



Athlete User's Quick Guide for iCAN



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1. What is iCAN and what is this Quick Guide about?

iCAN stands for Information system for Coaches, Athletes and NSAs (National Sports Associations).

The iCAN system allows Singapore National Athletes and NSAs instant access to their uploaded information database. Existing carded athletes can also use the system to update their personal details and sports related information.

This Quick Guide is to provide an overview of the iCAN's essential functions for an Athlete User.

2. ! Checklist to access iCAN

- Are you an existing carded athlete? If yes, you are required to update your personal details and sports related information in the system. To check your carding status, please contact your NSA.
- Have you checked that your personal details and sports related information are registered correctly in iCAN? Please be reminded to check as we are using the information for profiling purposes.
- Have you changed your contact details recently e.g. hand phone number, email address? If yes, please be reminded to update your contact details as we are using the information to contact you for important matters.
- Have you participated in any competition recently? If yes, please be reminded to update your achievements as we are using the information for profiling purposes and to review your carding level.
- Are you using the correct browser? The iCAN website is best viewed using IE9.0 & above, Mozilla Firefox 3.0 & above, Safari 3.0 & above or Google Chrome 6.0 & above with 1024 x 768 resolution.
- Have you enabled pop-ups before accessing the system? Some functions of the system require pop-ups to be enabled.
- Do you have your password? Please contact Singapore Sports Institute (SSI) with your NRIC number if you require your password to be reset or resent. Please note that your NRIC number is also your Login ID.
- Have you logged in to the system within the last 3 months? Due to security reasons, your account will be locked by the system if there is no activity for more than 3 months. Please contact SSI with your NRIC number if your account is locked.



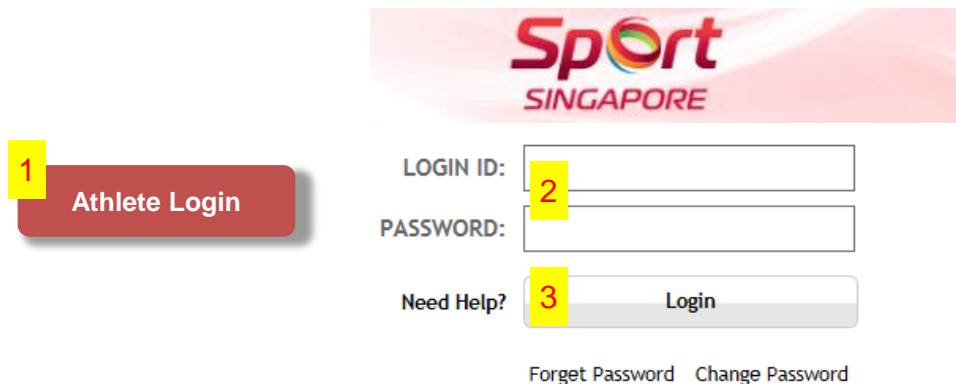
3. How to access iCAN?

Existing carded athletes can log into iCAN by following the steps below:

Step 1: Copy and paste the URL into your browser: <http://www.sportsingapore.gov.sg/athletes-coaches/athletes-corner>. Scroll down and Click on the “Athlete Login” button to access the login page.

Step 2: Fill in the Login ID and Password. Your NRIC number is also your Login ID

Step 3: Click “Login”



The screenshot shows the iCAN Athlete Login interface. At the top is the 'Sport SINGAPORE' logo. Below it is a red button labeled 'Athlete Login' with a yellow callout '1'. To the right are three input fields: 'LOGIN ID:' with a yellow callout '2', 'PASSWORD:' with a yellow callout '2', and 'Need Help?' with a yellow callout '3'. Below these fields is a 'Login' button. At the bottom are links for 'Forget Password' and 'Change Password'.

The iCAN website is best viewed using IE9.0 & above, Mozilla Firefox 3.0 & above, Safari 3.0 & above or Google Chrome 6.0 & above with 1024 x 768 resolution

4. Welcome page after log in

The following is the welcome page after you log in:

The screenshot shows the 'Sport SINGAPORE' logo at the top left. Below it is a navigation bar with 'Athlete Services' on the left and 'Logout' on the right. The main heading is 'Welcome to the Athlete Online'. A list of actions is provided: 'Apply for Athlete Assistance Programmes', 'Update your profile', 'Update your sport information', and 'Take spexTeam Athlete Induction Quiz and accept Athlete Agreement'. Callouts explain that the NSA is responsible for managing carded athletes and that users can update their personal details, sports-related information, and access the induction quiz and agreement.

You can do the following :

- Apply for Athlete Assistance Programmes
- Update your profile
- Update your sport information
- Take spexTeam Athlete Induction Quiz and accept Athlete Agreement

As the organisation nominating athletes for carding, your NSA is directly responsible for managing carded athletes and supporting their applications for our support services. Thus, we appreciate that you can go through your NSA if you will like to make any application. Thank you.

You can click this link to update your personal details.

You can click this link to update your sports related information e.g. achievements.

You can click this link to access the Athlete Induction Quiz and Athlete Agreement.

5. Update your profile

The following is the welcome page after you log in:

Sport
SINGAPORE

Athlete Services ▶ Logout

Welcome to the Athlete Online.

You can do the following :

- Apply for Athlete Assistance Programmes**
- Update your profile**
- Update your sport information**
- Take spexTeam Athlete Induction Quiz and accept Athlete Agreement**

You can click this link to update your personal details.

Alternatively, you can click on Athlete Services > Athlete Management Module > My Profile, to update your profile:

Athlete Services ▼

- Athlete Management Module ▶
 - Athlete Assistance Program Application
 - Declarations
 - My Profile
 - My Sports Details
- spexTEAM Carding Renewal

5.1 Update your profile

Please keep your information updated as we are using the information for profiling purposes and to contact you for important matters.

Please click on the relevant tabs to access the information:

- Personal Particulars
- Personal Contact Info
- Parent/Guardian Info (for athletes under 21 years old)
- Academic/Occupation
- NS details (for male athletes only)

All fields marked with * are mandatory.

After you have updated, please be reminded to click **f. "Update"** and ensure that there is a **g. "Successful" message**.

The screenshot displays the 'Sport SINGAPORE' Athlete Services interface. At the top, there is a navigation bar with 'Athlete Services' and 'Logout'. Below this, there are several tabs: 'Personal Info', 'Sports Info', 'Personal Application', 'Declaration', and 'Declarations'. The 'Personal Particulars' tab is active, showing a form with the following fields: * NRIC/FIN No, * ID Type, Title, * Full Name (as in NRIC), * Nationality, Residential Status, Date of Issue, * Date of Birth, Age, * Place of Birth, * Sex, * Marital Status, and Blood Group. The 'Update' button is highlighted with a yellow box labeled 'f'. A modal dialog box titled 'Message from webpage' is displayed, showing a warning icon and the text 'Record Updated Successfully', with an 'OK' button. The dialog box is highlighted with a yellow box labeled 'g'.

6. Update your sport information

The following is the welcome page after you log in:

Sport
SINGAPORE

Athlete Services ▶ Logout

Welcome to the Athlete Online.

You can do the following :

- Apply for Athlete Assistance Programmes
- Update your profile
- Update your sport information
- Take spexTeam Athlete Induction Quiz and accept Athlete Agreement

You can click this link to update your sports related information e.g. achievements

Alternatively, you can click on Athlete Services > Athlete Management Module > My Sports Details, to update your sports related information:

Athlete Services ▼

- Athlete Management Module ▶
 - Athlete Assistance Program Application
 - Declarations
 - My Profile
 - My Sports Details
- spexTEAM Carding Renewal

6.1 Update your sport information

Please keep your information (especially achievements) updated as we are using the information for profiling purposes and to review your carding level.

Please click on the relevant tabs to access the information:

- Sports Specific Information (Read only. Your sports specific information is filled out by your NSA)
- Awards
- Achievements
- Targets (Please discuss with your coach prior to filling this tab)
- Training Details (Please see sn. 6.2 and 6.3 Update your sport information: Training Details for more details)
- Coaches Details

c and d: If the competition you are updating is not found in the drop-down list, please contact your NSA to add in for you.

After you have updated, please be reminded to click **g**. “Update/Add” and ensure that there is a **h**. “Successful” message.

The screenshot displays the 'Sport SINGAPORE' Athlete Services interface. At the top, the 'Athlete Services' menu is visible. Below it, a navigation bar contains several tabs: 'Personal Info', 'Sports Info', 'Awards', 'Achievements', 'Targets', 'Training Details', and 'Coaches Details'. The 'Achievements' tab is highlighted. A yellow box labeled 'a' points to the 'Personal Info' tab, 'b' to 'Sports Info', 'c' to 'Awards', 'd' to 'Achievements', 'e' to 'Targets', and 'f' to 'Coaches Details'. Below the tabs, the 'Achievements*' section is shown with a table header including 'Month/Year', 'Competition', 'Venue', 'Discipline', 'Event', 'Position', 'Timing', and 'Participants'. A yellow box labeled 'g' points to the 'Add' button in the bottom right corner. A modal dialog box titled 'Message from webpage' is overlaid on the right side, containing a warning icon, the text 'Record Updated Successfully', and an 'OK' button. A yellow box labeled 'h' points to the warning icon.

Month/Year	Competition (Please contact Sport Singapore if required)	Venue (City)	Discipline	Event	Position	Timing/	Participants/
1							

6.2 Update your sport information: Training Details

The following gives a more detailed description of the Training Types:

Training Type	Description
Intensive Training	Refers to a focused, hard training stint, usually in the lead-up to a major competition.
Sport-specific Training	Refers to your regular sport training focused on the technical/tactical aspects of your sport.
Physical Training	Refers to training focused on strength, fitness, speed, and/or flexibility etc. This is usually done in consultation with the Conditioning unit at Singapore Sports Institute (SSI).
Sports Psychology	Refers to mental skills training, individual psychology consultations, and workshops, usually conducted by the Psychology unit at SSI.
Nutrition	Refers to dietary planning sessions, consultations, and workshops. These are usually with the Nutrition unit at SSI.
Exercise Physiology	Refers to physiological fitness and performance monitoring and testing, usually conducted by the Physiology unit at SSI.
Sports Biomechanics	Refers to analyses of your technique/form in performing your sport, usually conducted by the Biomechanics unit at SSI.
Others	The 'Others' section allows you to upload files pertaining to your training. If you have a training schedule drawn up by your coach, for example, you can upload it here.

6.3 Update your sport information: Training Details

Sports Specific Information | Awards | Achievements | Targets | **Training Details** | Coaches Details

Trainings Sports

* Training Type: [What's this?](#)

- Select--
- INTENSIVE TRAINING
- SPORT-SPECIFIC TRAINING
- PHYSICAL TRAINING(STRENGTH, FITNESS/ SPEED/ FLEXIBILITY)
- SPORTS PSYCHOLOGY
- NUTRITION
- EXERCISE PHYSIOLOGY
- SPORTS BIOMECHANICS
- OTHERS

From Date	To Date	From Time	To Time	Day	Venue	
14-04-2014	16-04-2014	07:00 AM	09:30 AM	Sunday, Monday, Tuesday, Thursday, Friday, Saturday	CSC	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>
<input type="text" value=""/> *	<input type="text" value=""/> *	--Select--*	--Select--*	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		

For the different training types, please input the dates, times, days, and venues of training, then click “Add”. To edit or delete training details, simply use the “Edit” or “Delete” buttons respectively. Please be reminded to ensure that there is a “Successful” message after you have updated.

7. Take Athlete Induction Quiz and accept Athlete Agreement

The following is the welcome page after you log in:



Welcome to the Athlete Online.

You can do the following :

Apply for Athlete Assistance Programmes

Update your profile

Update your sport information

Take spexTeam Athlete Induction Quiz and accept Athlete Agreement

You can click this link to access the Athlete Induction Quiz and Athlete Agreement.

Alternatively, you can click on the URL sent to your email registered in iCAN

7.1 Take Athlete Induction Quiz and accept Athlete Agreement

Please complete the Quiz and accept the Athlete Agreement by the closing date to confirm your carding.

To take the Quiz.

Please click "Take Quiz". The Quiz consists of multiple-choice questions. Please click "Submit" after you have completed. The system will prompt you to click "Review" if you have incorrect answer.

To accept the Athlete Agreement for Athletes 18 years old or above.

Please click "View Agreement" to read through the Agreement. At the end of the Agreement, please declare if you accept the terms and conditions stipulated.

To accept the Athlete Agreement for Athletes under 18 years old.

Please click "View Agreement" to print out and endorse on the 1st page of the Agreement. Please snail mail / fax / scan and email to SSI High Performance Sports Support Department. The contact details are listed on the 1st page.

To check your statuses

The image below shows the athlete has already accepted Agreement and completed Quiz. Please check that you also have the same statuses after you have completed the Quiz and accepted the Athlete Agreement .

Lesson Name	FY Code	Month	Sports	Agreement Status	Quiz Status	View Agreement	View Quiz
FY14 Carding Athlete Induction Quiz and Agreement	FY_2014	April		Accepted	Completed	View Agreement	View Quiz

End

