

# RankOne Parent Instructions

<https://tomballisd.rankonesport.com/Main/Default2.aspx?Type=4>

All required forms must be completed 100% and be on file with the appropriate campus athletic trainer before a student-athlete can participate in any try-out, practice, athletic class, open gym, open weight room, athletic competition, or travels with an athletic team for any purpose.

- 1. The only required form that cannot be done electronically is the ANNUAL PHYSICAL and MEDICAL HISTORY Form. Parents can print the physical and medical history form in the “Download and Print” section.** The physical and medical history form must be completed by a parent and physician each participation year 7-12th grade. Once this is completed, high school students should turn their physical and medical history form into the campus athletic trainers. Junior high students should turn their completed physical and medical history into their respective team coach. All other required paperwork will be done electronically.
2. Please create a login so you can track your student-athlete’s paperwork that you submit. You can also get schedule alerts and other updates!
3. After creating your login, login and add your student by selecting +Add a Child. Add your student by entering the Student ID and their last name. Click Link my Athlete. It is possible to add more than one if you have multiple students in the system.
4. Once you have added your student, click on their name and you will have access to the required athletic participation forms for Tomball ISD, click the blue underlined form name to access the form. Fill out all forms accordingly.
5. If you have created a login, the student’s name, ID, and school should be already filled in and will link to their account automatically.
6. To complete remaining required paperwork, select the “Electronic Participation Forms” tab. The parent/guardian will be asked to provide information such as home phone numbers, cell phone numbers, email addresses, name of the primary physician, insurance policy information and other pertinent information. Please make sure you have this with you when filling out your forms electronically.
7. Remember that to submit online appropriately, you and your child must fill out and sign in all required spaces. **Forms will not submit electronically without all required information being completed.**
8. To sign the document, click inside the signature box and hold your mouse down, this will allow you to create and “Electronic Signature.” If you make a mistake and need to start over, click on the refresh icon next to the signature box. If you are using a tablet, you may create an electronic signature by holding your finger to the screen and signing your name or by using a stylus.
9. To upload a picture of your Insurance Card to the Proof of insurance Card page, a tablet with a camera, or a cell phone may be easier. But this can certainly be done on a computer. This form must be filled out regardless if you have an insurance card or not. If you have School Insurance only, you will be required to type in “School Insurance” in the provided box.
10. After all forms have been submitted through a login, you will have access to download a PDF for your records.
11. Full and final clearance can only be completed by the appropriate campus athletic trainers.