

## RANK ONE INSTRUCTIONS:

- STEP 1: Visit [www.rankonesport.com](http://www.rankonesport.com)
- STEP 2: Click on **Parents/Students Fill out Electronic Forms**
- STEP 3: Click on **Online Forms**
- STEP 4: Select your State – Select your School District
- STEP 5: Read through the instructions page
- STEP 6: Scroll down & click **Proceed to Online forms**

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

### HELPFUL HINTS:

You can pick one of the 3 sections here:

**New to Rank One, Create New Account:** This is if you would like to create a Parent Account

**Email & Password:** This is if you have a Parent Account (Login) or want to just be guest

**Search for Account:** Not sure if you have a Parent Account: Enter email address to search

**Continue as a guest:** this will take you right to the forms.

Whichever one you pick just follow the directions:

Once you have finished that part or you decide not to have an account the site should direct you to the first online form. We have 3 forms that you will need to complete. Fill out all required boxes at the top & complete the online form.

**IMPORTANT:** Make sure you go to the bottom and sign the form and hit the I Agree button on the Right side or the form will not be complete. Then click **SUBMIT** on the bottom of the page.

When you have completed the forms and hit SUBMIT you will get a Confirmation saying "All forms have been completed. Thank You"