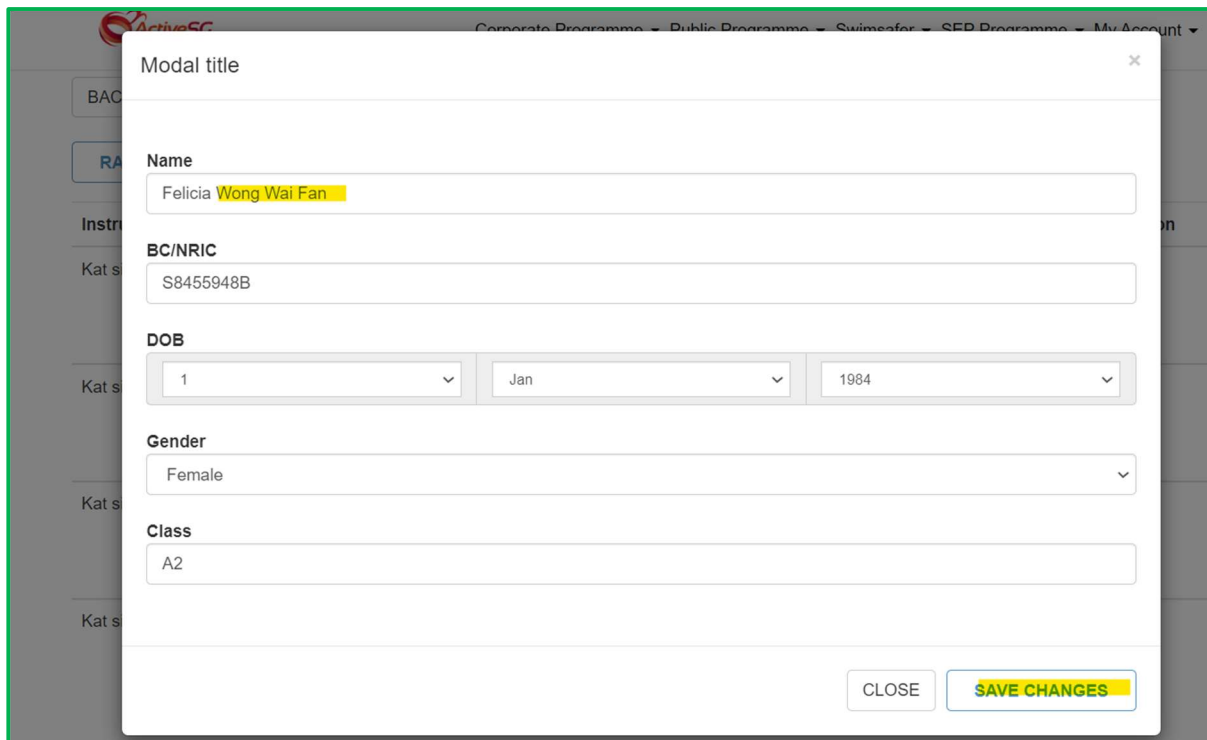
Instructor Name	Level	Student List	Score	action
Kat six five	1	Felicia Edit Student	Theory: - Practical: - Assessor: I am Coach SP Assessor Mobile No.: -	
Kat six five	1	Jocelyn Staging Seven Edit Student	Theory: - Practical: - Assessor: I am Coach SP Assessor Mobile No.: -	

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Step 4 – A pop-up page displays, amend details as per below → click “Save Changes”.

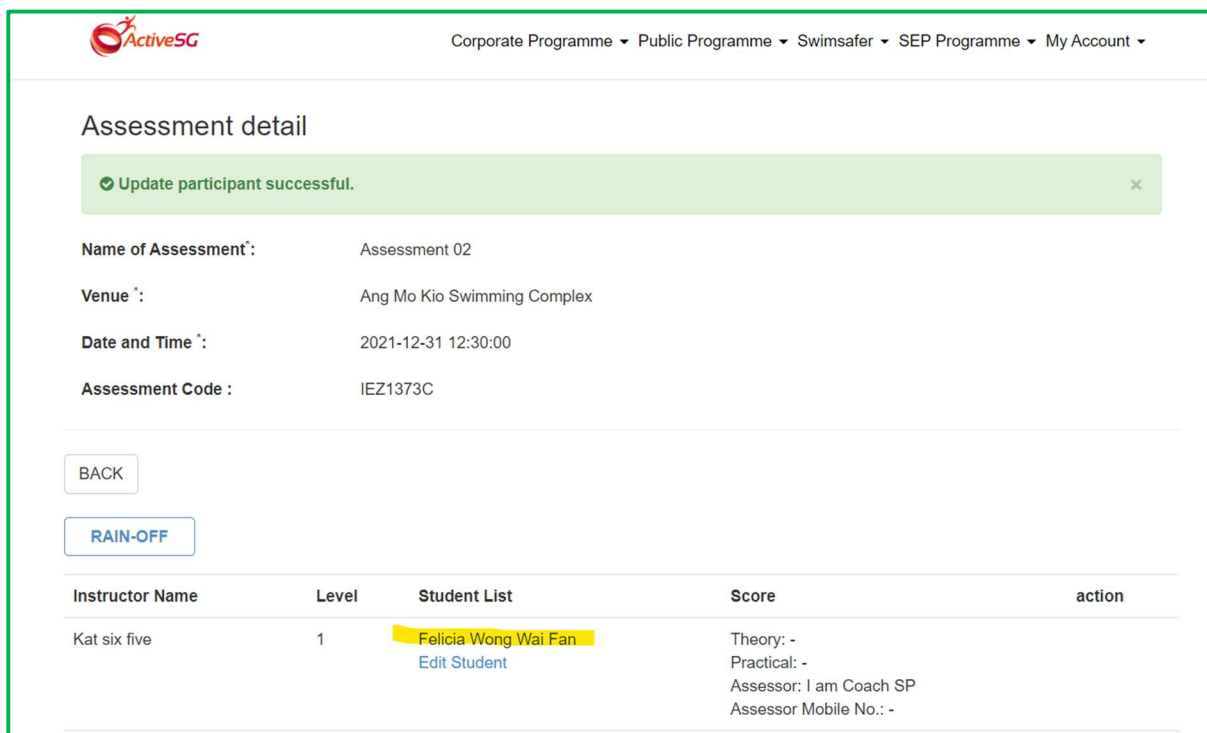


A modal window titled "Modal title" is displayed over a background interface. The modal contains the following fields:

- Name:** Felicia Wong Wai Fan
- BC/NRIC:** S8455948B
- DOB:** 1 (dropdown), Jan (dropdown), 1984 (dropdown)
- Gender:** Female (dropdown)
- Class:** A2

At the bottom right of the modal, there are two buttons: "CLOSE" and "SAVE CHANGES".

Step 5 – A green bar displays to confirm particulars updated.



The page shows the "Assessment detail" section with a green success message: "Update participant successful." Below this, the assessment details are listed:

- Name of Assessment*:** Assessment 02
- Venue*:** Ang Mo Kio Swimming Complex
- Date and Time*:** 2021-12-31 12:30:00
- Assessment Code:** IEZ1373C

Below the details are two buttons: "BACK" and "RAIN-OFF".

Instructor Name	Level	Student List	Score	action
Kat six five	1	Felicia Wong Wai Fan Edit Student	Theory: - Practical: - Assessor: I am Coach SP Assessor Mobile No.: -	

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Step 6 – Once amendment completed, click “Generate e-Certificate” → “e-Certificate” to view.

Assessment detail

Name of Assessment*: 01JanY1330

Venue*: Jurong West Swimming Complex

Date and Time*: 2022-01-01 13:32:00

Assessment Code: BRUVHAV2

BACK

RAIN-OFF

Instructor Name	Level	Student List	Score	action
Ong Yi Long	5	JAVAN TAN YANG AN Edit Student	Theory: PASS Practical: PASS Assessor: Soh Wei Sian	ECERTIFICATE GENERATE ECERTIFICATE

Step 7 – The e-Certificate shows as below, then save it accordingly.

