

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”

The screenshot shows the Rank One Sport dashboard. The 'Athlete Management' menu is open, and 'Manage Rosters' is highlighted with a red circle. The dashboard includes sections for 'Quick Links', 'Messages', 'Your Compliance', 'Quick Tips', and 'New Release!'. The 'Manage Rosters' option is located in the top navigation bar under 'Athlete Management'.

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

The screenshot shows the 'Manage Roster' form in Rank One Sport. The form includes dropdown menus for 'School(s)', 'Sport(s)', 'Level(s)', and 'Team'. The 'View Roster' button is highlighted with a red circle. The form also includes fields for 'Athlete Name', 'SID', and 'Sex'. The 'View Roster' button is located at the bottom left of the form.

Athlete Name	Student ID	Gender	Grade	School	Eligible	Move	Add to Roster	PHY	CFI	SMI	SMII	ULI	POI	STPTI
		F	12	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-
		F	10	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	-	-	-	-	-	-
		F	11	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	Y	Y	Y	Y	Y	Y	-
		F	10	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-
		F	11	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-
		F	10	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-
		F	11	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-

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

Rank One Sport Athlete Management interface showing the Athletic Transmittal Report button circled in red. The interface includes a navigation menu (Dashboard, Athlete Management, Schedules, Equipment, Camps, Reports, Admin) and a form for generating reports. The main table lists athletes with columns: Athlete Name, Student ID, Gender, Grade, School, Eligible, Move, Add to Roster, PHY, CFI, SMI, SMI, UIL, POI, STPT. The file name 'Athletic Transmittal...xls' is circled in red in the bottom left corner.

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

Excel spreadsheet titled "Athletic Transmittal Report8132020141138481 [Protected View] - Excel". The "Enable Editing" button is circled in red. The spreadsheet contains a table with columns: Last Name, First Name, Student ID, Grade, Insurance Company, School Insurance, Payment, Physical, Consent FERPA Insurance, Steroid Video Safety PPT, Special Medical Information, Special Medical Info Issue, UIL Forms Signature Page, Proof of Insurance. The data is organized into sections for school information, coach information, and a list of team members.

Last Name	First Name	Student ID	Grade	Insurance Company	School Insurance	Payment	Physical	Consent FERPA Insurance	Steroid Video Safety PPT	Special Medical Information	Special Medical Info Issue	UIL Forms Signature Page	Proof of Insurance
			12	Texas Children Health	Acceptance	CNA	Yes	Yes	No	Yes	Yes	Yes	
			12	School Ins.	Acceptance	IOU	Yes	Yes	No	Yes	Yes	Yes	
			12	Blue Cross Blue Shield	Refusal	Private	Yes	Yes	Yes	Yes	Yes	Yes	
			12	Community Health Choice	Acceptance	CNA	Yes	Yes	Yes	Yes	Yes	Yes	No
			12	Texas Children's Health Plan	Acceptance	CNA	Yes	Yes	No	Yes	Yes	Yes	No
			12	School Ins.	Acceptance	IOU	Yes	Yes	No	Yes	Yes	Yes	

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 team plan. You will edit the document after you receive payment with one of the payment options below.
 - 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.**

Athletic Transmittal Report813202014955502 [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

LIST ALL TEAM MEMBERS. IF TEAM MEMBERS PARTICIPATED IN A PREVIOUS SPORT, LIST SPORT AS SHOWN ON SAMPLE BELOW:

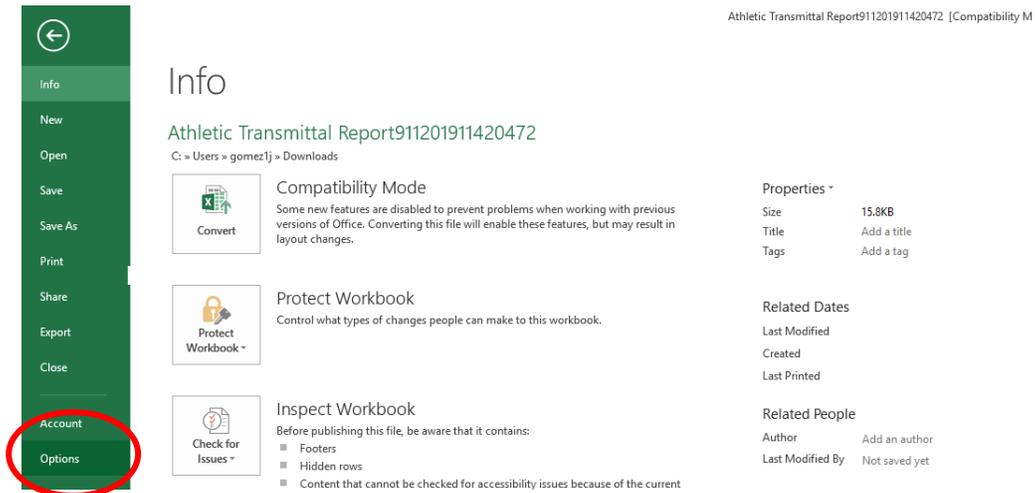
Last Name	First Name	Student ID	Grade	Insurance Company	School Insurance	Payment	Physical	Consent FERPA Insurance	Steroid Video Safety PPT	Special Medical Information	Special Medical Info Issue	UIL Forms Signature Page	Proof of Insurance
				Texas Children Health	Acceptance	CNA	Yes	Yes	No	Yes	Yes	Yes	No
				School Ins.	Acceptance	IOU	Yes	Yes	No	Yes	Yes	Yes	No
				Blue Cross Blue Shield	Refusal	Private	Yes	Yes	Yes	Yes	Yes	Yes	No
				Community Health Choice	Acceptance	CNA	Yes	Yes	Yes	Yes	Yes	Yes	No
				Texas Children's Health Plan	Acceptance	CNA	Yes	Yes	No	Yes	Yes	Yes	No
				School Ins.	Acceptance	IOU	Yes	Yes	No	Yes	Yes	Yes	No
				School Ins.	Acceptance	IOU	Yes	Yes	No	Yes	Yes	Yes	No
				UnitedHealthcare	Acceptance	CNA	Yes	Yes	No	Yes	Yes	Yes	No
				School Ins.	Acceptance	IOU	Yes	Yes	No	Yes	Yes	Yes	No
				Blue cross	Refusal	Private	Yes	Yes	Yes	Yes	Yes	Yes	No
				School Ins.	Acceptance	IOU	Yes	Yes	No	Yes	Yes	Yes	No

rp AthleticTransmittal

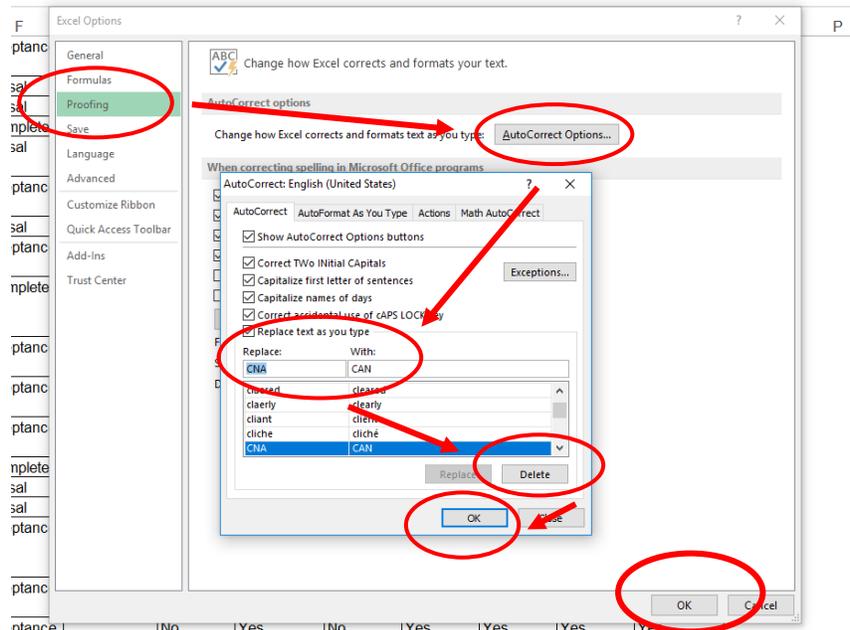
READY Type here to search 2:19 PM 8/13/2020

8. If typing CNA keeps autocorrecting to CAN, here is the way to fix it.

a. Click File, then go to Options.

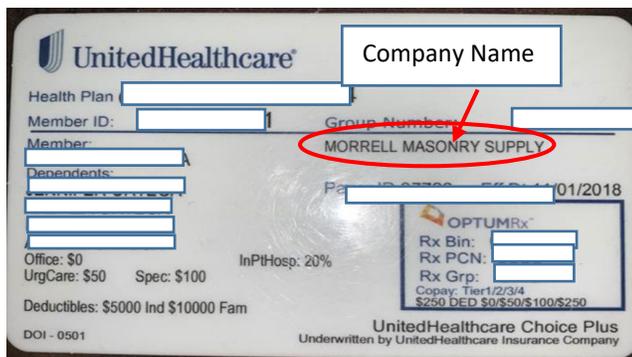


b. Go to Proofing, then Click AutoCorrect Options... Scroll down to Replace CAN With CAN, and click Delete. Click Ok, then Ok again to exit back to spreadsheet.

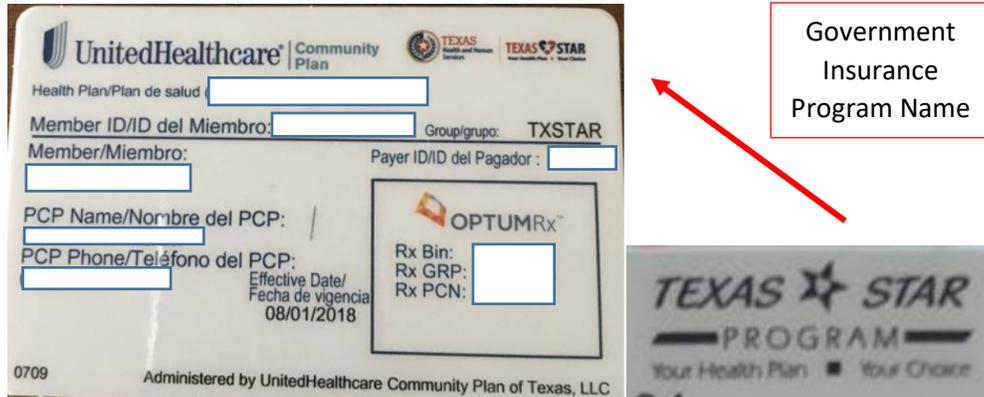


9. Here are some examples of Insurance Cards that can be either Private or Government.

a. United Healthcare Private



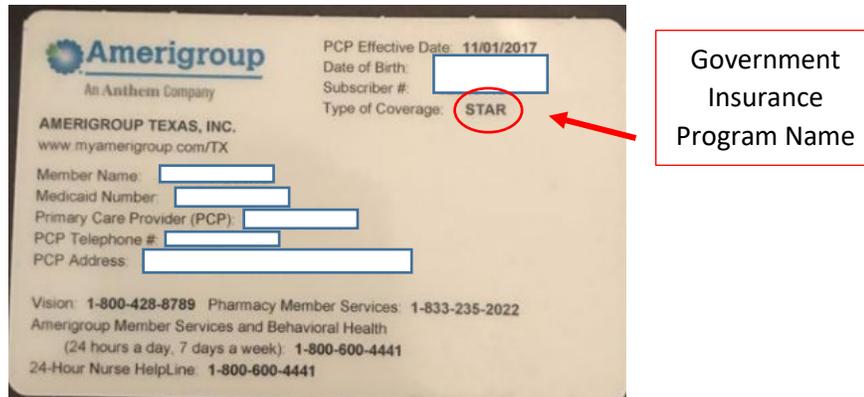
b. United Healthcare Government



c. Amerigroup Private



d. Amerigroup Government



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.