

Steps to Upload Reflection onto SportSync

Step 1: Visit SportSync website at <https://sportsync.sg>

SPORT SYNC HOME ABOUT CONTACT

UNDERSTANDING DATA

Create the competitive edge with Analytics

REGISTER
Register on ActiveSG to access SportSync System

LOGIN AS INDIVIDUAL USER
Login to SportSync using ActiveSg Account

LOGIN AS CORPORATE USER
Coming Soon

A ONE-STOP PLATFORM FOR THE MANAGEMENT OF SPORT

SportSync is a game-changer for efficient sports organisation management, performance analysis and sport community engagement. It is a comprehensive and integrated solution for the management of sport data.

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Step 2: Click on 'Login as Individual User'

Choose either SingPass or ActiveSG account to login

Advisory Note
Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

Singapore Personal Access
SingPass

Singapore Government
Integrity - Service - Excellence

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Login

SingPass ID

Password

Cancel Login

Forgot SingPass ID or Password?

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EXISTING USER

Mobile / Email / NRIC*

Password*

Step 3: Click on 'Edit My Profile' at the main page of SportSync

SPORT SYNC [Help](#)

Home

My Profile

NROC Membership

Workspace

Tasks

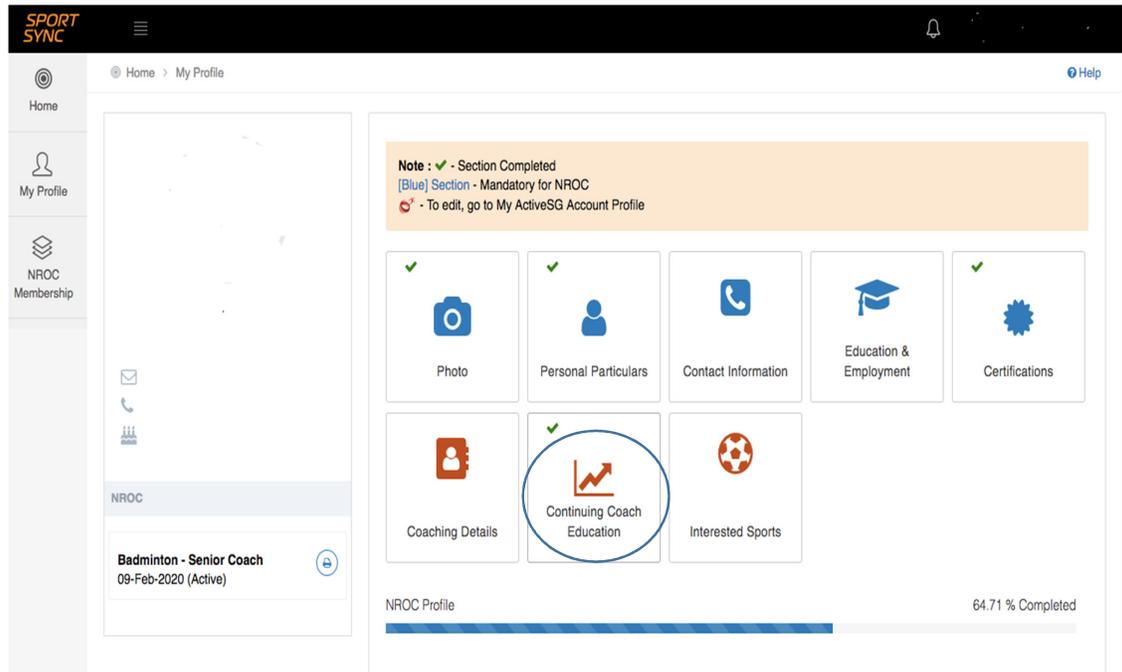
There are no tasks to display

Useful Links

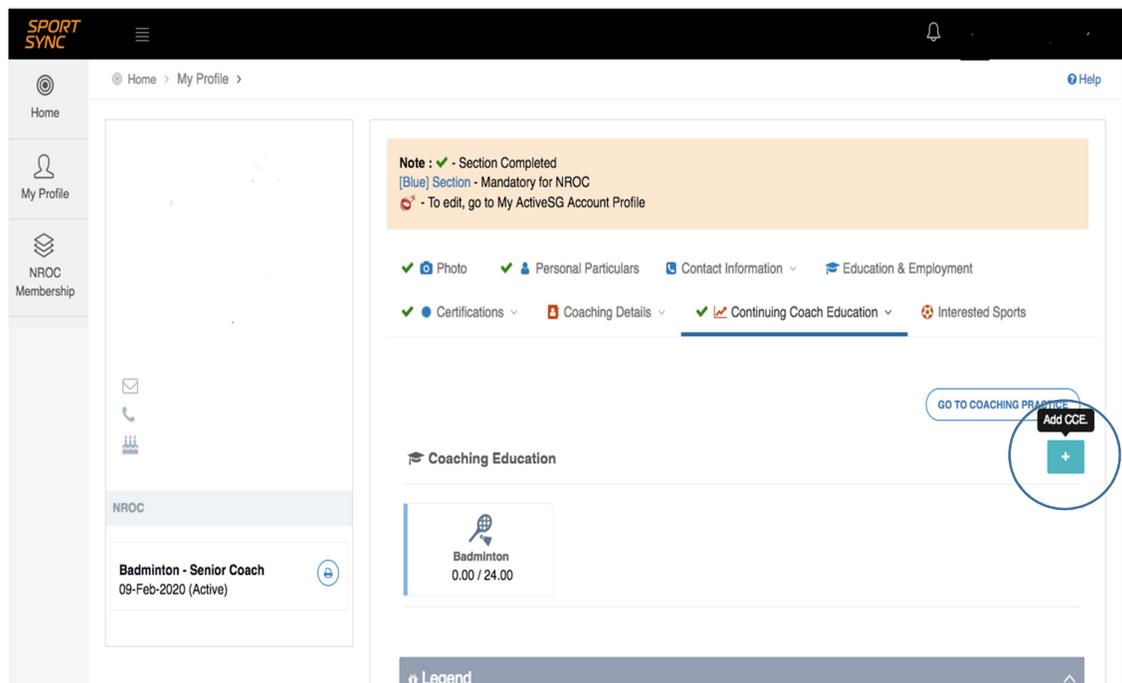
- [> Edit My Profile](#)
- [> FAQ](#)
- [> Feedback](#)

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Step 4: Click on 'Continuing Coach Education' tab to upload document



Step 5: Click on '+' to upload reflection document.



Step 6: Fill up all fields and upload reflection document.

Fields to key in

Activity Name: Others

Other Activity: Self Reflection

Where: Home

Education Hours: 1

Name of Coordinator: CoachSG CD

The screenshot shows the 'Coaching Education' form in the SPORT SYRAC system. The form is titled 'Coaching Education' and includes a note: 'All COE records logged by the coach may be subject to review and approval.' The form fields are as follows:

- Sport: Badminton
- Sport (Detailed): Badminton
- Activity Name: OTHERS
- Other Activity: Self Reflection
- Date: 09-Apr-2018
- Venue: Home
- Education Hours: 1
- Name Of Coordinator: CoachSG CD
- Proof Of Attendance: A file upload area showing a file named '0.5 MB Self Evaluat...' with a note: 'Drag and drop your files here or click here to browse & choose'. Below this is a note: 'Note: Permitted File Types: jpg, png, png, pdf, doc, docx and gif. Permissible File Size: (Min: 10 kb and Max 3000 kb)'. There is also a 'Remarks' field with a note: 'Note: Remarks is mandatory when proof of attendance is not uploaded.'

At the bottom right of the form are 'SAVE' and 'CLOSE' buttons.

Step 7: Confirmation of successful upload

The screenshot shows the SPORT SYRAC system interface after the Coaching Education record has been successfully saved. A central modal window displays a green checkmark and the text: 'Success Saved successfully' with an 'OK' button. The background shows the 'Coaching Education' section of the user's profile, with a note: 'Note: ✓ Section Completed (This Section is Mandatory for NMCOC)'. The record details are: Activity Name: OTHERS, Sport: Badminton, Date: 09-Apr-2018, Education Hrs: 1.00, Remarks: (empty). A 'Legend' section is visible at the bottom of the record details.