

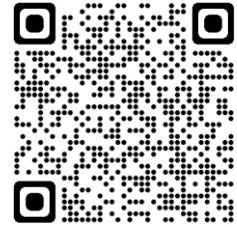
How to Complete Online Forms With a Parent Account



- Step 1. Visit www.rankone.com
- Step 2. Select “PARENTS CLICK HERE!”



- Step 3. Select “GO TO FORMS”



- Step 4. Select Georgia
- Step 5. Select Rockdale County Public Schools

How to Create a Parent Account Tutorial

Read through your district’s instructions page and select “Proceed to Online Forms” or “Click Here” at the top of the page.



Rockdale County Public Schools

HOME

Welcome to the Parent Portal!

Once you are logged in, [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.



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

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 **“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.

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 (at least 6 characters)

Click **Register**



Create a new parent portal account

Register with your social media account



Register with your account

First name Last name

Email

Password

Confirm password

Register

Back

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

If you do not receive a confirmation email, please check your junk/spam folders or email support@rankone.com to have your email address verified.

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:

Or

Password:

[Sign In](#) ←

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

Thank you for registering!

✓

A confirmation email has been sent. You must click on the link in your confirmation email to continue.

Once your account has been confirmed, you will be able to sign in.

 **NoReply@RankOneSport.com**
To: jlrddgers90@yahoo.com
example@email.com

Please click [here](#) to confirm your Rank One Sport parent account.

The email confirmation was successful! Please click [here](#) to sign in

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

 [Log In](#)

 [Log In](#)

Now you will be able to link 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

←

[Find Student](#)

You will see your student linked to your account. To add another child to your account select “**Find Another Student**” and enter the requested information. To start completing the forms select “**Start Forms**”.

Success!

Student, Example has been linked to your parent account

[Find Another Student](#)



[Start Forms](#)

You will see your Student's Name and their Compliance Status. Click "View" to complete the online forms and to see your student's status.

Rank One TAPPS Forms

Manage Your Students

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

✖ Student, Example	Out of compliance ⚠	View
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- 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 blank Physical form or other printable documents, click on the "Download and Print" tab on the right side.

To complete the electronic forms, click on the first blue link to open the form. The form status will show as "Incomplete" until after the school has approved your student's forms.

Rank One Sport ISD Forms

Manage Your Students

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

✖ Student, Example	Out of compliance ⚠	Close
Paper Documents to be submitted		
Physical	Incomplete	
Electronic Documents to be submitted by the parent		
Example Forms Signature Page	Approved	Not available for download
Example Eligibility Form	Approved	Not available for download
Example Insurance Card Upload Form	Incomplete	Not available for download

- Inbox
- Download and Print
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- Logout

Advertisement:

Additional Features inside your Parent Account include:

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

Printable Documents – Access documents that you can print

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