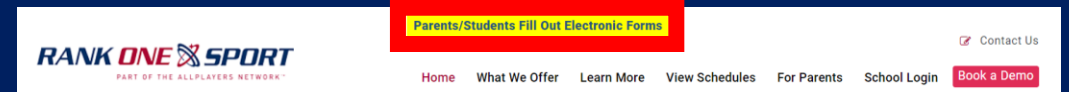




# *How to Complete Online Forms With a Parent Account*

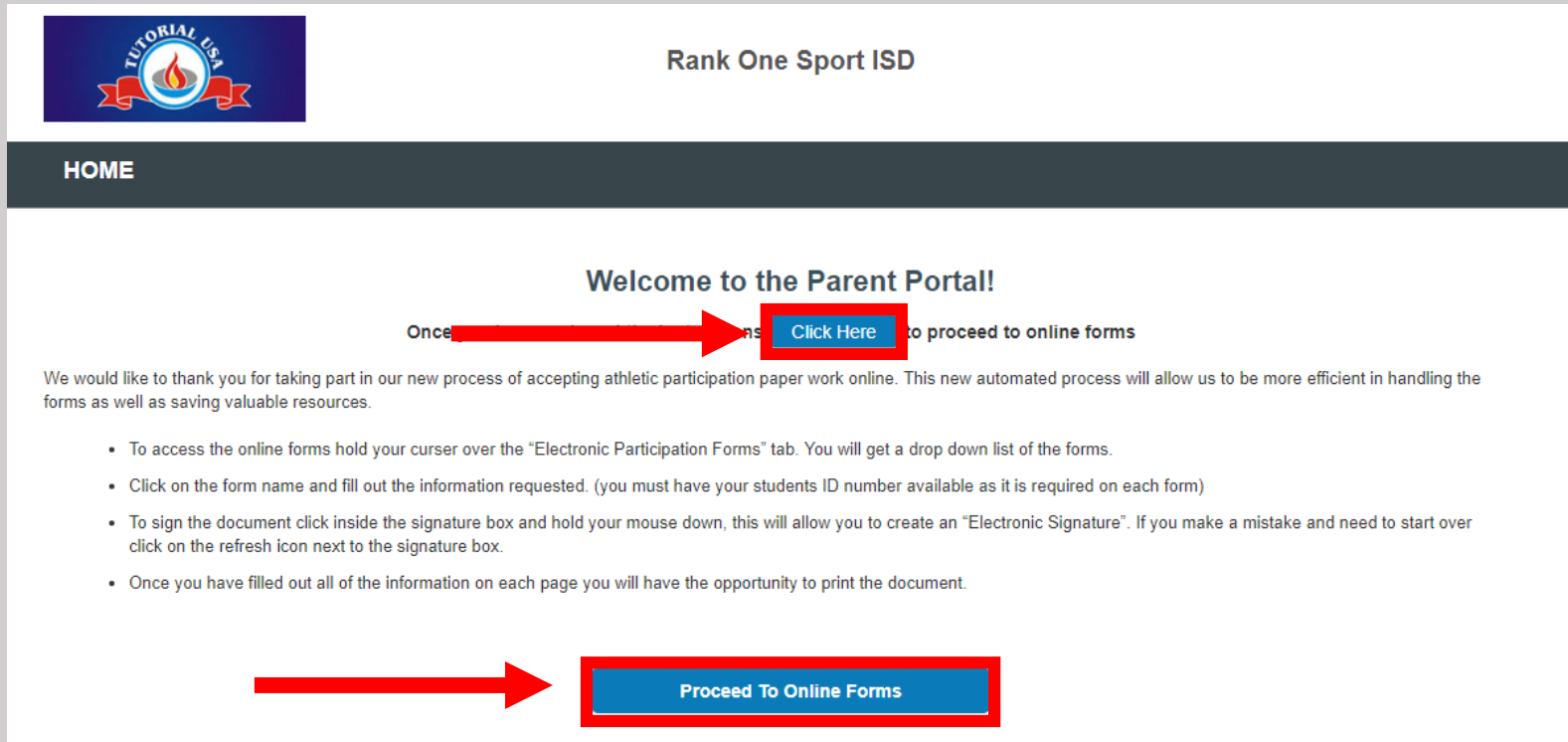
- Step 1. Visit [www.rankonesport.com](http://www.rankonesport.com)
- Step 2. Select  
“Parents/Students Fill out Electronic Forms”



- Step 3. Select your State
- Step 4. Select your student's school district

# How to Create a Parent Account Tutorial

Read through your district's instructions page and select **“Proceed to Online Forms”** or **“Click Here”** at the top of the page.



The screenshot shows the Rank One Sport ISD Parent Portal. At the top left is the Tutorial USA logo. The page title is "Rank One Sport ISD". Below the title is a dark grey navigation bar with the word "HOME" in white. The main content area has a heading "Welcome to the Parent Portal!". Below the heading, the text reads "Once you log in, click [Click Here](#) to proceed to online forms". A red arrow points from the text "Click Here" to a blue button labeled "Click Here". Below this is a paragraph of text: "We would like to thank you for taking part in our new process of accepting athletic participation paper work online. This new automated process will allow us to be more efficient in handling the forms as well as saving valuable resources." followed by a bulleted list of instructions. At the bottom of the page, a red arrow points to a blue button labeled "Proceed To Online Forms".

**Rank One Sport ISD**

**HOME**

### Welcome to the Parent Portal!

Once you log in, click [Click Here](#) to proceed to online forms

We would like to thank you for taking part in our new process of accepting athletic participation paper work online. This new automated process will allow us to be more efficient in handling the forms as well as saving valuable resources.

- To access the online forms hold your cursor over the "Electronic Participation Forms" tab. You will get a drop down list of the forms.
- Click on the form name and fill out the information requested. (you must have your students ID number available as it is required on each form)
- To sign the document click inside the signature box and hold your mouse down, this will allow you to create an "Electronic Signature". If you make a mistake and need to start over click on the refresh icon next to the signature box.
- Once you have filled out all of the information on each page you will have the opportunity to print the document.

[Proceed To Online Forms](#)

To create a new parent account, select **“Create New Account”**

If you already have a Parent Account, you may use your credentials to login.

Not sure if you have an account? Select **“Search for your account.”** to see if you have already registered.

If you forgot your password, select **“Click here”** next to “Forgot your password” and you will be emailed a re-set password link.

The screenshot shows the 'Welcome to the Parent Portal!' page. It features a login form on the left with fields for 'Email' and 'Password', and buttons for 'Login', 'Continue as a guest', 'Login with Facebook', and 'Login with Google'. A link 'Forgot your password? Click here' is also present. On the right, there are two buttons: 'New to Rank One? Create New Account' (highlighted with a red box and a red arrow) and 'Search for your account'. Below these buttons is a section for 'GET THE APP!' with a list of features and app store download buttons for the App Store and Google Play.

**Welcome to the Parent Portal!**

We recommend that all parents create an account. Without a parent account you will not be able to see your student's status or download the completed forms.

Email

Password

Login Continue as a guest

Forgot your password? [Click here](#)

Login with Facebook

Login with Google

New to Rank One? Create New Account

Search for your account

**GET THE APP!**

Parents, get all your favorite features on your phone or tablet!

- ✓ Online Forms
- ✓ Team Schedules
- ✓ Manage Students
- ✓ Get Push Notifications
- ✓ HIPPA and FERPA Complaint


Get it today on iOS and Android

Available on the App Store

Get it on Google play

## Create a new parent portal account

### Register with your social media account

 Login with Facebook

 Login with Google

### Register with your account

First name

Last name

Email

Password

Confirm password

Register

Back

If you would like to use your Facebook or Google Plus credentials to create your parent account, select the appropriate icon to register.

If you do not want to use Facebook or Google Plus, you may register for your account by entering your First Name, Last Name, and Email Address

Create a Password and confirm the password  
(Passwords must be at least 6 characters long)

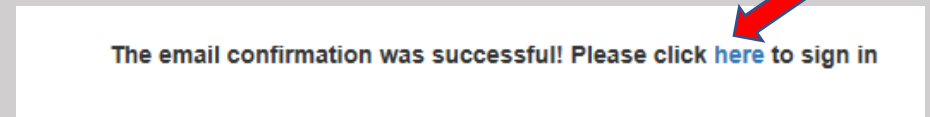
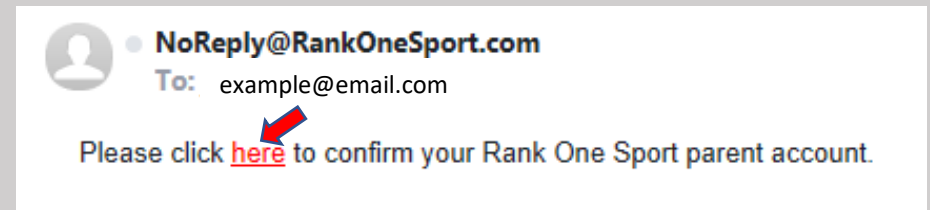
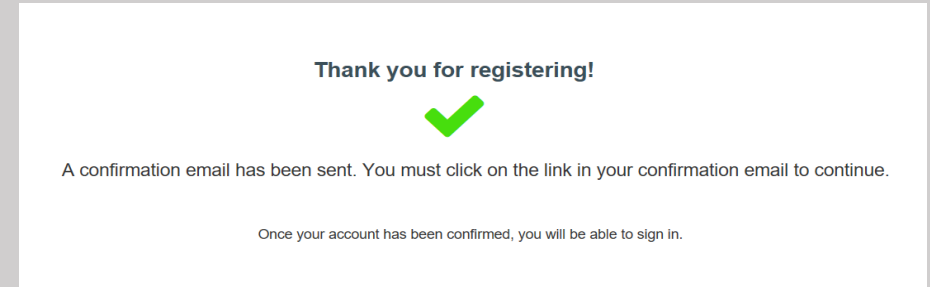
Select Register

After entering your information and selecting Register you will be sent a confirmation email.

If you do not receive a confirmation email, please check your junk/spam folders or email [support@rankonesport.com](mailto:support@rankonesport.com) to have your email address verified.

Click on the link in the email to continue.

The link will redirect your web browser. Click the link to sign into your parent account.



If you created your account with email, enter your Email Address and Password and select Sign In

If you used Facebook or Google Plus to create your account, select the appropriate icon to Sign In

If you created your account with email please sign in below:

**Email:**



**Password:**

[Forgot Password](#)   [Create New Account](#)

**Sign In** ←

Or

If you created your account with a social media account please select the appropriate service:

You will then link your student to your account.

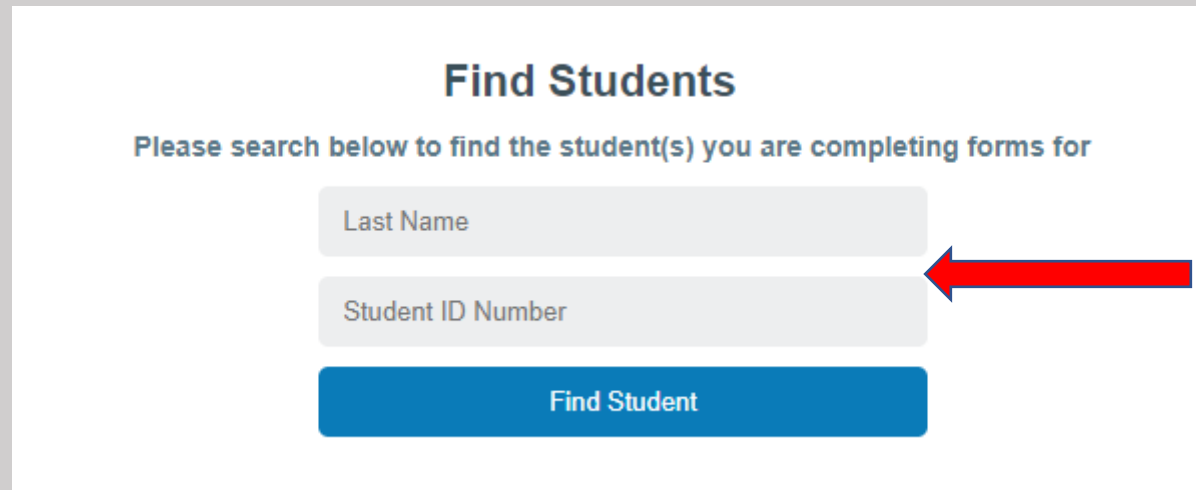
(If you have multiple children you will have the opportunity to link multiple students to your account)

\*Note: Some schools will require one of these three options to claim your student:

- Last Name and Student ID Number
- Birth Date and Student ID Number
- First Name, Last Name, and Birth Date

***\*If you do not know your student's ID number you will need to contact the school\****

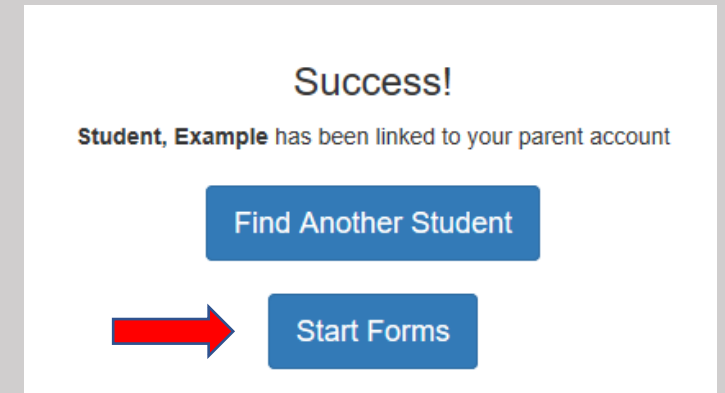
Enter the information requested and select Find Student



The screenshot shows a web form titled "Find Students". Below the title is the instruction "Please search below to find the student(s) you are completing forms for". There are two input fields: "Last Name" and "Student ID Number". A red arrow points to the "Student ID Number" field. Below the input fields is a blue button labeled "Find Student".

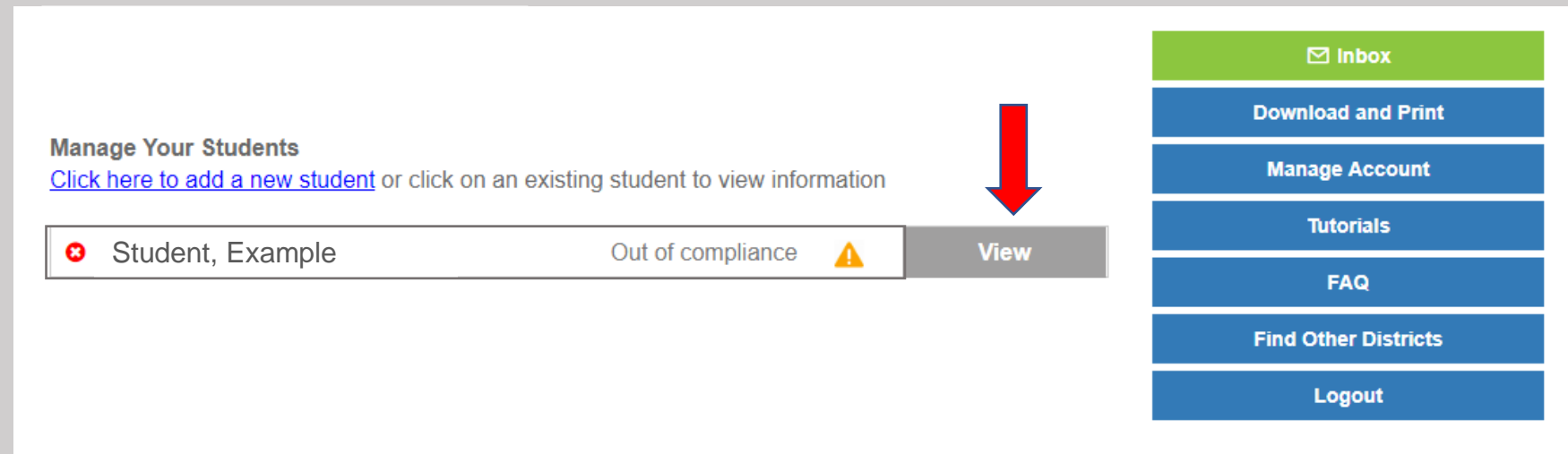
You will see your student linked to your account. To add another child to your account select **“Find Another Student”** and enter the requested information.

To start completing the forms select **“Start Forms”**



You will see your Student’s Name and their Compliance Status.

Click **“View”** to complete the online forms and to see your student’s status.





You will see 2 sections:

1. Paper Documents
2. Electronic Documents

To print a blank Physical form or other printable documents, click on the “**Download and Print**” tab on the right side.

In most cases printable forms such as the Physical should be turned into the school manually. However, some schools may allow you to upload these documents to an electronic form titled “**Physical Upload Form**”. If your student’s school allows this option, it will appear under the Electronic Forms section.

To complete the electronic forms, click on the first blue link to open the form. The form status will show as “Incomplete” until after the school has approved your student’s forms.

Note\*: Some schools may require multiple forms to be completed.

***If you have any questions related to the forms, please contact your student’s school.***

**Rank One Sport ISD Forms**

**Manage Your Students**  
[Click here to add a new student](#) or click on an existing student to view information

Student, Example	Out of compliance	Close
<b>Paper Documents to be submitted</b>		
Physical	Incomplete	
<b>Electronic Documents to be submitted by the parent</b>		
<a href="#">Example Forms Signature Page</a>	Approved	Not available for download
<a href="#">Example Eligibility Form</a>	Approved	Not available for download
<a href="#">Example Insurance Card Upload Form</a>	Incomplete	

**Inbox**

**Download and Print**

**Manage Account**

**Tutorials**

**FAQ**

**Find Other Districts**

**Logout**

## Additional Features inside your Parent Account include:

**Inbox** – Where you can receive messages from your student’s school

**Printable Documents** – Access documents that you can print

**Manage Account** – Change your Password or Delete your account

**Tutorials** – Access Tutorials to help you complete electronic forms and manage your account

**FAQ** – View Frequently Asked Questions and Answers

**Find other Districts** – Search for other schools

**Logout** – Click Logout to Sign Out of your account

### Rank One Sport ISD Forms

#### Manage Your Students

[Click here to add a new student](#) or click on an existing student to view information

 Student Example

Out of compliance



View

 Inbox

Download and Print

Manage Account

Tutorials

FAQ

Find Other Districts

Logout