



NATIONAL YOUTH ACHIEVEMENT
AWARD COUNCIL

NYAA Web Portal Participant's Guidebook

Award Levels, Timeframe



**Minimum age
to sign up**

13

15

14 if previously attained
Bronze Award

16

Service Learning

20 hours

Min 4 months

40 hours

Min 8 months

60 hours

Min 12 months

**Outdoor
Appreciation**

15 hours

24 hours

36 hours

Healthy Living

24 hours

Min 6 months

32 hours

Min 12 months

48 hours

Min 18 months

**Community
Leadership Initiative
(for Gold Award only)**

N.A

N.A

Initiate a
project of your
choice

IMPORTANT:

1. Submit your Category Goals **before** planning and performing your activities. Your goals are what you hope to accomplish for each category of activities
2. Register your activity **before** embarking on it.

Completed Effort Hours

Number of hours spent performing the activities

Target Effort Hours

Pre-set number of hours to complete each category

Targets are different for each Award Level. To complete a Category, participants have to meet the Target Effort Hours.

****Service Learning, Healthy Living has a 15% cap of Effort Hours for each activity.**

Types of Activities & Reports

ACTIVITIES



***Only Self-Defined Activities require approval from your coordinator**

****Category and Programme Reports need to be approved by your Coordinator.**

Activity Reports do not need approval. However, submissions are subjected to review by your Coordinator when vetting Category Reports.

(Coordinators to check for correct categorisation of activity type/organisation etc)

TYPES OF REPORT

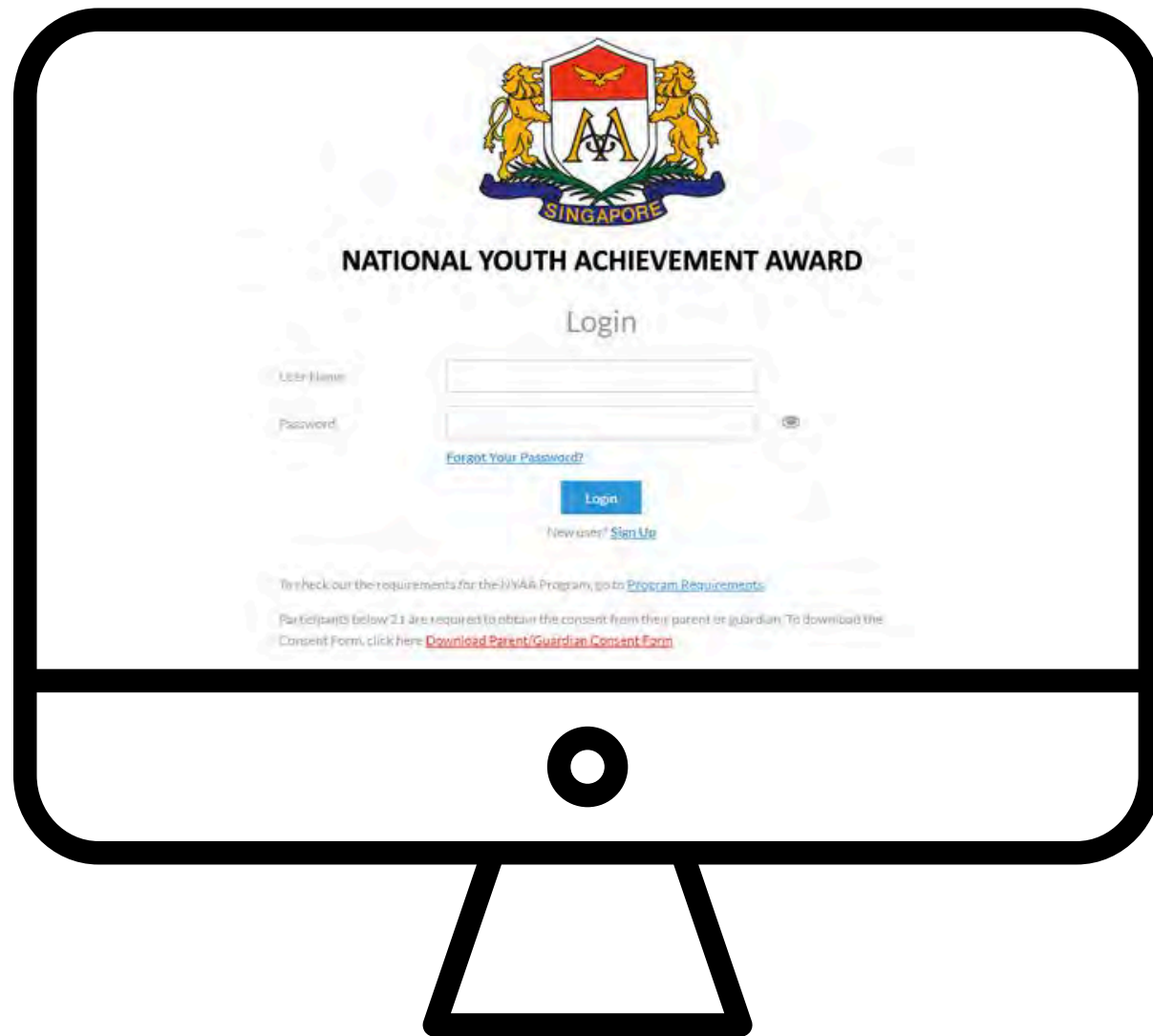


How to Register for the NYAA Award Programme

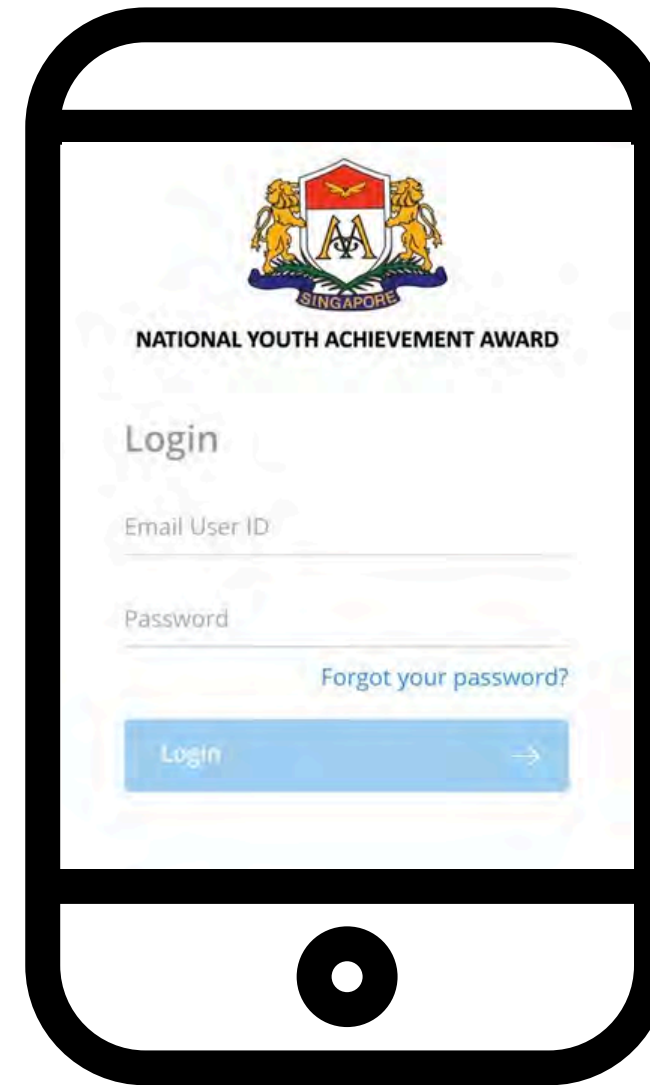
For Participants who signed up individually
(directly with the NYAA Council)

Step 1: Select your choice of App

(You may access the site both ways)



www.nyaacsg.org

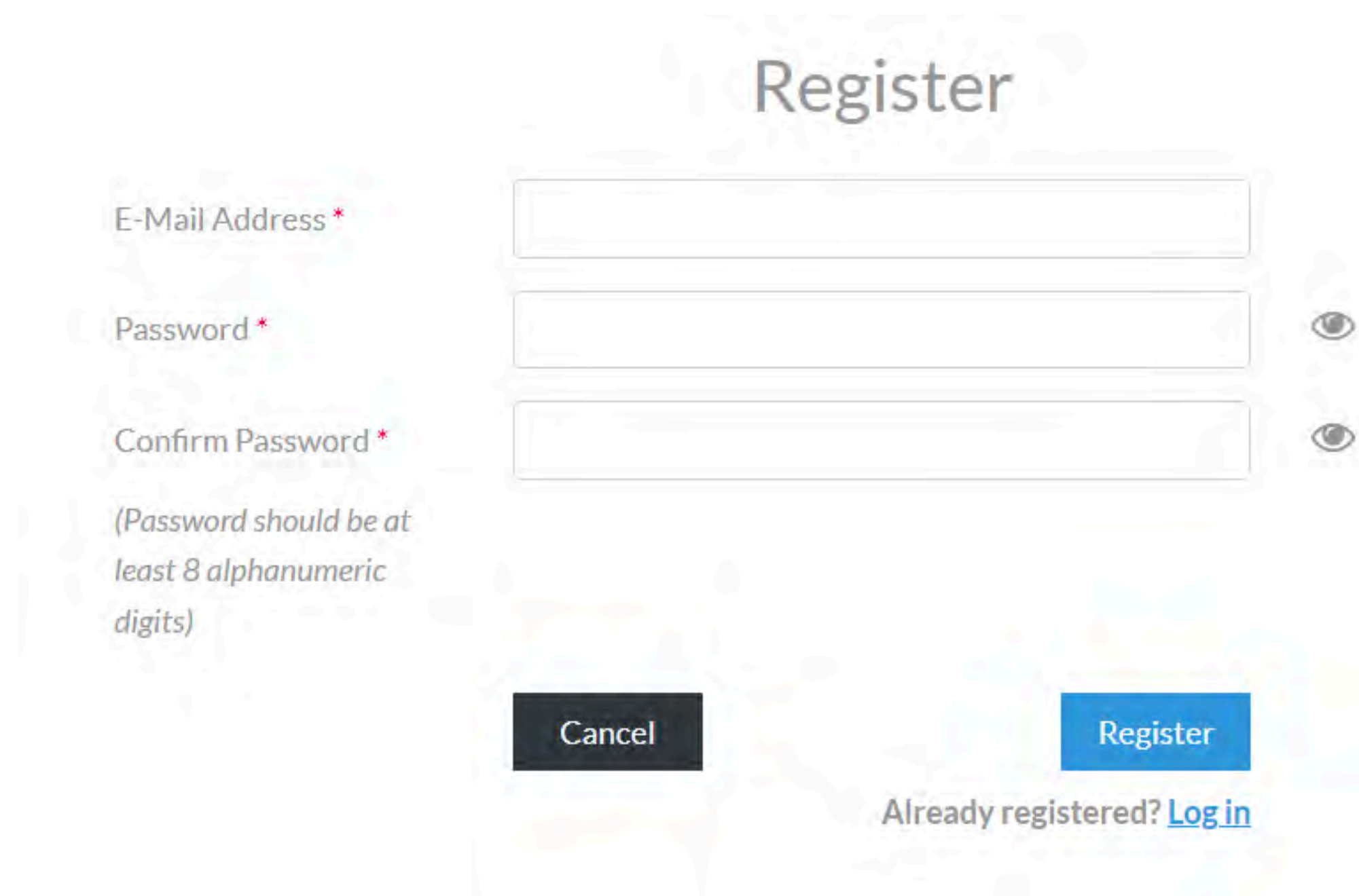


Android or iOS version

What you will need:

1. **User ID** (Your email)
2. **Password** with at least 8 alphanumeric characters (eg: Test1234)
3. Decide on your **Programme Award Level**
4. A signed **Guardian / Parent Consent Form** (for those under 21)
5. Personal picture to upload (optional)

Step 2: Sign up for the NYAA Award Programme of your choice
and provide your personal particulars



The image shows a registration form titled "Register". It contains three input fields: "E-Mail Address *", "Password *", and "Confirm Password *". To the right of the password fields are eye icons for toggling visibility. Below the fields is a note: "(Password should be at least 8 alphanumeric digits)". At the bottom are two buttons: "Cancel" and "Register". Below the "Register" button is a link: "Already registered? [Log in](#)".

Register

E-Mail Address *

Password *

Confirm Password *

(Password should be at least 8 alphanumeric digits)

Cancel Register

Already registered? [Log in](#)

Step 3: Fill in the blanks provided

Participant Sign Up

My Profile

Add photo

First Name *

Last Name *

Gender *

Male

Female

ID Document *

ID No *

Last 4 alphanumeric

Date of Birth *

Race *

Nationality *

Mobile Phone No *

Address

Postal Code *

Country of Residence *

Add1 *

Add2

Add3

Registration Date18/12/2023

Award Level *

Institution *

BronzeSilverGold

Class (for Schools)

Year *

Faculty (for Tertiary Inst)

Uniform Groups

Previous NYAA participation

If you have previous NYAA Awards, indicate the Award Level, Institution and year in getting the Award

Cancel

Next

Sign Up 1/4

***Note:** For Institution, please select Individual (NYAA)

Applies to Individual Sign-ups only

Step 4: Answer the Pre-Award Survey

Participant Sign Up

Please complete the Survey to help us measure your outcome before participating in the NYAA program.

Least

Most

1. Level of confidence (In studies/work/general)

1

2

3

4

5

2. Moral Discernment (Able to distinguish what is right or wrong)

1

2

3

4

5

3. Team work (Able to work with others)

1

2

3

4

5

4. Ability to Adapt to Changes (Resilient in difficult situations)

1

2

3

4

5

5. Leadership Skills (Possess skills to lead others)

1

2

3

4

5

6. Empathy and Care for Others (Show care and concern for others)

1

2

3

4

5

7. Level of Volunteerism (Willing to volunteer your time to help others)

1

2

3

4

5

8. Healthy Lifestyle (Keep fit and enjoy physical activities)

1

2

3

4

5

9. Adventurous Spirit (Willing to try new things and face challenges)

1

2

3

4

5

10. Care for your Nation (Proud to be a Singaporean and understand what matters to Singapore and in relation to work. Willing to try new things and face challenges)

1

2

3

4

5

11. Are you serving in any *grassroots/community/youth organisations?

Yes

No

If Yes, Please state the name or organisation & position held. (Eg Chairman, YEC, XXX, Unit Leader, Singapore Scouts Association)

Back

Next

Sign Up 2/4

Step 5: Submit the Parent / Guardian Consent Form if you are below 21 years old

Participant Sign Up Guardian / Parent Consent

If you are below 21, you are required to obtain the consent and endorsement of a parent or guardian. Please furnish the details of the parent or guardian and upload the signed Parent/Guardian Consent Form (Skip this Section if you are 21 and above)

Name	<input type="text"/>
Relationship	<input type="text"/>
Contact	<input type="text"/>
Email	<input type="text"/>

[Download Parent/Guardian Consent Form](#)

No file chosen

Upload Parent/Guardian Consent Form
Note that if your host organisation (eg school or institution) is not undertaking the overall responsibility for your participation in the NYAA, you will have to submit the Parent/Guardian Consent Form

Step 6: Provide NYAA with the data privacy consent

Participant Sign Up

Terms of Participation

☒ I agree that the NYAA Council may collect, use and disclose my personal data for the following purposes in accordance with the Personal Data Protection Act: (a) the processing of this application; and (b) the administration of my participation/involvement with the NYAA Council.

[Back](#)[Submit](#)[Sign Up 4/4](#)

Step 7: Your application will be approved after payment has been made.

Please kindly send payment screenshot to eugenetan@nyaac.sg
with your **Full Name** and **Award Level**.



Thank You for Applying to the NYAA

Your application is being processed. Please check your email for updates. Your application details are as follows:

Applicant	test test
UID No	123A0307A
Award Level:	Bronze
Institution:	Individual (NYAA)
Application Submitted:	10/07/2023
Application Status:	In Progress

End

Registration fees:

Bronze - S\$7.00

Silver - S\$12.00

Gold - S\$17.00

Payment Details

Please do not send Cash.
The screenshot of the payment advice slip should include your name.

PayNow/PayLah! to:
UEN No: S91SS0104L

Bank/Funds transfer to:
098-000246-4 (DBS Current)



S91SS0104L
Scan to Pay

Step 8: After application has been approved, participants will receive an Application Approval Email

Application to participate in the NYAA Programme



NYAA Administrator <enquiries@nyaac.sg>

Fri, Apr 29, 2022, 10:18 AM



to me ▾

Attention: [REDACTED]

User ID: [REDACTED]

Institution: Test School 1

Year: N/A

Award Level: Gold

Congratulations! We are happy to inform you that your registration has been successfully completed.

You can log-in to the NYAA program to the NYAA Mobile Apps or NYAA Web App <https://nyaacsg.org> to start your NYAA journey using your user-id and password.

Your assigned NYAA Coordinator is Eugene Tan (email - eugenetan@nyaac.sg).

If you have any queries or require further information, please contact your NYAA Coordinator or the NYAA staff at email: enquiries@nyaac.sg or Tel: +65-6733 6753 during office hours.

We wish you an exciting and fruitful journey!

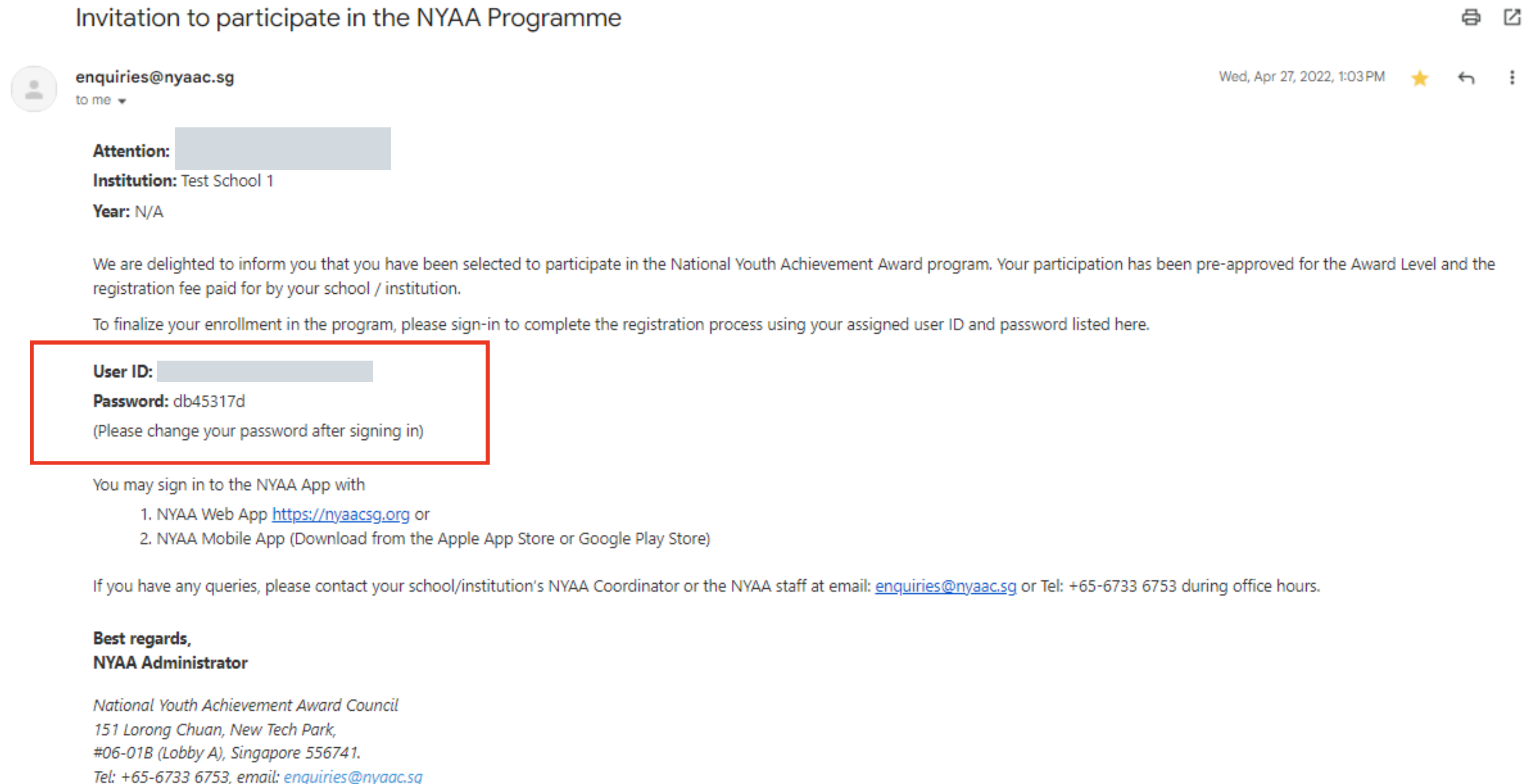
**Best regards,
NYAA Administrator**

*National Youth Achievement Award Council
151 Lorong Chuan, New Tech Park,
#06-01B (Lobby A), Singapore 556741.
Tel: +65-6733 6753, email: enquiries@nyaac.sg*

How to Register for the NYAA Award Programme

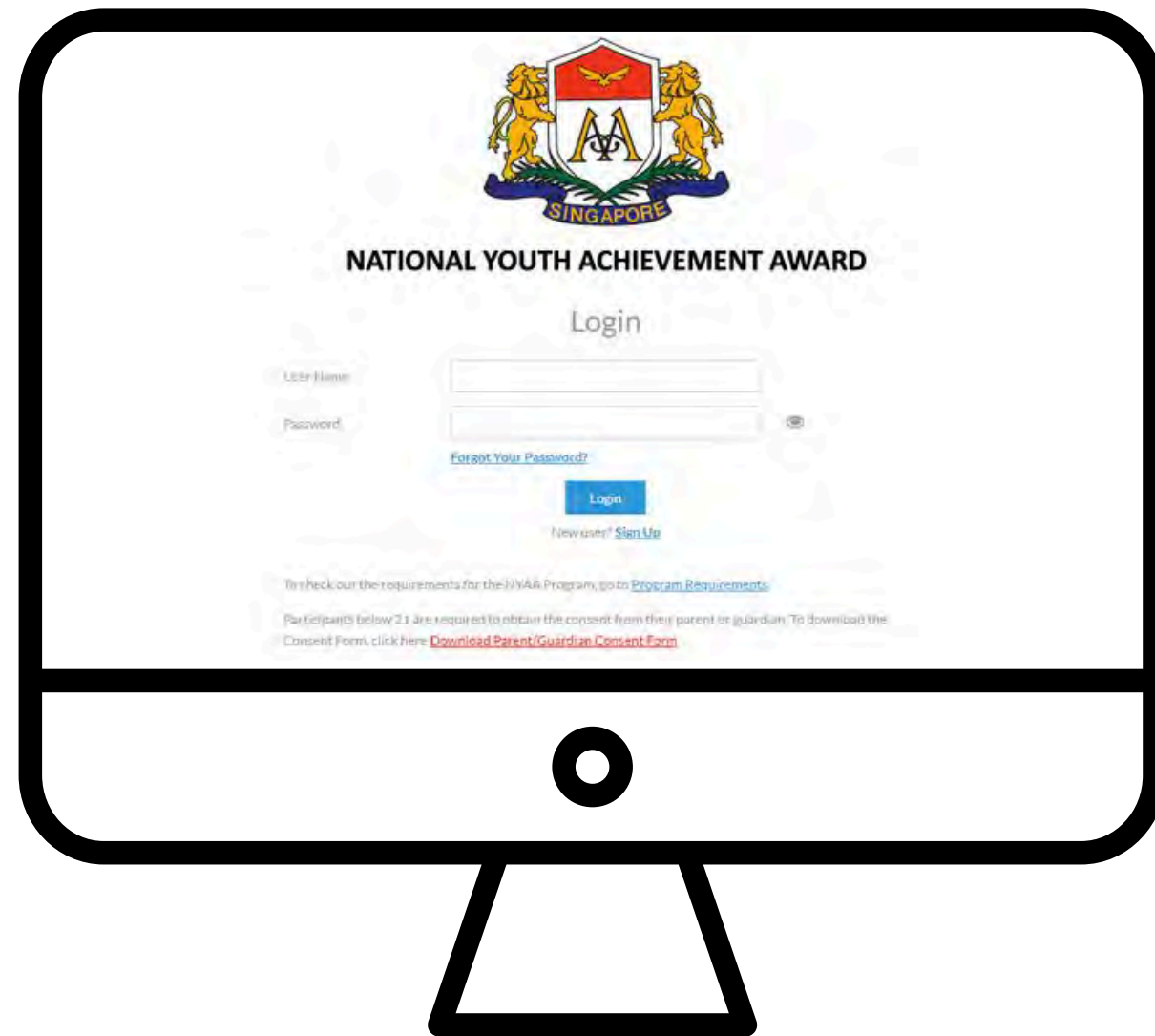
For Participants who signed up
through their schools/organisation

Step 1: After application via your school has been approved, participants will receive an Invitation Email

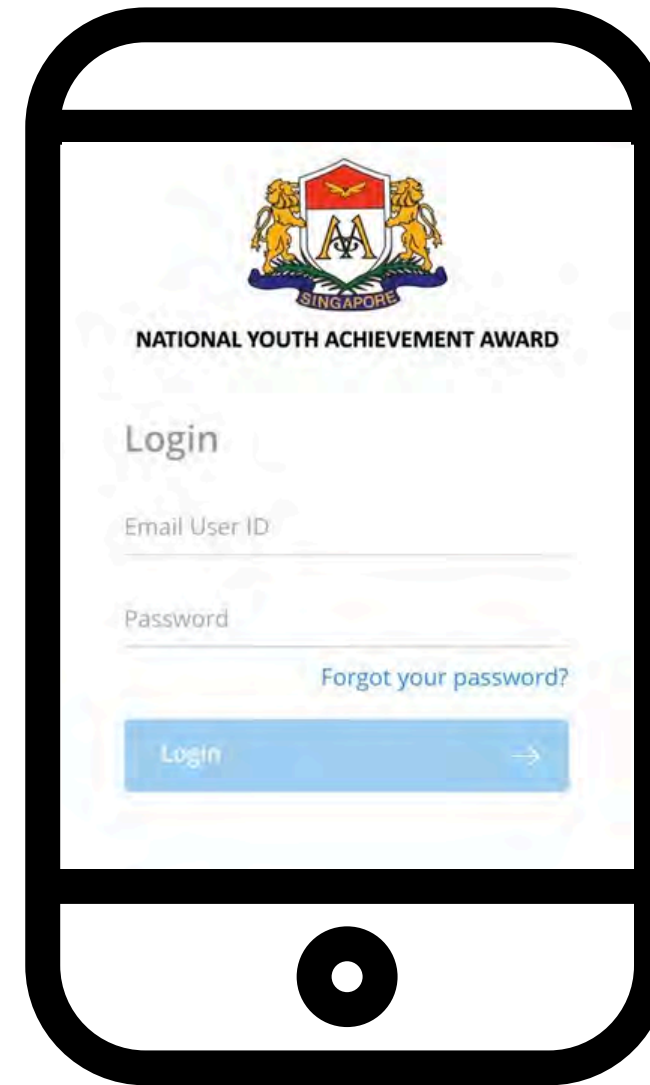


Applies to participants who registered under their school or organisation only

Step 2: Select your choice of App (You may access the site both ways)



www.nyaacsg.org



Android or iOS version

What you will need:

1. **User ID** (Your email)
2. **Auto-Generated Password**

Upon login, please **change your password** to one with at least 8 alphanumeric characters (eg: Test1234)

Step 3: Fill in the blanks provided

My Profile

Add photo

First Name *

test

Last Name *

test

Gender *

☐ Male

☒ Female

ID Document *

NRIC (Pink)

ID No *

Last 4 alphanumeric

Date of Birth *

Race *

Others

Nationality *

Singapore

Mobile Phone No *

12345678

Address

Postal Code *

123456

Country for address *

Singapore

Add1 *

test

Add2

Building, Apartment Name

Add3

Street Name

Registration Status

Inactive

Registration Date

10/07/2023

Batch

Coordinator

Program Level

Bronze

Institution *

Class (for Schools)

Year *

Sec 1

Faculty (for Tertiary Inst)

Uniform Groups

N/A

Previous NYAA participation

If you have previous NYAA Awards, indicate the Award Level, Institution and year in getting the Award

Guardian

Relationship

Contact

Email

Cancel

Submit

*Note: For Institution, please select your respective school name.

Step 4: Answer the Pre-Award Survey

Participant Sign Up

Please complete the Survey to help us measure your outcome before participating in the NYAA program.

	Least				Most
1. Level of confidence (In studies/work/general)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
2. Moral Discernment (Able to distinguish what is right or wrong)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
3. Team work (Able to work with others)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
4. Ability to Adapt to Changes (Resilient in difficult situations)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
5. Leadership Skills (Possess skills to lead others)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
6. Empathy and Care for Others (Show care and concern for others)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
7. Level of Volunteerism (Willing to volunteer your time to help others)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
8. Healthy Lifestyle (Keep fit and enjoy physical activities)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
9. Adventurous Spirit (Willing to try new things and face challenges)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
10. Care for your Nation (Proud to be a Singaporean and understand what matters to Singapore and in relation to work. Willing to try new things and face challenges)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
11. Are you serving in any *grassroots/community/youth organisations?	<input type="radio"/> Yes	<input type="radio"/> No			
If Yes, Please state the name or organisation & position held. (Eg Chairman, YEC, XXX, Unit Leader, Singapore Scouts Association)					
<div></div>					
<div>Back</div> <div>Next</div> <div>Sign Up 2/4</div>					

Step 5: Submit the Parent / Guardian Consent Form if you are below 21 years old

Participant Sign Up Guardian / Parent Consent

If you are below 21, you are required to obtain the consent and endorsement of a parent or guardian. Please furnish the details of the parent or guardian and upload the signed Parent/Guardian Consent Form (Skip this Section if you are 21 and above)

Name	<input type="text"/>
Relationship	<input type="text"/>
Contact	<input type="text"/>
Email	<input type="text"/>

[Download Parent/Guardian Consent Form](#)

No file chosen

Upload Parent/Guardian Consent Form
Note that if your host organisation (eg school or institution) is not undertaking the overall responsibility for your participation in the NYAA, you will have to submit the Parent/Guardian Consent Form

Step 6: Provide NYAA with the data privacy consent

Participant Sign Up

Terms of Participation

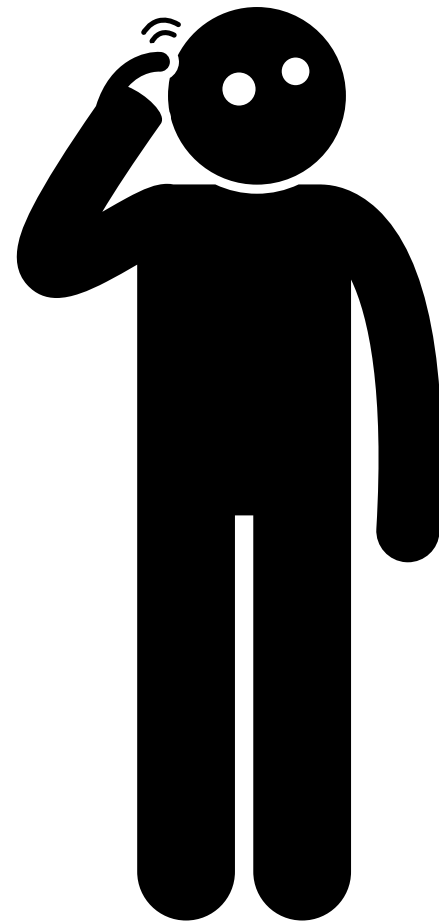
☒ I agree that the NYAA Council may collect, use and disclose my personal data for the following purposes in accordance with the Personal Data Protection Act: (a) the processing of this application; and (b) the administration of my participation/involvement with the NYAA Council.

[Back](#)[Submit](#)[Sign Up 4/4](#)

Useful information for NYAA Programme Participants

READ ON
FOR MORE

Not sure how to get started on the app?



<https://shorturl.at/swNU9>

Please scan the QR code or click the url to view the Activity Submissions Tutorial

If you require further assistance, do not hesitate to reach out to your Coordinator or email to enquiries@nyaac.sg.

List of Supporting Organisations

If the activity that the participants are undertaking is hosted by one of the organisations listed below, it will be categorised as being under 'Supporting Organisation' (SO) for the Activity Type.

SO type activities **do not** require the approval of the Coordinator.

1. Charities in Singapore
2. Health Promotion Board
3. National Heritage Board
4. National Parks Board
5. People's Association
6. Grassroots organisations and resident committees
7. Self-help groups such as Mendaki, Sinda, CDAC and Eurasian Association
8. Members of National Council of Social Service
9. Sport Singapore
10. Singapore Kindness Movement
11. Government agencies and statutory board

Additional Notes

'School Programme' activities also **do not** require the approval of the Coordinator.

! However, when in doubt, participants should submit activity as "Self-defined" for Coordinator approval.

Refer to this document for a list of suggested activities, activity guidelines and FAQs.



<https://shorturl.at/jvzQQ>



Examples of some acceptable activities by NYAA's Supporting Organisations

- [OA] Explore the Singapore Botanic Gardens – A UNESCO World Heritage site
- [OA] Join a guided tour to learn about Singapore's flora and fauna
- [HL] Take part in fitness activities offered by NParks

NParks

- [SL] Register as a volunteer with YCS
- Choose from the different domains to serve: Elderly, Youth, Environment, etc
- Different commitment levels: Short-term / Long-term

**Youth Corps
Singapore**

- [SL] Become a volunteer at Team Nila's sport activities as photographers, registration or usher staff
- [SL] Provide event volunteer support to recreational sports programmes for persons with disabilities (PWD)

Team Nila



Examples of some acceptable activities by NYAA's Supporting Organisations

- [HL] Participate in Healthy Living activities
- Free workout classes held by HPB in malls, parks & heartlands via the Healthy 365 app

**Health
Promotion Board**

- [SL/OA] Beach/Park clean-ups
- [SL] Recycling of electronic waste or food waste
- [SL] NEA Volunteer Corps
- [CLI] NEA YES Leaders Programme

NEA

NYAA Partners' Toolkits



**Scan QR Code or click
the link to view the
toolkits developed with
NYAA's Supporting
Organisations**



<https://shorturl.at/PddTZ>



If you require further assistance, do not
hesitate to reach enquiries@nyaac.sg.

Activity Guidelines

Guidelines	Acceptable	Unacceptable
[SL] A “Service Learning” activity should be one where you proactively serve the greater community around you.	Helping your elderly neighbour with spring cleaning.	Helping your family with spring cleaning. (This is part of your duty and responsibility!)
[OA] An outdoor or nature element is crucial for “Outdoor Appreciation” activities.	Visits to locations with the goal of learning about nature conservation, or outdoor hiking trails with the goal of learning more about nature.	Going on heritage trails/walks, visits to arts and cultural museums are not acceptable.
[HL] From Jan 2025 , participants are required to engage in a minimum of three distinct types of “Healthy Living” activities. This encourages gaining of new skills and cultivating of long-lasting positive habits.	A mix of different activities: 1. Running 2. Playing basketball with friends 3. Gym training	Only clocking in “Running” activities for <u>all</u> target hours under “Healthy Living”.

Activity Guidelines

Guidelines	Acceptable	Unacceptable
<p>[HL] PE lessons are acceptable as part of “Healthy Living”.</p> <p>However, participants are only allowed to clock the activity ONE time for every new sport learned during the lesson.</p>	<p>E.g. Participant learns Baseball during PE lesson in the first quarter of the year, the participant can only clock in <u>ONE</u> such lesson even though PE is a weekly occurrence. Only until the next quarter when a new sport is taught (e.g. Basketball), can the participant clock in another PE activity.</p>	<p>Clocking in weekly baseball PE lessons.</p>
<p>[CLI] For the Community Leadership Initiative, the participant must hold a leadership role in the project.</p>	<p>Undertaking the role of Overall-In-Charge / Logistics Lead / Programme Planner, etc.</p>	<p>Volunteering in a non-profit organisation’s project with no leadership role. (This is considered a “Service Learning” activity!)</p>

Activity Guidelines

Guidelines	Things to Note
As a rule of thumb, it is important to note <u>the goal</u> behind each activity!	If the goal of exploring Singapore's Park Connector Networks (PCN) is to stay active , then it should be submitted as a "Healthy Living" activity. If the goal is to admire the flora and fauna or learn more about the plants/birds , then it must be submitted as an "Outdoor Appreciation" activity.
The NYAA Award Programme strictly does not allow double clocking of activities.	Embarking on a hiking trail with the goal of keeping fit should be submitted under the "Healthy Living" component and must not be submitted again under "Outdoor Appreciation".

Things to note for your NYAA **Gold** Award journey

REPORT

1. Your reflections captured in the Category Reports and Programme Reports should hit the **recommended minimum word count**.
2. Include your **thoughts, reflections and learning points** as these will help in vetting your report.

PHOTOS

1. Ensure your photos are **high-resolution** and **not blurry**.
2. To your best ability, capture **candid** photos that show you **in action**. Avoid sending static group photos (unless it includes your beneficiaries or when you are carrying out activities on your own).
3. Upon completion, send your photos to the NYAA Council prior to your Gold Award Interview. Consider online tools like **Compress JPEG** if your photo file size is too large.

Service Learning



Outdoor Appreciation



Healthy Living



Community Leadership Initiative



Applies to NYAA Gold Award participants especially: Sample photos to include in your report

Gold Award Interview Process



Submission of Gold Reports

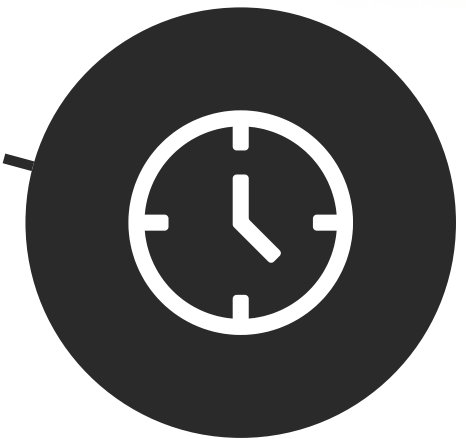
- ! Submissions are open all year round. However, to be eligible for the ceremony held the same year, reports should be submitted by Mid-year.



Reviewing of Reports



Gold Award Interview



Interview Outcome

Submission

- Participants to submit completed Gold Award report to their school coordinators
- NYAA Council to receive all school/organisation/individual participants' reports

Reviewing reports

- NYAA Council to vet all Gold Award Reports received
- After the vetting, emails will be sent out to participants regarding the Gold Award interviews

Interview

- Participants are to book their Gold Award Interview session held in **May-July**
- Submit Pre-Interview Form
- Submit photos
- Prepare for the interview

Interview Outcome

- NYAA Council to notify participants of interview outcome
- Gold Award Ceremony date & details will be disseminated accordingly
- Gold Award Orientation (attendance is compulsory)

Applies to NYAA Gold Award participants especially

**Forgot your password?
Here's 2 ways to reset it:**

*V I A
E M A I L*

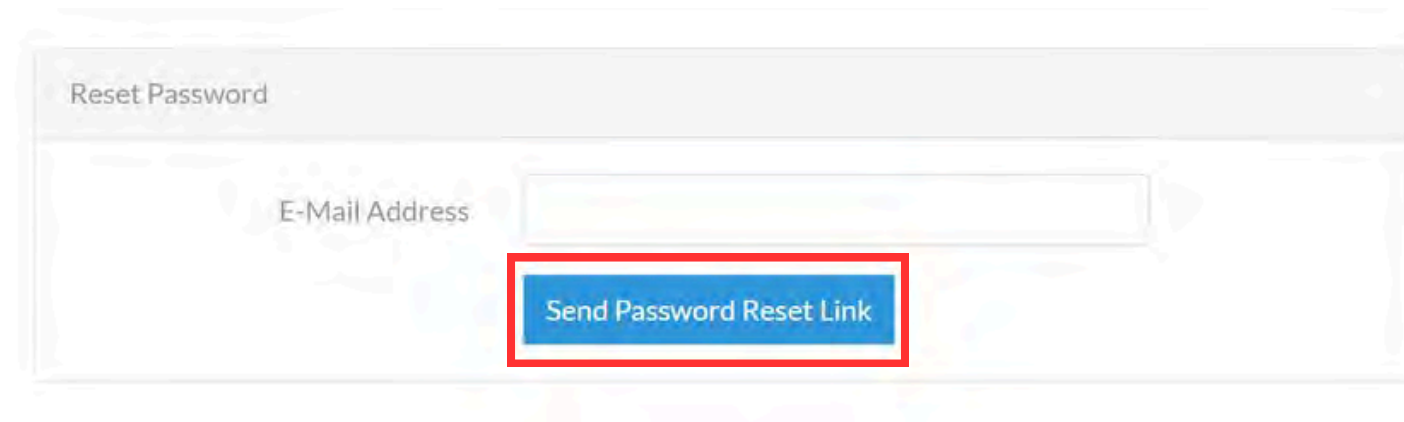
*V I A
M O B I L E
N U M B E R*

Reset via email on Website

Step 1: If you forgot your password, click [Forgot Your Password?](#)

Step 2: Input your email and check your inbox/spam/junk

Step 3: Reset your password via the link (Make sure your password has at least 8 alphanumeric characters)



Reset Password



enquiries@nyaac.sg

to me ▾

Dear [REDACTED]

You are receiving this email because we have received a password reset request for your account. Click the link below to reset your password.

[Reset Password Link](#)

Should you require any assistance, please email us at email: enquiries@nyaac.sg, or contact us at **Tel: +65-6733 6753** during office hours.

Thank you.

Yours sincerely

*National Youth Achievement Award Council
151 Lorong Chuan, New Tech Park,
#06-01B (Lobby A), Singapore 556741.
Tel: +65-6733 6753, email: enquiries@nyaac.sg*


Reset via phone number on Mobile App

Step 1: If you forgot your password,
click **Forgot Your Password?**

Step 2: Insert your mobile phone number

Step 3: Reset your password via the link in
automated SMS

(Make sure your password has
at least 8 alphanumeric characters)



NATIONAL YOUTH ACHIEVEMENT AWARD


Login

Email User ID

Password

Forgot your password?

Login →



Reset Password

<insert phone number here>

We have sent you an sms with the reset password link!


Send Password Reset Link

<

NYAA Admin >

Today 11:10 AM

To reset your password, goto <https://nyaacsg.org/password/reset/87a3c6b4ce904f71b0e2c95e32f6558da496896c0fa0094fc0af8b5-fa9a12abb>. Please call NYAA at +65 6733 6753 if this request is not initiated by you. Sent on 02/05/2024 11:10:19



NATIONAL YOUTH ACHIEVEMENT AWARD

Login

Register

Reset Password

E-Mail Address

Password

Confirm Password

Reset Password