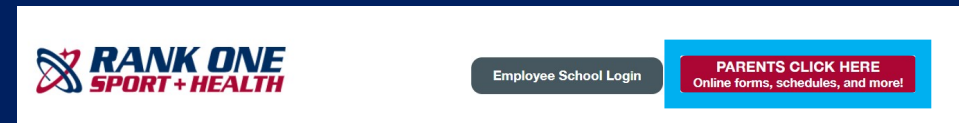


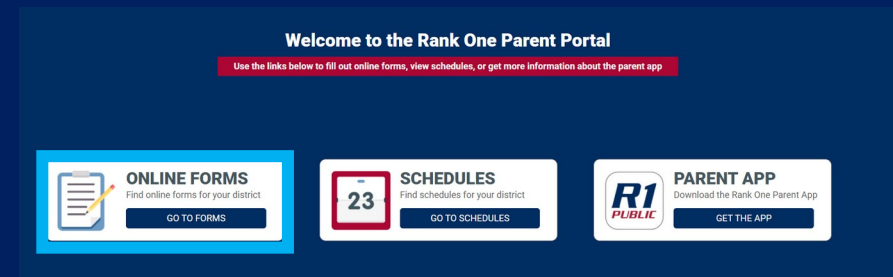
# How to Complete Online Forms



- Step 1. Visit [www.rankonesport.com](http://www.rankonesport.com)
- Step 2. Select “PARENTS CLICK HERE!”




- Step 3. Select “GO TO FORMS”




- Step 4. Select TEXAS
- Step 5. Select your student’s school

1. Read through your school's instructions page and select **“Proceed to Online Forms”** or **“Click Here”** at the top of the page.

 Rank One Sport ISD


HOME

### Welcome to the Parent Portal!

Once  [Click Here](#) to proceed to online forms

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.

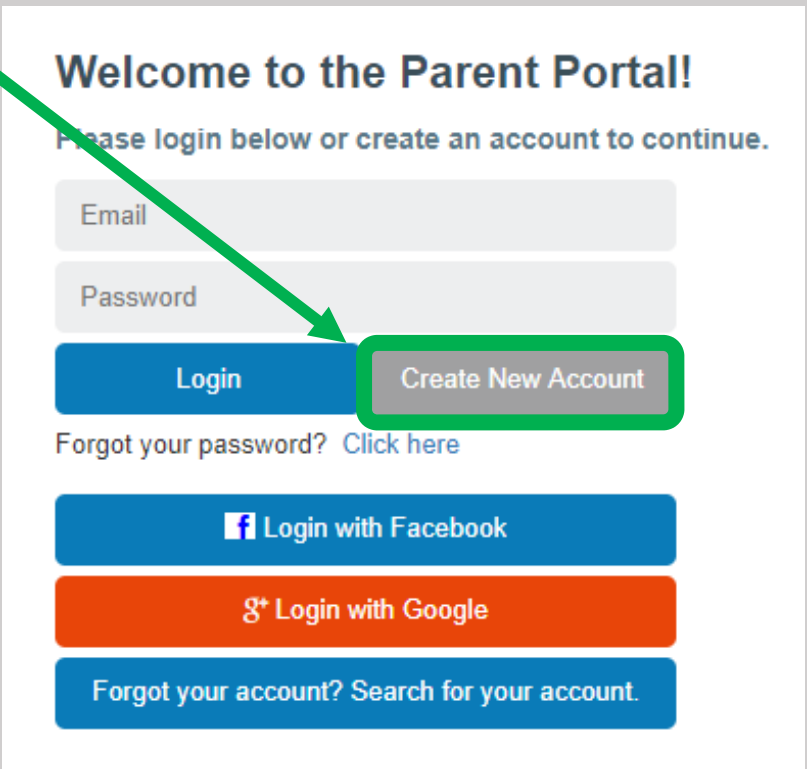
 [Proceed To Online Forms](#)

2. To create a new parent account, select **“Create New Account”**

If you already have a Parent Account, you may use your credentials to login.

Not sure if you have an account? Select **“Forgot your account? Search for your account.”** to see if you have already registered.

If you forgot your password, select **“Click here”** next to “Forgot your password” and you will be emailed a re-set password link.



**Welcome to the Parent Portal!**  
Please login below or create an account to continue.

Email

Password

[Login](#) [Create New Account](#)

Forgot your password? [Click here](#)

[Login with Facebook](#)


[Login with Google](#)

[Forgot your account? Search for your account.](#)

A green arrow points from the text "Create New Account" in the first paragraph to the "Create New Account" button in the screenshot. The button is also highlighted with a green border.

## Create a new parent portal account

### Register with your social media account

 Login with Facebook

 Login with Google

### Register with your account

First name

Last name

Email

Password

Confirm password

Register

Back

If you would like to use your Facebook or Google Plus credentials to create your parent account, select the appropriate icon to register.

If you do not want to use Facebook or Google Plus, you may register for your account by entering your First Name, Last Name, and Email Address

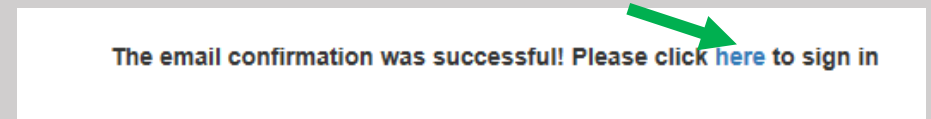
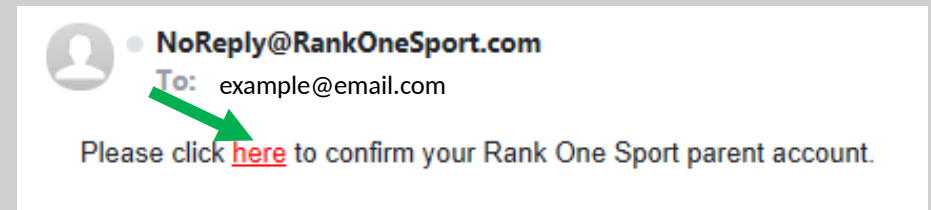
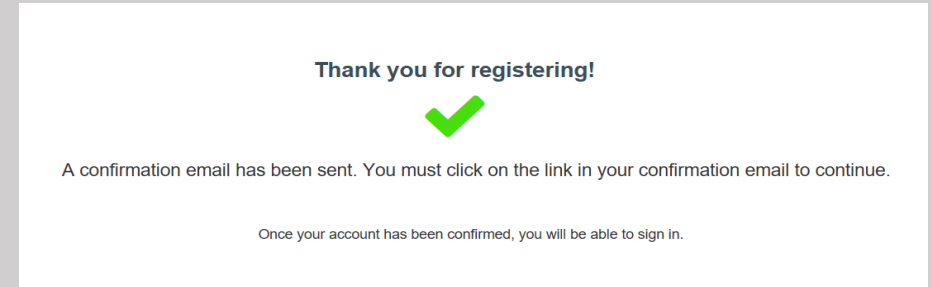
Create a Password and confirm the password  
(Passwords must be at least 6 characters long)

Select Register

After entering your information and selecting Register you will be sent a confirmation email.

Click on the link in the email to continue.

The link will redirect your web browser. Click the link to sign into your parent account.



If you created your account with email, enter your Email Address and Password and select Sign In

If you used Facebook or Google Plus to create your account, select the appropriate icon to Sign In

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

**Email:**



**Password:**

[Forgot Password](#)   [Create New Account](#)

**Sign In**

Or

If you created your account with a social media account please select the appropriate service:

You will then link your student to your account.

***(If you have multiple children you will have the opportunity to link multiple students to your account)***

\*Note: Some schools will require your Student's ID Number, Date of Birth, or both to add your student to your account


Enter the information requested and select Find Student

### Find Students

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

**Student Date of Birth:**

**Student ID Number:**

 [Find Student](#)

You will see “**Success! Your student has been linked to your parent account**” after successfully claiming your student.

To ensure you receive the correct forms to fill out, select any sports/activities that you expect your student to participate in this year.

After all Sports/Activities are selected click “**Start Forms**”

**Rank One TAPPS**

[Instructions](#)

---

**HOME**

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

To ensure you receive the correct forms to fill out, please select any sports/activities that you expect your student to participate in this year.

School Selected Sports/Activities:

Male Sports/Activities	Female Sports/Activities	Combined Sports/Activities
<input type="checkbox"/> Baseball (M)	<input type="checkbox"/> Basketball (F)	<input type="checkbox"/> Art (C)
<input type="checkbox"/> Basketball (M)	<input type="checkbox"/> Cross Country (F)	<input type="checkbox"/> Band (C)
<input type="checkbox"/> Cross Country (M)	<input type="checkbox"/> Golf (F)	<input type="checkbox"/> Bowling (C)
<input type="checkbox"/> Football (M)	<input type="checkbox"/> Softball (F)	<input type="checkbox"/> Drama (C)
<input type="checkbox"/> Golf (M)	<input type="checkbox"/> Swimming (F)	<input type="checkbox"/> One Act Play (C)
<input type="checkbox"/> Soccer - Fall (M)	<input type="checkbox"/> Tennis (F)	<input type="checkbox"/> Squash (C)
<input type="checkbox"/> Swimming (M)	<input type="checkbox"/> Track & Field (F)	
<input type="checkbox"/> Tennis (M)	<input type="checkbox"/> Volleyball (F)	
<input type="checkbox"/> Track & Field (M)		

[Find Another Student](#)

**Start Forms**



After you choose your student's sports/activities you will be directed to the forms list.

If you need to add an additional sport/activity for your student, select "[Add Sports/Activities](#)" and select the additional sport/activity.

To add another student to your parent account, select "[Click here to add a new student](#)"

The screenshot displays the Rank One TAPPS web interface. At the top, the title "Rank One TAPPS" is centered, with "Instructions" below it. A dark navigation bar contains the word "HOME". The main content area is titled "Rank One TAPPS Forms". Under the heading "Manage Your Students", there is a red arrow pointing to the link "[Click here to add a new student](#)" followed by the text "or click on an existing student to view information". Below this is a table with one student entry, "Student Example", which is marked as "Out of compliance" with a yellow warning icon. A red arrow points to the "Add Sports/Activities" link in the "Currently selected sports" row. The table lists several forms: "TAPPS Medical History", "TAPPS Student Profile", and "TAPPS Signature Page", all of which are marked as "Incomplete". To the right of the main content is a vertical sidebar with several blue buttons: "Inbox", "Download and Print", "Manage Account", "Tutorials", "FAQ", "Find Other Districts", and "Logout".

Rank One TAPPS	
Instructions	
<b>HOME</b>	
<b>Rank One TAPPS Forms</b>	
<b>Manage Your Students</b>	
<a href="#">Click here to add a new student</a> or click on an existing student to view information	
<b>* Student Example</b>	Out of compliance
Currently selected sports Volleyball (F)	<a href="#">Add Sports/Activities</a>
Electronic Documents to be submitted by the parent	
TAPPS Medical History	Incomplete
TAPPS Student Profile	Incomplete
TAPPS Signature Page	Incomplete

- Inbox
- Download and Print
- Manage Account
- Tutorials
- FAQ
- Find Other Districts
- Logout

## You will see 2 sections:

1. Paper Documents
2. Electronic Documents

To print a Medical History or Physical/Medical History form click on the “Download/Print” tab to access a blank copy of the form(s).

In most cases the Physical form should be turned into the school manually. However, some schools may allow you to upload these documents to an electronic form titled “Physical Upload Form”. If your student’s school allows this option, it will appear under the Electronic Forms section.

***If you have any questions on how to turn in your student’s Physical, please contact your student’s school.***

To complete the electronic forms, click on the link to open the form. The form status will show as “Incomplete” until after the school has approved your student’s forms.

Note\*: Some schools may require multiple forms to be completed.

***If you have any questions related to the forms, please contact your student’s school.***

[Inbox](#)

[Download and Print](#)

[Manage Account](#)

[Tutorials](#)

[FAQ](#)

[Find Other Districts](#)

[Logout](#)

### Manage Your Students


[Click here to add a new student](#) or click on an existing student to view information

Tester Test	Out of compliance	Close
Currently selected sports Volleyball (F) Band (C) <a href="#">Add Sports/Activities</a>		
Paper Documents to be submitted		
TAPPS Physical	Incomplete	
Electronic Documents to be submitted by the parent		
<a href="#">TAPPS Medical History</a>	Incomplete	
<a href="#">TAPPS Student Profile</a>	Approved	<a href="#">Download PDF</a>
<a href="#">TAPPS Signature Page</a>	Incomplete	

Rank One Sport has partnered with Next College Student Athlete (NCSA), an NCAA Approved recruiting service and the world’s largest recruiting network, to provide parents/guardians and their athletes with access to over 550 former college and professional athletes and coaches to advise and personalize your child’s recruiting experience.

If your child wants to compete in sports at the college level; and you would like NCSA to send you a free recruiting profile as well as contact you directly to learn more about your child and discuss a recruiting game plan, please select Yes below.

Rank One will then share your contact information and the athlete’s [basic info](#) to NCSA, so they may follow up and personalize your experience. This is a completely voluntary opt-in for you, the parent/guardian, and not a requirement for you to complete the forms nor is any information shared without your express approval.

 Does your child hope to compete in sports at the college level?  Yes  No

## Additional Features inside your Parent Account include:

**Inbox** – Where you can receive messages from your student’s school

**Download and Print** – Access documents that you can print such as the Physical form

**Manage Account** – Change your Password or Delete your account

**Tutorials** – Access Tutorials to help you complete electronic forms and manage your account

**FAQ** – View Frequently Asked Questions and Answers

**Find other Districts** – Search for other schools

**Logout** – Click Logout to Sign Out of your account

### Rank One TAPPS Forms

#### Manage Your Students

[Click here to add a new student](#) or click on an existing student to view information

 **Tester Test**

Out of compliance



**View**

 **Inbox**

**Download and Print**

**Manage Account**

**Tutorials**

**FAQ**

**Find Other Districts**

**Logout**

Download the **Public Rank One Mobile App** to check your student's electronic forms status, receive schedule alerts and messages from your student's school, and more!

