

Rank One is our online platform for athletic forms. All physicals will need to be uploaded to this platform and you will sign all Student Eligibility Forms (Concussion, Sudden Cardiac Arrest) through RankOne.

To access RankOne, please use the provided link: **https://www.rankone.com**

Please read the attached instructions guide and watch the tutorial video linked in the document. The guide provides step-by-step instructions on how to set up your parent account.

Once logged in, you will be required to enter your Student's First Name, Last Name and DOB (Date of Birth) to claim your student(s). You can claim multiple students within one account. You do not need to create multiple accounts if you have more than 1 student-athlete. Once you set up your account, you will not have to set it up again.

The required DIAA eligibility forms will now be electronically signed through this portal.
Page 3 of your child's physical will need to be uploaded to the "Medical Card Upload Form" within Rank One. You can download the 3-page physical form in the "Downloads" section in your RankOne account.

If you have any questions about the process, please email Athletic Director, (insert AD name) (Insert AD Email Address) to better assist you.

There will be required forms you need to complete inside of Rank One:

1. **DIAA Eligibility Form** – *must be complete first before proceeding with other forms*
    - **If you are a transfer student – answer this question by clicking "YES" – the required transfer form will open for you to complete and submit to your school.**
    - **If you are a returning student OR an INCOMING 9TH GRADER, and are NOT a transfer student, click "NO".**
2. **Medical Card Upload Form**- Upload Page 5 (Student Athlete Medical Card) of the Physical form – jpeg or pdf. The History and Physical Exam pages remain with your medical provider's office.
3. **Pre-Participation Consent Form** - This consolidated form includes the Sudden Cardiac Arrest Awareness, Heat Policy Awareness, the Concussion Awareness, & Consent to Treat.
4. **Emergency Contact Card**

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

It is recommended for parents and guardians to download the RankOne App. The app allows you to access all forms and information for your student from your phone. Once your student-athlete is placed on a team roster in Rank One, you will then have access to that team's information and communication from the school and coaching staff.

Download the App on iphone or Android: Rank One App - App Store or Rank One - Apps on Google Play

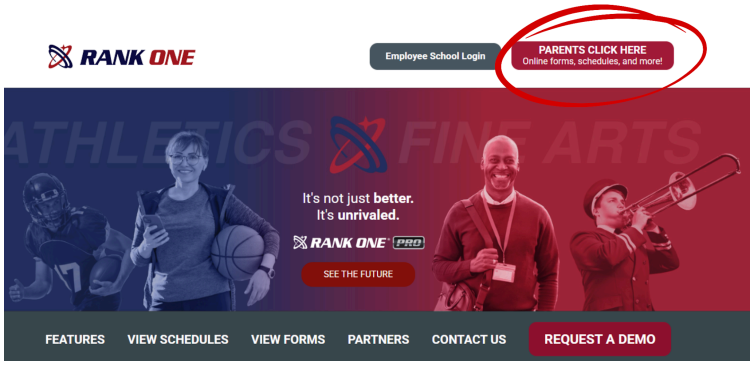
Instructions on How to Set Up a Parent Account in Rank One

Step 1: Visit the Rank One Parent Portal

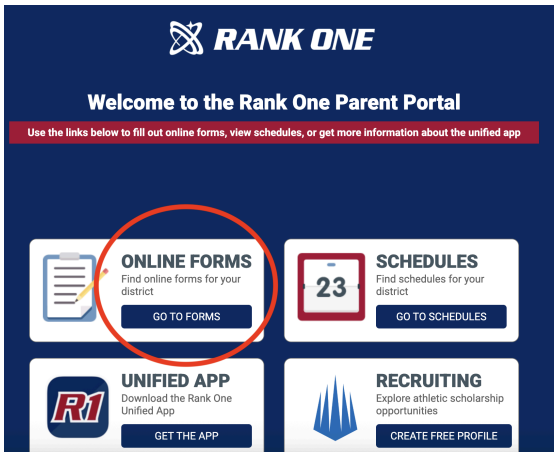
To begin, go to the Rank One Portal:

🔗 https://www.rankone.com

Then click on "Parents Click Here"

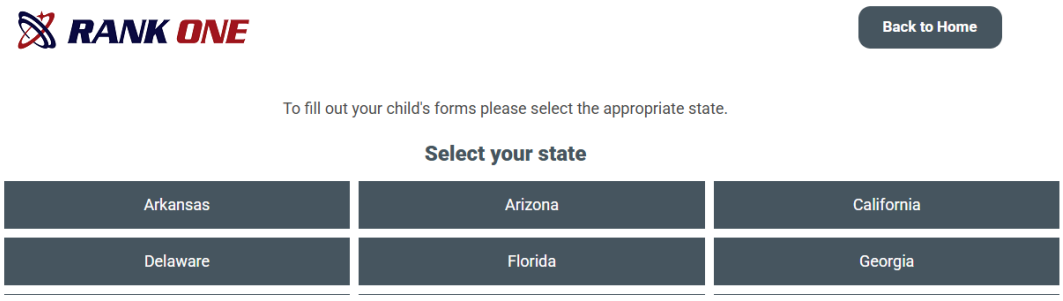


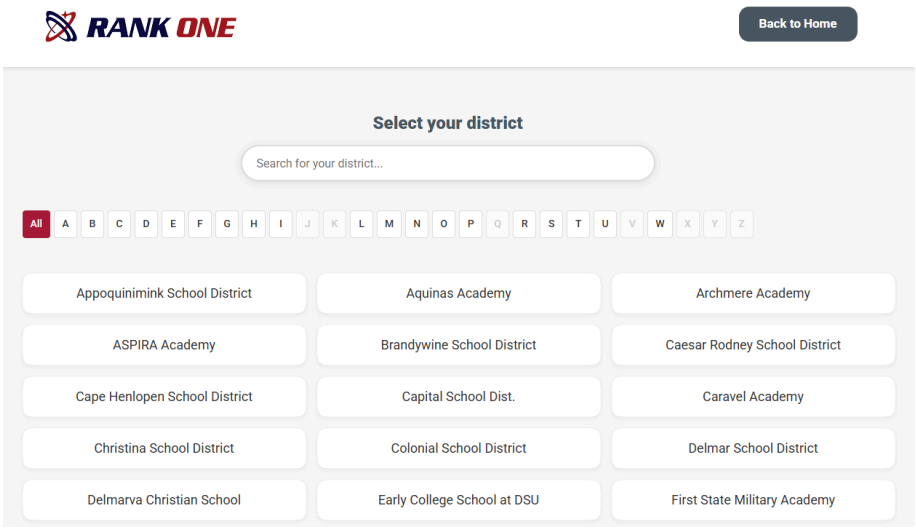
Step 2: Click on "Online Forms: Go to Forms"



Step 3: Locate Your Child's School

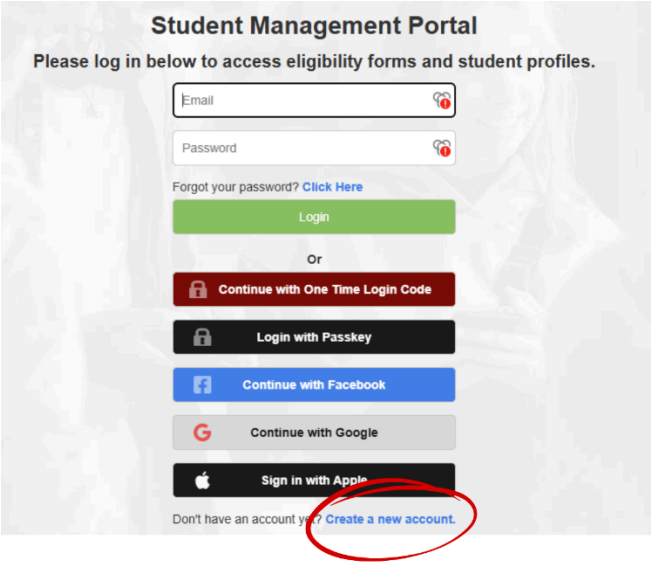
You'll need to search for your child's school district:
Select the state where the school is located **(DELAWARE).**
Select your child's school or school district from the drop-down list.
Click "Proceed to Forms".





Step 4: Create a Parent Account

Once you're on the school's page:
Click "Create New Account" in 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.



Step 5: Add Your Student(s)

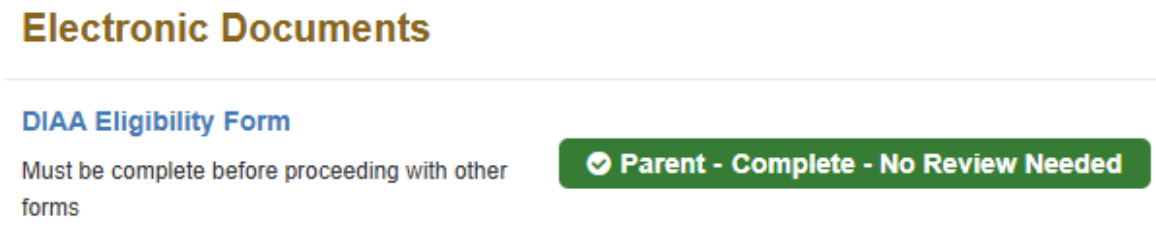
Once logged in:
Navigate to the "My Students" section.
Click "Add New Student".
Enter your child's:
First and last name
Date of birth
School
Click "Save" to connect your child to your account.

Step 6: Complete Required Forms

After adding your student:
Go to the "Forms" section.
Complete the required electronic forms.

- DIAA Eligibility Form – *must be complete before proceeding with other forms*
- Medical Card Upload Form- 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

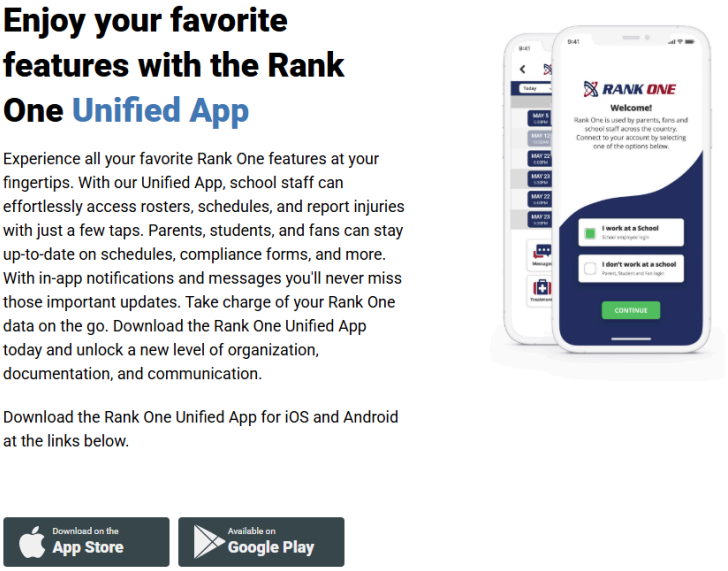
Double-check that each form is submitted and shows as "Complete." (green)



Step 7: 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

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