

## Steps for Equipping Venue Operators to Issue TT Tokens

### *For Sector Lead Agencies*

#### STEP 1

Please first refer to [this link](#) for a guide to understand what event organisers/venue operators (EOs/VOs) need to do and when they would consult your agency for guidance.

- Sector lead agencies are responsible for integrating these requirements into overall guidance/advisories regarding Safe Management Measures for the stakeholders/event organisers/venue operators under their purview. Please find the ppt version at [this link](#) in case you wish to use certain graphics in your communications with EOs/VOs.

In the case where an EO or VO needs to issue tokens or is considering doing so, you may share [this guide](#) on issuance with them. This [video tutorial on using SupplyAlly](#) is also available for agencies to use to guide EOs/VOs. (Google Drive file)

#### STEP 2

Sector lead agencies are to inform SNDGG and MOH of the following:

1. Which venue operators wish to issue tokens
2. When they will start issuing tokens
3. How many tokens your agency/sector needs in the first instance; in estimating this number, please consider factors such as:
  - How many unique individuals will participate in all events/activities in your sector that require TT over the time period between this first request of tokens and the next
  - Whether participants in your activities are likely to have smartphones (e.g. based on demographics)
  - Asking for too little tokens in each instance may require deliveries of tokens that are too frequent
  - Asking for too many tokens may exceed the supply of tokens – the token ops team will advise you if this is the case
4. The delivery address and the name, email and mobile number of the POC from your agency receiving the delivery
5. How many SupplyAlly login credentials (QR codes) the EOs/VOs in your sector will need in the first instance; please note that each Issuing Personnel/mobile phone will need one SupplyAlly QR code.
6. The email address of the POC from your agency receiving the SupplyAlly QR codes
7. For subsequent requests, how much token stock you and the EOs/VOs in your sector have left

Please send the above info in one email to **all** the following email addresses:

1. MOH Token Ops Team: [MOH-TTToken\\_Ops@moh.gov.sg](mailto:MOH-TTToken_Ops@moh.gov.sg)  
Supply Ally Team:
2. [LIM Zui Young@tech.gov.sg](mailto:LIM_Zui_Young@tech.gov.sg) and
3. [Patricia\\_ZHAO@tech.gov.sg](mailto:Patricia_ZHAO@tech.gov.sg)  
SNDGO Team:
4. [Joanne\\_WONG@pmo.gov.sg](mailto:Joanne_WONG@pmo.gov.sg) and

5. [Ethan\\_YEE@pmo.gov.sg](mailto:Ethan_YEE@pmo.gov.sg)

When TT token stock and SupplyAlly QR codes run low, you may submit subsequent requests in the same manner.