

**Do not forget to create a Rank one Account when logging in**

## **Instructions for Rank One:**

- 1) Click on the **Rank One** link [www.rankonesport.com](http://www.rankonesport.com)
- 2) Click the "For Parents" tab in the upper right corner.
- 3) "Log In" or "Fill Out Electronic Forms" under the "For Parents" tab.
- 3) On the "Electronic Forms Lookup" page, select "TX".
- 4) Scroll to find "Northside ISD" and click on the link.
- 5) You **MUST** have your student's ID number available as it is required on each form
- 6) Use the athlete's full name (if last name is hyphenated, please provide both). No nicknames.

### **Online Rank 1 Forms Assistance**

*YouTube Instructional Video*

[https://www.youtube.com/watch?v=rtIQ\\_r0yk90](https://www.youtube.com/watch?v=rtIQ_r0yk90)

*Contact Form to Athletic Trainers with Issues*

<https://docs.google.com/forms/d/e/1FAIpQLSeBA36CMTfcYTaguRGp10dsTdmXTk3fxc9AcZSInkQw-5PrLw/viewform?c=0&w=1>

## **Welcome to the Athletics Parent Portal**

You **MUST** have your **student's ID number** available as it is required on each form!

**DO NOT USE ATHLETE NICKNAMES ON FORMS**

- Middle and High School athletes must fill out each form.
- Please make sure all information is accurate, as this will be used in case of emergency.
- Parent/Guardian AND Student signatures are required in order for forms to be accepted electronically.
- To access the required athletic participation forms, place your cursor over the "Electronic Participation Forms" tab to view the drop down menu.
- Click on the form name and fill out the information requested. If you are unsure about the answer to a question, please answer N/A, unknown or none.
- To sign the document, click inside the signature box and hold your mouse button 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 completed each form, you will have the opportunity to print the document.
- You will receive a confirmation email once the documents have been reviewed by the Northside ISD Athletic Trainers.
- Once completed, click on the "Medical History/Physical" tab to fill out and print the physical page to take with you to the doctor.
- Athletes in 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade must have an annual physical examination by a medical doctor to participate in practices or games.

### **NOTE FOR PHYSICALS:**

1. Students are required to use the Pre-participation Physical Examination Form provided by the UIL. **NO OTHER** Physical Examination Form can be accepted.
  2. Physicals must be dated, from a physician, **after April 1, 2017** to be accepted for the 2017-2018 school year.
  3. This form can be accessed from the Medical History/Physical tab.
  4. You are encouraged to fill out the history portion of the form prior to printing.
- Physicals and Medical History forms are not submitted online.  
They must be completed by a Physician and returned to either the Campus Athletic Trainer or the Middle School head coach. **No one else can accept this form.**

### **REQUIRED FORMS (7) TO BE COMPLETED ONLINE:**

- Emergency information sheet
- Insurance
- Northside Code of Conduct
- Media / Photo release form
- Athletic Injury Protocol
- Behavior Expectations of Spectators
- UIL Forms Signature page