

Instructions for RankOne Online Forms

All students in an activity need to complete the online forms prior to participation.

- Go to RankOne online forms webpage.
- Select "Start Online Forms".
- Select choice for a parent account (it is not necessary to create an account to complete the forms, select "I don't want an account" and re-affirm choice).

First page is the Consent and Medical Release Form

-At top of page, enter First Name, Last Name, Student ID. School Attending in 2018-19 will populate on own if correct.

**If anything is incorrect, a message will show: "This student information does not match any existing student".*

**Enter student name EXACTLY as it is listed in PowerSchool e.g.) Mary-Beth LastName will require a hyphen in the first name field in order to match.*

-If the name is not entered exactly as in PowerSchool, there will be an error message. Please contact KMS to get the name (both First and Last) as it is listed in PowerSchool. 751-3800

-All blanks MUST be filled in w/ the information required.

-Page must be signed by student and parent/guardian w/ mouse, or finger (if using touchpad).

-Enter notification email.

-Select "Submit".

If anything is missing, it will be highlighted in red & "Required" will show under the missing item.*

**If everything is correct, it will take you to a new page that says "Forms submitted correctly. Select 'Go To Next Page' to continue".*

Second page is the Concussion Form

-The information at the top of the page will remain the same, and you should not have to enter it again (First Name, Last Name, Student ID, School Attending).

-All blanks MUST be filled in w/ the information required.

-Page must be signed by student and parent/guardian w/ mouse, or finger (if using touchpad).

-Enter notification email.

-Select "Submit".

If anything is missing, it will be highlighted in red & "Required" will show under the missing item.*

**If everything is correct, it will take them to a new page that says "Forms submitted correctly", you are now finished w/ the electronic forms.*

-After completing all forms, you will receive a confirmation email that they have been submitted.

-If you are competing in athletics, download and print the participation physical (2 pages) and go to a doctor for your sports physical. Turn in the physical to the coaches at sign-ups or on the first day of practice.

-If you create a parent account, if you are asked if the student wishes to participate in collegiate activities, mark "No". This will save you phone calls and headaches.