National Registry of Exercise Professionals

How to Update Continuing Education Records Using Online E-Logbook

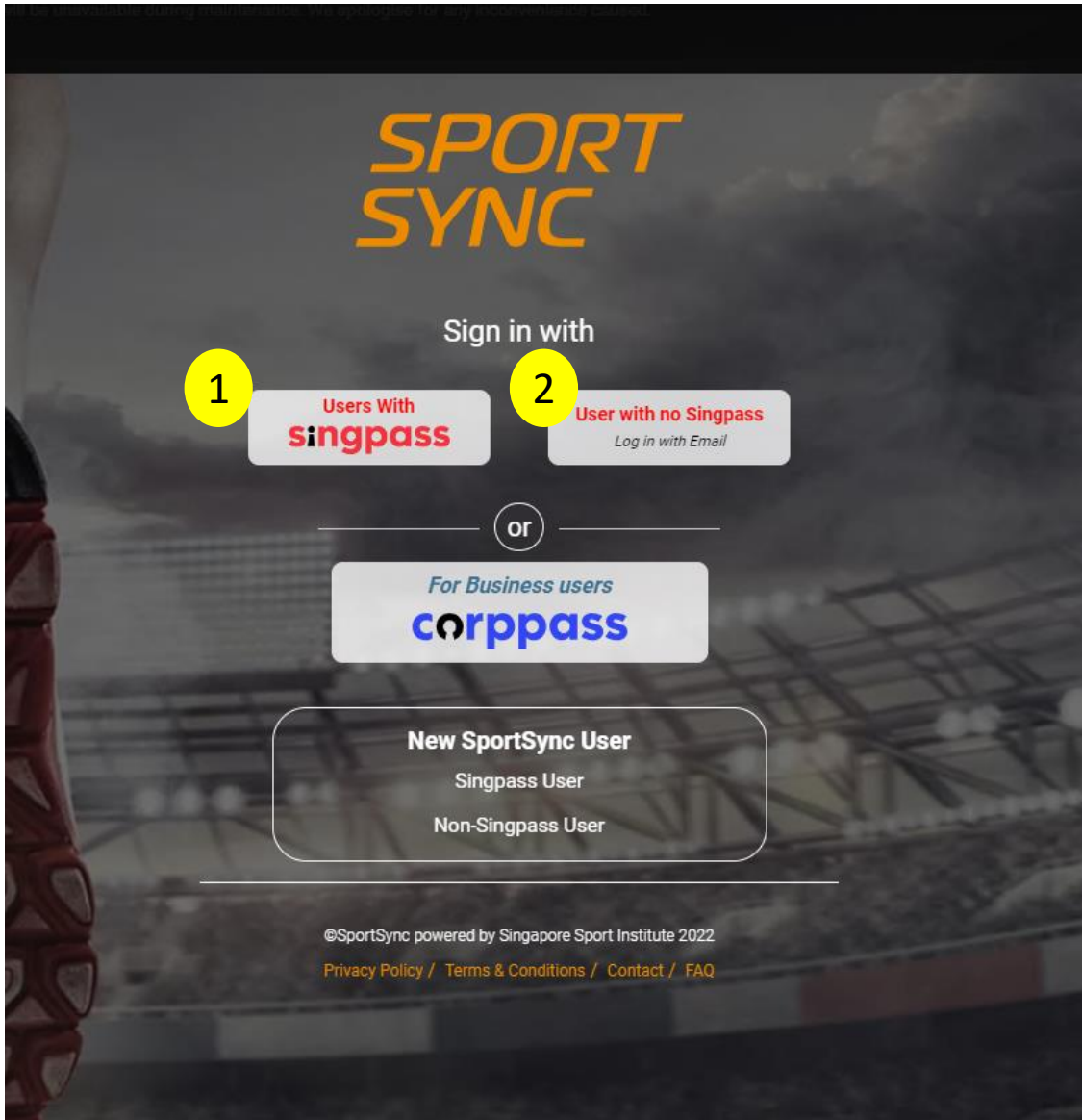


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HOW TO LOG INTO SPORTSYNC

Login at www.sportsync.sg using your SingPass by clicking on the 1st box.

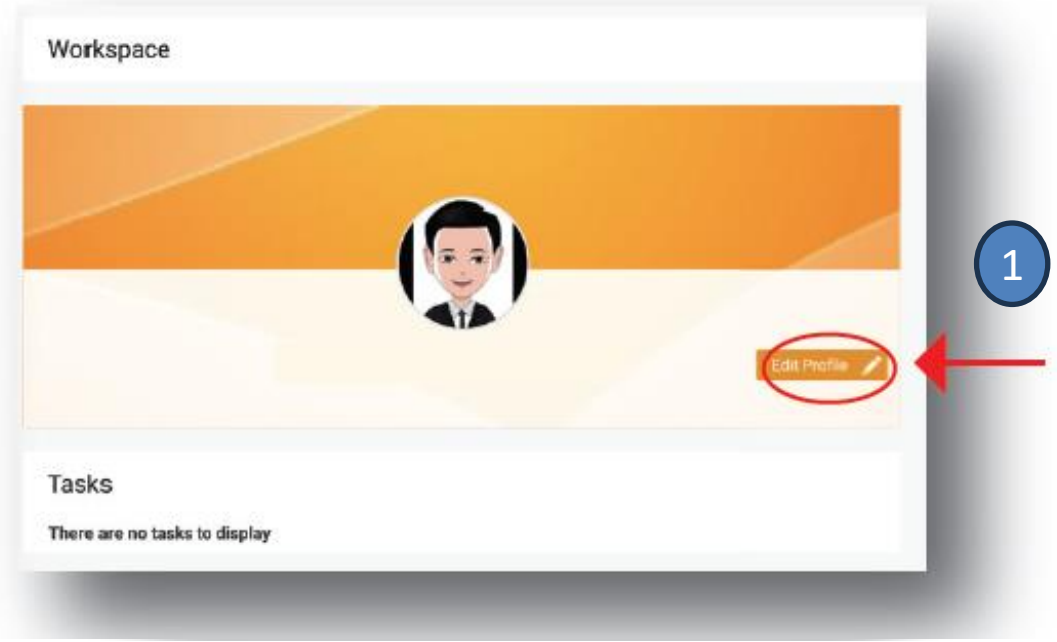
If you do not have SingPass, click on the 2nd box & login using your Login details.



HOW TO UPDATE CONTINUING EDUCATION (CE) RECORDS ONLINE USING E-LOGBOOK

Step 1

1. Once logged into SportSync, you will be directed to the SportSync homepage. Click on the ‘Edit Profile’ icon.



Steps 2 & 3

2. Scroll down your profile page until you see ‘Continuing Coaching Education’.
3. Select the Pencil Icon to access the e-logbook.



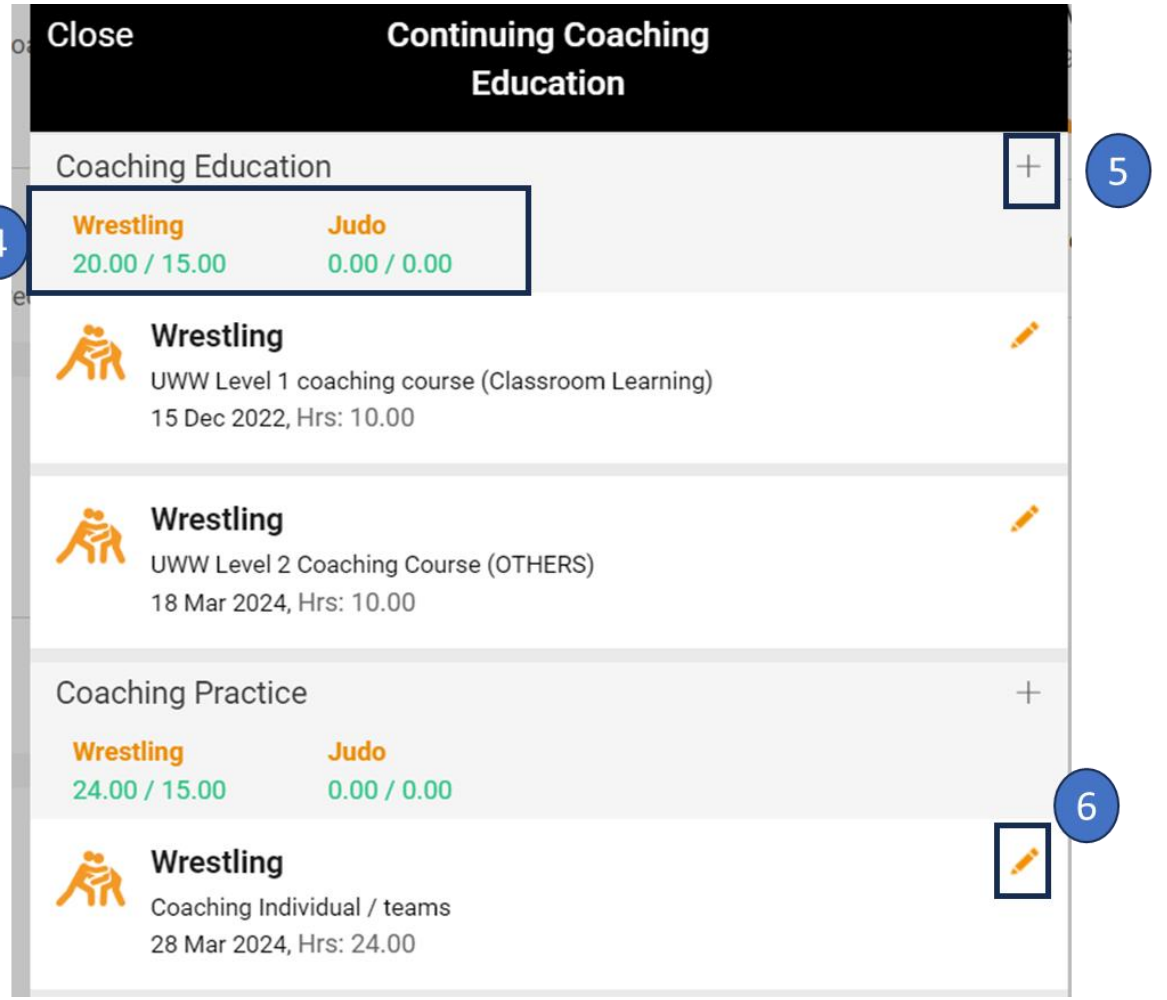
HOW TO UPDATE CE RECORDS ONLINE USING E-LOGBOOK

Step 4

4. This shows the total number of hours clocked and required.

Steps 5 & 6

5. Select the ‘+’ icon to add new certificates.
6. Select the ‘pencil’ icon to edit certificates.



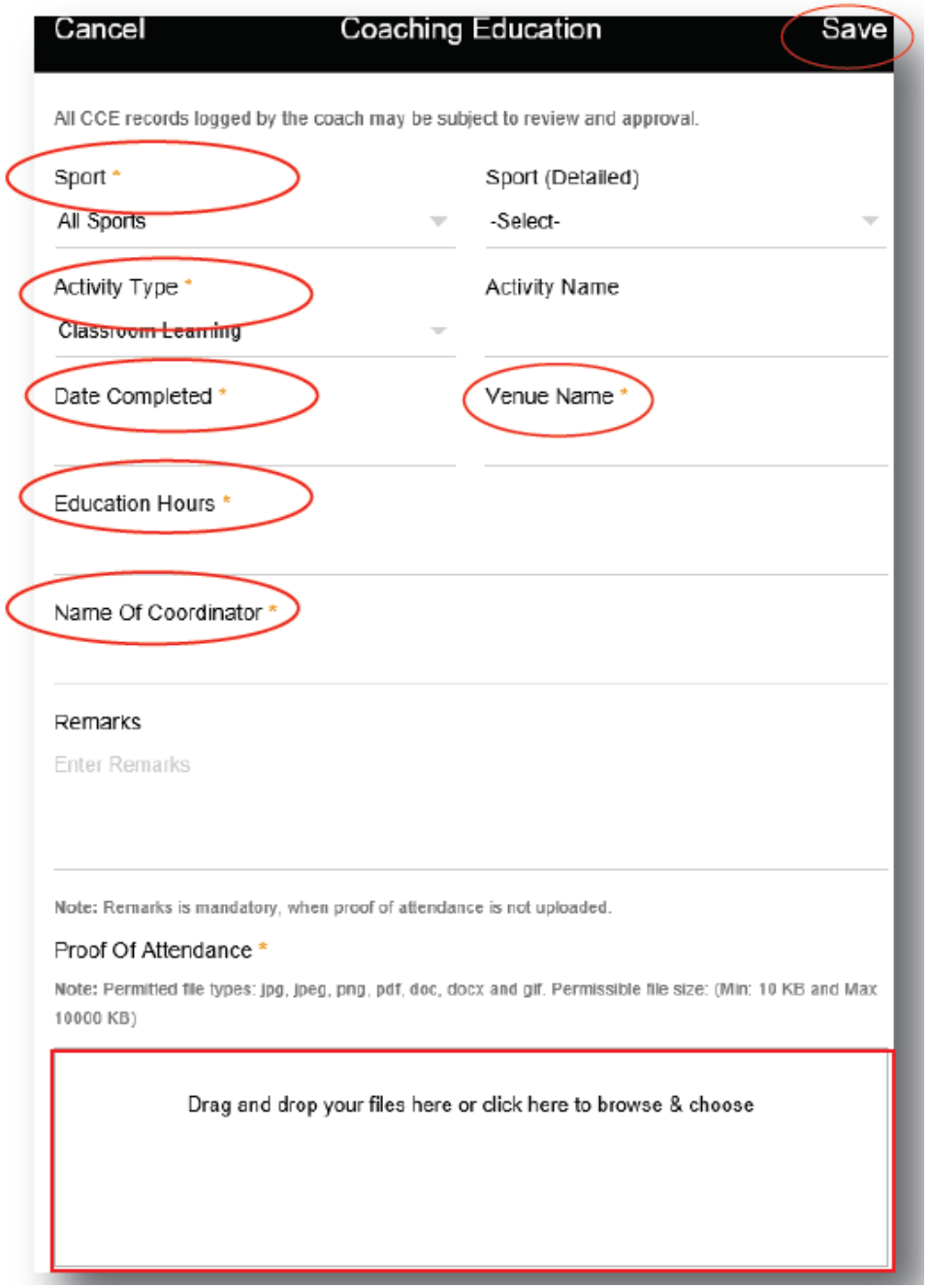
HOW TO UPDATE CE RECORDS ONLINE USING E-LOGBOOK

Step 7

7. Input relevant details. Note that fields marked with an asterisk* are required.

Step 8

8. Click the box under the section “Proof of Attendance “ to upload supporting documentation.



HOW TO UPDATE CE RECORDS ONLINE USING E-LOGBOOK

- Accepted Documents for Education Hours

- ✓ Certificate of Completion / Achievement
- ✓ Letter of Completion from Training Provider
- ✓ Email Confirmation with CE Hours included
- ✓ Screenshot of Completion Page on SportSG-ED

- Accepted Documents for Practice Hours

- ✓ Letter of Employment / Contract
- ✓ Timesheet for service rendered
- ✓ Attendance log sheet
- ✓ Letter of Endorsement from place of practice
- ✓ Proof of practice from class participants

Thank you



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