



NATIONAL REGISTRY OF COACHES

SportSync User Guide for
E-logbook

#CoachAsLeader



Menu



Updating your Profile

- [Updating your CCE records online using e- logbook](#)

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**

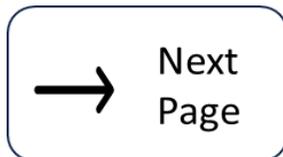


How to update CCE records online using e-logbook

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

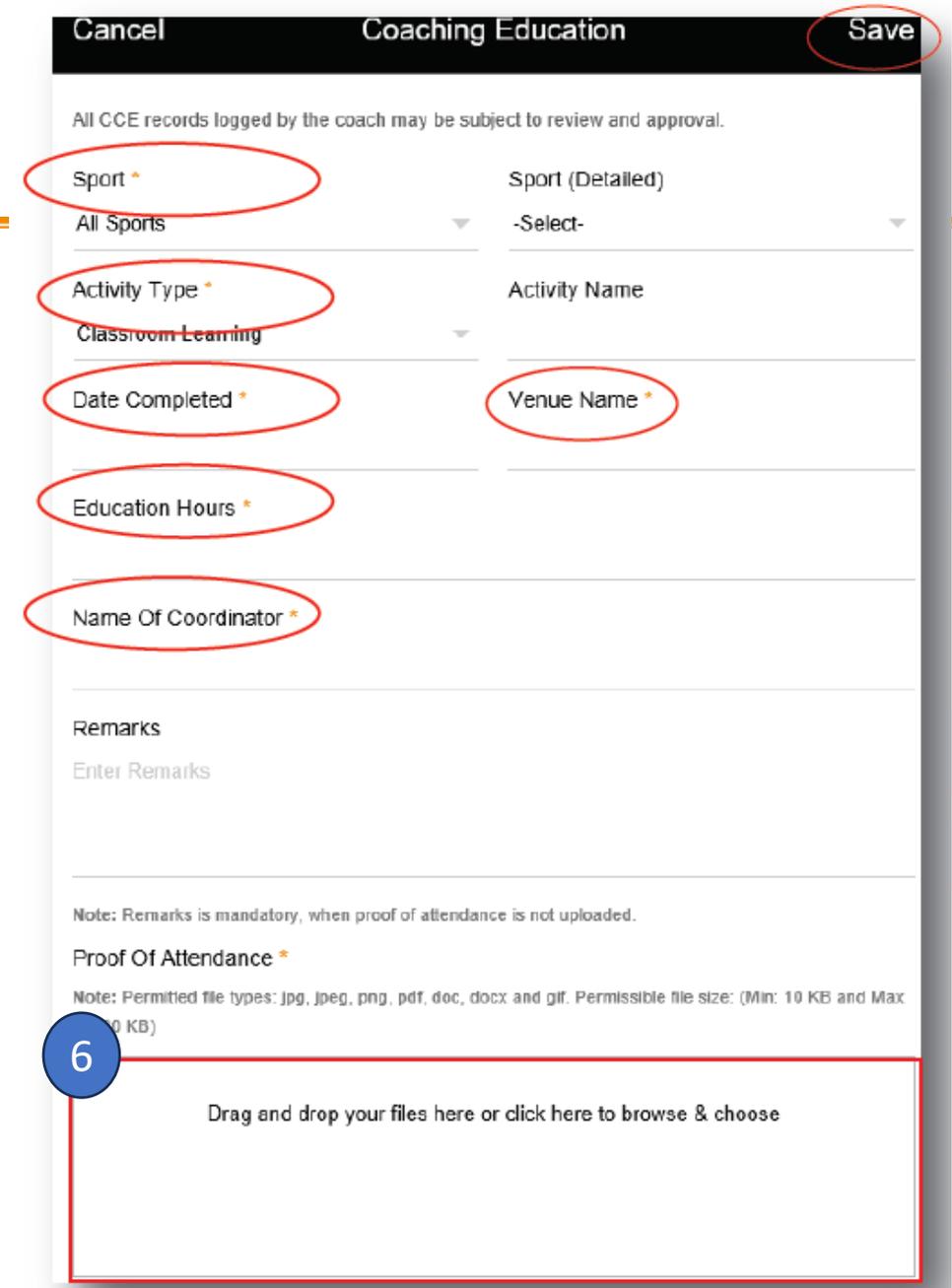


The screenshot shows the "Continuing Coaching Education" interface. At the top, there is a "Close" button and a "+" icon (callout 4). Below this is a summary table for "Coaching Education" with columns for "Wrestling" and "Judo". The Wrestling column shows "20.00 / 15.00" and the Judo column shows "0.00 / 0.00". A blue box highlights this table (callout 3). Below the table are two entries for "Wrestling" courses, each with a "pencil" icon (callout 5). The first entry is "UWW Level 1 coaching course (Classroom Learning)" dated "15 Dec 2022, Hrs: 10.00". The second entry is "UWW Level 2 Coaching Course (OTHERS)" dated "18 Mar 2024, Hrs: 10.00". Below these is a "Coaching Practice" section with a "+" icon (callout 4) and a summary table for "Wrestling" and "Judo". The Wrestling column shows "24.00 / 15.00" and the Judo column shows "0.00 / 0.00". Below this is an entry for "Wrestling" coaching practice, "Coaching Individual / teams", dated "28 Mar 2024, Hrs: 24.00", with a "pencil" icon (callout 5).

How to update CCE records online using e-logbook

- Key in the details of your CCE learning activity for all the required fields marked with*
- Click the box under the section "Proof of Attendance" **6** to upload the supporting documents that is accepted.
- Ensure that all required fields are filled and click 'Save'

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



Cancel Coaching Education Save

All CCE records logged by the coach may be subject to review and approval.

Sport * Sport (Detailed)
All Sports -Select-

Activity Type * Activity Name
Classroom Learning

Date Completed * Venue Name *

Education Hours *

Name Of Coordinator *

Remarks
Enter Remarks

Note: Remarks is mandatory, when proof of attendance is not uploaded.

Proof Of Attendance *
Note: Permitted file types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible file size: (Min: 10 KB and Max: 10 KB)

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

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