

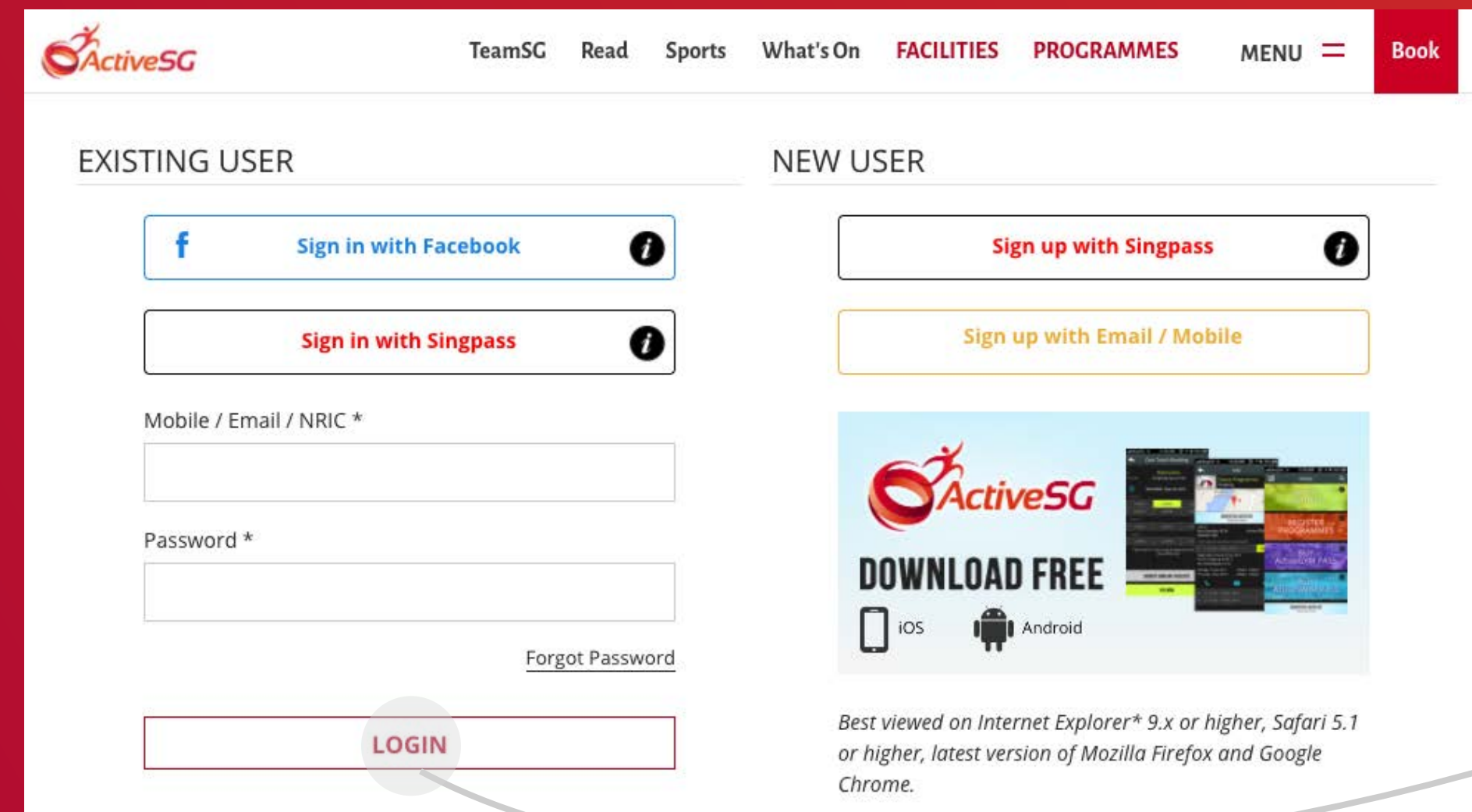
# USER GUIDE: DOWNLOAD SWMSAFER E-CERTIFICATE

## 01 Login to ActiveSG

Go to <https://members.myactivesg.com/auth>

Login using your child's ActiveSG account.

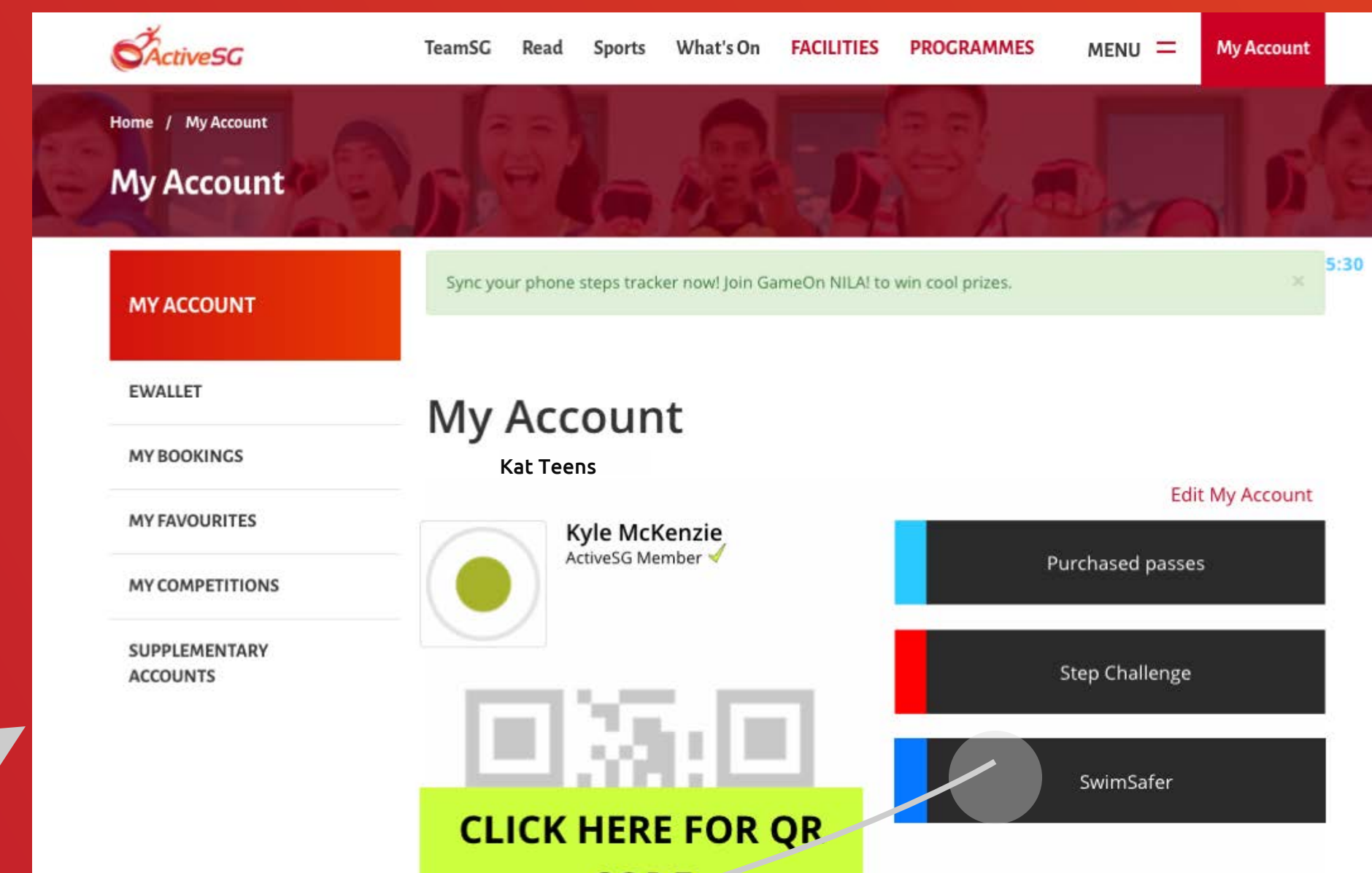
If your child has no account, kindly proceed to sign up.



## 02 Enter SwimSafer Page

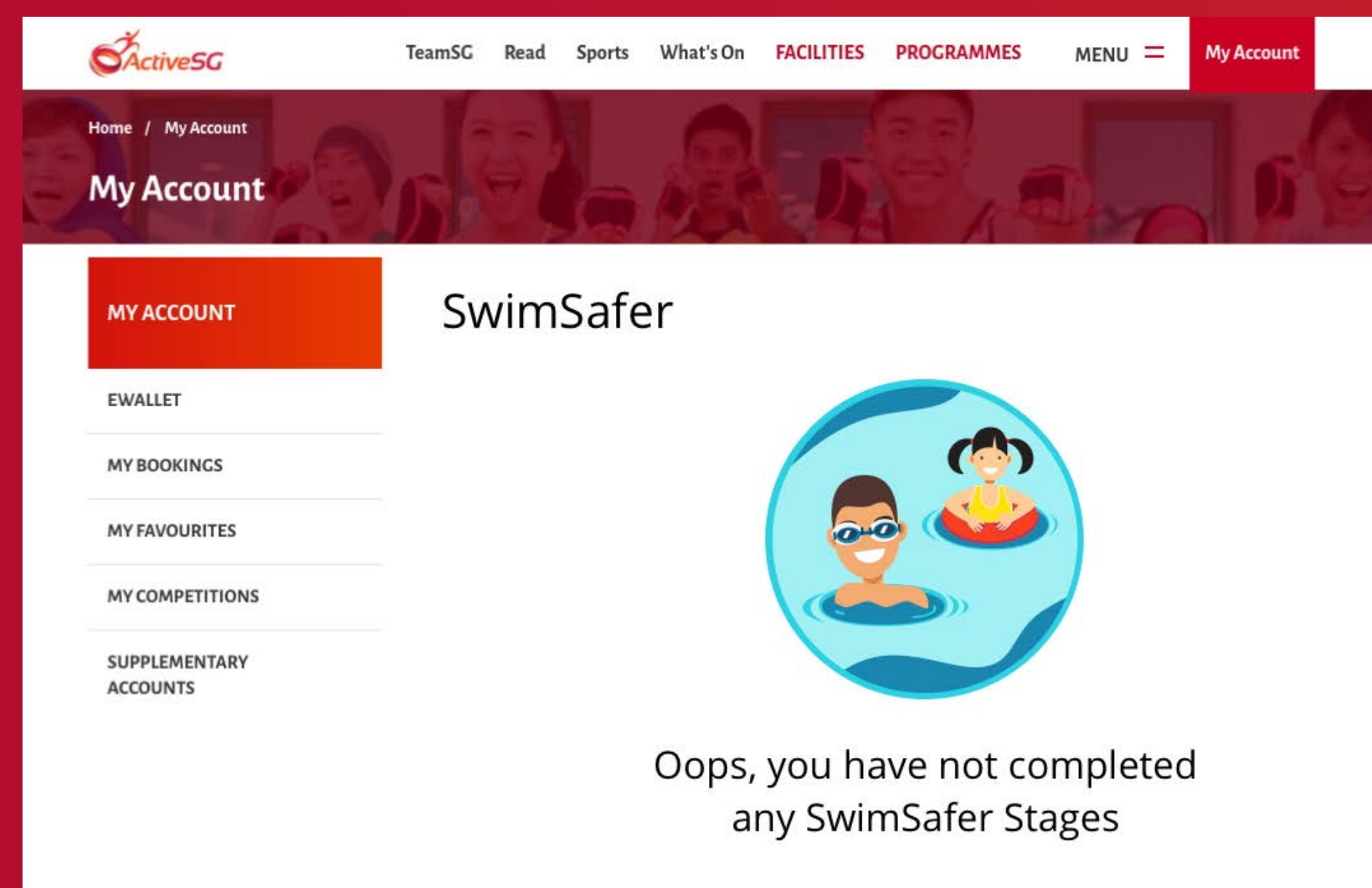
After login / sign-up, you will land on 'My Account' Page.

Click 'SwimSafer'.

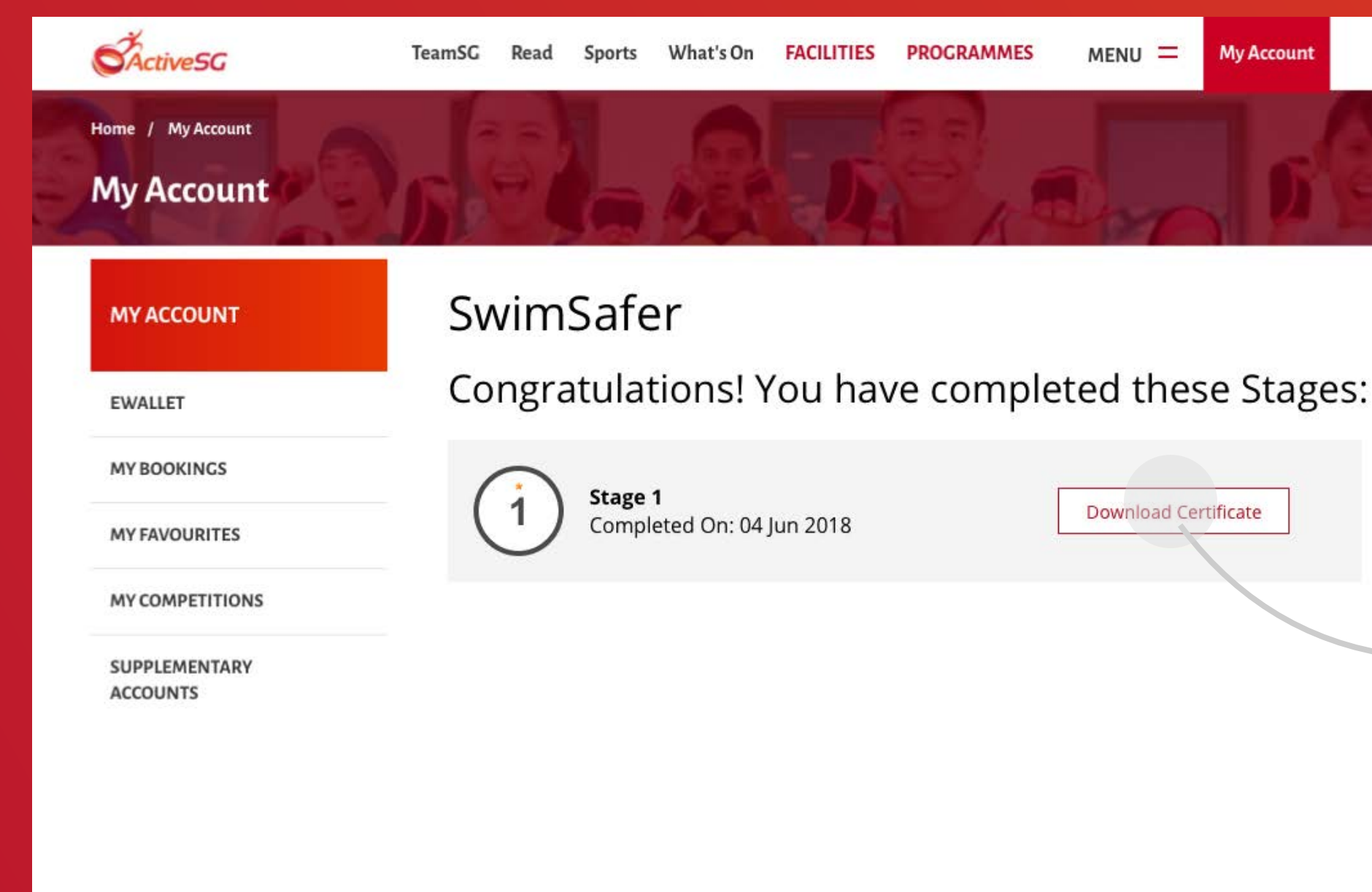


## 03 View SwimSafer Stages

If your child has yet to complete any stages, the page as shown below will be displayed.

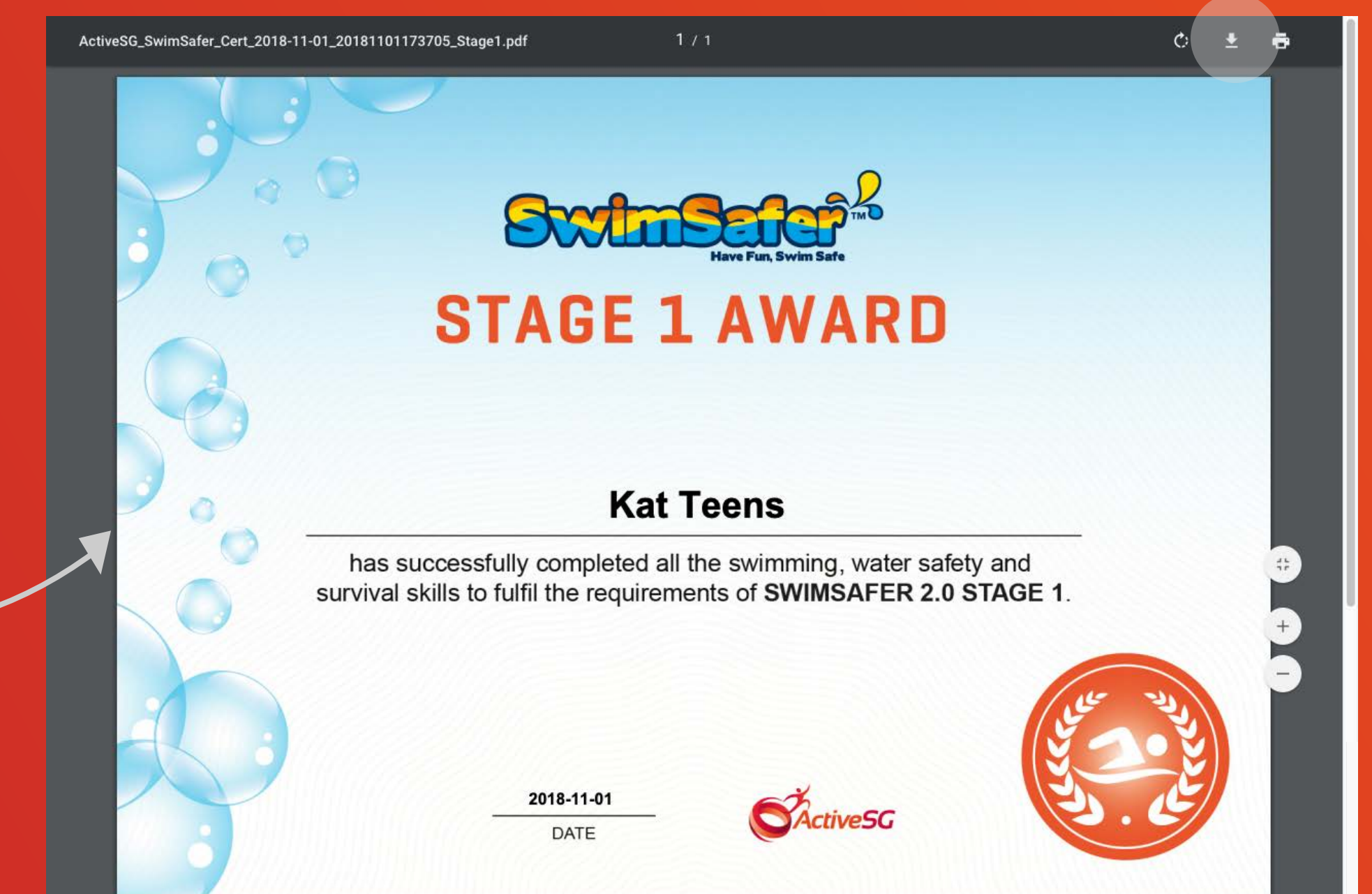


If your child has completed at least 1 stage, the completed stage(s) will be displayed. Click 'Download Certificate' to preview.



## 04 Preview & Download Certificate

Click the 'arrow down' icon at the top right corner to download your child's SwimSafer Certificate.



# USER GUIDE: HOW TO SIGN UP AN ACOOUNT VIA ACTIVESEG WEB USING EMAIL / MOBILE

## 01 Visit ActiveSG Website

Go to <https://members.myactivesg.com/auth>

Click 'Sign up with Email / Mobile' under new user.

The screenshot shows the ActiveSG website's login and sign-up interface. On the left, under 'EXISTING USER', there are buttons for 'Sign in with Facebook' and 'Sign in with Singpass', and a form for 'Mobile / Email / NRIC \*' and 'Password \*'. On the right, under 'NEW USER', there are buttons for 'Sign up with Singpass' and 'Sign up with Email / Mobile'. Below the 'Sign up with Email / Mobile' button is a 'DOWNLOAD FREE' banner for the ActiveSG app, with links for 'iOS' and 'Android'. At the bottom, there is a 'LOGIN' button and a 'Forgot Password' link.

## 02 Create Account

Fill up the form & click 'SIGN UP'.

The screenshot shows the 'CREATE ACCOUNT' form. It includes a 'Retrieve MyInfo' button, a 'Profile Photo (Optional)' upload field, and a 'Mobile No.' field. The form has several required fields: 'Full Name \*', 'Select an ID Type \*' (with 'ID Number' selected), 'Gender \*', 'Birth Date \*' (dd, MM, YYYY), 'Citizenship Status \*', 'Race \*', 'Employment Status \*', and 'Postal Code \*'. There are also fields for 'Email \*', 'Password (Min. 8 alphanumeric characters) \*', and 'Confirm Password'. A 'DECLARATION' section contains a checkbox for 'I have read and agree to Sport Singapore's (Singapore Sports Council) Terms & Conditions.' and an 'Optional' section for receiving updates via SMS or Phone Call. A 'SIGN UP' button is at the bottom right, with a 'Back to Sign in' link below it.

If your child is below 12 years old, he/she will need your consent.

You will fill up your particulars to give consent, then click 'SIGN UP'.

The screenshot shows the 'PARENT/LEGAL GUARDIAN CONSENT' form. It includes fields for 'Full Name \*', 'Email \*', 'Password (Min. 8 alphanumeric characters) \*', and 'Confirm Password'. Below these is a 'DECLARATION' section with a checkbox for 'I consent to my child/ward to be a member of ActiveSG and agree to the Terms & Conditions.' and an 'Optional' section for receiving updates on news and events from ActiveSG via SMS or Phone Call. The form also includes fields for 'Birth Date \*' (3, March, 2007), 'Citizenship Status \*', 'Race \*', 'Employment Status \*', and 'Postal Code \*'. There are also fields for 'Full Name \*', 'NRIC / FIN \*', 'Mobile \*', and 'Email (Optional)'.

## 03 Enter OTP

Enter the OTP and click 'SUBMIT'.

The screenshot shows the 'VALIDATE YOUR ACCOUNT' page. It includes a message: '\* A one time password (OTP) has been sent to mobile number 83661032. The OTP will expire in 5 minutes.' Below this is a form with an 'OTP Code' field, a 'SUBMIT' button, and a 'RESEND OTP' button. At the bottom, there is a banner for 'iAPPS' and a 'Sport SINGAPORE' logo with a 'SUBSCRIBE' button and a 'CONTACT' section with a map and contact information.

## 04 Sign up - Success

You have created an account for your child.

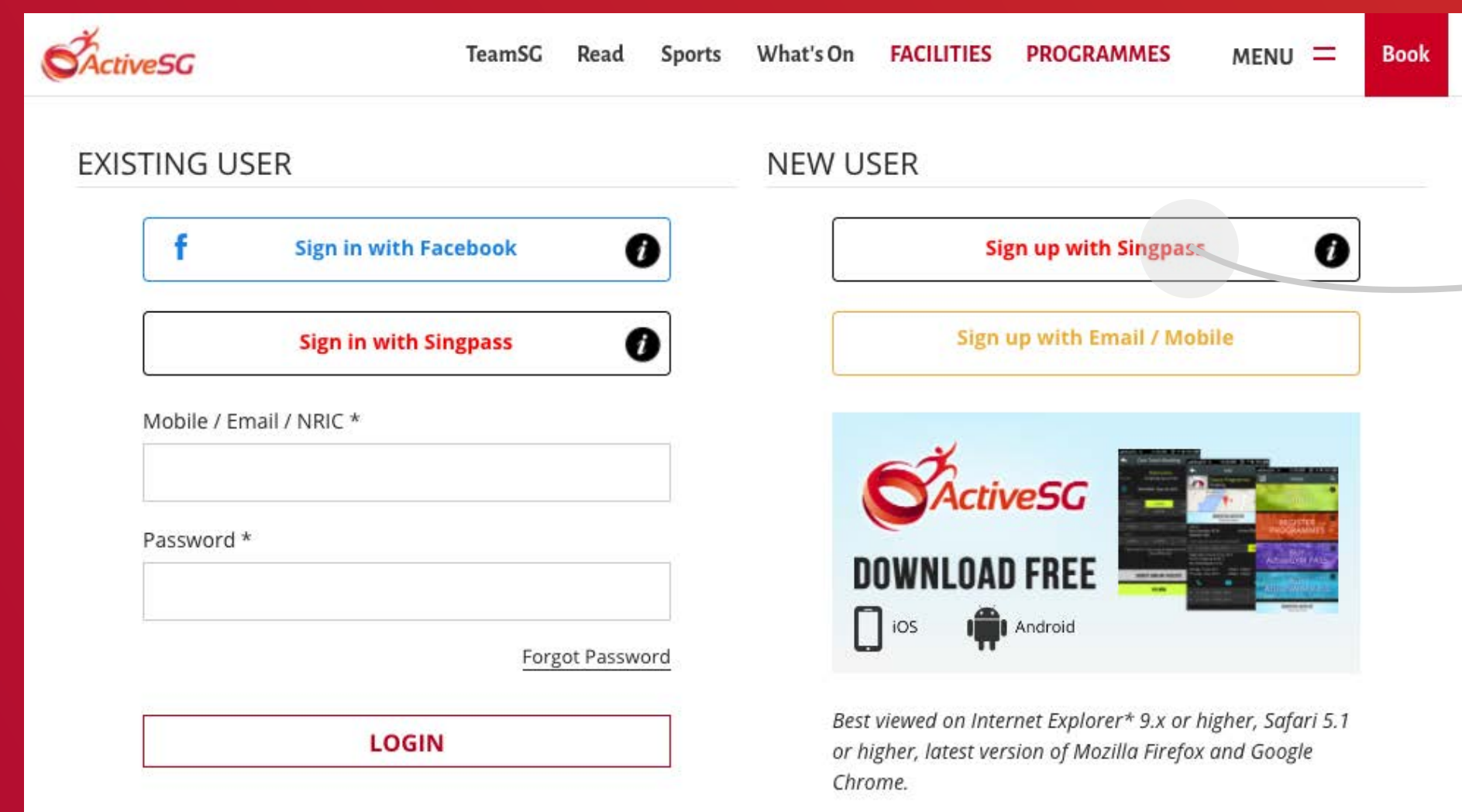
The screenshot shows the 'My Account' page. It includes a 'MY ACCOUNT' button, a 'Sync your phone steps tracker now! Join GameOn NILAI to win cool prizes.' notification, and a 'My Account' section with a profile picture of 'Kyle McKenzie' and a 'QR CODE' for scanning. There are also buttons for 'Purchased passes', 'Step Challenge', and 'SwimSafer'. The page has a navigation menu with 'Home / My Account' and 'My Account'.

# USER GUIDE: HOW TO SIGN UP AN ACOOUNT VIA ACTIVESG WEB USING SINGPASS

## 01 Visit ActiveSG Website

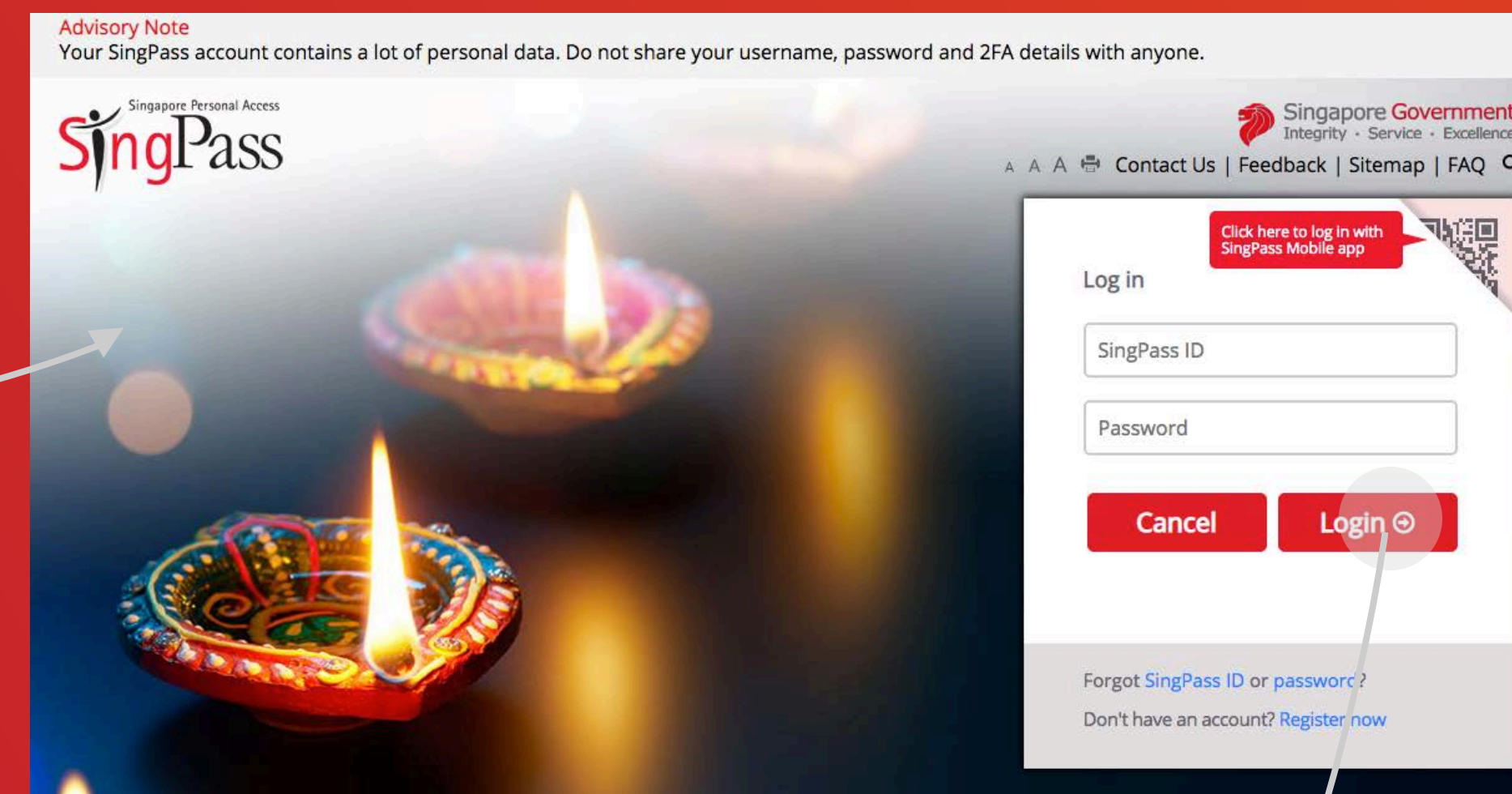
Go to <https://members.myactivesg.com/auth>

Click 'Sign up with SingPass' under new user.



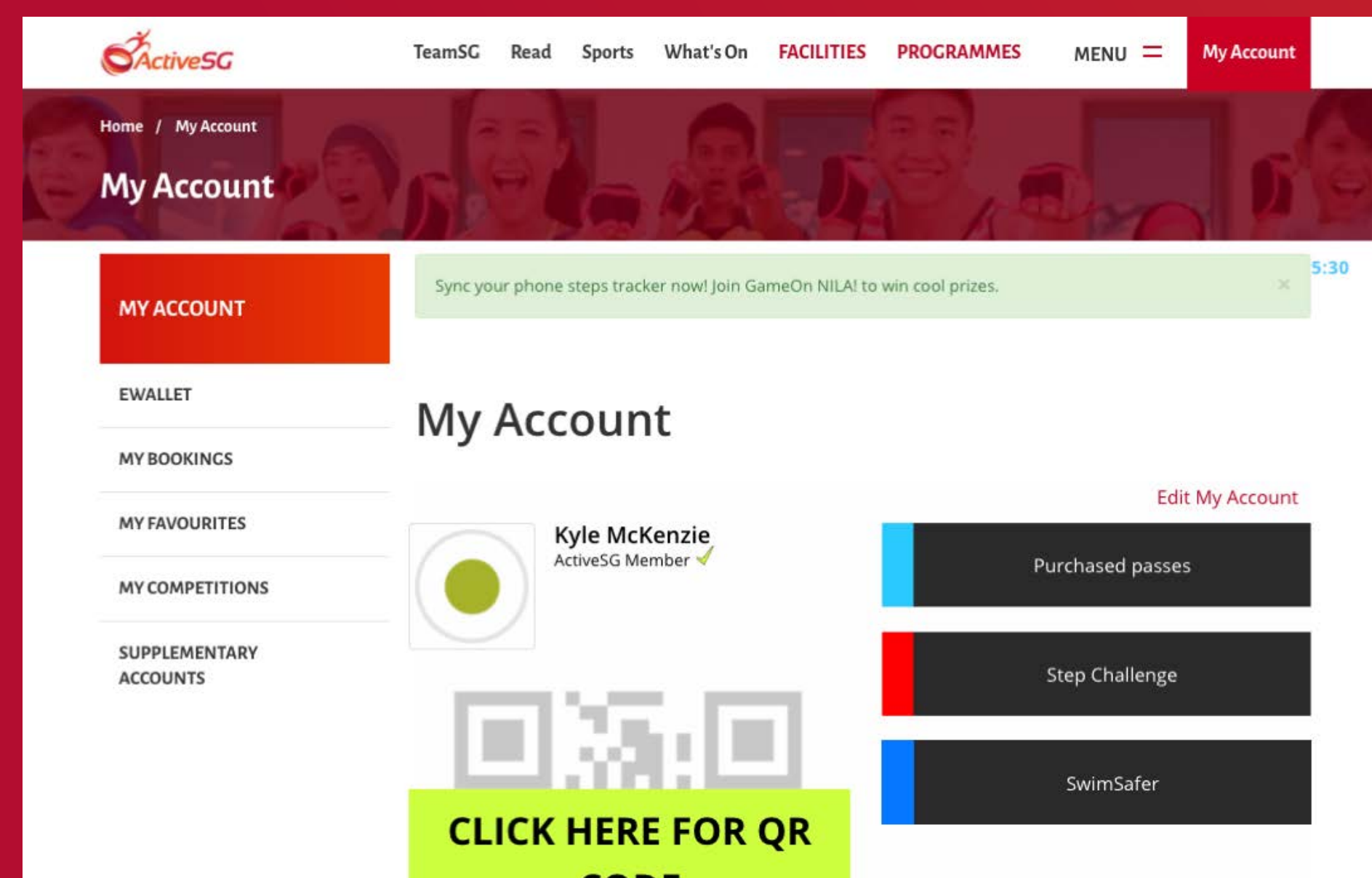
## 02 Log in to SingPass

Log in to SingPass using your child's SingPass ID and Password.



## 03 Sign up - Success

You have created an account for your child.



# USER GUIDE: HOW TO ADD A SUPPLEMENTARY ACCOUNT

## 01 Log In to ActiveSG

Go to <https://members.myactivesg.com/auth>

Log In to your account.

## 02 Enter Supplementary Account Page

After login, you will land on 'My Account' Page.

Click 'SUPPLEMENTARY ACCOUNTS' on the left.

## 03 Add Supplementary Account

Click 'Add supplementary account'.

## 04 Enter Supplementary Account Details

Complete step 1 & click 'Next'.

Complete step 1 & click 'Submit'.

## 05 Supplementary Account Added

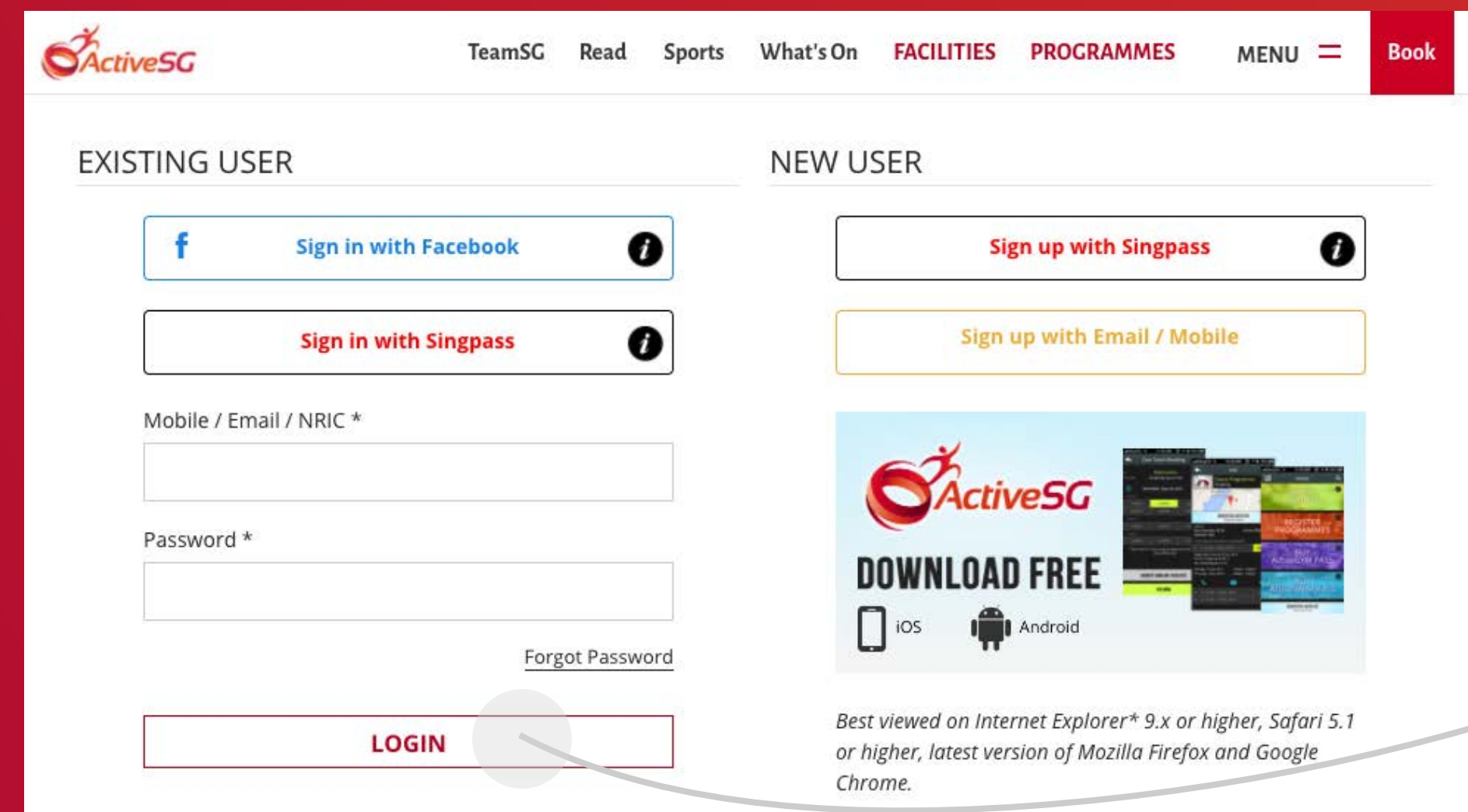
You'll be directed to the supplementary account page with the newly added supplementary account.

# USER GUIDE: HOW TO CHANGE TO SUPPLEMENTARY ACCOUNT WHEN LOG-IN WITH PARENT'S ACCOUNT

## 01 Log In to ActiveSG

Go to <https://members.myactivesg.com/auth>

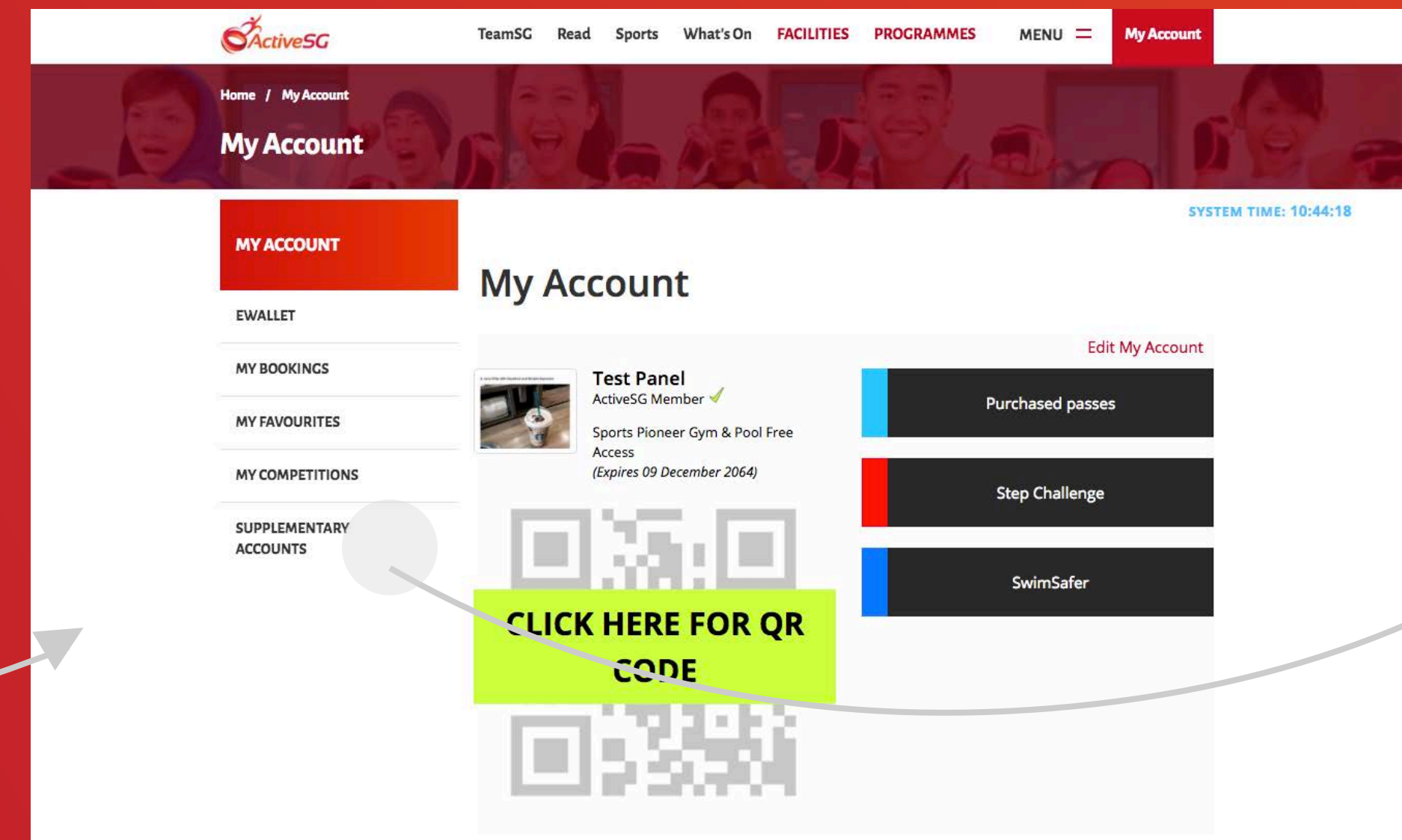
Log In to your account



## 02 Enter Supplementary Account Page

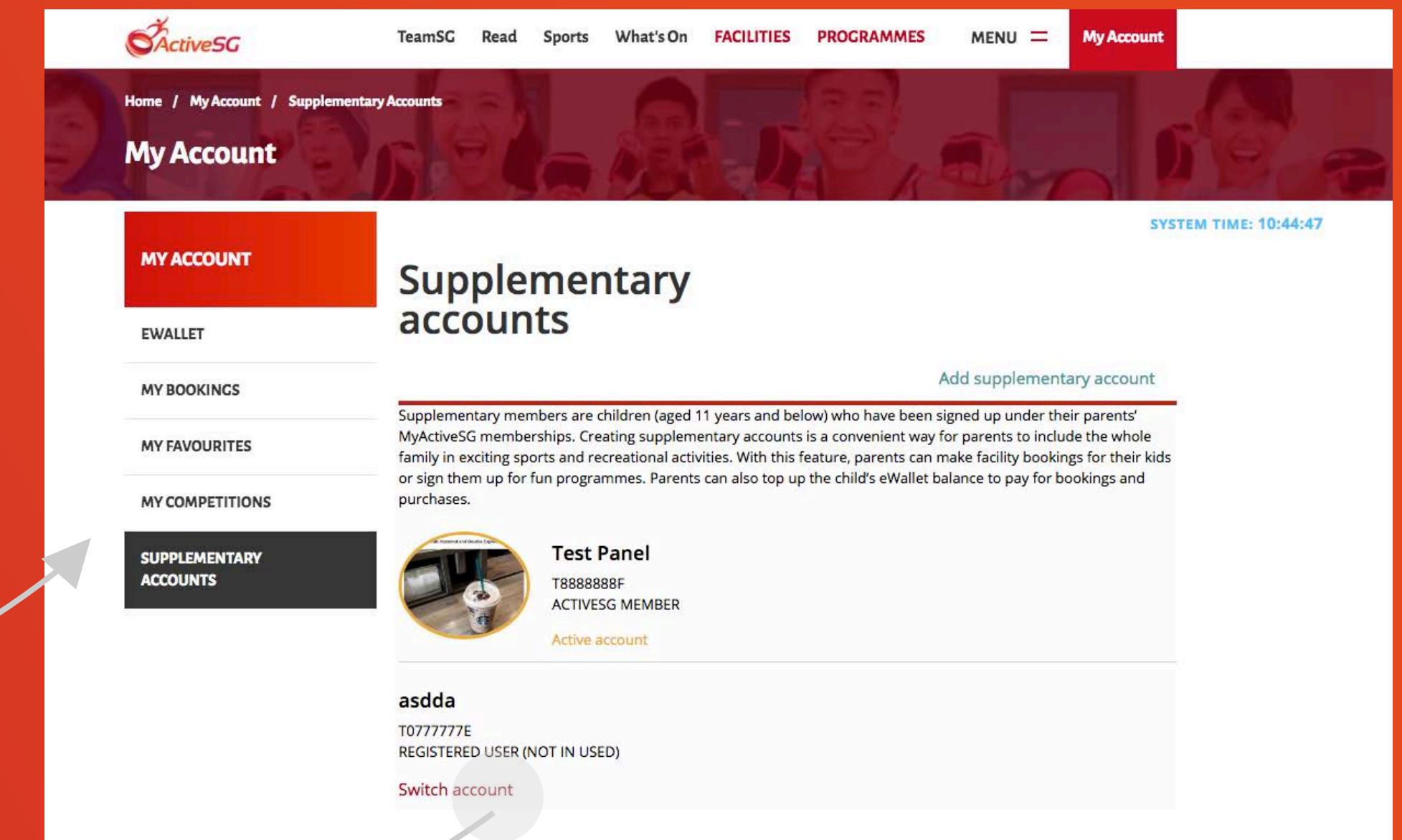
After login, you will land on 'My Account' Page.

Click 'SUPPLEMENTARY ACCOUNTS' on the left



## 03 Switch to Supplementary Account

Click 'Switch account' of your child's supplementary account.



## 04 Switch account - Success

You will see your child's supplementary account is now active.

