

# FJH/FHS INSTRUCTIONS ON HOW TO COMPLETE THES ONLINE ATHLETIC/ACTIVITIES FORMS

## Parent Instructions - Filling out Electronic Participation Forms with a Parent Account

### *Benefits of Creating a Parent Account Include:*

- Track the eligibility status of your student-athlete
- Allows access to the PDF documents once the forms are submitted online
- Syncing your account with the Rank One Sport Parent App, & more!

### How to Complete the Electronic Participation Forms

- Step 1 Visit [www.rankonesport.com](http://www.rankonesport.com)
- Step 2 Click on Fill out Electronic Participation Forms
- Step 3 Select your State – Select your School District
- Step 4 Read through the instructions page
- Step 5 Scroll down & click Start Online Forms (See Example Below)

The screenshot shows the Rank One Sport ISD Online Participation Forms website. At the top left is the TUTORIAL ISD logo. In the center is the text "Rank One Sport ISD Online Participation Forms". At the top right is a "Log In" button. Below this is a blue navigation bar with "Home/Instructions", a dropdown menu "1", and "Electronic Participation Forms". The main content area starts with "Welcome to the Athletics Parent Portal." followed by a paragraph of text and a bulleted list of instructions. Below the list is a contact number: "If you have any questions please contact the MISD Athletic Office 469-302-4166". At the bottom, there is a table with two rows: "Parent Permission Form" and "General Information". A blue button labeled "Start Online Forms" is positioned below the table, highlighted with a green box and a red arrow pointing to it from the right.

Rank One Sport ISD  
Online Participation Forms

Log In

Home/Instructions 1 Electronic Participation Forms

Welcome to the Athletics Parent Portal.

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.
- You will receive a confirmation email once the document has been reviewed by the MISD staff.
- Note for physicals: All physicals should be completed on the pink MISD physical form for 2013/14 school year. Forms are available on all Secondary Campuses.

If you have any questions please contact the MISD Athletic Office 469-302-4166

|                        |  |
|------------------------|--|
| Parent Permission Form |  |
| General Information    |  |

Start Online Forms

# FJH/FHS INSTRUCTIONS ON HOW TO COMPLETE THES ONLINE ATHLETIC/ACTIVITIES FORMS

- Once you click Start Online Forms it will take you to the next screen:

## Helpful Hints:

No, Create New Account

*If you would like to Create a Parent Account Select this option*

Yes, Sign In

*If you already have a Parent Account Click Here to Sign In*

Not Sure, Search for Account

*Not sure if you have a Parent Account? Enter email address to search for existing account*

I don't want an account. Go to forms

*If you do not want to create a Parent Account, click here*

If you choose to create a Parent Account See Instructions Below:

1. Enter Your Name, email address, and create a Password, select Register

You may create a Parent Account by signing in with an existing social media account:



OR

Create a Parent Account by entering your email address:

First Name:

Last Name:

Email Address:

Password:

Confirm Password:



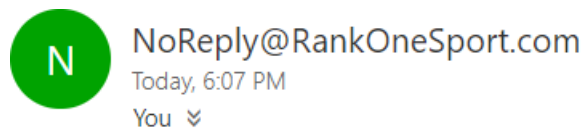
After Registering you will receive a Verification email from: NoReply@RankOneSport.com

**\*If you do not receive a verification email**

# FJH/FHS INSTRUCTIONS ON HOW TO COMPLETE THES ONLINE ATHLETIC/ACTIVITIES FORMS

**[check your Junk or Spam Folder\\*](#)**

Click on the link in the email to verify your account (see below).



Please click [here](#) to confirm your Rank One Sport parent account.

After verifying your account click the link (see below) to sign in and fill out the forms:



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Log In

Home/Instructions 1 Electronic Participation Forms

The email confirmation was successful! Please click [here](#) to sign in

Enter in your email address & password  
(If you forgot your password, click the Forgot Password Link)

Sign In

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

Email:

Password:

Sign In

[Forgot Password](#)

[Create New Account](#)

# FJH/FHS INSTRUCTIONS ON HOW TO COMPLETE THES ONLINE ATHLETIC/ACTIVITIES FORMS

To add your student-athlete to your Parent Account enter the appropriate student-athlete credentials then Click Find Student

(Note: These credentials vary among school districts)

**Find Students**

Please search below to find the student(s) you are completing forms for

**Student Date of Birth:**

**Student ID Number:**

[Find Student](#)

Once you have entered in the information it will give you a Success message

Click Start Forms

**Success!**

**Example, Student** has been linked to your parent account

[Find Another Student](#)

[Start Forms](#)

To fill out the forms for your child click on the student's name

|   |  |
|---|--|
| <b>Student Sample (Out of compliance)</b> | <a href="#">(Click to view forms/status)</a>  |
|---|--|

# FJH/FHS INSTRUCTIONS ON HOW TO COMPLETE THES ONLINE ATHLETIC/ACTIVITIES FORMS

Once you have clicked on the student's name the list of required forms will populate below.

(note some districts require more than others)

| Student Sample (Out of compliance) <span style="float: right;">(Click to hide) [X]</span> |            |
|---|------------|
| <b>Paper Documents to be submitted to the athletic department</b>                         |            |
| Parent Permission Form  | Incomplete |
| General Information   | Incomplete |
| <b>Electronic Documents to be submitted by the parent</b>                                 |            |
| Preparticipation Medical History  | Incomplete |
| OSSAA Eligibility Form  | Incomplete |
| UIL Steroid Form - Spring   | Incomplete |
| Emergency Release Form  | Incomplete |

Paper documents must be printed, completed, & turned in to your Athletic Department by hand. When the Athletic Department Approves the forms the status will change to Approved

Click on the Form Name to complete the Electronic Form. Once completed, the status will change from Incomplete to Pending Approval. After the school has approved the form the status will show Approved

After submitting all Electronic Participation Forms you can check your student-athlete's eligibility status and download/print the documents  
(see example below)

| Electronic Documents to be submitted by the parent |  |
|--|--|
| Preparticipation Medical History                   | Approved <span style="float: right;">Download PDF</span> |
| OSSAA Eligibility Form                             | Pending Approval   |
| UIL Steroid Form - Spring                          | Pending Approval   |
| Emergency Release Form                             | Pending Approval   |

To complete paperwork for additional children click Add a Child to add another student-athlete to your Parent Account



Rank One Sport ISD  
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Log Out

- Home/Instructions
- Fill Out Forms
- 1
- FAQs
- Manage Account
- Add a Child

Enter in the required information and select Find Student and continue to fill out the Electronic Participation Forms.

QUESTIONS- PLEASE CONTACT THE FHS ATHLETIC TRAINERS  
[athletictrainers@fisdk12.net](mailto:athletictrainers@fisdk12.net)  
 281-996-6553