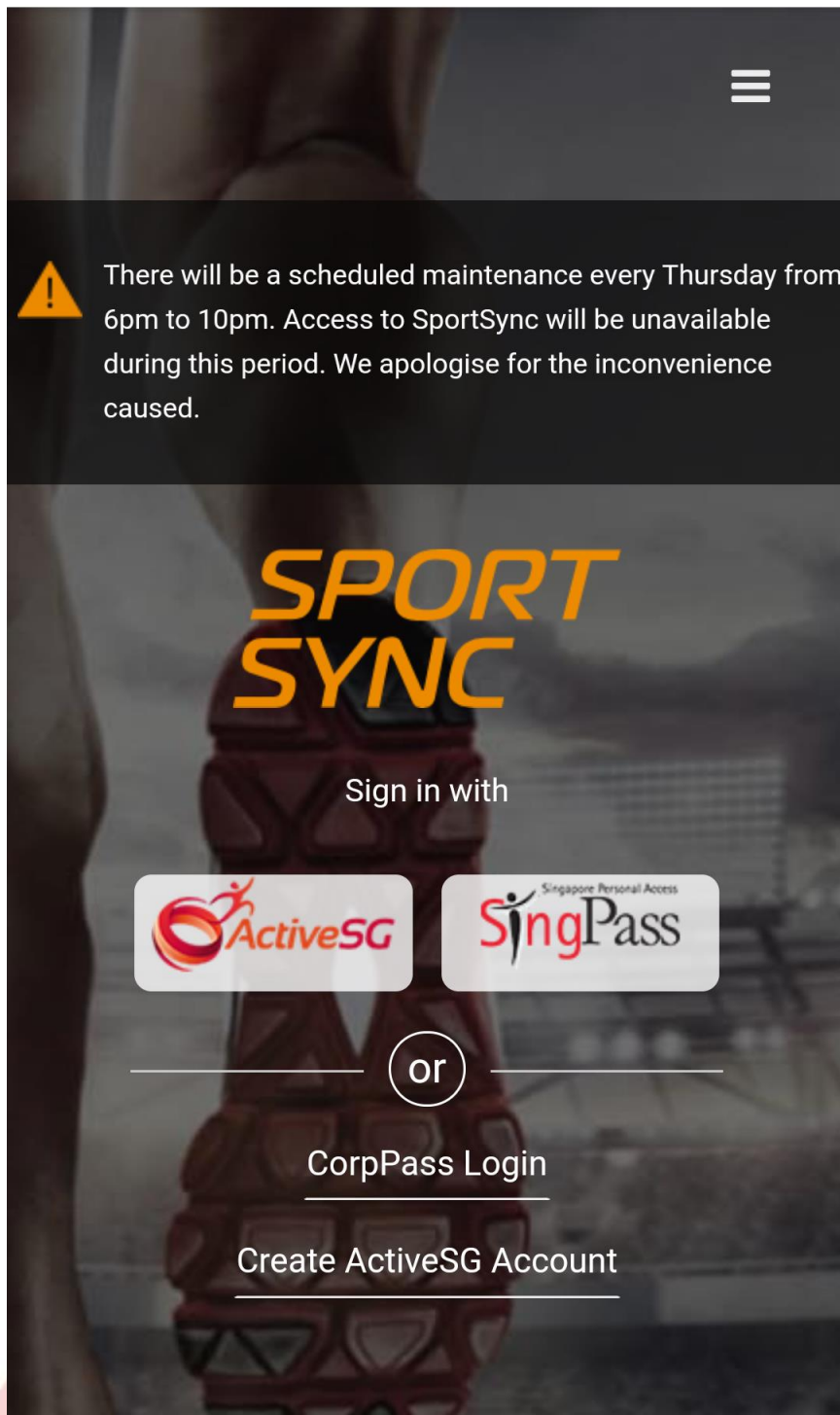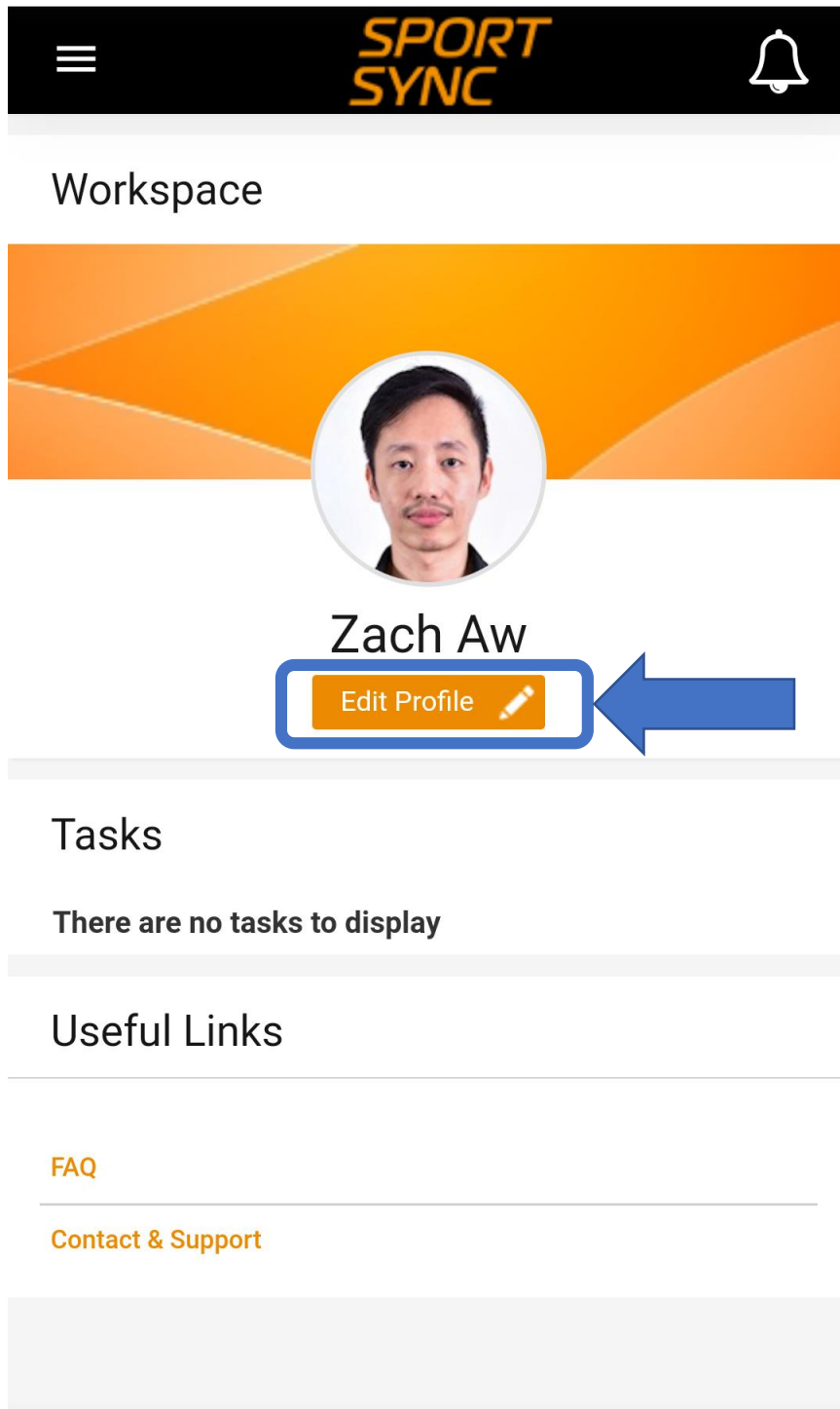# How to update your CCE record online using SportSync

Step 1: Launch your Internet Browser app (e.g., Chrome/ Safari), login on www.sportsync.sg using ActiveSG/ SingPass

![CoachSG]

How to update your CCE record online using SportSync

Step 2: After logging in, click on "Edit Profile"

How to update your CCE record online using SportSync

Step 3: Scroll down to Continuing Coach Education section and click the "Pen" at the top right corner

How to update your CCE record online using SportSync

Step 4: Click the "+" at the top right corner of Coaching Education/ Coaching Practice

How to update your CCE record online using SportSync

Step 5: Type in the details of your CCE learning activity

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
Code of Ethics

Date Completed *
23 Jul 2019

Venue Name *
SSI Seminar Room

Education Hours *
4

Name Of Coordinator *
Sport Singapore

Remarks
We learnt about code of ethics and its applications during sport coaching.

How to update your CCE record online using SportSync

Step 6: (Important) Make sure to upload any evidence of your learning (e.g., confirmation of attendance, certificate of completion)

Education Hours *

4

Name Of Coordinator *

Sport Singapore

Remarks

We learnt about code of ethics and its applications during sport coaching.

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

How to update your CCE record online using SportSync

Step 7: Click "Save" on the top right corner. And you're done!

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

Code of Ethics

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