

Great News!!!

Recently our league launched a new software program to automate player registration, game and practice scheduling as well as communications. This new system has functionality that I believe will help us stay connected with our athletes and their parents ... including an app that you can download for easy access from your phone. The only minor downside is that we just launched our own online athlete registration system last year and we will need to shift to the new system...RankOne. That is why I wanted to send you this email ... to walk you through how to interact with the RankOne system. You will find that while the look of RankOne is a little different than our old system, all the requirements are still the same.

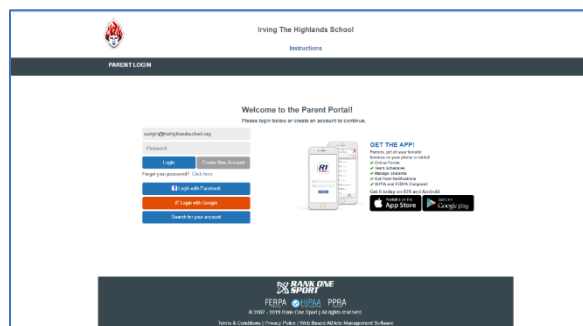
### **Step 1- Set up your Account**

The first thing you need to do is access the RankOne system.

- a) From your computer follow this link to get started.

<https://irvinghighlands.rankonesport.com/New/NewParentLogin.aspx>

This will take you to the Parent Portal page.



- b) Click on the “Create New Account” button. This will bring you to the Create a New Parent Portal Account page.

- c) Enter your First Name, Last Name, and Email Address  
d) Create a Password and confirm the password (Passwords must be at least 6 characters long)  
e) Select Register  
f) After entering your information and selecting Register you will be sent a confirmation email. Click on the link in the email to continue. The link will redirect your web browser to the login page. Input your email address and password and click on the login button.

This first time you enter the system it will prompt you to find your students.

The screenshot shows the 'Find Students' form on the Irving The Highlands School website. At the top, there is a logo and the school name. Below that is a navigation bar with 'HOME' and 'Instructions'. The main content area is titled 'Find Students' and contains a search form with fields for 'MM/DD/YYYY', 'First Name', and 'Last Name', followed by a 'Find Student' button. At the bottom, there is a footer with logos for 'BANK ONE SPORT', 'FERPA', 'HIPAA', and 'PPRA', along with copyright information and a link to 'Terms & Conditions | Privacy Policy | Web-Based Athletic Management Software'.

- g) Enter your student’s birth date, first and last names. **(PLEASE NOTE: the system will look for your student’s name as it is listed in Renweb.)** Select the “Find Student” button.

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.

- h) To start completing the forms select “Start Forms”

The screenshot shows a success message on the Irving The Highlands School website. The message reads: 'Success! Test, Test has been linked to your parent account'. Below the message are two buttons: 'Find Another Student' and 'Start Forms'.

## Step 2 – Complete the Registration Forms

Click on the View button adjacent to your student’s name. Please note the registration forms are different depending on whether your student is in High School or a 5<sup>th</sup>-8<sup>th</sup> grader. The system will present you with the correct forms based on your student’s grade.

The screenshot shows the 'Manage Your Students' page on the Irving The Highlands School website. The page title is 'Irving The Highlands School Forms'. Below the title, there is a link to 'Manage Your Students' and a link to 'Click here to add a new student' or click on an existing student to view information. A table lists the student 'Test Test' with a status of 'Out of compliance' and a 'View' button. On the right side, there is a vertical menu with buttons for 'Inbox', 'Download and Print', 'Manage Account', 'Tutorials', 'FAQ', 'Find Other Districts', and 'Logout'.

## High School Forms

For our **High School** students... the system will present you with five sections of forms. You will need to complete all sections to complete registration. Click on the title of each section to access the forms.

Please note that a copy of the Medical History form and the Physical can be downloaded by clicking on the Download and Print button on the right side of the screen. Once you have completed these forms they can be uploaded in the Physical Upload Form section.

Also be aware that the last Section titled “Tapps Signature Page” will prompt you with five links. You must click on each link and then check the adjacent box signifying that you have visited each link. The first of the links will take you to the acknowledgement of rules that you must read.

The other four links on the Tapps Signature Page will take you to training that Tapps is making available to you regarding various aspects of health and safety. You are NOT required to take the online training. By checking the box adjacent to each link you are simply acknowledging that you know the training is available to you.

The screenshot shows the 'Irving The Highlands School Forms' management page. At the top, there is a navigation bar with 'HOME' and 'Instructions'. The main content area is titled 'Manage Your Students' and includes a link to 'Click here to add a new student'. Below this, there is a table of form statuses:

Form Name	Status	Action
Test Test	Out of compliance	Close
Electronic Documents to be submitted by the parent		
Athletic Participation Form - HS	Approved	Not available for download
Sports Registration form - HS	Incomplete	
Physical Upload Form	Pending Approval	
TAPPS Student Profile	Approved	Not available for download
TAPPS Signature Page	Approved	Not available for download

On the right side, there is a sidebar with buttons for 'Inbox', 'Download and Print', 'Manage Account', 'Tutorials', 'FAQ', 'Find Other Districts', and 'Logout'. Below the sidebar is an 'Advertisement' section.

## 5<sup>th</sup> -8<sup>th</sup> Grade Forms

For our **5<sup>th</sup> thru 8<sup>th</sup> Grade** students – the system will present you with three sections of forms. You will need to complete all sections to complete registration. Click on the title of each section to access the forms.

Please note that a copy of the Medical History form and the Physical can be downloaded by clicking on the Download and Print button on the right side of the screen. Once you have completed these forms they can be uploaded in the Physical Upload Form section.

You will notice that you may come across a reference to Middle School. For the purposes of sports registration please understand that it applies to 5<sup>th</sup> graders as well.

# The Highlands School-Irving Forms

## Manage Your Students

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

<b>Test Test</b>	Out of compliance	<b>View</b>
<b>Test1 Test</b>	Out of compliance	<b>Close</b>
<b>Physical/Medical History Upload Form</b> The Physical and the Medical History forms must be completed, signed and uploaded. The Physical is valid for a one-year period. To find a blank copy of the Physical/Medical History documents, please refer to the Download and Print tab on this page. <span style="float: right;">Incomplete</span>		
<b>Athletic Participant Form - 5th through 8th Grade</b> The documents embedded in the Athletic Participation Form need only be reviewed, acknowledged and electronically signed once per school year. <span style="float: right;">Incomplete</span>		
<b>Sports Registration Form - 5th through 8th grade</b> Complete this form to register for Winter Sports. <span style="float: right;">Approved <a href="#">Download PDF</a></span>		

- Inbox**
- Download and Print**
- Manage Account**
- Tutorials**
- FAQ**
- Find Other Districts**
- Logout**

Advertisement:

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