



User Manual
For
iCAN Athlete Online Module
Version – V9.0

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1 INTRODUCTION

The **information System for Coaches, Athletes and NSAs (iCAN) - Athlete module** is developed to register an athlete with SPORT SINGAPORE. This process can be done by both NSAs via Online and SPORT SINGAPORE via Office Module. Once the athlete is successfully registered and the application approved by SPORT SINGAPORE, the athletes gets login id and password to access their details through online.

This system will cover the following business functions:

- Allow NSA users to register an athlete
- Allow NSA users to Support / Not Support the spexTEAM carding and Athlete Assistance Program Application
- Allow NSA users to do the Batch Endorsement and Batch Upload of spexTEAM, Achievements, Targets and Trainings
- Allow SPORT SINGAPORE users to edit/update Athlete details
- Allow SPORT SINGAPORE users to Approve/Reject spexTEAM Application, Athlete Assistance Program Application and spexTEAM carding Renewal Application
- Allow Athlete users to edit their profile, view their Sports current details and edit sports history details, apply for Athlete Assistance Program Application and renew their spexTEAM carding
- NSA users can generate various reports using reports module

The system provides a standard user interface that is uniform throughout the application.

1.1 TARGET USERS & PURPOSE OF THE MANUAL

This system is used by three different users. They are SPORT SINGAPORE (Singapore Sport Singapore) users, NSA (National Sports Association) users and Athlete users. NSA users and Athlete users access the system through 'Athlete Online' module, whereas SPORT SINGAPORE users access the system using the 'Office module'.

This manual will deal with the menus for online module, how users can navigate to each page, the screen layout, buttons functionality in each screen and the validations done in each screen.

1.2 Definition and Acronyms

Serial No	Abbreviation	Expansion
1.	NSA	National Sports Association
2.	iCAN	information System for Coaches, Athletes and NSAs (iCAN) - Athlete module
3.	N/A	Not Applicable / Not Available

2 NSA Users

2.1 Login Screen

2.1.1 Login Screen for NSA Users

2.1.1.1 Description

Using this Login screen NSA users can login into the system.

2.1.1.2 Screen Layout




2.1.1.3 Buttons

- ❖ Login – Allows user to enter into the system upon entering valid user id and password else throw an error message

2.1.1.4 Hyperlinks

- Forgot your Password – This will open up a pop up window for getting the new password

This screen is used to get the new password if the users forgot their password. For this they need to give the details like Email id, Login User id/NRIC and message. User should enter a valid email id.



The 'Forgot Password' form is a light blue rectangular window. It contains three input fields: a text box for '*Email ID', a text box for '*User Login ID/NRIC', and a larger text area for '*Message'. At the bottom right, there are two buttons: 'send' and 'close'.

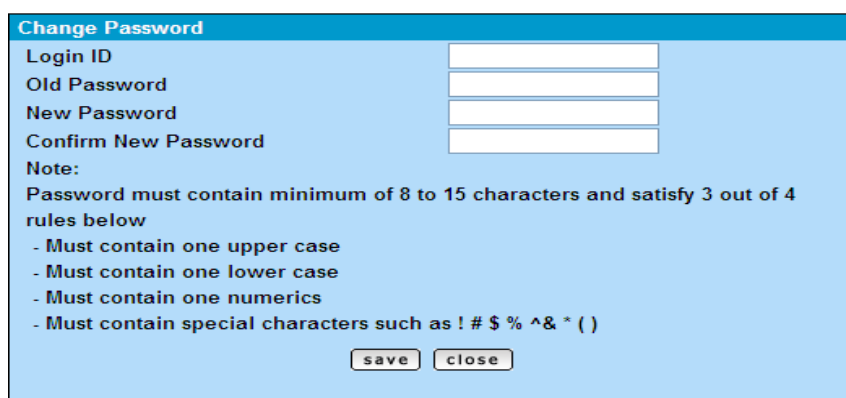
Buttons

- Send – It will send the given details to ICAN and the system will send a new password to the given email id
- Close – Closes the window and redirects the user to Login page

Validations

- All the fields are mandatory fields
- User should enter a valid email id
- Change Password – This will open up a pop up window to change the user's password

This screen is used to change the old password to a new password. User has to give valid password and the passwords are case sensitive.



The 'Change Password' form is a light blue rectangular window. It has a title bar 'Change Password'. Below it are four input fields: 'Login ID', 'Old Password', 'New Password', and 'Confirm New Password'. Below the fields is a 'Note' section with the text: 'Password must contain minimum of 8 to 15 characters and satisfy 3 out of 4 rules below'. The rules listed are: '- Must contain one upper case', '- Must contain one lower case', '- Must contain one numerics', and '- Must contain special characters such as ! # \$ % ^ & * ()'. At the bottom right, there are two buttons: 'save' and 'close'.

Buttons

- Save – This will save the entered details
- Close – Closes the window and redirects the user to Login page

Validations

- Login Id and Old password should be valid
- New password should be between 8 & 15 characters and alphanumeric
- New password should match with Confirm new password
- New password must contain 3 out of 4 rules as mentioned in the screen.

2.1.1.5 Validations

- All the fields are mandatory fields
- User should enter a valid Login Id and password
- Password of the Athletes and NSA users will expire in specified number of days (configured to 90 days) hence they will be enforced to change their password

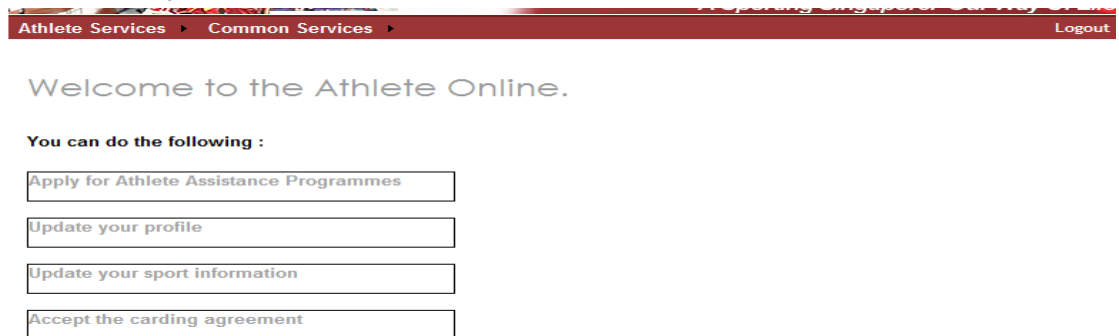
2.2 Home Page

2.2.1 Home Page for NSA user

2.2.1.1 Description

This screen will show the menu for the logged in user and displays the details that the user can do. User can click on the desired menu and navigate to the pages.

2.2.1.2 Screen Layout



2.2.1.3 Buttons

None

2.2.1.4 Hyperlinks

None

2.2.1.5 Validations

None

2.3 Add Athlete Profile

2.3.1 Personal Particulars

2.3.1.1 Description

This screen is used to add the personal particulars of an athlete while creating a new athlete profile.

2.3.1.2 Screen Navigation

Athlete Services → Athlete Management module → Add Athlete Profile → Personal Particulars

2.3.1.3 Screen Layout

The screenshot shows the 'Personal Particulars' form within the 'Sport SINGAPORE' interface. The form is divided into several sections. At the top, there's a header with the 'Sport SINGAPORE' logo and a navigation bar with 'Athlete Services' and 'Common Services'. Below this, there's a sub-navigation bar with 'Personal Particulars', 'Personal Contact Info', 'Parent/Guardian Info', 'Academic/Occupation', and 'NS Details'. The 'Personal Particulars' section is active and contains the following fields:
- * NRIC/FIN No: A text field with a search icon and a note: '(Click on the lookup button to check whether NRIC/Fin No already exist)'.
- * ID Type: A dropdown menu with '--Select--'.
- Title: A dropdown menu with '--Select--'.
- * Full Name (as in NRIC): A text field.
- * Nationality: A dropdown menu with 'SINGAPOREAN' selected.
- Residential Status: A dropdown menu with 'Citizen' selected.
- Date of Issue: A calendar icon.
- * Date of Birth: A calendar icon.
- Age: A text field.
- * Place of Birth: A text field.
- * Sex: A dropdown menu with '--Select--'.
- * Marital Status: A dropdown menu with '--Select--'.
- Blood Group: A dropdown menu with '--Select--'.
To the right of these fields is a photo upload section with a smiley face icon and an 'Upload New Photo' button. At the bottom of the form are three buttons: 'Save', 'Save Next', and 'Cancel'.

2.3.1.4 Buttons

- ❖ Lookup – Used to validate the given NRIC and check its existence in the database
- ❖ Save – Checks for mandatory entries and perform validations. Once the validations are successful, details entered in the page are saved
- ❖ Save & Next - Checks for mandatory entries and perform validations. Once the validations are successful, details entered in the page are saved and the user is redirected to next page
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page
- ❖ Upload New – Opens a popup window to upload the photo

This screen is used to browse and upload the photo, which is in .jpg or .gif format.



Buttons

Browse – to browse for the photo file

Upload - to upload the selected file

Close - Closes the window and redirects the user to Personal particulars page

Validations

Only .jpg or .gif format files are allowed to be uploaded and file size should be less than 100 KB

2.3.1.5 Hyperlinks

None

2.3.1.6 Validations

- For ID Type NRIC, Fin or Passport selection, system will validate NRIC/Fin No entered upon selection of other from ID Type system will not validate NRIC/Fin no entered.
 - Residential Status will be enabled only if Nationality is not Singaporean
 - If Blood Group is selected as 'Others' then a textbox will be available for the users to enter the blood group which is not in the list
 - System will only allow uploading the photo after successful creation of the user details
 - Age field is auto-populated upon selecting the date of birth from Date-Picker control
 - NRIC/FIN No, ID Type, Full Name (as in NRIC), Nationality, Date of Birth, Place of Birth, Sex, Marital Status are the mandatory fields in this screen.
-

2.3.2 Personal Contact Info

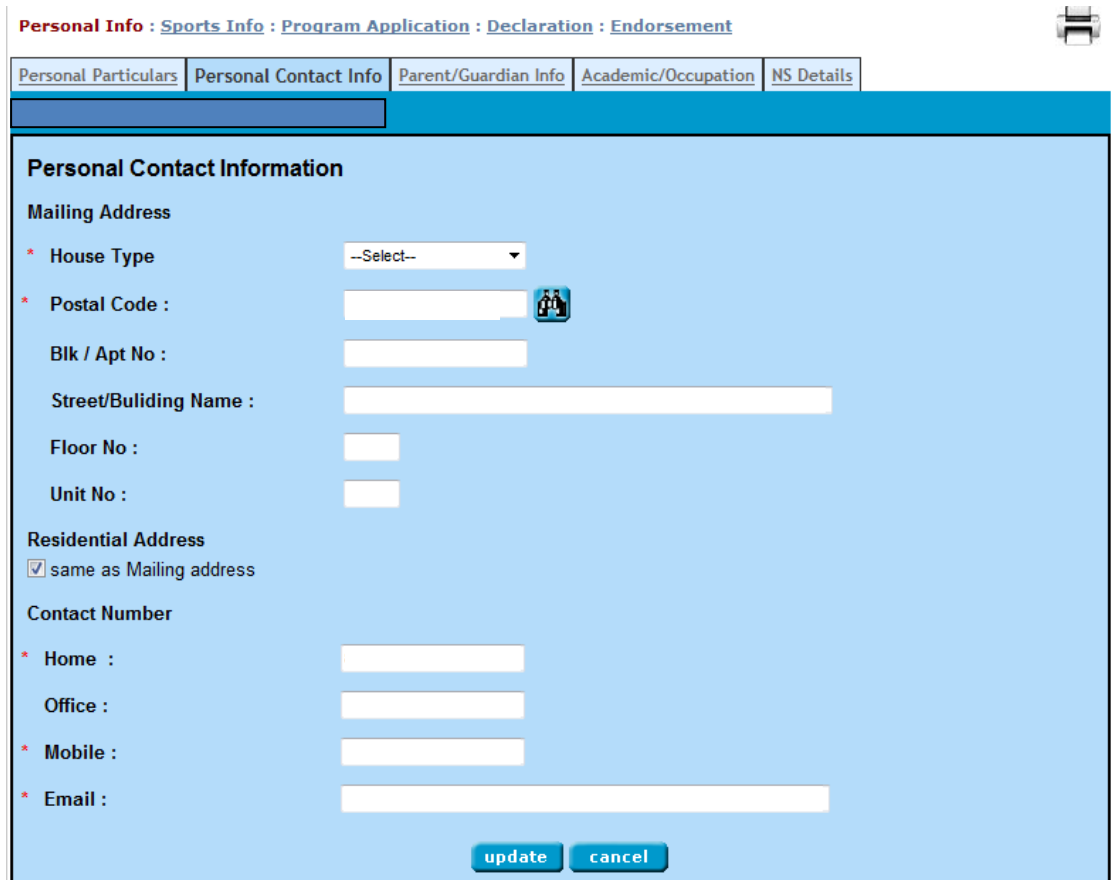
2.3.2.1 Description

This screen is used to add the personal contact info of an athlete. User can enter details in this page after save their personal particulars successfully.

2.3.2.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → NRIC/FIN No → Personal Contact Info

2.3.2.3 Screen Layout



The screenshot displays the 'Personal Contact Information' form within the iCAN Athlete Online Module. At the top, a navigation bar includes links for 'Personal Info', 'Sports Info', 'Program Application', 'Declaration', and 'Endorsement'. Below this, a tabbed interface shows 'Personal Particulars', 'Personal Contact Info' (selected), 'Parent/Guardian Info', 'Academic/Occupation', and 'NS Details'. The form itself is titled 'Personal Contact Information' and is divided into several sections: 'Mailing Address' with fields for 'House Type' (a dropdown menu), 'Postal Code', 'Blk / Apt No', 'Street/Buliding Name', 'Floor No', and 'Unit No'; 'Residential Address' with a checkbox labeled 'same as Mailing address'; and 'Contact Number' with fields for 'Home', 'Office', 'Mobile', and 'Email'. At the bottom right of the form are 'update' and 'cancel' buttons. A printer icon is visible in the top right corner of the page.

2.3.2.4 Buttons

- ❖ Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- ❖ Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Close and Redirect to Home page without saving the details entered in the current page

2.3.2.5 Hyperlinks

None

2.3.2.6 Validations

- Name field accepts only Alphabets and special character ' and -
- Postal code accepts only numeric values with 6 digits
- Blk/Apt No and Street/Building Name will be auto-populated according to the Postal Code entered
- In the contact number section among "Home", "Mobile" and "Email" are mandatory
- Email address will be validated. Email Address must contain "@" and "." in between alphanumeric characters. Only "-", "_" will be accepted as special character
- House Type, Postal Code, Blk / Apt No, Home, Email are mandatory fields in this screen.
- If Residential address is same as Mailing address then user can check the checkbox "Same as mailing address".
- If Residential address different from Mailing address then user have to fill up residential address details with the mandatory field.

2.3.3 Parent/Guardian info


2.3.3.1 Description

This screen is used to add the Parent/Guardian Info. This screen will be visible and become mandatory for the athlete whose age is less than or equal to 21 which is calculated based on the "Date of Birth" of the athlete. User can enter details in this page after save their personal particulars successfully.

2.3.3.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile →
NRIC/FIN No → Parent/Guardian Info

2.3.3.3 Screen Layout

Personal Info : [Sports Info](#) : [Program Application](#) : [Declaration](#) : [Endorsement](#) 

Personal Particulars	Personal Contact Info	Parent/Guardian Info	Academic/Occupation	NS Details
----------------------	-----------------------	----------------------	---------------------	------------


Parent/Guardian Information

* Name :

* Relationship :

Mailing Address

* Postal Code :



Blk / Apt No :

Street/Buliding Name :

Floor No :

Unit No :

Contact Number

* Home :

Office :

Mobile :

Email :

save

save & next

cancel

2.3.3.4 Buttons

- ❖ Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- ❖ Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.3.3.5 Hyperlinks

None

2.3.3.6 Validations

- Name field accepts only Alphabets and special character ‘ and -
- Postal code accepts only numeric values with 6 digits
- Blk/Apt No and Street/Building Name will be auto-populated according to the Postal Code entered
- In the contact number section among “Home” should be mandatory
- Email address will be validated. Email Address must contain “@” and “.” in between alphanumeric characters. Only “-”, “_” will be accepted as special character
- Name, Relationship, Postal Code, Blk / Apt No, Street/Building Name, Home are mandatory fields in this screen.

2.3.4 Academic/Occupation

2.3.4.1 Description

This screen is used to add the Academic /Occupation details of the athlete. User can enter details in this page after save their personal particulars successfully.

2.3.4.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → NRIC/FIN No → Academic / Occupation

2.3.4.3 Screen Layout

Personal Particulars	Personal Contact Info	Parent/Guardian Info	Academic/Occupation	NS Details
Academic/Occupational Background				
* Schools Attended/Highest Educational Qualification Attained (in descending order)				
From	To	School	Highest Educational Qualification Attained	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
Language Proficiency				
Written & Spoken :		<input type="text"/>		
Written Only :		<input type="text"/>		
Spoken Only :		<input type="text"/>		
* I am Currently :		<input checked="" type="radio"/> Student <input type="radio"/> Working		
* Level of Study :		--Select--		
* School :		--Select--		
* Course :		--Select--		
* Year of Study :		--Select--		
<input type="checkbox"/> Do you need educational advisory assistance ?				
Upload your latest CV		<input type="text"/> <input type="button" value="Browse..."/> (doc, docx, xls, xlsx, ppt, pptx, pdf)		
What are your career objectives/aspirations? Eg., the kind of work you wish to do, the type of organization you would be interested in joining and the levels you hope to obtain.				
<input type="text"/>				

2.3.4.4 Buttons

- ❖ Add (in Data grid) – Add the new record
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Delete (in Data grid) – Delete the selected record from the database
- ❖ Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- ❖ Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.3.4.5 Hyperlinks

None

2.3.4.6 Validations

- User should enter at least one “school attended” records which is mandatory.
- From date should not be greater than To Date
- If user selects ‘Student’ option then Level of Study, School, Course, Year of Study are mandatory.
- If user selects ‘Working’ option then Employment Status, Occupation, Designation, Employer / Organization are mandatory

2.3.5 NS Details

2.3.5.1 Description

This screen is used to add the NS details. This screen will be visible and become mandatory only for the Male athlete. User can enter details in this page after save their personal particulars successfully.

2.3.5.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → NRIC/FIN No → NS Details

2.3.5.3 Screen Layout

Personal Particulars	Personal Contact Info	Parent/Guardian Info	Academic/Occupation	NS Details
----------------------	-----------------------	----------------------	---------------------	------------

NS Details (For Male Athletes Only)

* 1.Are you liable for full-time National Service (NS) within the next 18 months? No ▾

* 2.Are you serving NS? No ▾

Upload Attachment :

This does not constitute as an application to Mindef for deferment/disruption

NS Details (For Male Athletes Only)

* 1.Are you liable for full-time National Service (NS) within the next 18 months? No ▾

* 2.Are you serving NS? Yes ▾

* Date of Enlistment

* ORD

* Vocation

Rank

* Coy / Unit Name

Camp Contact Details

a. DID

b. Fax

c. BMT Completion Date

d. Vocation Training Completion Date

e. PES Status

* Do you need to disrupt NS training?

Upload Attachment :

This does not constitute as an application to Mindef for deferment/disruption

2.3.5.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Delete (in Data grid) – Delete the selected record from the database
- ❖ Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- ❖ Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Close and Redirect to Home page without saving the details entered in the current page

2.3.5.5 Hyperlinks

None

2.3.5.6 Validations

- 'Are you liable for full-time National service (NS) within the next 18 months?' Field is mandatory
- If 'Yes' is selected in 'Are you liable for full-time National service (NS) within the next 18 months?' field then 'Do you need to defer NS training' field is mandatory
- If 'Yes' is selected in 'Do you need to defer NS training' field then 'Deferment Period' is mandatory
- If 'No' is selected in 'Are you liable for full-time National service (NS) within the next 18 months?' field then 'Are you Serving NS?' field is mandatory.
- If 'Yes' is selected in 'Are you Serving NS?' field then 'Date of Enlistment', 'ORD', 'Vocation', 'Coy/Unit Time' and 'Do you need to disrupt NS training' fields are mandatory
- If 'Yes' is selected in 'Do you need to disrupt NS training' field then 'Disruption Period' is mandatory
- From date should not be greater than to date

2.4 Athlete Sports Specific Details

2.4.1 Sports Specific Information

2.4.1.1 Description

This screen is used to add sports specific information. NSA User can add Discipline and Events as many as they need under the sport they belong. But they can't edit or delete the details. Only SPORT SINGAPORE users have that permission.

2.4.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Sports Specific Information

2.4.1.3 Screen Layout

Athlete Services > Common Services > Logout

Personal Info : Sports Info : Program Application : Declaration : Endorsement

Sports Specific Information Awards Achievements Targets Training Details Coaches Details

Sport Specific Information

Sports Badminton view

Sports	Discipline	Event	Current Carding Status	
				add

2.4.1.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database

2.4.1.5 Hyperlinks

None

2.4.1.6 Processing

- Users can type the valid Discipline and Event in the respective predictive textbox and also will be able to select the corresponding value accordingly.

2.4.1.7 Validations

- Discipline and Event are mandatory fields.
- NSA users only can add new Discipline and Event. They can't edit or Delete the details entered. Only SPORT SINGAPORE users can do that.

2.4.2 Awards

2.4.2.1 Description

This screen is used to add award details of an athlete. User can able to access this page only after they enter sport specific information. User can also edit the history information.

2.4.2.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Awards

2.4.2.3 Screen Layout

Athlete Services ▶ Common Services ▶ Logout

Personal Info : Sports Info : Program Application : Declaration : Endorsement

Sports Specific Information Awards Achievements Targets Training Details Coaches Details

Current History

Awards Sports Badminton

Year Obtained(YYYY)	Name of Award	
		add

2.4.2.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Delete (in Data grid) – Deletes the selected record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option

2.4.2.5 Hyperlinks

None

2.4.2.6 Validations

- Year Obtained and Name of Award are mandatory fields
- Year Obtained accepts only numeric and it should be 4 digits
- Year Obtained should not be less than 1900

2.4.3 Achievements

2.4.3.1 Description

This screen is used to add achievement details of an athlete. User can able to access this page only after they enter sport specific information. User can also edit the history information.

2.4.3.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Achievements

2.4.3.3 Screen Layout

Athlete Services ▶ Common Services ▶ Logout

Personal Info : **Sports Info** : Program Application : Declaration : Endorsement

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

Current | History

Achievements* Sports: Badminton

Month/Year	Competition (Please contact SSC if required Competition is not in the list)	Venue (City, Country)	Discipline	Event	Position	Score/ Timing/ Distance	No. of Participants/ Teams/ Countries	
5-2010	Thailand Int'l Series	Trang, Thailand	Badminton	Men's Singles	5th		0	edit delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Sele			add

2.4.3.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Delete (in Data grid) – Deletes the selected record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option

2.4.3.5 Hyperlinks

None

2.4.3.6 Processing

- Users can type the valid Competition, Discipline and Event in the respective predictive textbox and also will be to select the corresponding value accordingly.
- User can sort grid record in ascending or descending order by clicking on "Month/Year" header.

2.4.3.7 Validations

- Month/Year, Competition, Venue, Discipline, Event, Position, No. of Participants/Teams/Countries fields are mandatory
- When 'Others' is selected in Positions then a textbox will be visible for the user to enter value for position and it is mandatory
- No. of participants/Teams/Countries field will accept only numeric values
- Month/Year, Competition, Discipline, Event, Position are mandatory fields in this screen.

2.4.4 Targets

2.4.4.1 Description

This screen is used to add target details of an athlete. User can able to access this page only after they enter sport specific information. User can also edit the history information.

2.4.4.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Targets

2.4.4.3 Screen Layout

Personal Info : **Sports Info** : Program Application : Declaration : Endorsement

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

Current History

Targets Sports Badminton

From Date	To Date	Competition (Please contact SSC if required Competition is not in the list)	Venue (City, Country)	Discipline	Event	Position	Score/ Timing/ Distance	No. of Participants/ Teams/ Countries	Peaking Index (1 - Lowest and 5 - Highest)	
25-07-2012	28-07-2012	Singapore Int'l Series	Singapore	Badminton	Men's Singles	Top 4		0		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="add"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Sel--	<input type="text"/>	<input type="text"/>	--Sele--	<input type="button" value="add"/>

2.4.4.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Delete (in Data grid) – Deletes the selected record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option

2.4.4.5 Hyperlinks

None

2.4.4.6 Processing

- Users can type the valid Competition, Discipline and Event in the respective predictive textbox and also will be able to select the corresponding value accordingly.
- User can sort grid record in ascending or descending order by clicking on "From Date/To Date" header.

2.4.4.7 Validations

- From Date, To Date, Competition, Venue, Discipline, Event, Position, No. of Participants/Teams/Countries fields are mandatory
- From Date should not be greater than To Date
- When 'Others' is selected in Positions then a textbox will be visible to user and become mandatory
- No. of participants/Teams/Countries field will accept only numeric values
- From, To, Competition, Discipline, Event, Position are mandatory fields in this screen.

2.4.5 Training Details

2.4.5.1 Description

This screen is used to add training details of an athlete. User can able to access this page only after they enter sport specific information. User can also edit the history information.

2.4.5.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Training Details

2.4.5.3 Screen Layout

Personal Info : **Sports Info** : Program Application : Declaration : Endorsement

Sports Specific Information Awards Achievements Targets Training Details Coaches Details

Current History

Trainings Sports Badminton view training detail

* Training Type: INTENSIVE TRAINING What's this?

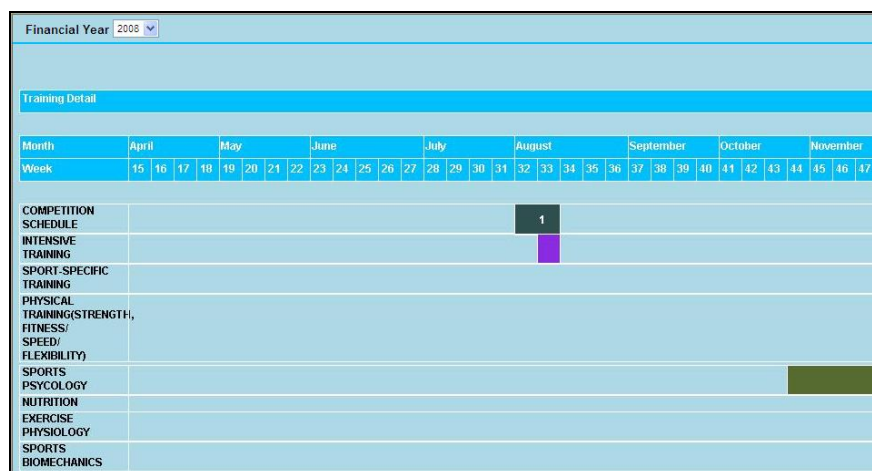
From Date	To Date	From Time	To Time	Day	Venue	
		--Select--	--Select--	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		add

2.4.5.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Delete (in Data grid) – Deletes the selected record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ View Training Details – Opens up the graphical representation of Training details

View Training Details

This screen is used to view the training details as a graphical representation. The Training details and the targets will be displayed in this screen for the selected financial year.



2.4.5.5 Hyperlinks

- What's This? – This link will open up a popup window
This screen has some static information about each Training type

Training Type	
Intensive training	Generally defined as focused, hard training leading up to major competition/training stint
Sport-Specific Training	Training focused on Technical / Tactical, etc Physical Training - Training focused on Strength / Fitness / Speed / Flexibility, etc
Sport Psychology	Mental skills, individual consultations, workshops, etc
Sport Nutrition	Dietary planning, consultations, etc
Exercise Sport Physiology	Physiological fitness and performance
Sport Biomechanics	Analysis of athletes' technique/form

2.4.5.6 Validations

- From Date, To Date, From Time, To Time, Day, Venue fields are mandatory.
- From Date should not be greater than To Date
- Two training cannot be having same From Date and To Date in one particular training type
- Training should be in the current financial year
- When 'Others' is selected 'Select File' option will be enabled to user to browse for a file to upload

2.4.6 Coaches Details

2.4.6.1 Description

This screen is used to add the Coach details. User can able to access this page only after they enter sport specific information.

2.4.6.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Sports Info → Coaches Details

2.4.6.3 Screen Layout

The screenshot displays the 'Coaches Details' form within a web application. At the top, there is a navigation bar with tabs: 'Sports Specific Information', 'Awards', 'Achievements', 'Targets', 'Training Details', and 'Coaches Details'. Below the navigation bar, the 'Coaches Details' form is visible. It includes a 'Sports' dropdown menu set to 'Badminton'. The form has two tabs: 'Current' and 'History'. The 'Current' tab is active, showing fields for 'Title' (with a dropdown set to 'Mr'), 'Full Name', 'Nationality', 'NRIC/FIN No', 'Start Date', 'End Date', 'Home', 'Office', 'Mobile', and 'Email'. The 'Full Name', 'Nationality', 'NRIC/FIN No', 'Mobile', and 'Email' fields are marked with an asterisk, indicating they are mandatory. At the bottom of the form, there are 'update' and 'cancel' buttons.

2.4.6.4 Buttons

- ❖ Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- ❖ Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.4.6.5 Hyperlinks

None

2.4.6.6 Validations

- Full Name, Nationality, NRIC/FIN No., Mobile, Email fields are mandatory
- In the contact number one of the fields should be mandatory
- Upon selecting Nationality as "SINGAPOREAN" system will validate NRIC/Fin no and for other country it will not.
- Contact number fields accepts only numeric
- Valid Email should be entered in Email field

2.5 Athlete Assistance Program Application

2.5.1 Athlete Assistance Program Application

2.5.1.1 Description

This screen is used to apply for the assistance program application, save the budget details and sponsorship details. User can able to access this page only after they enter sport specific information.

2.5.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Program Application

2.5.1.3 Screen Layout

Athlete Services > Common Services > Logout

[Personal Info](#) : [Sports Info](#) : **Program Application** : [Declaration & Checklist](#) : [Endorsement](#)

Athlete Assistance Program Application and Sponsorships

Sports: Badminton

Athlete Assistance Program Application

☒ spexTEAM

Current spexTEAM Carding: NIL

Recommended Carding: --Select--

☐ Athlete Career and Training (ACT)

☐ spexGLOW

☐ PACE

Sponsorships Received

Are you in receipt of or have applied for sponsorships/scholarships/bursaries/grants/ awards offered by other organizations? No

save save & next submit cancel

2.5.1.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Delete (in Data grid) – Deletes the selected record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- ❖ Save & Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- ❖ Cancel – Close and Redirect to Home page without saving the details entered in the current page

2.5.1.5 Hyperlinks

- Budget Template link – Refer Section ACT Budget Template

2.5.1.6 Validations

- Any Program Application can be applied one time for that financial year
 - For NSA users, Program applications are enabled (editable) only for draft and approved status
 - If NSA user submits a Program applications for an athlete in approved status, then it will be sent directly to SPORT SINGAPORE for approval (without any email notification)
 - spexTEAM will be checked by default on all spexTEAM applications
 - Recommended Carding is enabled only for NSA users
 - If ACT is checked then Budget Template is mandatory and either of Training scholarship or Education scholarship is mandatory
 - NSA users can edit the budget template in all status of the spexTEAM application, provided the ACT program is applied
 - If Education scholarship is checked then all the fields under Education scholarship is mandatory. The fields will be visible only after the Education scholarship is checked
 - If spexGLOW is checked then all the fields under spexGLOW is mandatory. The fields will be visible only after the spexGLOW is checked
 - NSA users can edit sponsorship details at any time
 - NSA users can enter details for the program on behalf of athlete. They can't apply for any programs. Once the spexTEAM application is 'Approved' by SPORT SINGAPORE then NSA user needs to Support the Program applications they have saved while creating the spexTEAM application
-

2.5.2 ACT Budget Template

2.5.2.1 Description

This page is used to enter the various budget details. User can able to access this page only when they apply for Athlete Career & Training (ACT) program.

2.5.2.2 Screen Layout

S.No	Item	Amt Requested	Amt Allocated	Amt. Disbursed by		Amt. Disbursed by		Amt. Disbursed by		Amt. Disbursed by		Remarks
				NSA	SSC	NSA	SSC	NSA	SSC	NSA	SSC	
SPEX TRAINING SCHOLARSHIP / GRANT												
1	TRAINING - Personal Equipment	<input type="text" value="3000"/>	<input type="text" value="3000"/>	<input type="text" value="1024.65"/>	<input type="text" value="1500"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<div><div></div></div> <div><div></div></div> <div><div></div></div> <div><div></div></div>
2	TRAINING - Apparel	<input type="text" value="2000"/>	<input type="text" value="2000"/>	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
3	TRAINING - Transport	<input type="text" value="5000"/>	<input type="text" value="5000"/>	<input type="text" value="1200"/>	<input type="text" value="2500"/>	<input type="text" value="1300"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
4	TRAINING - Additional SMSS support	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
5	TRAINING - Intensive Training Stints	<input type="text" value="10000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<div><div></div></div>
6	COMPETITION - Additional competitions	<input type="text" value="10000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<div><div></div></div>
7	COACHING - E.g. Personal Coaches fees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<div><div></div></div>
8	Other Necessities (pls specify)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<div><div></div></div>
Sub-Total		<input type="text" value="30000"/>	<input type="text" value="10000"/>	<input type="text" value="2224.65"/>	<input type="text" value="5000"/>	<input type="text" value="1300"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
SPEX EDUCATION SCHOLARSHIP / GRANT												
1	Tuition / Course Fees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<div><div></div></div>
2	Learning Resources & Materials (e.g. books)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<div><div></div></div>

2.5.2.3 Buttons

- ❖ Calculate – Calculate the Sub Total and Grand Total
- ❖ Submit - Saves the details entered in the page. This Save process will complete only the user save the details in the 'Athlete Assistance Program Application' Page
- ❖ Cancel – Closes the current page and Redirects the user to 'Athlete Assistance Program Application' Page without saving the details entered in the current page
- ❖ Upon changing the financial year dropdown user able to select corresponding financial year data

2.5.2.4 Hyperlinks

None

2.5.2.5 Validations

- NSA users can edit only "Amt Requested", "Amt Disbursed by – NSA" and "Remarks" fields
- They can't edit "Amt Allocated" and "Amt Disbursed by – SPORT SINGAPORE" fields

2.6 Declarations

2.6.1 Declarations

2.6.1.1 Description

This screen is used to enter the details like whether the athlete is charged in a court of laws in any country. NSA user and athlete users can view their declaration for the current financial year and can open the agreement screen.

2.6.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Declaration

2.6.1.3 Screen Layout

The screenshot shows a web application interface for a 'Declaration' screen. At the top, there is a blue header bar with the title 'Declaration' on the left and a 'Sports:' dropdown menu on the right, currently set to 'Badminton'. Below the header, there is a list of instructions and options for the user to declare. The instructions are numbered 1 through 3. Instruction 1 asks if the user has been charged in a court of laws in any country, with a 'No' dropdown menu. Instruction 2 asks the user to click on a link to view the spexTEAM Athlete Agreement, with three sub-points (i, ii, iii) providing details about the agreement. Instruction 3 provides two radio button options for the user to agree to the terms and conditions of the spexTEAM Athlete Agreement, one for NSA users and one for Athlete users. At the bottom of the form, there are two buttons: 'next' and 'cancel'.

2.6.1.4 Buttons

- ❖ Save&Next - Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page and redirect the page to next page
- ❖ Next – Once the declaration done user will not be able to edit the information entered, hence after viewing the details by clicking this button page will be redirected to next page
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.6.1.5 Hyperlinks

- NSA Agreement link – Enabled for NSAs and upon click, opens the agreement screen in a pop up window
- Athlete Agreement link – Disabled for NSAs

FY 2013 *spex*TEAM ATHLETE AGREEMENT

RECITALS

(A) SSC is a Statutory Board committed to the development of sports in Singapore. The Singapore Sports Institute (SSI) Division of the SSC has set up the *spex*TEAM carding programme to support athletes in their sporting journey. The SSI offers integrated high performance management, science, medicine, coach and athlete services to *spex*TEAM carded athletes.

(B) This Athlete Agreement ("**this Agreement**") is made between the Singapore Sports Council ("**SSC**") and the undersigned Athlete ("**the Athlete**") together with his National Sports Association ("**the NSA**").

(C) All Parties agree to work together to achieve sports excellence and glory for Singapore.

(D) The Athlete placed on the *spex*TEAM carding programme is guided by the following principles:

(a) He takes active ownership of his high performance & life development plans. Life development plans comprise education, career & personal development.

(b) He is responsible to maintain the highest possible level of physical condition.

(c) He demonstrates the values and behaviour required to foster doping-free sport and true excellence in performance.

THE UNDERSIGNED PARTIES HEREBY AGREE TO THE FOLLOWING:

1. INTERPRETATION

1.1 In this Agreement, where the context requires, words importing the singular number include the plural number and vice versa; and words importing the masculine gender include feminine gender.

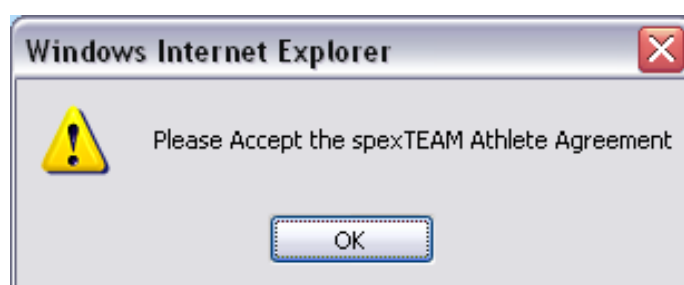
2. ROLE OF THE ATHLETE AND HIS OBLIGATIONS

Buttons:

- Accept – Agreement for current FY will be accepted and pop up screen will be closed
- Decline – Agreement for current FY will be declined and pop up screen will be closed

2.6.1.6 Validations

- NSA agreement Checkbox will be checked if the NSA has accepted the agreement for Current FY
- If the logged in user is yet to accept the agreement for the current FY then the user will be notified to accept the agreement



2.7 Endorsement

2.7.1 Endorsement

2.7.1.1 Description

NSA user can access this page. This page includes coaches' assessment and individual athletes' endorsement. NSA has to specify the Recommended Carding for the athlete and endorse them. Once the endorsement has been done the application will be submitted to SPORT SINGAPORE.

2.7.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile → Endorsement

2.7.1.3 Screen Layout

Coach Assessment and Endorsement

Coach Assessment

1 Technique Appraisal

2 Physiological Attributes

3 Psychological Attributes

4 Commitment Level

5 Environmental Factors

6 Other Considerations
e.g Competition analysis

Attachment

NSA Endorsement Form

National Sports Association :

1 This application is supported by the Executive Committee of our NSA.

2 We have targeted for the athlete to participate in ALL training and competitions as specified in Part II of the spexTEAM and High Performance Application Form.

3 The following documents submitted by the athlete was prepared in consultation with the NSA and are fully endorsed by us:

- i spexTEAM and High Performance Athlete Assistance Application Form
- ii Athlete's Individual Long Term Development Plan
- iii Annual and Multi-year Training & Competition Plans
- iv Annual and Multi-year Budgets

4 We agree to monitor the athlete's training and performance according to his/her Annual Training and Competition Plan and ensure that quarterly performance progress and statements of accounts are submitted in the prescribed formats to SSC's High Performance Management Division.

5 We are committed to give our total support to the athlete based on guiding principles of the Code of Athlete Management (COAM) and ensure that his/her agreed training and competition plans are aligned with the NSA's overall high performance plans and strategies.

Recommended Carding

2.7.1.4 Buttons

- ❖ Browse – Will open the File Dialog window to browse and select a file to upload
- ❖ Endorse– Checks for mandatory entries and perform validations. Once the validation succeeded saves the details
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.7.1.5 Hyperlinks

None

2.7.1.6 Validations

- SPORT SINGAPORE user has read only access to this page
- Recommended Carding field is mandatory

2.8 Search Athlete Profile

2.8.1 Search Screen for NSA users

2.8.1.1 Description

Only NSA can access this page. Once athlete's profile is created NSA can search that athlete in this screen.

2.8.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile

2.8.1.3 Screen Layout

The screenshot displays the 'Search Athlete' interface. At the top, there are navigation tabs: 'Athlete Services' and 'Common Services', with a 'Logout' link on the right. Below these is a 'Search Athlete' section with input fields for 'NRIC / FIN No', 'Name' (containing 'TEST REC'), 'Discipline' (set to 'ALL'), 'Carding' (set to 'ALL'), and 'Status' (set to 'Draft'). A 'search' button is located to the right of the 'Status' field. Below the search criteria is a 'Search Results' section. It shows a count of '1' result. A table lists the results with columns: 'NRIC/FIN No', 'Name', 'Sports Info', 'Program Application', 'Declaration', 'Endorsement', and 'Current spexTEAM Status'. Two rows are visible, both for 'TEST RECORD' and 'TEST REC', each with 'view/edit' buttons for the first five columns and a 'Draft' status.

NRIC/FIN No	Name	Sports Info	Program Application	Declaration	Endorsement	Current spexTEAM Status
	TEST RECORD	view/edit	view/edit	view/edit	view/edit	Draft
	TEST REC	view/edit	view/edit	view/edit	view/edit	Draft

2.8.1.4 Buttons

- ❖ Search – Search and display results according to search criteria given. If search criteria not given display all athletes in the list
- ❖ NRIC (Personal Info) – Redirect to Personal Information page
- ❖ View/Edit (Sports Info) – Redirect to Sports Specific Information page
- ❖ View/Edit (Program Application) – Redirect to Program Application page
- ❖ View/Edit (Declaration) – Redirect to Declaration page
- ❖ View/Edit (Endorsement) – Redirect to Endorsement page

2.8.1.5 Hyperlinks

- ❖ NRIC (Personal Info) – Redirect to Personal Information page

2.8.1.6 Validations

None

2.9 View Scheme Application Status

2.9.1 Search Screen for View Scheme Application Status

2.9.1.1 Description

NSA can access this page. Once athlete's profile is created, NSA can search the athlete in this screen to View Scheme Application Status of the athlete.

2.9.1.2 Screen Navigation

Athlete Services → Athlete Management module → View Scheme Application Status

2.9.1.3 Screen Layout

Athlete Assistance Program Application

View Scheme Application Status						
NRIC / FIN No	<input type="text"/>	Name	<input type="text"/>			
Sports	ALL	Discipline				
*Application	Athlete Assistance Program Application	Status	ALL			
<input type="button" value="search"/>						
Search Results						
1 2 3 4 5 6 7 8 9 10 ...						
NRIC/FIN No	Name	Sports	Act	Study Grant	spex Glow	Pace
	TEST	Bodybuilding				

New spexTEAM Applications

View Scheme Application Status								
NRIC / FIN No	<input type="text"/>	Name	Test Record					
Sports	Badminton	Discipline						
*Application	New spexTEAM Applications	Status	ALL					
<input type="button" value="search"/>								
Search Results								
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Completed								
1								
NRIC/FIN No	Name	Sports	spex Team Application Status	Personal Info	Sports Info	Program App	Declaration	Endorsement
	TEST RECORD	Badminton	Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

spexTEAM Carding Renewal

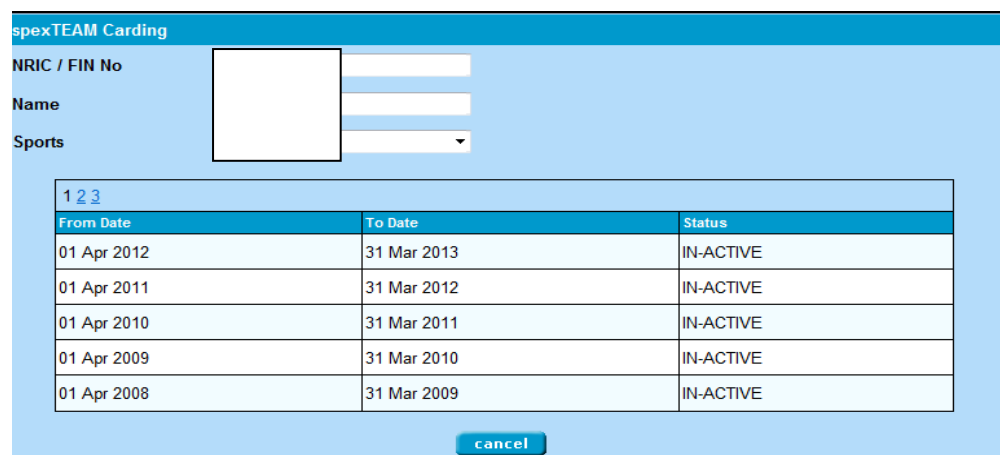
View Scheme Application Status			
NRIC / FIN No	<input type="text"/>	Name	<input type="text"/>
Sports	ALL	Discipline	
*Application	spexTEAM Carding Renewal	Status	ALL
<input type="button" value="search"/>			
Search Results			
1 2 3 4 5 6 7 8 9 10 ...			
NRIC/FIN No	Name	Sports	spexTeam Carding Renewal Status
	TEST	Judo	Active

2.9.1.4 Buttons

- ❖ Search – Search and display results according to search criteria given. If search criteria not given display all athletes in the list
- ❖ Personal Info Checkbox – Redirect to Personal Information page
- ❖ Sports Info Checkbox – Redirect to Sports Specific Information page
- ❖ Program Application Checkbox – Redirect to Program Application page
- ❖ Declaration Checkbox – Redirect to Declaration page
- ❖ Endorsement Checkbox – Redirect to Endorsement page

2.9.1.5 Hyperlinks

- Renewal Status link - This will open up spexTEAM carding renewal status in a pop up window.



The screenshot shows a 'spexTEAM Carding' pop-up window. It has a light blue header and a white body. On the left, there are labels for 'NRIC / FIN No', 'Name', and 'Sports'. To the right of these labels are input fields: a text box for NRIC/FIN No, a text box for Name, and a dropdown menu for Sports. Below these fields is a table with a blue header and white rows. The table has three columns: 'From Date', 'To Date', and 'Status'. It contains five rows of data, all showing 'IN-ACTIVE' status. At the bottom right of the window is a blue 'cancel' button.

From Date	To Date	Status
01 Apr 2012	31 Mar 2013	IN-ACTIVE
01 Apr 2011	31 Mar 2012	IN-ACTIVE
01 Apr 2010	31 Mar 2011	IN-ACTIVE
01 Apr 2009	31 Mar 2010	IN-ACTIVE
01 Apr 2008	31 Mar 2009	IN-ACTIVE

Buttons:

Cancel – Redirect to home page.

2.9.1.6 Validations

None

2.10 Batch Endorsement

2.10.1 Batch Endorsement

2.10.1.1 Description

This screen is used to do a batch endorsement of athletes. NSA may save the spexTEAM application at any stage. The application will be kept in a DRAFT mode for further amendment. Instead of doing single athlete endorsement and submit it to the SPORT SINGAPORE, NSA users can do as a batch endorsement. They are allowed to select the batch of athletes from the list and do the batch endorsement.

2.10.1.2 Screen Navigation

Athlete Services → Batch Endorsement

2.10.1.3 Screen Layout

Search Athlete

NRIC / FIN No

Name

Discipline

ALL

Carding

ALL

search

cancel

Search Results for Batch Endorsement

	NRIC/FIN No	Name	Recommended Carding	Discipline	Event	Current spexTEAM Status
<input type="checkbox"/>			--Select--	Badminton		Draft
<input type="checkbox"/>			--Select--	Badminton		Draft
<input type="checkbox"/>			--Select--	Badminton		Draft

endorse

2.10.1.4 Buttons

- ❖ Search – Search and display results according to search criteria given. If search criteria not given display all athletes in the list whose spexTEAM application is in DRAFT mode
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page
- ❖ Endorse – Submits the selected spexTEAM application to SPORT SINGAPORE with the 'Recommended Carding'. The status of the application changed to 'PENDING' from 'DRAFT'. A consolidated email will be sent to SPORT SINGAPORE indicating an application is 'PEDING' for their action

2.10.1.5 Hyperlinks

None

2.10.1.6 Validations

- Only NSA can access this page.
- User has to select at least one row for doing Endorsement
- For selected rows 'Recommended Carding' field is mandatory
- Before doing endorsement user has to fill up Personal Information, Contact Information, Parent/Guardian Information (if applicable), Academic Details, NS Details (if applicable), Sports Info, Awards, Achievements, Coach Details and Declaration pages. If any one of the above is not completely filled up then system won't allow doing the endorsement

2.11 Batch Upload

2.11.1 Batch Upload for NSA

2.11.1.1 Description

This screen is used by the NSA users to upload batch of Athletes data from Excel file format for Targets, Trainings, Achievements and spexTeam.

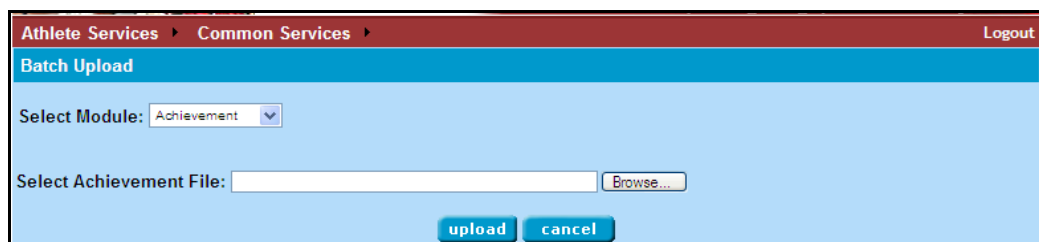
In the Targets, Trainings, Achievements and spexTeam excel templates NSA user can enter Name, NRIC and Sports in the “Athletes” sheet. The information in the “Athletes” sheet will be referenced in Targets, Trainings, Achievements sheet and rest of the sheets in spexTeam excel template.

2.11.1.2 Screen Navigation

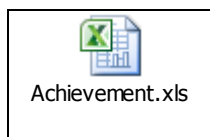
Athlete Services → Batch Upload

2.11.1.3 Screen Layout

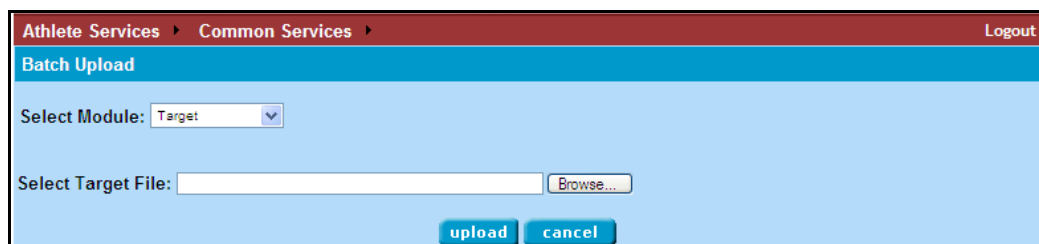
Batch Upload – Achievement



Batch Upload – Achievement – Excel Template



Batch Upload – Target



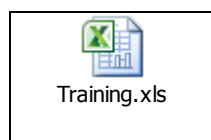
Batch Upload – Target – Excel Template



Batch Upload – Training Details

A screenshot of a web application window titled "Batch Upload". The breadcrumb navigation shows "Athlete Services" > "Common Services". A "Logout" link is in the top right. The "Select Module:" dropdown is set to "Training details". Below it, the "Select Training details File:" label is followed by a text input field and a "Browse..." button. At the bottom are "upload" and "cancel" buttons.

Batch Upload – Training – Excel Template



Batch Upload – spexTeam

A screenshot of a web application window titled "Batch Upload". The breadcrumb navigation shows "Athlete Services" > "Common Services". A "Logout" link is in the top right. The "Select Module:" dropdown is set to "spexTeam". Below it, the "Select spexTeam File:" label is followed by a text input field and a "Browse..." button. At the bottom are "upload" and "cancel" buttons.

Batch Upload – spexTeam – Excel Template



2.11.1.4 Buttons

- ❖ Browse – Browse the file for excel upload
- ❖ Upload – Upload the achievement records from the excel file
- ❖ Cancel – Redirect to Home page

2.11.1.5 Hyperlinks

None

2.11.1.6 Validations

- Only NSA can access this page
- Only respective excel templates can be used for the upload process.
- Achievement.xls -For batch uploading athletes Achievement records.
- Target.xls - For batch uploading athletes Target records

- Training.xls- For batch uploading athletes Training records
- SpexTeam.xls-Master excel template, which consists of all athlete related information (along with the Achievement, Target, Training) .No need to go for the individual if we go for this template.

2.12 Supported/Not Supported

2.12.1 Supported/Not Supported by NSA

2.12.1.1 Description

This screen is used for doing the Support/Not Support process for the Athlete Assistance Program Application and spexTEAM carding renewal.

2.12.1.2 Screen Navigation

Athlete Services → Support/Not Supported by NSA

2.12.1.3 Screen Layout

Support/Not Supported by NSA

NRIC / FIN No

Name

Application

spexTEAM Carding Renewal

Status

IN-ACTIVE

search

cancel

Search Results for spexTEAM Carding Renewal

	NRIC/FIN No	Name	Sports	Recommended Carding	Status	Carding Period	Supported/Not Supported
<input checked="" type="checkbox"/>					IN-ACTIVE		Supported
<input type="checkbox"/>					IN-ACTIVE		Supported
<input type="checkbox"/>					IN-ACTIVE		Supported
<input type="checkbox"/>					IN-ACTIVE		Supported
<input type="checkbox"/>					IN-ACTIVE		Supported
<input type="checkbox"/>					IN-ACTIVE		Supported
<input type="checkbox"/>					IN-ACTIVE		Supported
<input type="checkbox"/>					IN-ACTIVE		Supported
<input type="checkbox"/>					IN-ACTIVE		Supported

submit

2.12.1.4 Buttons

- ❖ Search – Search and display results according to search criteria given. If search criteria not given display all athletes
- ❖ Cancel - Close and Redirect to Home page without saving the details entered in the current page

2.12.1.5 Hyperlinks

None

2.12.1.6 Validations

- Only NSA can access this page
- 'Recommended Carding' is mandatory for 'spexTEAM carding Renewal'
- NSA have to select at least one profile before submitting the page

2.13 Archive Athlete profile

2.13.1 Archive by NSA

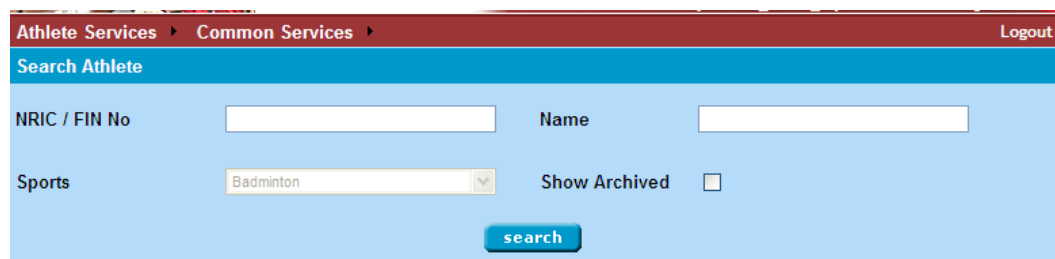
2.13.1.1 Description

This screen is used for doing the Archive process for the retired athlete.

2.13.1.2 Screen Navigation

Athlete Services → Archive Athlete

2.13.1.3 Screen Layout



2.13.1.4 Buttons

- ❖ Search – Search and display results according to search criteria given. If search criteria not given display all athletes

2.13.1.5 Hyperlinks

None

2.13.1.6 Validations

- Only NSA can access this page
- User has to select at least one athlete for submitting
- After selecting athlete profile need to click Archive button to archive the athlete profile.
- User can select Show Archive checkbox to search for the archived athlete profiles.

2.14 spexTEAM carding Renewal

2.14.1 spexTEAM carding Renewal

2.14.1.1 Description

This screen used to renew athlete's spexTEAM carding.

2.14.1.2 Screen Navigation

Athlete Services → Athlete Management module → Search Athlete Profile->SpexTeam button

2.14.1.3 Screen Layout

spexTEAM Carding

NRIC / FIN No

Name

Sports

From Date	To Date	Status
		IN-ACTIVE
		IN-ACTIVE
		IN-ACTIVE
		IN-ACTIVE
		IN-ACTIVE

Do you want to renew Athlete spexTEAM carding for the current year?
(If yes, please ensure that Athlete profile, targets, achievements,
trainings and awards details are updated)

2.14.1.4 Buttons

- ❖ Renew – Renew button will be displayed only if the corresponding athlete profile status was active on the last financial year and profile is not auto renewed.
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

2.14.1.5 Hyperlinks

None

2.14.1.6 Validations

- 'Have you updated your profile, targets, achievements, trainings and awards?' field is mandatory

3 Athlete User

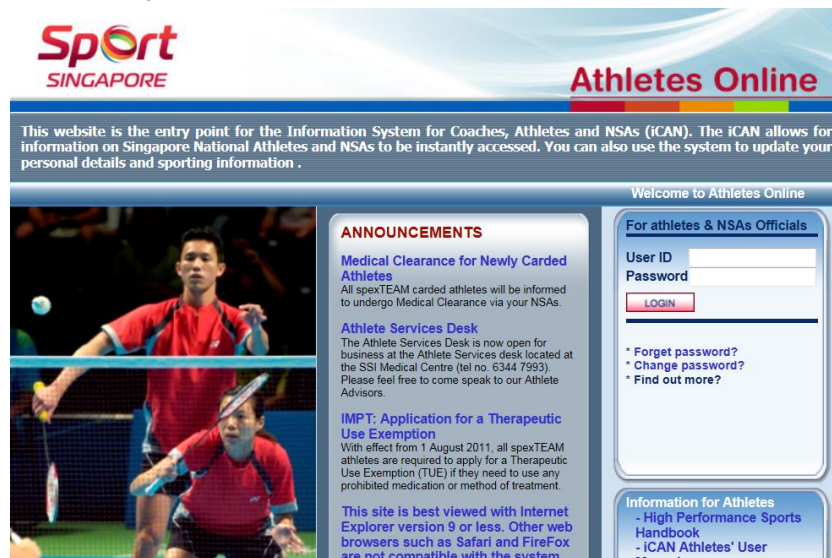
3.1 Login Screen

3.1.1 Login Screen for Athlete Users

3.1.1.1 Description

Using this Login screen Athlete users can login into the system.

3.1.1.2 Screen Layout



3.1.1.3 Buttons

Login – Allows user to enter into the system upon entering valid user id and password else throw the error message

3.1.1.4 Hyperlinks

- Forgot your Password – This will open up a pop up window for getting the new password

This screen is used to get the new password if the users forgot their password. For this they need to give the details like Email id, Login User id/NRIC and message. User should enter a valid email id.

Buttons

- Send – It will send the given details to ICAN and the system will send a new password to the given email id
- Close – Closes the window and redirects the user to Login page

Validations

- All the fields are mandatory fields
- User should enter a valid email id
- Change Password – This will open up a pop up window to change the user's password

This screen is used to change the old password to a new password. User has to give valid password and the passwords are case sensitive

Change Password

Login ID

Old Password

New Password

Confirm New Password

Note:
Password must contain minimum of 8 to 15 characters and satisfy 3 out of 4 rules below

- Must contain one upper case
- Must contain one lower case
- Must contain one numerics
- Must contain special characters such as ! # \$ % ^ & * ()

Buttons

- Save – This will save the entered details
- Close – Closes the window and redirects the user to Login page

Validations

- Login Id and Old password should be valid
- New password should be between 8 & 15 characters and alphanumeric
- New password should match with Confirm new password
- New password must contain 3 out of 4 rules as mentioned in the screen.

3.1.1.5 Validations

- All the fields are mandatory fields
 - User should enter a valid Login Id and password
-

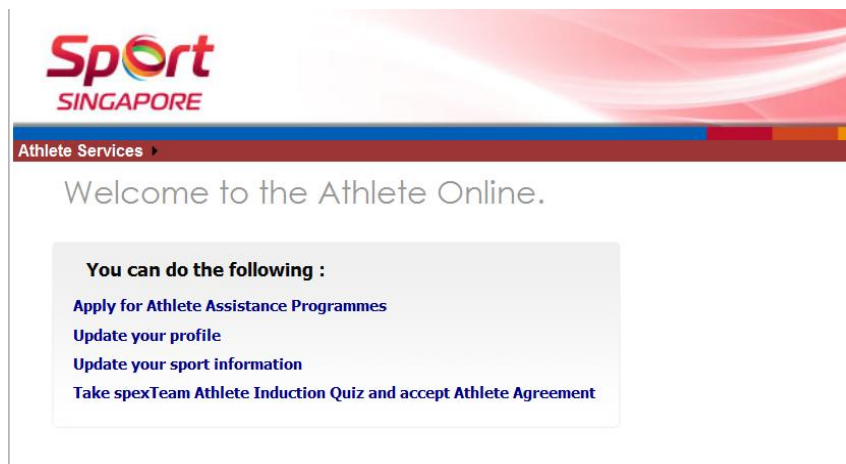
3.2 Home Page

3.2.1 Home Page for Athlete User

3.2.1.1 Description

This screen will show the menu for the logged in user and displays the details that the user can do. User can click on the desired menu and navigate to the pages.

3.2.1.2 Screen Layout



3.2.1.3 Buttons

None

3.2.1.4 Hyperlinks

None

3.2.1.5 Validations

None

3.3 Athlete Management Module - Athlete Assistance Program Application

3.3.1 Athlete Assistance Program Application

3.3.1.1 Description

This screen is used to apply for the assistance program application, save the budget details and sponsorship details. User can able to access this page only after they enter sport specific information.

3.3.1.2 Screen Navigation

Athlete Services → Athlete Management module → Athlete Assistance Program Application

3.3.1.3 Screen Layout

Athlete Services > Common Services > Logout

Personal Info : Sports Info : **Program Application** : Declaration & Checklist : Endorsement

Athlete Assistance Program Application and Sponsorships

Sports: []

Athlete Assistance Program Application

☒ spexTEAM

Current spexTEAM Carding [NIL]

Recommended Carding [--Select--]

☐ Athlete Career and Training (ACT)

☐ spexGLOW

☐ PACE

Sponsorships Received

Are you in receipt of or have applied for sponsorships/scholarships/bursaries/grants/ awards offered by other organizations? [No]

[save] [save & next] [submit] [cancel]

3.3.1.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Delete (in Data grid) – Deletes the selected record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Save – Checks for mandatory entries and perform validations. Once the validation succeeded saves the details entered in the page
- ❖ Submit – Checks for mandatory entries and perform validations. Once the validation succeeded saves & submits the details entered in the page. Only athlete can submit any application
- ❖ Cancel – Close and Redirect to Home page without saving the details entered in the current page

3.3.1.5 Hyperlinks

- Budget Template link – Refer Section ACT Budget Template

3.3.1.6 Validations

- Any Program Application can be applied one time for that financial year
- Only Athlete users can apply for any program
- spexTEAM will be checked by default on all spexTEAM applications
- Current spexTEAM carding and Recommended Carding are disabled for Athlete users
- If ACT is checked then Budget Template is mandatory and either of Training scholarship or Education scholarship is mandatory
- If Education scholarship is checked then all the fields under Education scholarship is mandatory. The fields will be visible only after the Education scholarship is checked
- If spexGLOW is checked then all the fields under spexGLOW is mandatory. The fields will be visible only after the spexGLOW is checked
- Athlete users can edit sponsorship details at any time
- Athlete users can apply for any programs. Once they applied for a particular program they can't change the details entered under that program application. They have to contact SPORT SINGAPORE for any change.

3.3.2 ACT Budget Template

3.3.2.1 Description

This page is used to enter the various budget details. User can able to access this page only when they apply for Athlete Career & Training (ACT) program.

3.3.2.2 Screen Layout

Athlete Name:

spexTEAM Carding:

Sports: Cuesports

Financial Year:

S.No	Item	Amt Requested	Amt Allocated	Amt. Disbursed by		Amt. Disbursed by		Amt. Disbursed by		Amt. Disbursed by		Remarks
				NSA	SSC	NSA	SSC	NSA	SSC	NSA	SSC	
SPEX TRAINING SCHOLARSHIP / GRANT												
1	TRAINING - Personal Equipment	3000	3000	1024.65	1500	0	0	0	0	0	0	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
2	TRAINING - Apparel	2000	2000	0	1000	0	0	0	0	0	0	
3	TRAINING - Transport	5000	5000	1200	2500	1300	0	0	0	0	0	
4	TRAINING - Additional SMSS support	0	0	0	0	0	0	0	0	0	0	
5	TRAINING - Intensive Training Stints	10000	0	0	0	0	0	0	0	0	0	
6	COMPETITION - Additional competitions	10000	0	0	0	0	0	0	0	0	0	
7	COACHING - E.g. Personal Coaches fees	0	0	0	0	0	0	0	0	0	0	
8	Other Necessities (pls specify)	0	0	0	0	0	0	0	0	0	0	
Sub-Total		30000	10000	2224.65	5000	1300	0	0	0	0	0	
SPEX EDUCATION SCHOLARSHIP / GRANT												
1	Tuition / Course Fees	0	0	0	0	0	0	0	0	0	0	
2	Learning Resources & Materials (e.g. books)	0	0	0	0	0	0	0	0	0	0	

3.3.2.3 Buttons

- ❖ Calculate – Calculate the Sub Total and Grand Total
- ❖ Submit - Saves the details entered in the page. This Save process will complete only the user save the details in the 'Athlete Assistance Program Application' Page
- ❖ Cancel – Closes the window and Redirects the user to 'Athlete Assistance Program Application' Page without saving the details entered in the current page

3.3.2.4 Hyperlinks

None

3.3.2.5 Validations

- Athlete can edit only “Amt Requested”, “Amt Disbursed by – NSA” and “Remarks” fields
- They can’t edit “Amt Allocated” and “Amt Disbursed by – SPORT SINGAPORE” fields. But they can view the details

3.4 Athlete Management Module - Declarations

3.4.1 Declarations

3.4.1.1 Description

This screen is used to enter the details like whether the athlete is charged in a court of laws in any country. NSA user and athlete users can view their declaration for the current financial year and can open athlete agreement screen.

3.4.1.2 Screen Navigation

Athlete Services → Athlete Management module → Declaration

3.4.1.3 Screen Layout

Athlete Services Logout

Personal Info : Sports Info : Program Application : Declaration

Declaration

Sports: [Dropdown]

1. Have you been charged in a court of laws in any country? [No]

2. Please click on the respective link to view the spexTEAM Athlete Agreement.

i) Once you have read and understood the terms and conditions of the athlete agreement, please indicate your acceptance by clicking the "Accept" or "Decline" button.

ii) If you decline the terms and conditions of the spexTEAM Athlete Agreement, your carding will be revoked.

iii) Failure to Accept the terms and conditions of the spexTEAM Athlete Agreement within the stipulated timeframe will also result in your carding being revoked.

3. ☒ [As an NSA, I agree to the terms and conditions of the spexTEAM Athlete Agreement](#)

☒ [As an Athlete, I agree to the terms and conditions of the spexTEAM Athlete Agreement](#)

cancel

3.4.1.4 Buttons

- ❖ Save - Saves the details entered in the page
- ❖ Next – Once the declaration done user not able to edit the information entered, hence after viewing the details by clicking this button page will be redirected to next page
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

3.4.1.5 Hyperlinks

- NSA Agreement link – Disabled for athletes
- Athlete Agreement link – Enabled for Athletes and upon click, opens the athlete agreement screen in a pop up window

FY 2013 *spex*TEAM ATHLETE AGREEMENT

RECITALS

(A) SSC is a Statutory Board committed to the development of sports in Singapore. The Singapore Sports Institute (SSI) Division of the SSC has set up the *spex*TEAM carding programme to support athletes in their sporting journey. The SSI offers integrated high performance management, science, medicine, coach and athlete services to *spex*TEAM carded athletes.

(B) This Athlete Agreement ("**this Agreement**") is made between the Singapore Sports Council ("**SSC**") and the undersigned Athlete ("**the Athlete**") together with his National Sports Association ("**the NSA**").

(C) All Parties agree to work together to achieve sports excellence and glory for Singapore.

(D) The Athlete placed on the *spex*TEAM carding programme is guided by the following principles:

(a) He takes active ownership of his high performance & life development plans. Life development plans comprise education, career & personal development.

(b) He is responsible to maintain the highest possible level of physical condition.

(c) He demonstrates the values and behaviour required to foster doping-free sport and true excellence in performance.

THE UNDERSIGNED PARTIES HEREBY AGREE TO THE FOLLOWING:

1. INTERPRETATION

1.1 In this Agreement, where the context requires, words importing the singular number include the plural number and vice versa; and words importing the masculine gender include feminine gender.

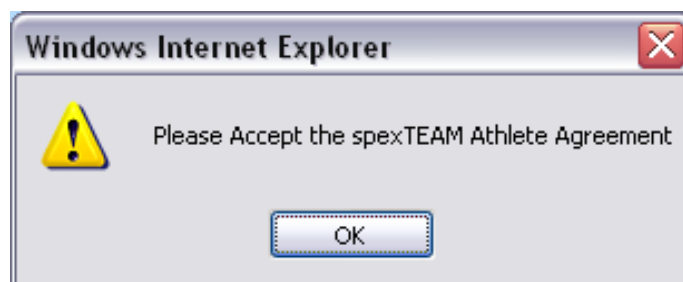
2. ROLE OF THE ATHLETE AND HIS OBLIGATIONS

Buttons:

- Accept – Agreement for current FY will be accepted and pop up screen will be closed
- Decline – Agreement for current FY will be declined and pop up screen will be closed

3.4.1.6 Validations

- Athlete agreement Checkbox will be checked if the Athlete has accepted the agreement for Current FY
- If the logged in user is yet to accept the agreement for the current FY then the user will be notified to accept the agreement



3.5 Athlete Management Module - My Profile

3.5.1 Personal Particulars

3.5.1.1 Description

This screen is used to update the personal particulars.

3.5.1.2 Screen Navigation

Athlete Services → Athlete Management module → My Profile → Personal Particulars

3.5.1.3 Screen Layout

The screenshot displays the 'Athlete Services' header with a 'Logout' link. Below the header, a navigation bar shows 'Personal Info' as the active section, with links for 'Sports Info', 'Program Application', and 'Declaration'. A printer icon is located on the right. The main content area is titled 'Personal Particulars' and contains a form with the following fields: 'NRIC/FIN No', 'ID Type', 'Title', 'Full Name (as in NRIC)', 'Nationality' (dropdown), 'Residential Status' (dropdown), 'Date of Issue', 'Date of Birth', 'Age', 'Place of Birth', 'Sex', 'Marital Status' (dropdown), and 'Blood Group'. A large vertical white box is positioned over the 'NRIC/FIN No' and 'ID Type' fields. To the right of the form is a photo upload area with a placeholder image and an 'upload new' button. At the bottom of the form are 'update' and 'cancel' buttons.

3.5.1.4 Buttons

- ❖ Update – Update the details entered by the user
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page
- ❖ Upload New – Opens a popup window to upload the photo
This screen is used to browse and upload the photo, which is in .jpg or .gif format



Buttons

Browse – to browse for the photo file

Upload - to upload the selected file

Close - Closes the window and redirects the user to Personal particulars page

Validations

Only .jpg or .gif format files are allowed to upload and file size should be less than 100 KB

3.5.1.5 Hyperlinks

None

3.5.1.6 Validations

- Residential Status will be enabled only if Nationality is not Singaporean
- For ID Type “OTHER” system will not validate for the “NRIC/FIN no”
- If Blood Group is selected as ‘Others’ then a textbox will be available to users to enter the blood group that is not in the list
- Age field is auto-populated upon selecting the date of birth from Date-Picker control

3.5.2 Personal Contact Info

3.5.2.1 Description

This screen is used to update the personal contact information.

3.5.2.2 Screen Navigation

Athlete Services → Athlete Management module → My Profile → Personal Contact Info

3.5.2.3 Screen Layout

The screenshot displays the 'Personal Contact Information' form within a web application. At the top, there is a navigation bar with links: 'Personal Info', 'Sports Info', 'Program Application', 'Declaration', and 'Endorsement'. Below this, a tabbed interface shows 'Personal Particulars', 'Personal Contact Info' (selected), 'Parent/Guardian Info', 'Academic/Occupation', and 'NS Details'. The form itself is titled 'Personal Contact Information' and is set against a light blue background. It contains several sections: 'Mailing Address' with fields for 'House Type', 'Postal Code', 'Blk / Apt No', 'Street/Buliding Name', 'Floor No', and 'Unit No'; 'Residential Address' with a checkbox 'same as Mailing address'; and 'Contact Number' with fields for 'Home', 'Office', 'Mobile', and 'Email'. A large white rectangular area is positioned over the 'Postal Code' and 'Street/Buliding Name' fields. At the bottom right of the form, there are 'update' and 'cancel' buttons. A small printer icon is visible in the top right corner of the page.

3.5.2.4 Buttons

- ❖ Update – Update the details entered by the user
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

3.5.2.5 Hyperlinks

None

3.5.2.6 Validations

- Name field accepts only Alphabets and special character ' and -
- Postal code accepts only numeric values with 6 digits
- Blk/Apt No and Street/Building Name will be auto-populated according to the Postal Code entered
- In the contact number section "Home" should be mandatory
- Email address will be validated. Email Address must contain "@" and "." in between alphanumeric characters. Only "-", "_" will be accepted as special character

3.5.3 Parent/Guardian info

3.5.3.1 Description

This screen is used to update the Parent/Guardian Info. This screen will be visible and become mandatory for the athlete whose age is less than or equal to 21 which is calculated based on the “Date of Birth” of the athlete.

3.5.3.2 Screen Navigation

Athlete Services → Athlete Management module → My Profile → Parent/ Guardian Info

3.5.3.3 Screen Layout

Personal Info : [Sports Info](#) : [Program Application](#) : [Declaration](#) : [Endorsement](#)

Personal Particulars | Personal Contact Info | **Parent/Guardian Info** | Academic/Occupation | NS Details

Parent/Guardian Information

* Name :

* Relationship :

Mailing Address

* Postal Code :

Blk / Apt No :

Street/Buliding Name :

Floor No :

Unit No :

Contact Number

* Home :

Office :

Mobile :

Email :

3.5.3.4 Buttons

- ❖ Update – Update the details entered by the user
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

3.5.3.5 Hyperlinks

None

3.5.3.6 Validations

- Name field accepts only Alphabets and special character ‘ and -
- Postal code accepts only numeric values with 6 digits
- Blk/Apt No and Street/Building Name will be auto-populated according to the Postal Code entered
- In the contact number section “Home” should be mandatory
- Email address will be validated. Email Address must contain “@” and “.” in between alphanumeric characters. Only “-”, “_” will be accepted as special character

3.5.4 Academic/Occupation

3.5.4.1 Description

This screen is used to update the Academic / Occupation details.

3.5.4.2 Screen Navigation

Athlete Services → Athlete Management module → My Profile → Academic / Occupation

3.5.4.3 Screen Layout

3.5.4.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Delete (in Data grid) – Delete the selected record from the database
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Close and Redirect to Home page without saving the details entered in the current page

3.5.4.5 Hyperlinks

None

3.5.4.6 Validations

- If user wants to enter 'Schools/Courses Attended' then FromDate, ToDate, School, Course are mandatory
- From date should not be greater than To Date
- If user selects 'Student' then School, Course, Year of Study are mandatory

- If user selects 'Working' then Occupation, Designation, Employer/Organization are mandatory
- User able to upload any related document using the upload functionality.

3.5.5 NS Details

3.5.5.1 Description

This screen is used to update the NS details. This screen will be visible and become mandatory for the Male athlete.

3.5.5.2 Screen Navigation

Athlete Services → Athlete Management module → My Profile → NS Details

3.5.5.3 Screen Layout

The screenshot shows the 'Athlete Services' header with a 'Logout' link. Below the header is a navigation bar with links: 'Personal Info', 'Sports Info', 'Program Application', 'Declaration & Checklist', and a printer icon. A tabbed interface shows 'Personal Particulars', 'Personal Contact Info', 'Parent/Guardian Info', 'Academic/Occupation', and 'NS Details' (selected). Below the tabs is a 'TEST RECORD' section. The main content area is titled 'NS Details (For Male Athletes Only)' and contains two mandatory questions (marked with an asterisk): '1. Are you liable for full-time National Service (NS) within the next 18 months?' with a 'No' dropdown, and '2. Are you serving NS?' with a 'No' dropdown. Below these is a disclaimer: 'This does not constitute as an application to Mindef for deferment/disruption'. At the bottom are 'update' and 'cancel' buttons.

This screenshot shows the same 'NS Details (For Male Athletes Only)' form but with more fields visible. The first two questions are the same. Below them are: 'Date of Enlistment' (text field with calendar icon), 'ORD' (text field with calendar icon), 'Vocation' (text field), 'Rank' (text field), 'Coy / Unit Name' (text field), 'Camp Contact Details' section with 'a. DID' (text field), 'b. Fax' (text field), 'c. BMT Completion Date' (text field with calendar icon), 'd. Vocation Training Completion Date' (text field with calendar icon), 'e. PES Status' (dropdown menu), and 'Do you need to disrupt NS training?' (dropdown menu). At the bottom is an 'Upload Attachment' section with a text field and a 'Browse' button.

3.5.5.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Delete (in Data grid) – Delete the selected record from the database
- ❖ Update – Update the details entered by the user
- ❖ Cancel – Close and Redirect to Home page without saving the details entered in the current page

3.5.5.5 Hyperlinks

None

3.5.5.6 Validations

- 'Are you liable for full-time National service (NS) within the next 18 months?' Field is mandatory
 - If 'Yes' is selected in 'Are you liable for full-time National service (NS) within the next 18 months?' field then 'Do you need to defer NS training' field is mandatory
 - If 'Yes' is selected in 'Do you need to defer NS training' field then 'Deferment Period' is mandatory
 - If 'No' is selected in 'Are you liable for full-time National service (NS) within the next 18 months?' field then 'Are you Serving NS?' field is mandatory
 - If 'Yes' is selected in 'Are you Serving NS?' field then 'Date of Enlistment', 'ORD', 'Vocation', 'Coy/Unit Time' and 'Do you need to disrupt NS training' fields are mandatory.
 - If 'Yes' is selected in 'Do you need to disrupt NS training' field then 'Disruption Period' is mandatory
 - From date should not be greater than to date
-

3.6 Athlete Management Module - My Sports Details

3.6.1 Sports Specific Information

3.6.1.1 Description

This screen used to view the Sports specific information. User can't edit this page.

3.6.1.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Sports Specific Information

3.6.1.3 Screen Layout

Athlete Services				Logout
Personal Info : Sports Info : Program Application : Declaration & Checklist				
Sports Specific Information Awards Achievements Targets Training Details Coaches Details				
TEST RECORD				
Sport Specific Information			Sports: Badminton	view
Sports	Discipline	Event	Current Carding Status	

3.6.1.4 Buttons

- ❖ View – System will display the sports details based on the selected sports from the sports dropdown if they have multiple sports

3.6.1.5 Hyperlinks

None

3.6.1.6 Validations

None

3.6.2 Awards

3.6.2.1 Description

This screen used to add, modify and delete the Awards details. User can view the awards based on the selected sports and they can view and edit the existing awards.

3.6.2.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Awards

3.6.2.3 Screen Layout

Year Obtained(YYYY)	Name of Award	edit	delete
2006	HWA CHONG INST COLLEGE SPECIAL		
2002	ZONE COLOURS		
2003	EAGLES		
		add	

3.6.2.4 Buttons

- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Delete (in Data grid) – Delete the selected record from the database

3.6.2.5 Hyperlinks

None

3.6.2.6 Validations

None

3.6.3 Achievements

3.6.3.1 Description

This screen used to add, modify and delete the Achievement details. User can view the achievements based on the selected sports and they can view and edit the existing achievements.

3.6.3.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Achievements

3.6.3.3 Screen Layout

Month/Year	Competition (Please contact SSC if required Competition is not in the list)	Venue (City, Country)	Discipline	Event	Position	Score/ Timing/ Distance	No. of Participants/ Teams/ Countries	
7-2004	Test Series (mas)		Netball	U21			0	edit delete
					--Select--			add

3.6.3.4 Buttons

- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Delete (in Data grid) – Delete the selected record from the database

3.6.3.5 Hyperlinks

None

3.6.3.6 Processing

User can type the valid Competition, Discipline and Event in the respective predictive textbox and also will be able to select the corresponding value accordingly in the edit mode.

3.6.4 Targets

3.6.4.1 Description

This screen used to add, modify and delete the target details. User can view the targets based on the selected sports and they can view and edit the existing targets.

3.6.4.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Targets

3.6.4.3 Screen Layout

From Date	To Date	Competition (Please contact SSC if required Competition is not in the list)	Venue (City, Country)	Discipline	Event	Position	Score/ Timing/ Distance	No. of Participants/ Teams/ Countries	Peaking Index (1 - Lowest and 5 - Highest)	
01-07-2004	31-07-2004			Netball	U21	1st				edit delete
01-06-2004	30-06-2004	Asian Netball C'ships	SSC	Netball	U21	2nd		6	1	edit delete
						--Select--			--Select--	add

3.6.4.4 Buttons

- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Delete (in Data grid) – Delete the selected record from the database

3.6.4.5 Hyperlinks

None

3.6.4.6 Processing

User can type the valid Competition, Discipline and Event in the respective predictive textbox and also will be able to select the corresponding value accordingly in the edit mode

3.6.5 Training Details

3.6.5.1 Description

This screen used to add, modify and delete the training details. User can view the trainings based on the selected sports and they can view and edit the existing trainings.

3.6.5.2 Screen Navigation

Athlete Services → Athlete Management module → My Sports Details → Training Details

3.6.5.3 Screen Layout

From Date	To Date	From Time	To Time	Day	Venue	
01-04-2008	31-03-2009	09:00 AM	11:00 AM	Monday, Tuesday, Wednesday, Thursday, Friday	NSA	edit delete
		--Select--	--Select--	<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		add

3.6.5.4 Buttons

- ❖ View Training Details – Opens up the graphical representation of Training details
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option
- ❖ Delete (in Data grid) – Delete the selected record from the database

View Training Details

This screen is used to view the training details as a graphical representation. The current Training details and the current year targets will be displayed in this screen

Training Type	
Intensive training	Generally defined as focused, hard training leading up to major competition/training stint
Sport-Specific Training	Training focused on Technical / Tactical, etc Physical Training - Training focused on Strength / Fitness / Speed / Flexibility, etc
Sport Psychology	Mental skills, individual consultations, workshops, etc
Sport Nutrition	Dietary planning, consultations, etc
Exercise Sport Physiology	Physiological fitness and performance
Sport Biomechanics	Analysis of athletes' technique/form

3.6.6 Coaches Details

3.6.6.1 Description

Coached details current screen is used to edit the Coaches Details and History screen is used to view the Coaches details.

3.6.6.2 Screen Layout

Athlete Services → Athlete Management module → My Sports Details → Coaches Details

3.6.6.3 Screen Layout

Current

History

3.6.6.4 Buttons

- ❖ Update – Update the details entered by the user
- ❖ Cancel – Closes the current page and Redirects the user to Home page without saving the details entered in the current page

3.6.6.5 Hyperlinks

None

3.6.6.6 Validations

- Full Name, Nationality, NRIC/FIN No., Mobile, Email fields are mandatory
- In the contact number one of the fields should be mandatory
- Valid NRIC/FIN No. should be entered in NRIC/FIN No. field
- Contact number fields accepts only numeric
- Valid Email should be entered in Email field

4 Common Services

4.1 System Parameters

4.1.1 Sports Mapping with Competition code

4.1.1.1 Description

NSA user can access this page. Sports can be mapped with competition code from this page.

4.1.1.2 Screen Navigation

Common Services → System Parameters → Sports Competition Mapping

4.1.1.3 Screen Layout

Competitions *	Updated By/Updated Date	edit
123	Nsa_admin / 12-09-2008	edit
Adding new	Nsa_admin / 12-09-2008	edit
Adding new 45	Nsa_admin / 12-09-2008	edit
ALL ENGLAND	Admin / 22-08-2008	edit
ASIAN C'SHIPS	Admin / 22-08-2008	edit
ASIAN GAMES	Admin / 22-08-2008	edit
ASIAN JUNIOR C'SHIPS	Admin / 22-08-2008	edit
ASIAN JUNIOR QUALIFIERS	Admin / 22-08-2008	edit

4.1.1.4 Buttons

- ❖ Add (in Data grid) – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option

4.1.1.5 Hyperlinks

None

4.1.1.6 Validations

None

4.1.2 Sports – Discipline – Event Mapping

4.1.2.1 Description

NSA user can access this page. Sports, Discipline and Event can be mapped from this page.

4.1.2.2 Screen Navigation

Common Services → System Parameters → Sports Discipline Event Mapping

4.1.2.3 Screen Layout

Sports Discipline Event Mapping

Sports:

Description	Updated By / Updated Date		
Tenpin Bowling	Admin / 31-03-2008	Add/Edit Event	edit delete
<input type="text"/>			add discipline

1 2 3 4 5 6 7 8 9 10 ... >>

Event for Description - Tenpin Bowling	Updated By / Updated Date	
All Events / Boys	Admin / 31-03-2008	edit delete
All Events / Girls	Admin / 31-03-2008	edit delete
All Events / Men's	Admin / 31-03-2008	edit delete
All Events / Team	Admin / 31-03-2008	edit delete
All Events / Women's	Admin / 31-03-2008	edit delete
<input type="text"/>		add event

4.1.2.4 Buttons

- ❖ Add/Edit Event (in Data grid) – Add the new record entered into the database
- ❖ Add discipline (in Data grid) – Add the new record entered into the database
- ❖ Add Event – Add the new record entered into the database
- ❖ Edit (in Data grid) – Edits the existing record
- ❖ Update (in Data grid) – Updates the record, which is edited
- ❖ Cancel (in Data grid) – Cancel the edit option

4.1.2.5 Hyperlinks

None

4.1.2.6 Validations

None

4.2 Reports

4.2.1 Carding Breakdown by Gender

4.2.1.1 Description

NSA users can view the athletes carding level based on gender by using carding breakdown by gender report.

4.2.1.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → Carding Breakdown by Gender

4.2.1.3 Screen Layout

The screenshot displays the 'Carding Breakdown by Gender' report interface. The top section features a blue header with the title 'Carding Breakdown by Gender'. Below the header, there are four dropdown menus for filtering: 'Financial Year' (set to 2006), 'Sports' (set to ALL), 'Carding' (set to ALL), and 'Gender' (set to ALL). A 'view' button is located below these filters. The bottom section shows the report title 'Carding Breakdown by Gender' and the date '23/09/2008'. A large empty box is provided for the report content.

4.2.1.4 Buttons

- ❖ View – Allows user to view the report as per the inputs

4.2.1.5 Hyperlinks

None

4.2.1.6 Validations

None

4.2.2 Carding Breakdown by Age

4.2.2.1 Description

NSA users view the athletes carding level depends upon the age by using carding breakdown by age report.

4.2.2.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → Carding Breakdown by Age

4.2.2.3 Screen Layout

Carding Breakdown by Age

Financial Year: 2007 Sports: ALL

Carding: ALL From Age: 1 To Age: 1

view

Carding Breakdown by Age

Date : 23/09/2008

4.2.2.4 Buttons

- ❖ View – Allows user to view the report as per the inputs

4.2.2.5 Hyperlinks

None

4.2.2.6 Validations

None

4.2.3 *spexTeam Summary by Numbers*

4.2.3.1 Description

NSA users can view a report of spexTeam Summary by Numbers.

4.2.3.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → spexTeam Summary by Numbers

4.2.3.3 Screen Layout

spexTEAM Summary by Numbers

Financial Year: -Select- Sports: ALL

Carding: ALL Sport Type: ALL

view

spexTEAM Summary by Numbers

Date : 23/09/2008

Sports Type : Individual

Sport	SSC Approved
-------	--------------

4.2.3.4 Buttons

- ❖ View – Allows user to view the report as per the inputs

4.2.3.5 Hyperlinks

None

4.2.3.6 Validations

None

4.2.4 Consolidated spexTeam Application Report

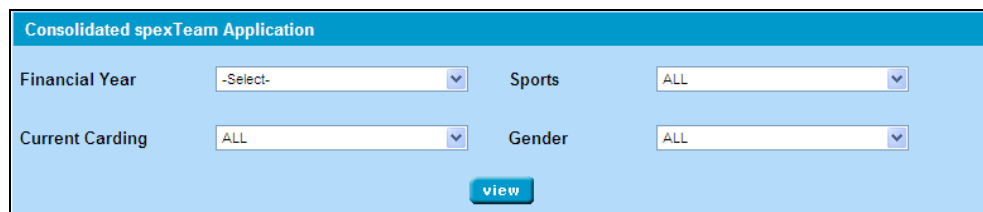
4.2.4.1 Description

NSA users can view the consolidated spexTeam Application as per the user input.

4.2.4.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → spexTeam Application

4.2.4.3 Screen Layout



The screenshot shows a web form titled "Consolidated spexTeam Application". It contains four dropdown menus arranged in a 2x2 grid. The first row has "Financial Year" with a "-Select-" option and "Sports" with an "ALL" option. The second row has "Current Carding" with an "ALL" option and "Gender" with an "ALL" option. Below these dropdowns is a blue button labeled "view".

4.2.4.4 Buttons

- ❖ View – Allows user to view the report as per the inputs

4.2.4.5 Hyperlinks

None

4.2.4.6 Validations

None

4.2.5 Consolidated Program Application Report

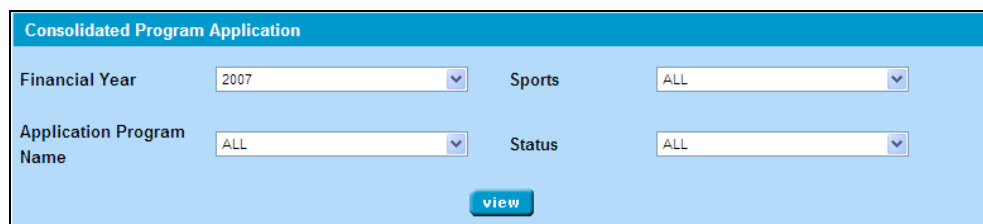
4.2.5.1 Description

NSA users can view the consolidated program Application report as per the user input.

4.2.5.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → Consolidated Program Application

4.2.5.3 Screen Layout



The screenshot shows a web interface titled "Consolidated Program Application". It features four dropdown menus for filtering: "Financial Year" (set to 2007), "Sports" (set to ALL), "Application Program Name" (set to ALL), and "Status" (set to ALL). A blue "view" button is located at the bottom center of the form.

4.2.5.4 Buttons

- ❖ View – Allows user to view the report as per the inputs

4.2.5.5 Hyperlinks

None

4.2.5.6 Validations

None

4.2.6 spexTeam carding Tracking Report

4.2.6.1 Description

NSA users can view the spexTeam carding Tracking report as per the user input.

4.2.6.2 Screen Navigation

Common Services → HPMD Scheme Related Reports → spexTeam carding Tracking.

4.2.6.3 Screen Layout

The screenshot displays the 'spexTeam Carding Tracking' interface. It features a search form at the top with the following fields and values: NRIC / FIN No (empty), Name (wang), Sports (Badminton), Carding (ALL), From FY (2002), and To FY (2009). A 'view' button is located to the right of the 'To FY' field. Below the form is a table with the following structure:

NRIC	Name	Sports	Nationality	Age	Status	Carding				
						2009	2006	2005	2004	2003

4.2.6.4 Buttons

- ❖ View – Allows user to view the report as per the inputs

4.2.6.5 Hyperlinks

None

4.2.6.6 Validations

- ❖ NSA user must select the “From FY” and “To FY”.
- ❖ NSA user selects “From FY” which should not be greater than “To FY”.

4.3 Athlete Agreement - Report

4.3.1 *spexTEAM Athlete Agreement Submission*

4.3.1.1 Description

Only NSA users can view the athlete agreement submission report based on their sport and the selected financial year.

4.3.1.2 Screen Navigation

Common Services → spexTEAM Athlete Agreement Submission Report

4.3.1.3 Screen Layout

The screenshot shows a web form titled "spexTEAM Athlete Agreement Submission". It contains four input fields: "NRIC/FIN No", "Name", "Sports" (a dropdown menu with "Badminton" selected), and "Financial Year" (a dropdown menu with "2010" selected). A blue "view" button is located at the bottom center of the form.

The screenshot shows a web browser window titled "Report Viewer - Windows Internet Explorer". The report is titled "spexTEAM Athlete Agreement Submission" and has a date of "10/05/2010". The report is displayed in a table format with the following columns:

S/N	SPORT	NAME OF ATHLETE	NRIC	APPROVED CARDING FOR 2010	NSA SUBMISSION DATE		ATHLETE SUBMISSION DATE	
					ACCEPT	DECLINE	ACCEPT	DECLINE

4.3.1.4 Buttons

- ❖ View – Allows user to view the report based on the filter criteria

4.3.1.5 Hyperlinks

None

4.3.1.6 Validations

- ❖ Report will list down only the approved athletes in the sport
- ❖ Submission date will be the date the user has accepted the agreement. If user has not clicked on the accept / decline button then the submission date will be blank

4.4 Summary of Athlete Carding- Report

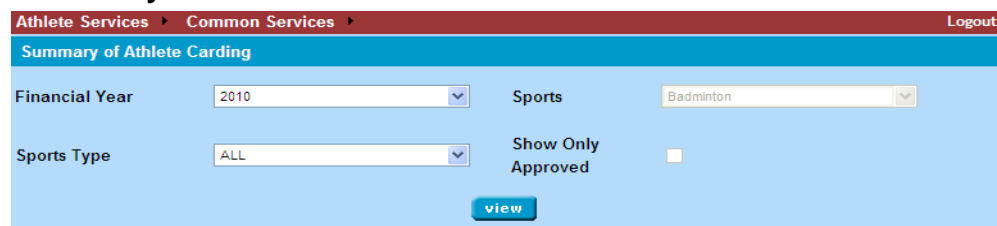
4.4.1.1 Summary of Athlete Carding Description

Only NSA users can view the athlete Summary of Athlete Carding report based on their sport and the selected financial year.

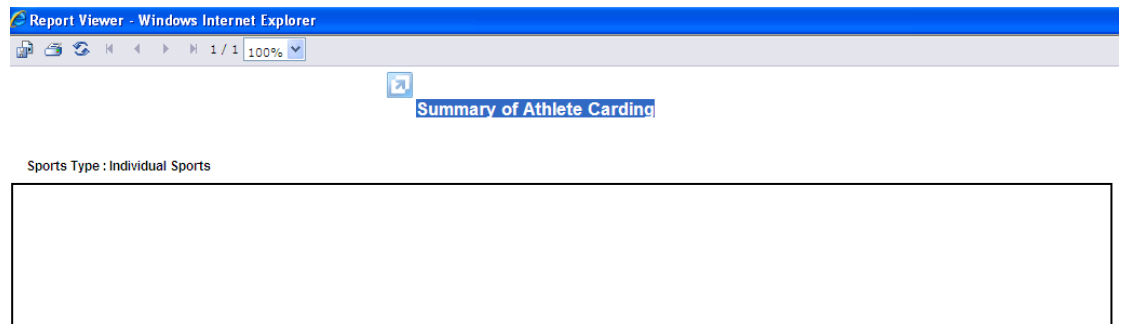
4.4.1.2 Screen Navigation

Common Services → HPMD Schema Related Reports -> Summary of Athlete Carding

4.4.1.3 Screen Layout



The screenshot shows a web interface for the 'Summary of Athlete Carding' report. At the top, there is a navigation bar with 'Athlete Services' and 'Common Services' tabs, and a 'Logout' link. Below the navigation bar, the title 'Summary of Athlete Carding' is displayed. The form contains four input fields: 'Financial Year' (set to 2010), 'Sports' (set to Badminton), 'Sports Type' (set to ALL), and 'Show Only Approved' (unchecked). A 'view' button is located at the bottom right of the form.



4.4.1.4 Buttons

- ❖ View – Allows user to view the report based on the filter criteria

4.4.1.5 Hyperlinks

None

4.4.1.6 Validations

- ❖ Report will list down all the approved as well as non approved athletes in the sport

5 Printer Friendly

5.1 spexTeam Printer Friendly

5.1.1 *spexTeam Printer Friendly Report*

5.1.1.1 Description


The NSA and Athlete user can view the complete spexTEAM application in a printer friendly format. The entire spexTEAM will be given in a non-editable format with a 'Print' option. The following data will appear in Print Friendly format output.

- Personal Info
- Sports Info
- Declaration & Checklist
- Endorsement

5.1.1.2 Screen Navigation

Printer Friendly Icon on every page

5.1.1.3 Screen Layout

Personal Particulars	
NRIC/FIN No :	
Title :	
Full Name (as in NRIC):	
Nationality :	
Residential Status :	
Date of Issue :	
Date of Birth :	
Age :	
Place of Birth :	
Sex :	
Marital Status :	
Blood Group :	
Blood Group Others:	
Personal Contact Information	
Postal Code :	
Blk / Apt No :	
Street/Building Name:	
Floor No :	
Unit No :	
Home :	
Office :	
Mobile :	
Email :	

Parent/Guardian Information

Name :
Relationship :
Postal Code :
Blk / Apt No :
Street/Building Name:
Floor No :
Unit No :
Home :
Office :
Mobile :
Email :

Academic/Occupational Background

From	To	School	Course
------	----	--------	--------

Written & Spoken :

Written Only :

Spoken Only :

I am Currently :

School:

Course :

Year of Study :

Occupation :

Designation :

Employer :

Career Objectives/Aspirations :

NS Details (For Male Athletes Only)

1. Are you liable for full-time National Service (NS) within the next 18 months? No

2. Are you serving NS? No

This does not constitute as an application to Mindef for deferment/disruption

Sports Specific Information

Sports : Cricket

Sports	Discipline	Event	Current Carding Status
Cricket	Cricket	National	Nil

Awards

Sports : Cricket

Year Obtained	Name of Award
2005	adding new up

Achievements

Sports : Cricket

Month/Year	Competition	Venue	Discipline	Event	Position	Score/Timing/ Distance	No. Of Participants/ Teams / Countries
08-2006	Acc Trophy	1	Cricket	National	1		18
04-2006			Cricket	National	3rd		5

Targets

Sports : Cricket

From	To	Competition	Venue	Discipline	Event	Position	Score/ Timing/ Distance	No. Of Participants/ Teams / Countries	Peaking Index
01-11-2007	30-11-2007	Acc Trophy	2	Cricket	National	3rd		1	1

Training Schedule

Sports : Cricket

Training Type	From Date	To Date	From Time	To Time	Day	Venue
SPORT-SPECIFIC TRAINING	01-04-2008	31-03-2009	09:00 AM	11:00 AM	Monday, Tuesday, Wednesday, Thursday, Friday	NSA
PHYSICAL TRAINING(STRENGTH, FITNESS/ SPEED/ FLEXIBILITY)	14-09-2008	29-09-2008	09:30 AM	02:00 PM	Sunday, Monday	1
SPORTS PSYCHOLOGY	07-09-2008	18-09-2008	12:00 PM	01:30 PM	Sunday	df
SPORTS PSYCHOLOGY	01-09-2008	24-09-2008	11:00 AM	02:00 PM	Sunday	dfdf

Coaches Details

Sports : Cricket

Title :
Full Name :
Nationality :
NRIC/FIN No :
Home :
Office :
Mobile :
Email :

Declaration

Sports : Cricket

1. Have you been charged in a court of laws in any country No
2. ☒ NSA has submitted information in consultation with the Athlete
☒ Declared by Athlete
 - i. I have read and understood the terms and conditions of the spexTEAM programme and all associated athlete support services that are available to carded national elite athletes and agree to abide by them.
 - ii. All the information provided in this application is true and correct and that I have not wilfully withheld any material fact.
 - iii. I understand that a misrepresentation or omission of facts will be sufficient cause for the cancellation of consideration for the programme or the withdrawal from the programme and funding if it has been approved.

CheckList for Submission

The following are to be submitted with the spexTEAM application form

1. Plan for Individual Athlete Development (PIAD) [Annex 1]
2. For recommended spexTEAM 'A' athletes / ACT applicants:
 - (i) Completed annual and multi-year training and competition plans leading up to the targeted Asian / Olympic or Paralympic Games.
 - (ii) Annual [Annex 3] and multi-year [Annex 4] Budget relevant to your training and competition plans.
3. For Academic Scholarship / Professional Development Grant applications:
 - (i) Overall budget indicated under Part III. (B)
 - (ii) Official enrolment notices from the Educational Institution.
 - (iii) Course details and scheduled breakdown of fee payment provided by the Education Institution.

Endorsement

Coach Assessment

- 1 **Technique Appraisal**
- 2 **Physiological Attributes**
- 3 **Psychological Attributes**
- 4 **Commitment Level**
- 5 **Environmental Factors**
- 6 **Other Considerations**
e.g Competition
analysis

NSA Endorsement Form

National Sports Association : Cricket

- 1 This application is supported by the Executive Committee of our NSA.
- 2 We have targeted for the athlete to participate in ALL training and competitions as specified in Part II of the spexTEAM and High Performance Application Form.
- 3 The following documents submitted by the athlete was prepared in consultation with the NSA and are fully endorsed by us:
 - i spexTEAM and High Performance Athlete Assistance Application Form
 - ii Athlete's Individual Long Term Development Plan

iii Annual and Multi-year Training & Competition Plans

iv Annual and Multi-year Budgets

4 We agree to monitor the athlete's training and performance according to his/her Annual Training and Competition Plan and ensure that quarterly performance progress and statements of accounts are submitted in the prescribed formats to SSC's High Performance Management Division.

5 We are committed to give our total support to the athlete based on guiding principles of the Code of Athlete Management (COAM) and ensure that his/her agreed training and competition plans are aligned with the NSA's overall high performance plans and strategies.

Highest Potential :

5.1.1.4 Validation

For Athlete user Endorsement form section will not be available