Transmittal Instructions

1. In order to begin the transmittal process, the team roster needs to be already built under "Manage Roster" in Rank One. For tutorial on how to build a roster, click here.
2. Please use Google Chrome for best results with the transmittal process.
3. To begin, log in to Rank One and go to "Manage Rosters"

4. Select your School, Sport, Level and Team and then click "View Roster"

5. Look at the top right corner, click the "Athletic Transmittal Report" button and a file should download.

6. Click on the file to open the document and click the "Enable Editing" button.

7. The document should be editable and look like the picture below. **ALL NEW FOR 20-21 SCHOOL YEAR!** The payment for your athletes is automatically populated for your athletes. This is the key for payments.

   a. CNA – Is Can Not Afford, and is for those with Gov't Insurance: TX Children, CHIPS, Your Texas Benefits, Medicaid, Community Health Choice, Harris Health System, some United Healthcare, and some Amerigroup. All of these examples should show "Accept" for the School Insurance. If "Refusal" is listed under "School Insurance" for these insurances, then contact your Head Athletic Trainer.

   b. IOU – is for athletes that are not on Government Insurance and wish to purchase the school insurance plan. <u>You will edit the document after you receive payment with one of the payment options below.</u>

      i. $25 Cash – For those athletes that pay $25 cash for school insurance.
      ii. Check # ???? – For those that pay the school insurance by check. ???? = the number on the check turned in.
      iii. CNA – if you have an athlete that cannot afford the $25.
      iv. School Bucks – If you have an athlete that paid via the district School Bucks system.

   c. Private – Is for those that have private insurance, and sign the refusal for the school insurance.

   ==*Please note, that if an athlete has private insurance and wants the school insurance, they **MUST** pay the $25. If they change their mind, they will need to refill out the form online.==

8. If typing CNA keeps autocorrecting to CAN, here is the way to fix it.
   a. Click File, then go to Options.
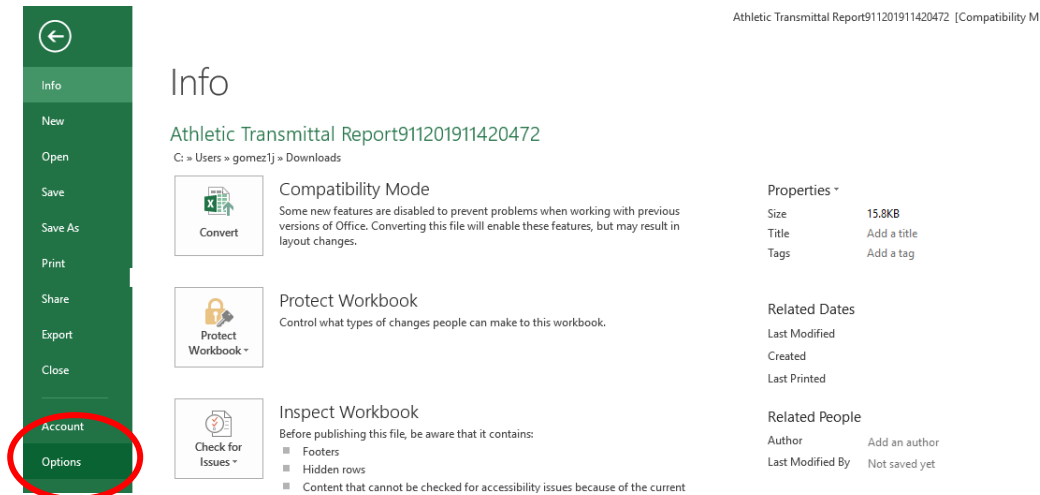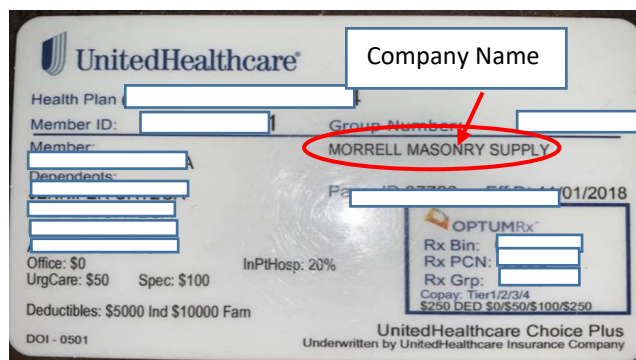

   b. Go to Proofing, then Click AutoCorrect Options… Scroll down to Replace CAN With CAN, and click Delete. Click Ok, then Ok again to exit back to spreadsheet.
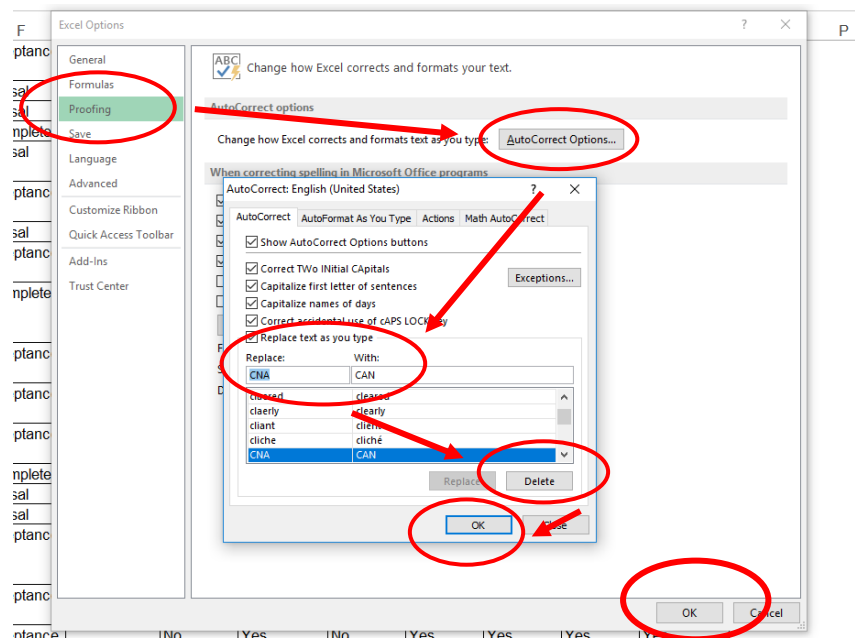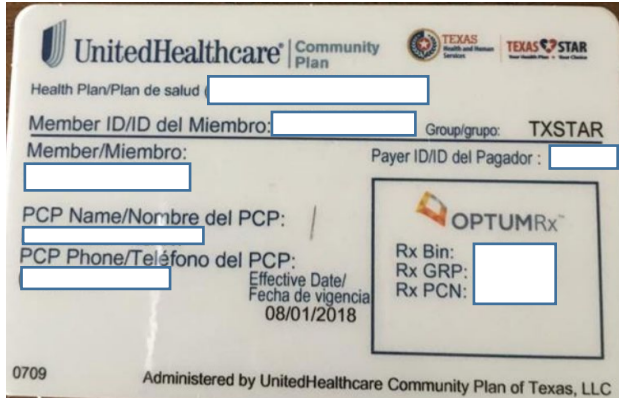

9. Here are some examples of Insurance Cards that can be either Private or Government.
   a. United Healthcare Private

b. United Healthcare Government

Government Insurance Program Name

c. Amerigroup Private
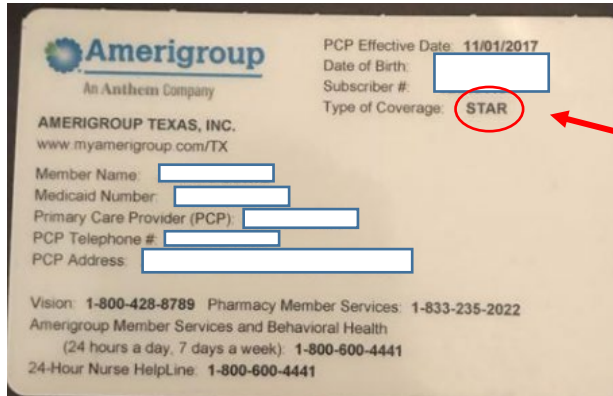
d. Amerigroup Government

Government Insurance Program Name

10. If throughout this process you find some discrepancies in an athlete's paperwork that may require them to refill out a form, please have the athlete refill out the form and notify the athletic trainer to help make any corrections in the system.