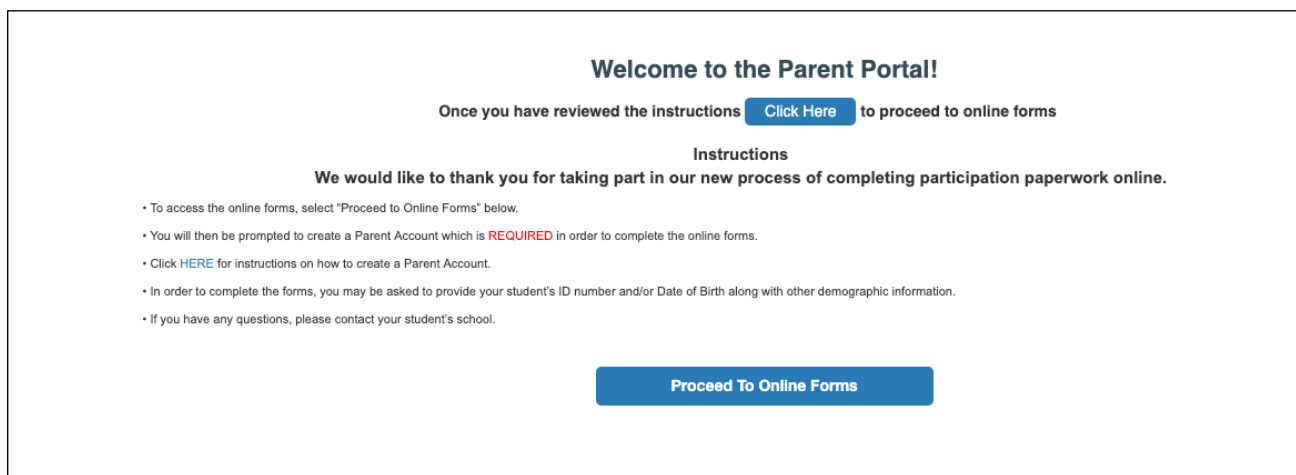


Rank One Information

- Go to the Rank One Website: rankonesport.com.
- At website, select “For Parents” on the top ribbon.
- Select Login. This will take you to the list of states.
- Select “Texas” from the list of states.
- Once selected, you will be directed to a list of schools in Texas. Scroll down to Ursuline Academy – Dallas, which is near the bottom of the list..
- Once you have selected the school, you will be directed to this screen:



The screenshot shows a web page titled "Welcome to the Parent Portal!". Below the title, it says "Once you have reviewed the instructions" followed by a blue button labeled "Click Here" and the text "to proceed to online forms". Underneath is a section titled "Instructions" with the text "We would like to thank you for taking part in our new process of completing participation paperwork online." This is followed by a bulleted list of instructions: "To access the online forms, select 'Proceed to Online Forms' below.", "You will then be prompted to create a Parent Account which is REQUIRED in order to complete the online forms.", "Click HERE for instructions on how to create a Parent Account.", "In order to complete the forms, you may be asked to provide your student's ID number and/or Date of Birth along with other demographic information.", and "If you have any questions, please contact your student's school." At the bottom of the page is a large blue button labeled "Proceed To Online Forms".

You will select “Proceed To Online Forms.” If you have not created a parent account, follow the instructions for creating a parent account. Prior to logging in you will have to confirm your email address. You will receive an email from Rank One. Go to your email inbox, open the confirmation email from Rank One and confirm your email. If you don’t see the confirmation email, check your spam/junk folders. In addition, if it is not in either your inbox or spam and you have Yahoo email, please contact athletics@ursulinedallas.org

- After confirming your email, you will be able to log in and tie your child(ren) to your parent account by inputting your child/children’s name and date(s) of birth. Once this is done, you will be able to see your child/children’s Rank one record(s). You will see that your child is currently “Not in compliance.”

- Click on the out of compliance wording, and you will be directed to the forms that you will read and sign. You MAY sign for your child. The first form is the student profile. It will be populated with the majority of your information. Please verify this information and make any necessary updates. Check all of the appropriate boxes, and at the bottom, both parent and student sign. Again, parents are most welcome to sign for their child(ren).
- The second form is the TAPPS signature page. This is the page that you and your child will have to sign acknowledging that you have reviewed all of the items that are listed underneath that document. The first is the Acknowledgement of Rules. Click on that link and review the document. Then return to the previous page and check the box indicating that you have reviewed that document. Continue with each link. You must open each link until you have reviewed all of the attached documents there. Once again, parents are most welcome to sign for their child(ren).
- Next is the section where you indicate in which sports your child will participate. Don't worry if you don't check a sport and your child decides to play that sport later; it can be added at a later time.
- When completed, sign the form, and you have completed your child's eligibility in Rank One!
- **Should you have problems, please contact atheltics@ursulinedallas.org in the Athletics Department, and they will be more than happy to assist you!**

Athletics has created a short Tutorial video. Here is the link to the video: <https://youtu.be/Mlt4MExortw>