

# MILFORD ATHLETICS

## RANK ONE SET UP INSTRUCTION FOR PARENTS

Rank One is our online platform for all athletic forms.

All physicals must be uploaded to Rank One, and all required student eligibility forms (Concussion, Sudden Cardiac Arrest, and Heat Policy) will be completed electronically through the platform.

Access Rank One here: <https://www.rankone.com>

### GETTING STARTED

- Review the attached instruction guide and tutorial video
- Follow the step-by-step directions to create your parent account

### ONCE LOGGED IN

- Enter your student's first name, last name, and date of birth to claim them
- You can add multiple students to one account (no need to create separate accounts)
- Your account only needs to be set up once

### FORMS AND REQUIREMENTS

- All DIAA eligibility forms will be signed electronically in Rank One
- Upload Page 3 of your child's physical (Student Athlete Medical Card) to the "Medical Card Upload Form"
- Pages 1 and 2 stay with your medical provider
- The full 3-page physical form is available in the "Downloads" section of your Rank One account

### YOU WILL NEED TO COMPLETE THE FOLLOWING 4 ITEMS

- DIAA Eligibility Form (must be completed first)
- Medical Card Upload Form (upload Page 3 only as a PDF or JPEG)
- Pre-Participation Consent Form (includes concussion, cardiac arrest, heat policy, and consent to treat)
- Emergency Contact Card

Before finishing, make sure each form shows as "Complete" (green).

### HELPFUL TIP

Download the Rank One app on your phone to easily access forms and updates. Once your student-athlete is added to a team roster, you'll also receive team information and communication from coaches.

If you have any questions, please contact Athletic Director John Castrese at [jcastrese@msd.k12.de.us](mailto:jcastrese@msd.k12.de.us).

# INSTRUCTIONS ON HOW TO SET UP A PARENT ACCOUNT IN RANK ONE

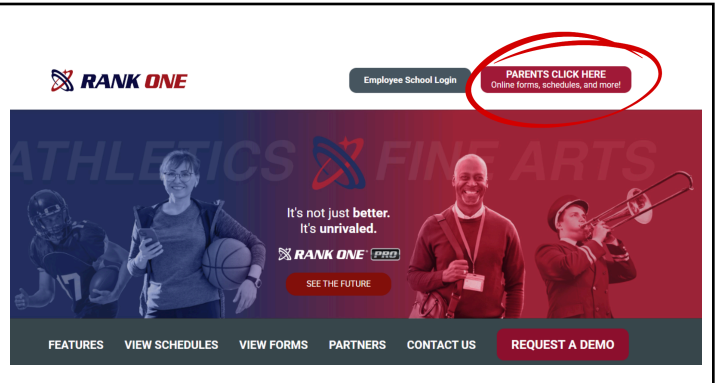
## STEP 1:

### VISIT THE RANK ONE PARENT PORTAL

To begin, go to the Rank One Portal:

<https://www.rankone.com>

Then click on "Parents Click Here"



## STEP 2:

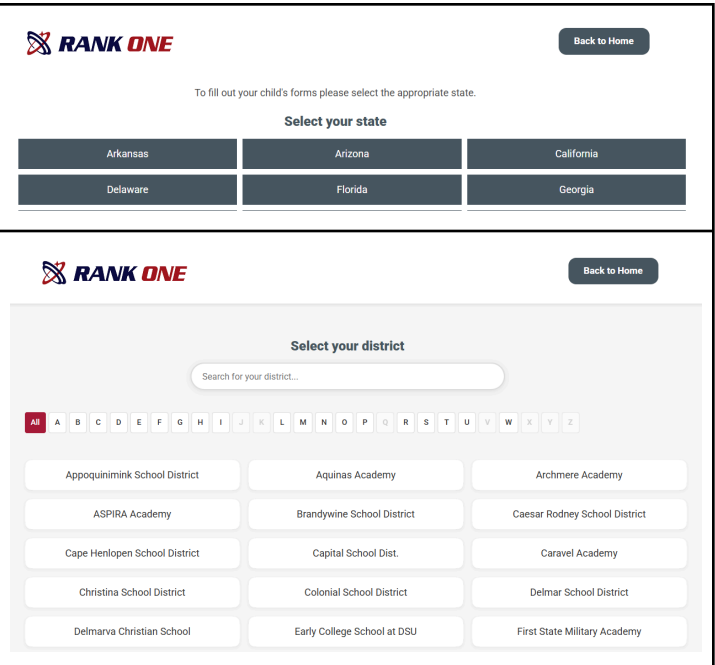
### LOCATE YOUR CHILD'S SCHOOL

You'll need to search for your child's school district:

Select the state where the school is located (DELAWARE).

Select your child's school or school district from the drop-down list.

Click "Proceed to Forms".



## STEP 3:

### CREATE A PARENT ACCOUNT

Once you're on the school's page:

Click "Create New Account" at the bottom.

Fill in the required information:

First and last name

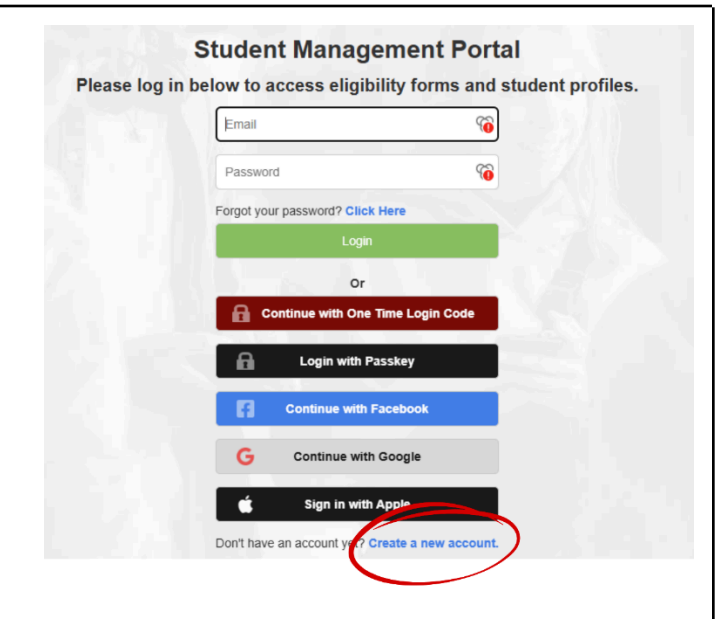
Email address

Create a secure password

Agree to the terms of service and submit.

You'll receive a verification email.

Click the link in that email to confirm your account.



# INSTRUCTIONS ON HOW TO SET UP A PARENT ACCOUNT IN RANK ONE

## **STEP 4: ADD YOUR STUDENT(S)**

Once logged in:  
Navigate to the "My Students" section.  
Click "Add New Student".

Enter your child's:  
First and Last name  
Date of Birth  
School

Click "Save" to connect your child to your account.

## **STEP 5: COMPLETE REQUIRED FORMS**

After adding your student:  
Go to the "Forms" section.

Complete the required electronic forms below.


- DIAA Eligibility Form – must be complete before proceeding with other forms
- Medical Card Upload Form-
  - o Upload Page 3 (Student Athlete Medical Card) of the Physical form – jpeg or pdf. The form can be downloaded in the Forms "Downloads" section.
- Pre-Participation Consent Form
- Emergency Contact Card

Double-check that each form is submitted and shows as "Complete." (green)

### Electronic Documents

#### DIAA Eligibility Form

Must be complete before proceeding with other forms

 Parent - Complete - No Review Needed

## **Step 6: Use the Platform to Stay Informed**

Once your account is set up and forms are submitted, you can use Rank One Sport to:

- Receive alerts or updates from your child's coaches or athletic staff.
- Monitor form statuses and eligibility.
- View practice schedules if applicable.

Watch this short video to learn the basics of the Student Management Portal. [Getting Started: Student Management Portal](#)

It is recommended for parents and guardians to download the RankOne App.

**Enjoy your favorite  
features with the Rank  
One Unified App**

Experience all your favorite Rank One features at your fingertips. With our Unified App, school staff can effortlessly access rosters, schedules, and report injuries with just a few taps. Parents, students, and fans can stay up-to-date on schedules, compliance forms, and more. With in-app notifications and messages you'll never miss those important updates. Take charge of your Rank One data on the go. Download the Rank One Unified App today and unlock a new level of organization, documentation, and communication.

Download the Rank One Unified App for iOS and Android at the links below.



Download the App on Apple Store  
[Rank One App - App Store](#)

Download the App on Google Play  
[Rank One - Apps on Google Play](#)