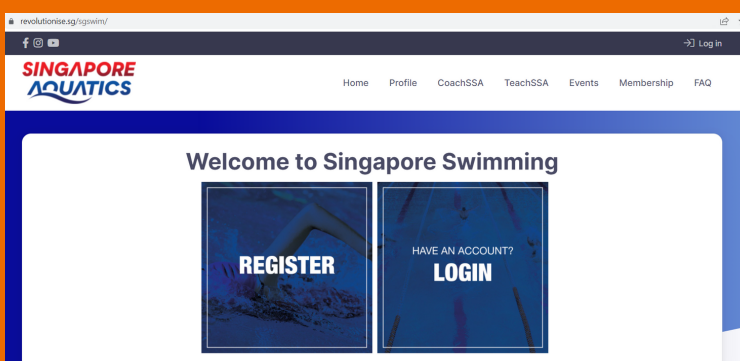


STEP BY STEP GUIDE TO DOWNLOAD CERTIFICATE FOR CCE HOURS

01

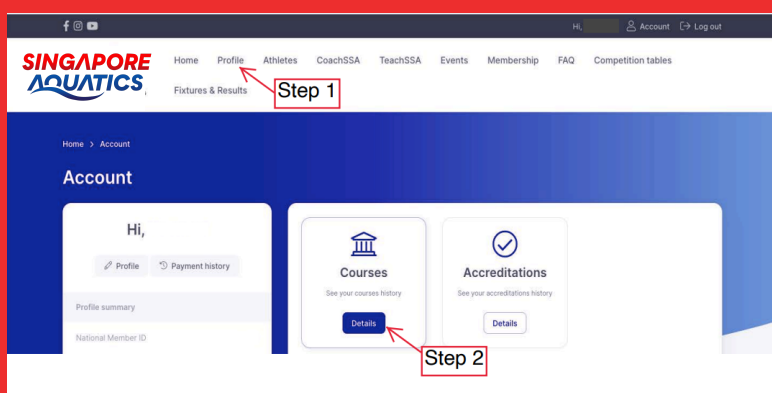


Log in on the website via the member's login.

<https://www.revolutionise.sg/sgswim/home/>

Upon the completion of a Workshop/Course, you will receive a notification of a digital certificate (if any). This can be accessed via "View My Courses" on the "Profile" page.

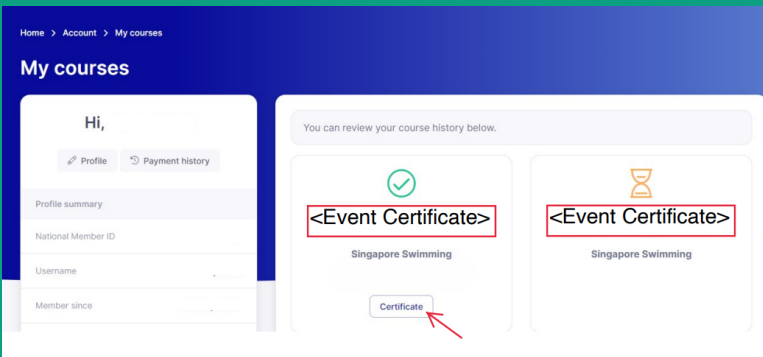
02



03

Selecting the view will show your completed Courses and the available Certificate (if any).

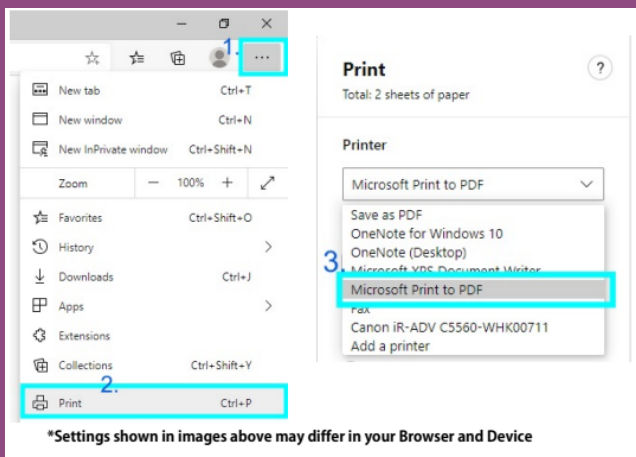
Click on "Certificate" to view your Certificates (if any).



On a computer, use a Internet Browser (etc. Microsoft Edge/ Google Chrome/Firefox) "Print" function to save the digital certificate as a PDF document. Select the setting option on the top right corner of the browser, and navigate to "Print". The print options page will appear, ensure print option is "print to PDF" and select print. A windows pop up will appear for you to select the save location.

IMPORTANT

04



05



On a mobile device, you may have to screenshot your screen, this will depend on the make and model of your device. And your image will save to your device's Photo Album. Check the file location to verify that your Certificate has been saved. If not, repeat Step 5, verifying the location where you image / PDF file is saved.