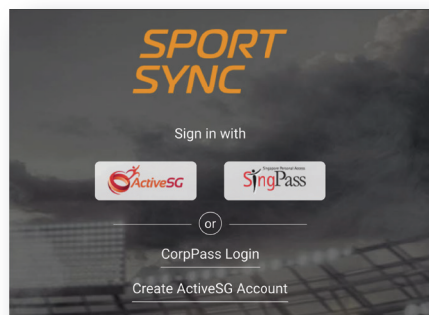# How to update CCE records online using e-logbook

Please click here for FAQ

Step 1

Launch Internet Browser app
(e.g., Chrome / Safari)

Step 2

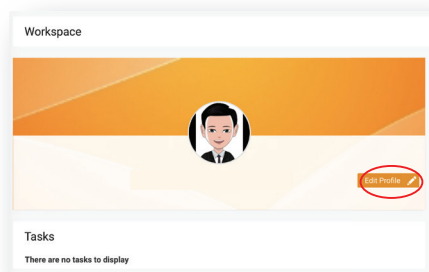Login on
www.sportsync.sg
using
● ActiveSG
● SingPass

Once logged in, you will be directed to the SportSync homepage

Step 3

Click on the
'Edit Profile' icon

CoachSG

How to update CCE records online using e-logbook
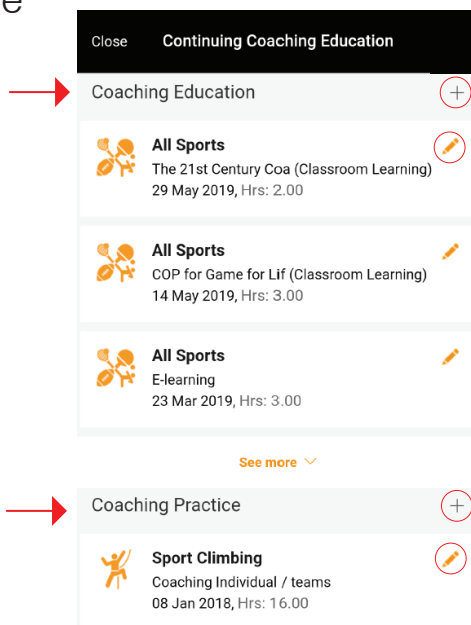
Please click here for FAQ

Step 4

Scroll down the page to 'Continuing Coaching Education'

Step 5

Under the 'Coaching Education / Coaching Practice' section, click on the 'pencil' icon to update relevant documents

Step 6

Ensure documents has been verified with signatures

Click on the '+' icon to add new certificates

Click on the 'pencil' icon to edit certificates

How to update CCE records online using e-logbook

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Step 7

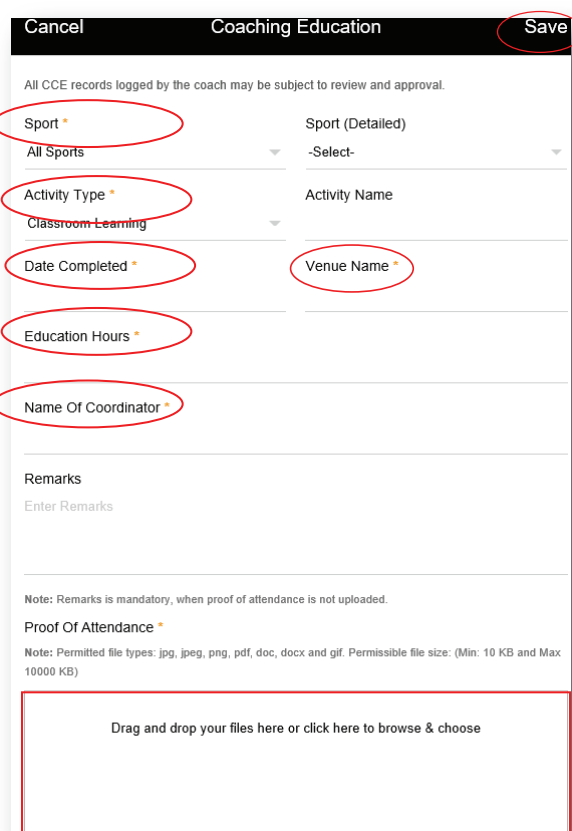Key in the details of your CCE learning activity

Step 8

Click the box to upload your documents

You may upload multiple documents under one heading

Step 9

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

Cancel	Coaching Education	Save

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

Sport *
All Sports

Sport (Detailed)
-Select-

Activity Type *
Classroom Learning

Activity Name

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 10000 KB)

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

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