

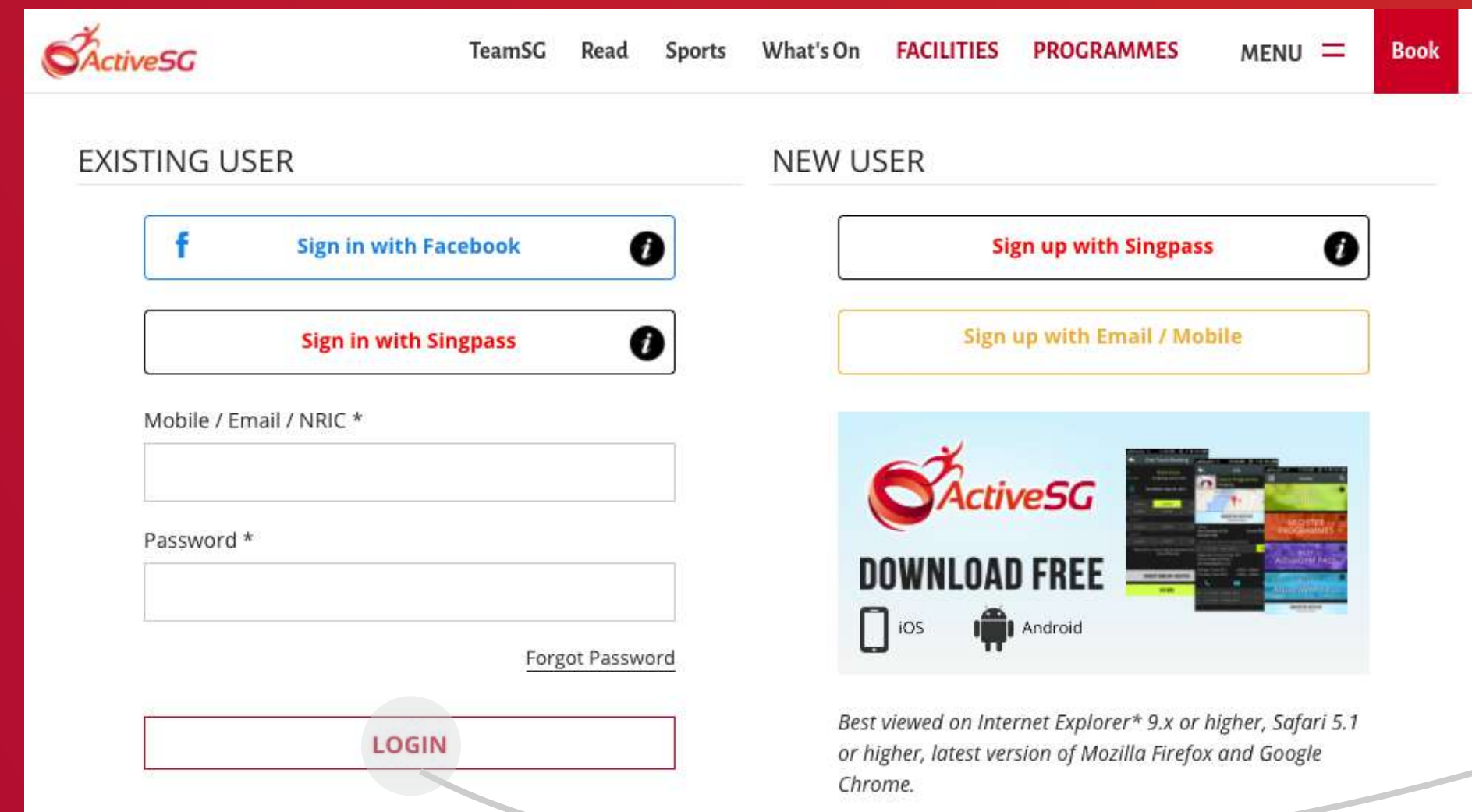
USER GUIDE: DOWNLOAD SWMSAFER E-CERTIFICATE

01 Login to ActiveSG

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

Login using your child's ActiveSG account.

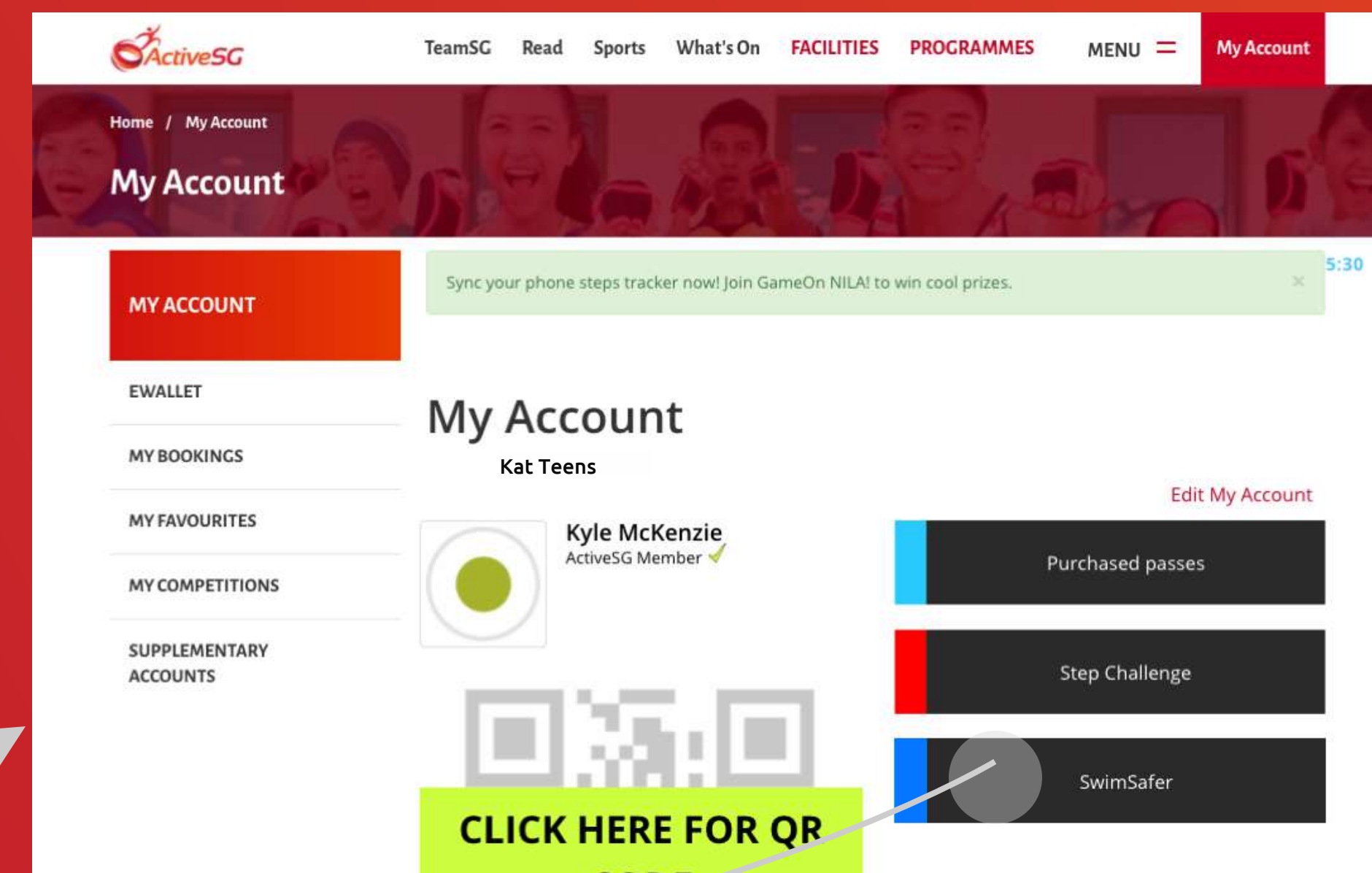
If your child has no account, kindly proceed to sign up.



02 Enter SwimSafer Page

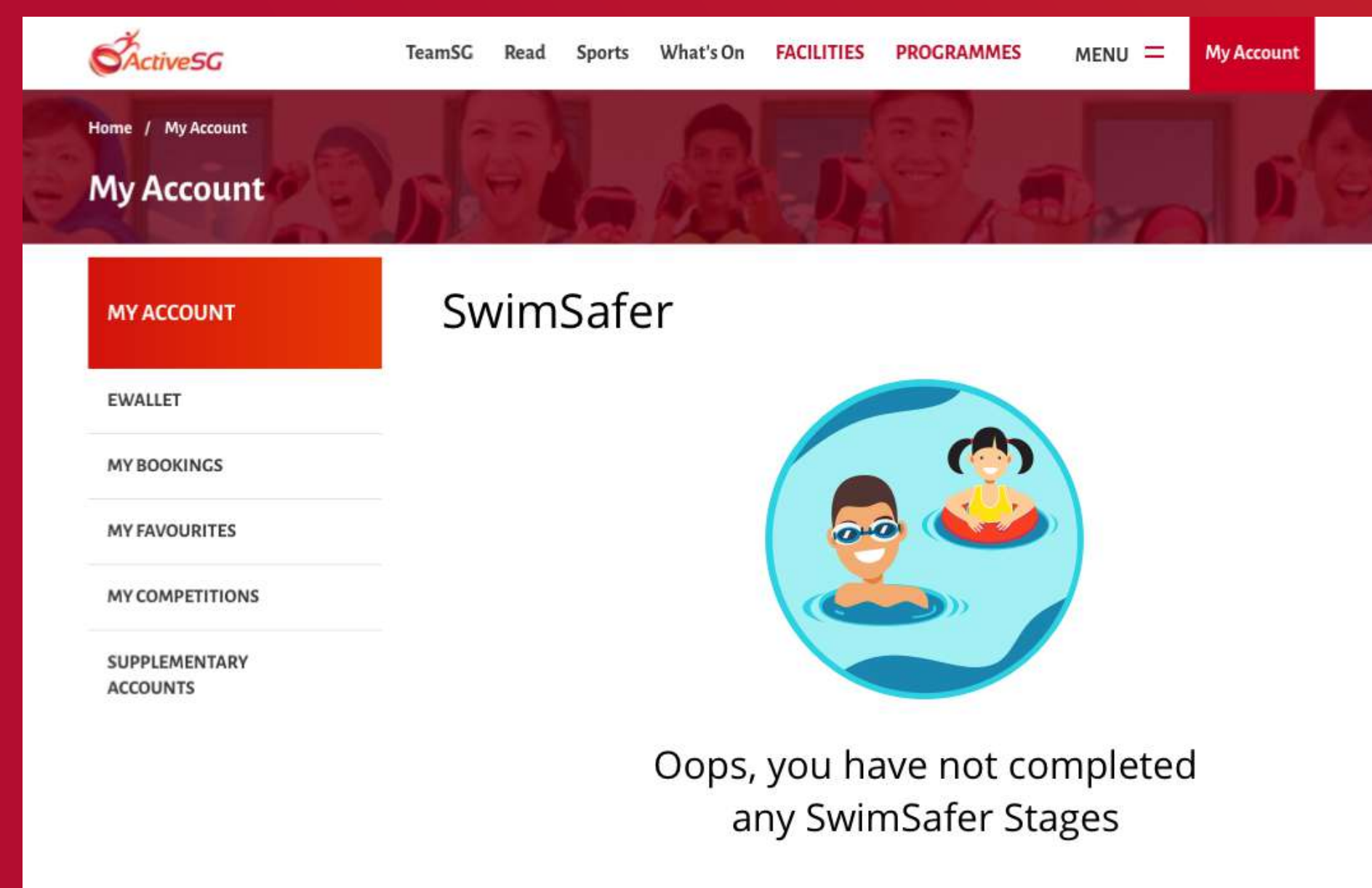
After login / sign-up, you will land on 'My Account' Page.

Click 'SwimSafer'.

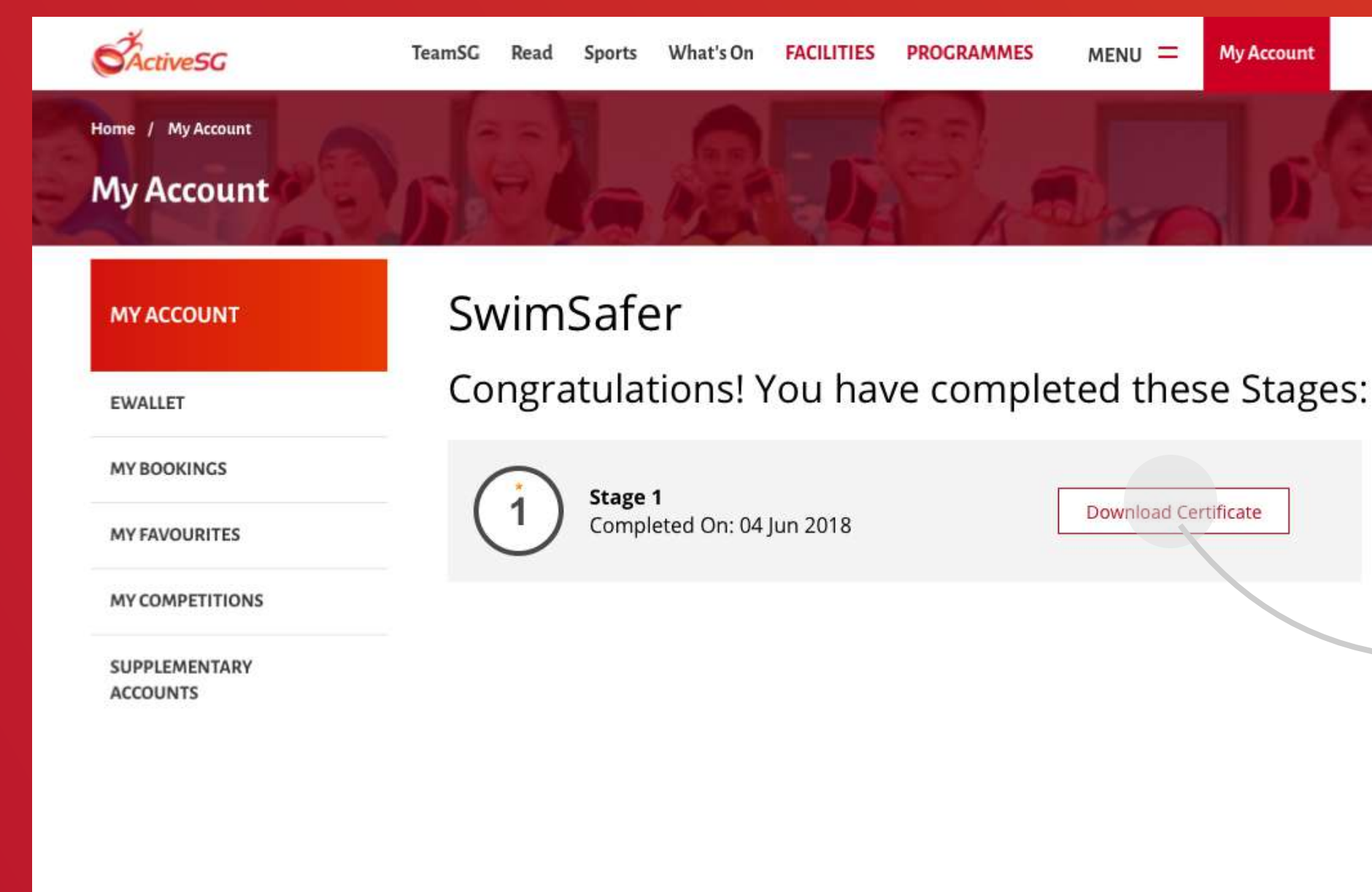


03 View SwimSafer Stages

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

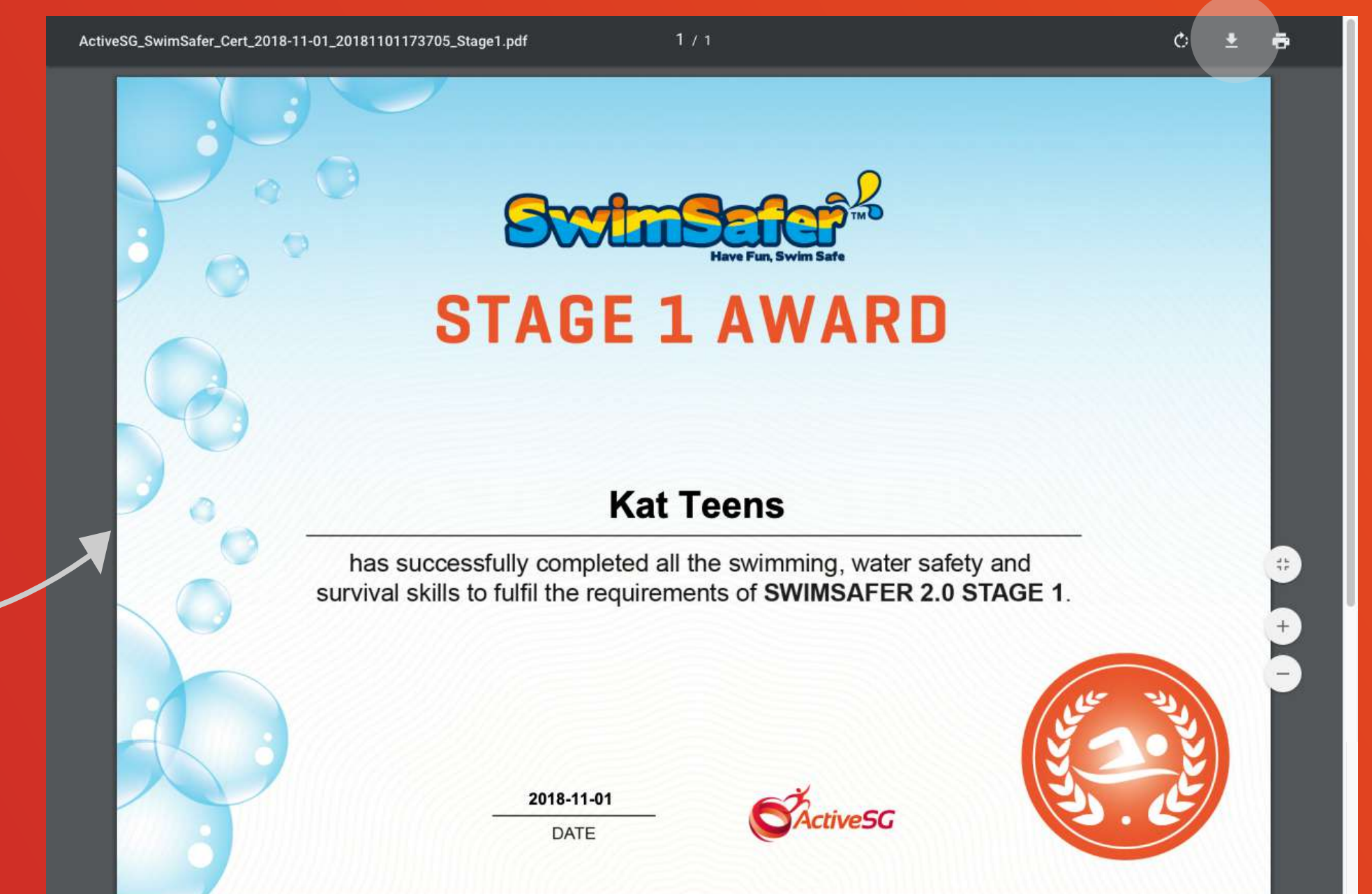


If your child has completed at least 1 stage, the completed stage(s) will be displayed. Click 'Download Certificate' to preview.



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 ACTIVESG 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 'LOGIN' button at the bottom. 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. A 'Forgot Password' link is also visible.

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 contains 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 'Password (Min. 8 alphanumeric characters) *' and 'Confirm Password'. A 'DECLARATION' section includes 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.

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. The form also includes fields for 'Birth Date *', 'Citizenship Status *', 'Race *', 'Employment Status *', and 'Postal Code *'.

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 'OTP Code' input field, a 'SUBMIT' button, and a 'RESEND OTP' button. The page also features a banner for 'iAPPS' and a 'Sport SINGAPORE' logo with contact information.

04 Sign up - Success

You have created an account for your child.

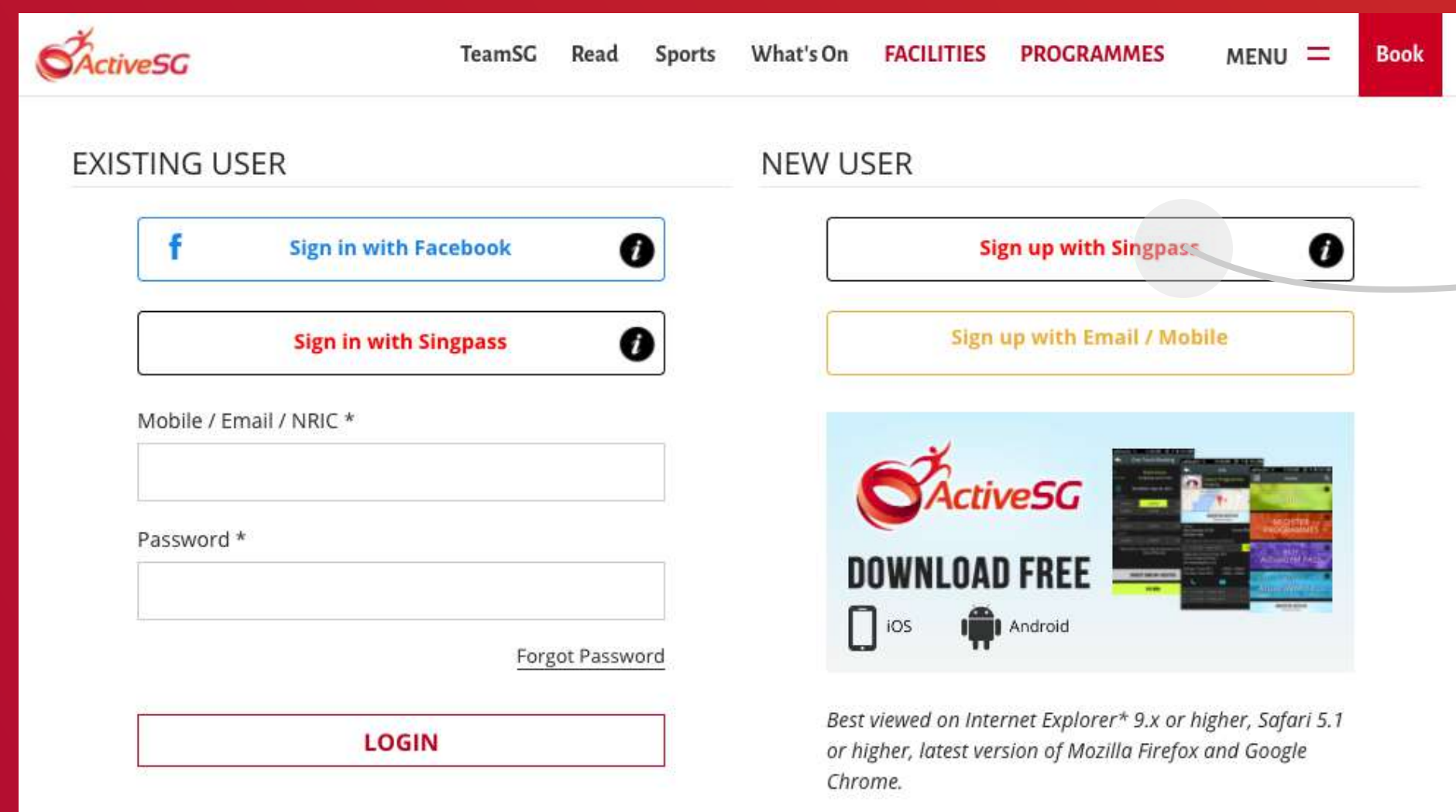
The screenshot shows the 'My Account' page. It includes a 'MY ACCOUNT' sidebar with links for 'EWALLET', 'MY BOOKINGS', 'MY FAVOURITES', 'MY COMPETITIONS', and 'SUPPLEMENTARY ACCOUNTS'. The main content area shows the user's name 'Kyle McKenzie' and 'ActiveSG Member' status, along with a QR code and a 'CLICK HERE FOR QR CODE' button. There are also buttons for 'Purchased passes', 'Step Challenge', and 'SwimSafer'.

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

01 Visit ActiveSG Website

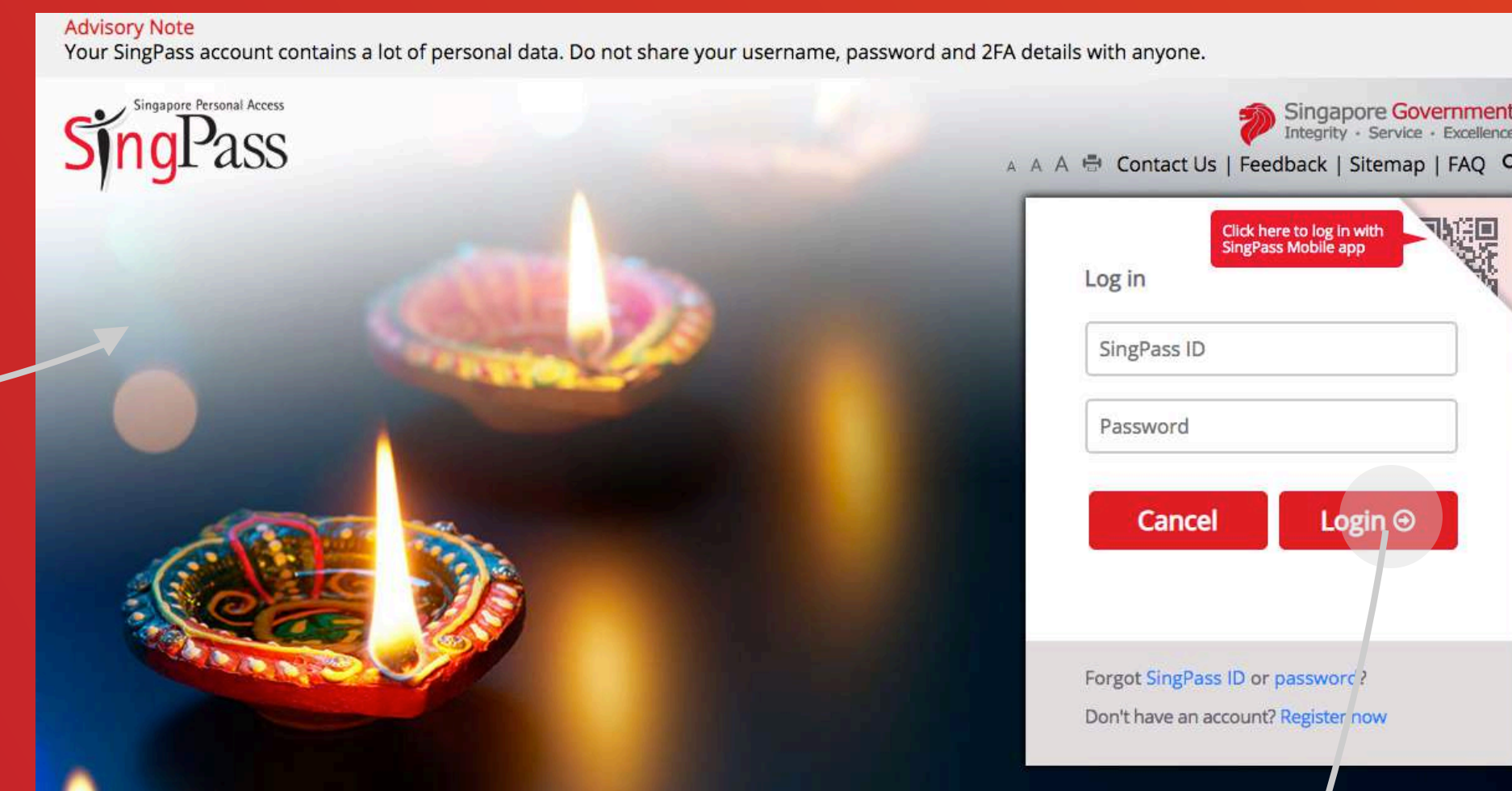
Go to <https://members.myactivesg.com/auth>

Click 'Sign up with SingPass' under new user.



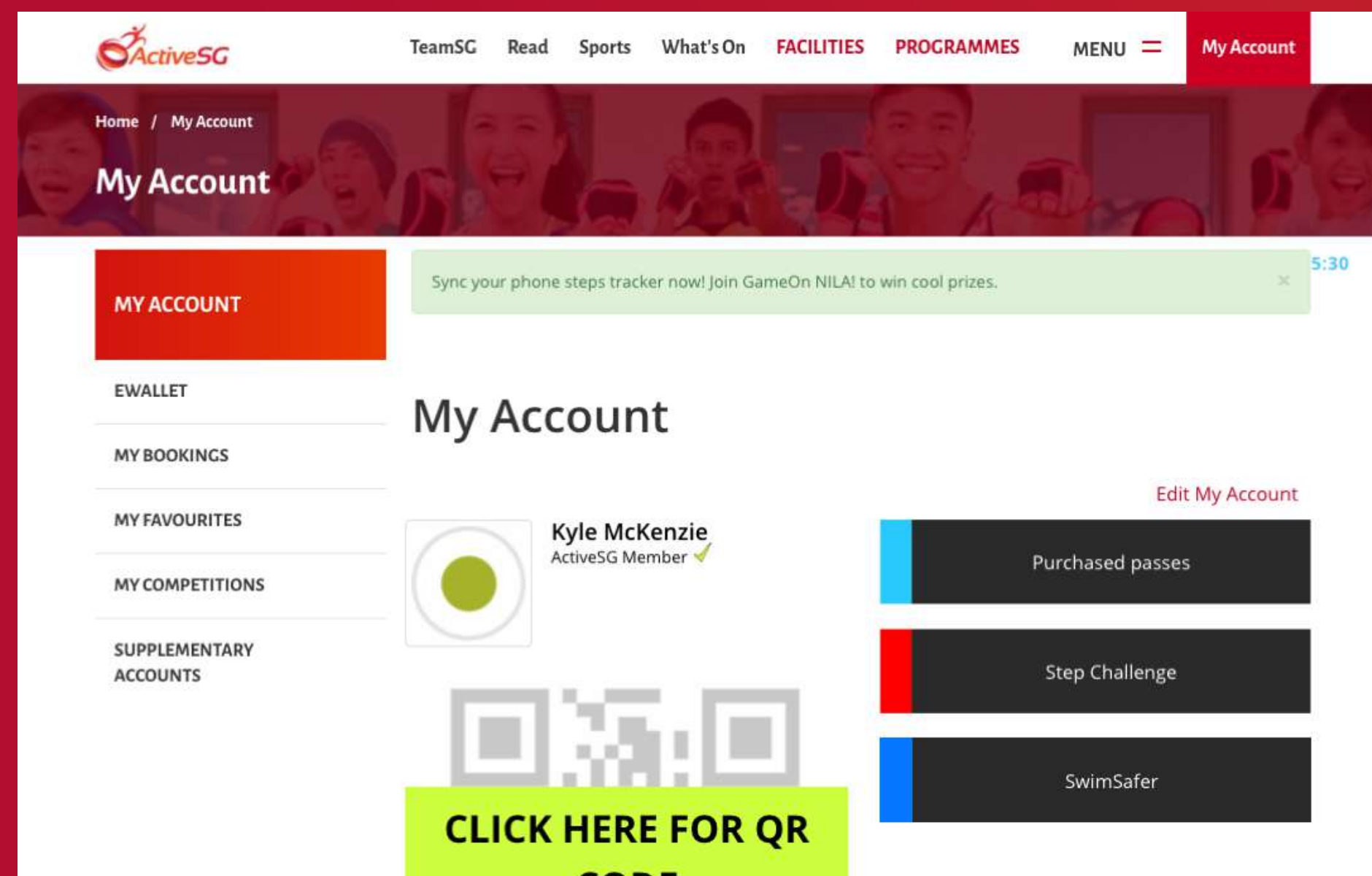
02 Log in to SingPass

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

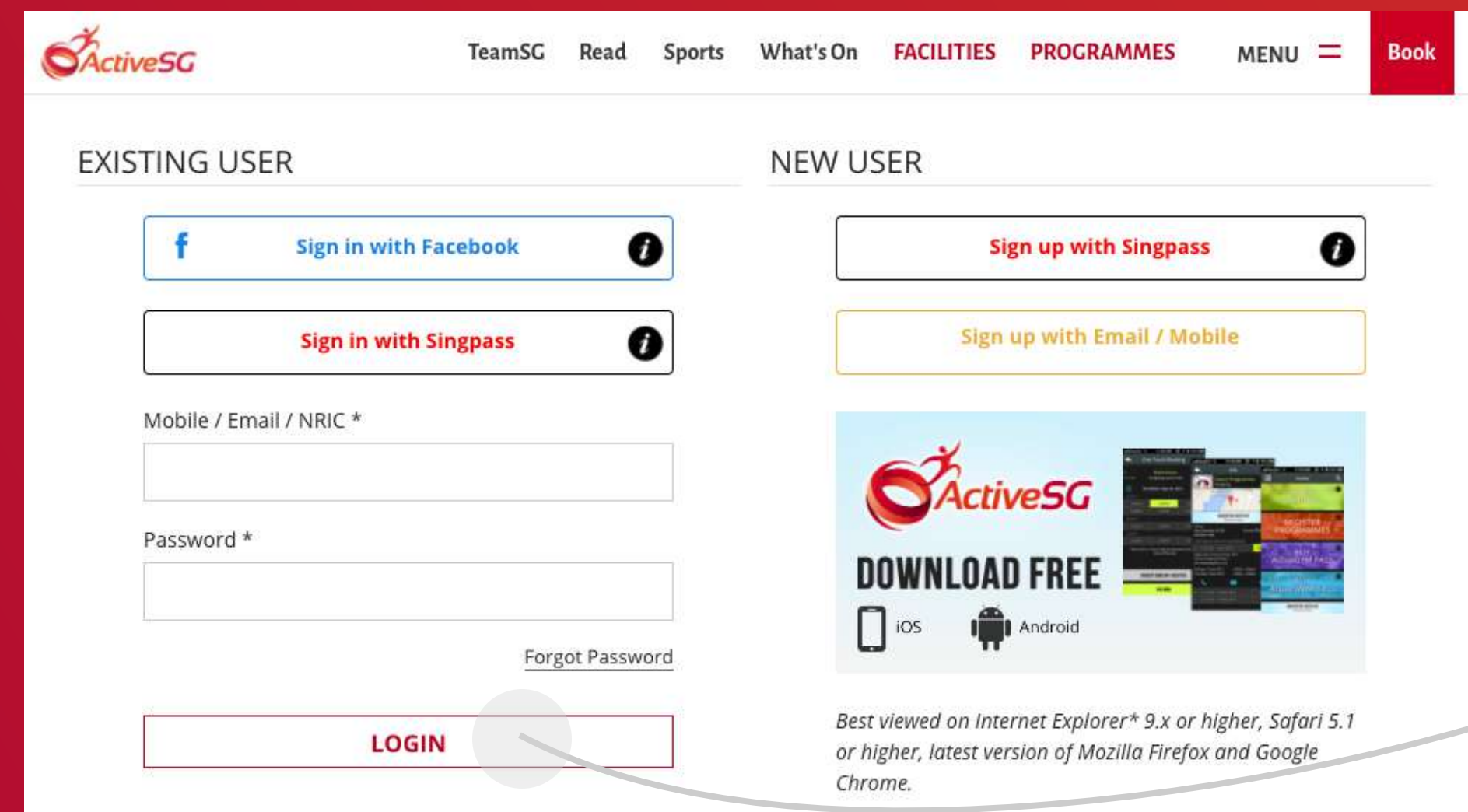
You'll be directed to the supplementary account page with the newly added supplementary account.

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>

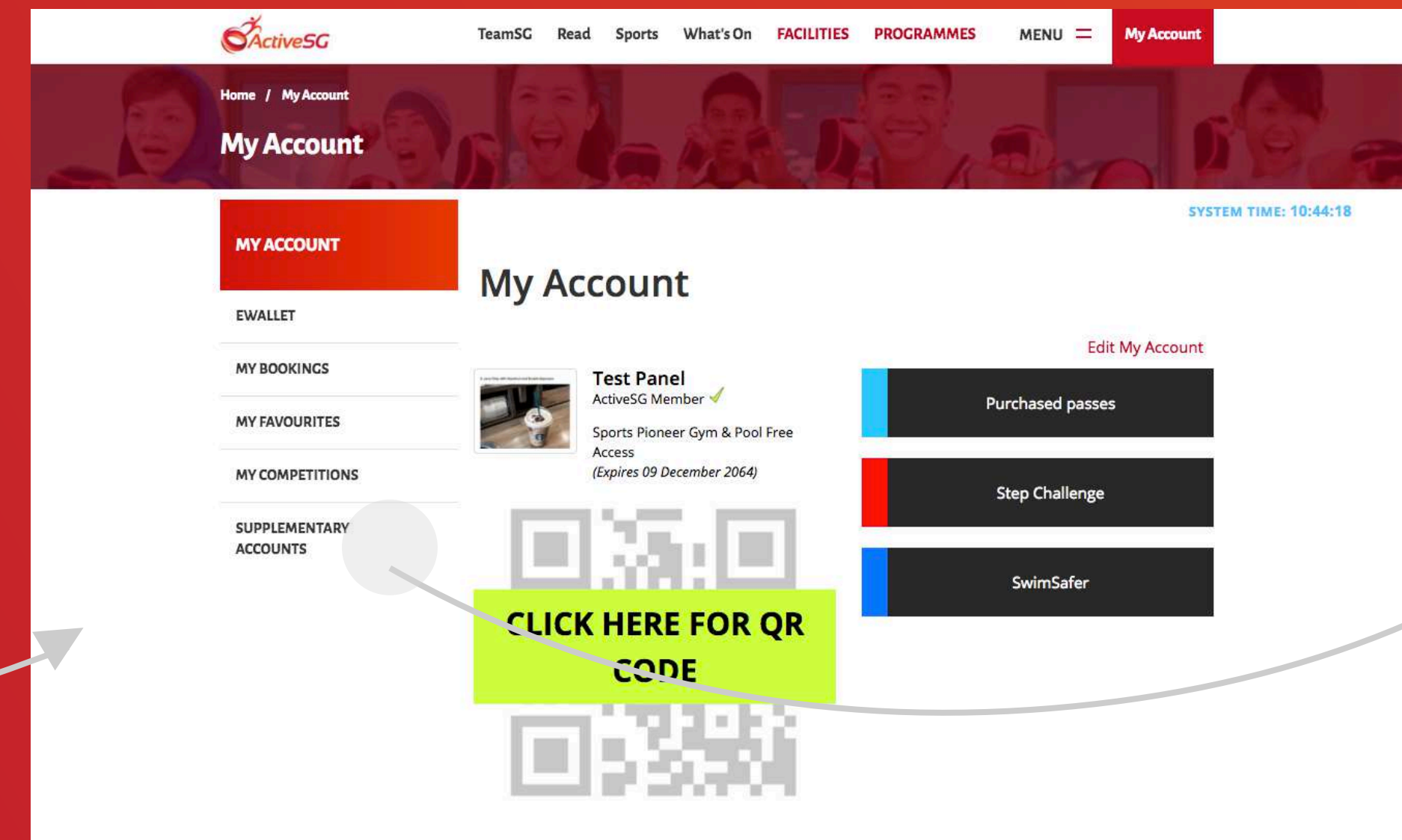
Log In to your account



02 Enter Supplementary Account Page

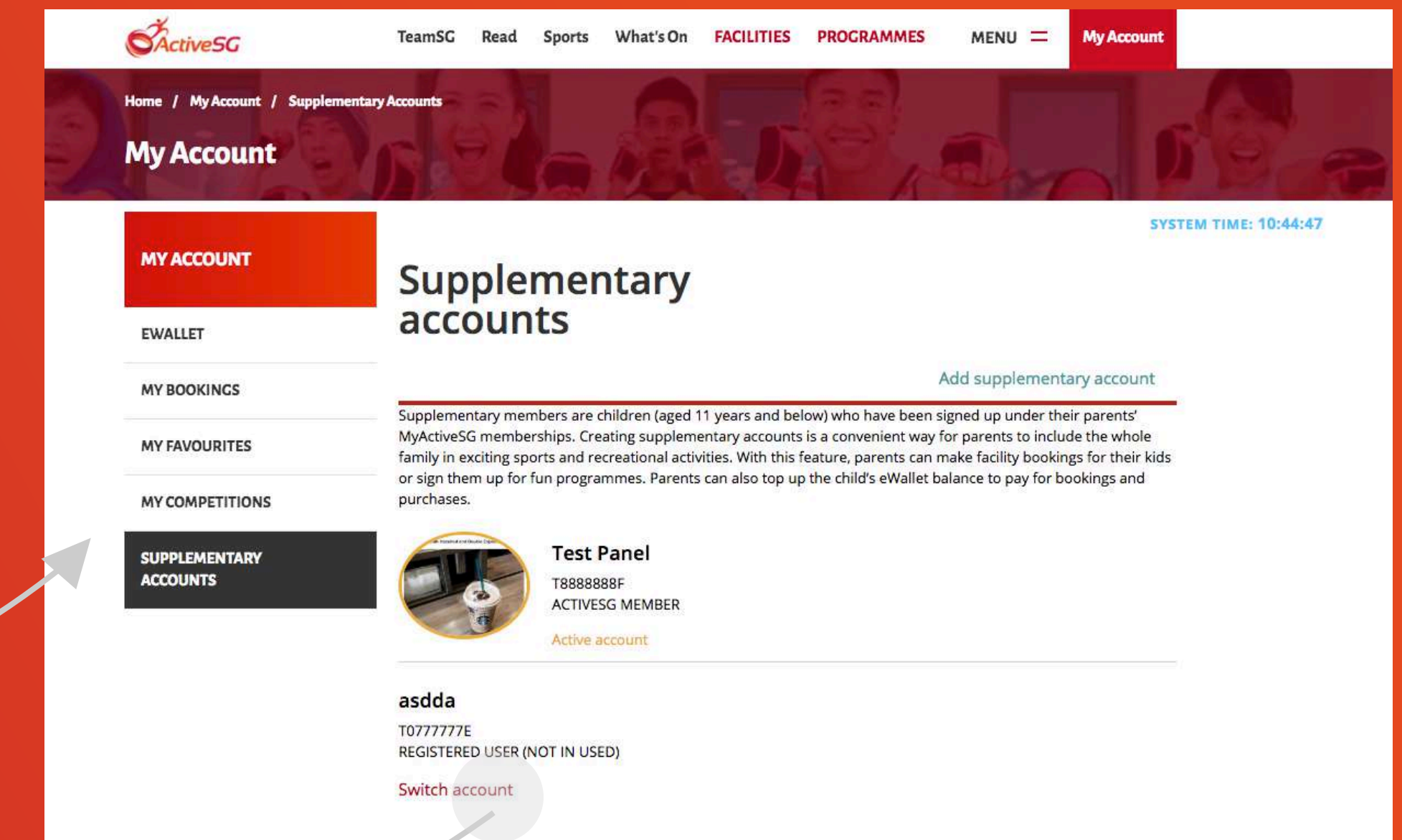
After login, you will land on 'My Account' Page.

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.

