Parent Account Tutorial

The Rank One Sport Parent Account is meant to simplify the online forms submittal and tracking progress.

Creating a Parent Account

1. From the Home Page of the school district's online forms, click the "Register Now" Link

2. Enter Your:
   - First Name
   - Last Name
   - Valid Email Address
   - Password (Password must contain at least one digit 0-9 AND be at least 6 characters)
   - Confirm Password

3. After clicking "Register" a confirmation email will be sent to the email address you entered. The confirmation email will be sent from info@rankonesport.com. **If you do not see the email in your Inbox, please check your Junk/Spam Mail folder.** When you find the email, click the "here" link. You will be redirected back to the online forms site and you can login.

4. You will now be able to Login to your account. **Please save your account information to be able to login in the future.** You may also use your Google or Facebook account to login at this time as well.

Submitting Forms Using Your Parent Account

1. On the "My Athletes" tab, click the "Add a Child" link:

2. Link Your Student(s). Depending on how your school district has decided to set up their site, you will either need to link students to your account using:

a) Student ID and Birthdate or,
b) First Name, Last Name, and Date of Birth, or
c) Student ID and Last Name

a. **If are asked to enter the Student ID and Date of Birth:**

Enter the student ID number provided by your school district and click Link My Athlete.

If you do not know your student ID number, please contact your campus administrators to get this number.

b. **If you are asked to enter the First Name, Last Name, and Date of Birth:**

Enter the Fist Name, Last Name, and Date of Birth for the student you are looking up and click Link My Athlete.

The last name must EXACTLY match the profile information entered for your student in Rank One Sport. If the information you are entering is not matching up, please contact your campus administrators to retrieve the correct information

c. **If you are asked to enter the Last Name and Date of Birth:**

Enter the Student ID number and Last Name for the student you are looking up and click Link My Athlete.

The last name must EXACTLY match the profile information entered for your student in Rank One Sport. If the information you are entering is not matching up, please contact your campus administrators to retrieve the correct information

When you have successfully linked student(s) to your account, their names will show up in the "Your Students" section of your account.

If you have additional students within the same district, click the Add a Child link and repeat the process with the new student's information. Once you have all students linked, move to the next step.

3. To begin completing online forms, click on the "Click to View Forms/Status" link on the row of the student.

There will be two sections under the student.

- **Paper Documents to be submitted…(Highlighted in Red)**
  - o Forms listed in this section must be downloaded, printed out, completed and manually turned in to the appropriate school staff.
- **Electronic Documents to be submitted… (Highlighted in Green)**
  - o Forms listed in this section may be filled out and submitted online

4. To fill out an online form, click on the form name:

You will be redirected to the online form. After successfully submitting the form, you will be returned to the list of forms.

On the line of the form submitted, the status of the form will now either say "Pending Approval" or "Approved":
- **Pending Approval:** The form submitted must be manually approved by a school administrator.
- **Approved:** The form submitted has been approved by the school administrator.

Forms that have been Approved, can be downloaded at any time by clicking the "Download PDF" link on that form's row:

5. Repeat the process of completing the online forms until all forms listed under the Electronic Documents to be Submitted by the parent have a status of Pending Approval or Approved.
6. Download and Print all forms listed under the "Paper Documents to be submitted to the athletic Department." If you have questions about the process for submitting these forms, please contact your school administrators.

Printing Forms Submitted
1. Login to account
2. Click on the "Click to view forms/status" link

3. Click the "Download PDF" link on the row of the form you would like to download.

If you are seeing "Not Available for Download" in place of "Download PDF", this means the form was submitted through a different parent account. You will need to contact your school administrator to retrieve a copy of this form.