

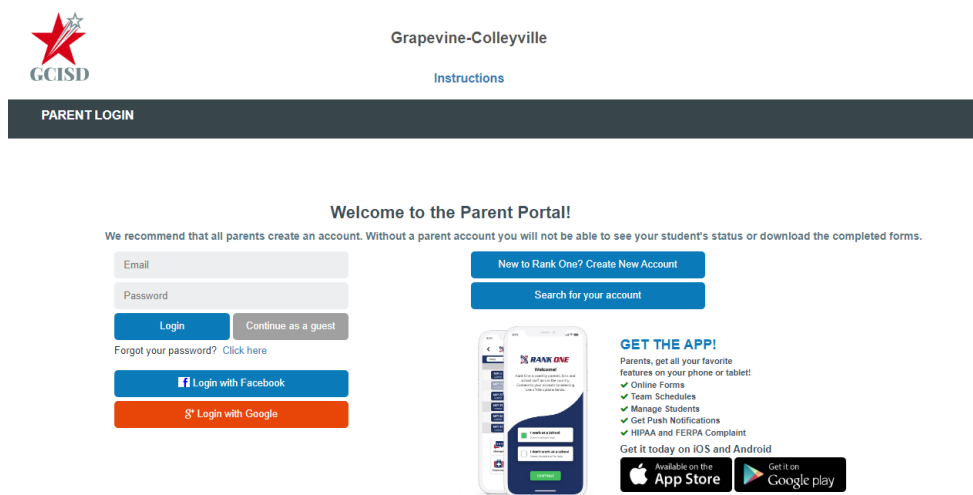


## How to Complete RankOne Forms

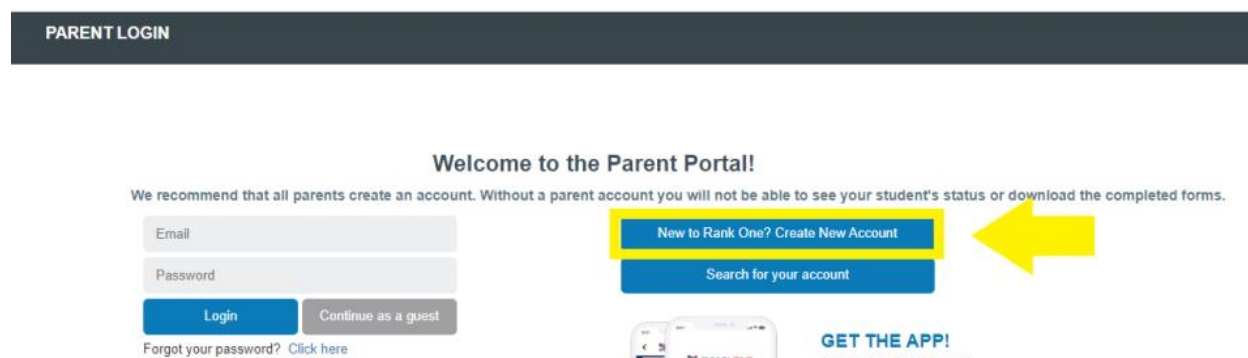
1. Click or Enter the link below into your browser

<https://grapevinecolleyville.rankone.com/New/NewParentLogin.aspx>

The site should look like the picture below



2. Create New Account



We **HIGHLY** recommend creating a parent account to give you 24/7 access to your athlete's information. You can see all documents, such as their physicals, at your convenience. The account remains active as long as the athlete is a GCISD student.

After confirming your account, the screen will look below

### Find Students

Please search below to find the student(s) you are completing forms for

Find Student



### Should you come across this:

The ID number entered does not match an existing student in the database. Please check you entries and try again. If the problem continues, please contact the district Athletics department to resolve the issue.

Please make sure there are no typos in your athlete's name or ID number. If for some reason, there is still an issue email Coach Phillips for help at [tiffany.phillips@gcisd.net](mailto:tiffany.phillips@gcisd.net)

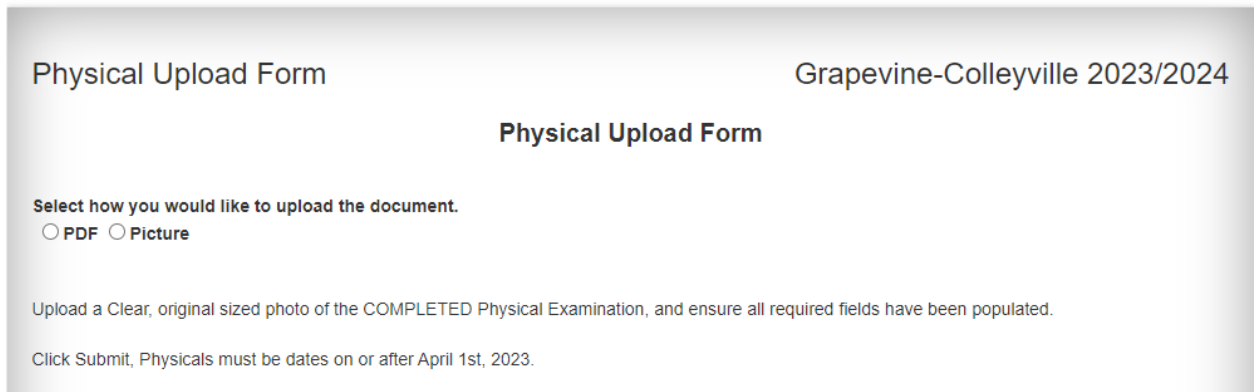
### 3. Begin completing forms

ALL the forms below will need to be completed in order for your athlete to be in compliance and cleared to participate.

Out of compliance 		Close
Electronic Documents to be submitted by the parent		
<a href="#">GCISD Athletic &amp; Fine Arts Permission, Release &amp; Contact Form</a>	Incomplete	
<a href="#">GCISD Student Athletic Handbook</a>	Incomplete	
<a href="#">Medical History</a>	Incomplete	
<a href="#">OTC Medication Permission</a>	Incomplete	
<a href="#">Physical Upload Form </a> To access a blank copy of the Physical/Medical History form, please click the Download and Print tab on the right hand side of the page.	Incomplete	
<a href="#">Insurance Information Form</a>	Incomplete	
<a href="#">UIL Forms Signature Page</a>	Incomplete	

## **NEW THIS YEAR!**

**You can now upload your physical into RankOne to submit.**



The screenshot shows a web form titled "Physical Upload Form" for the "Grapevine-Colleyville 2023/2024" season. The form has a header with the title on the left and the season on the right. Below the header, the title "Physical Upload Form" is centered. The main content area contains the instruction "Select how you would like to upload the document." followed by two radio button options: "PDF" and "Picture". Below this, there is a note: "Upload a Clear, original sized photo of the COMPLETED Physical Examination, and ensure all required fields have been populated." At the bottom of the form area, it says "Click Submit, Physicals must be dates on or after April 1st, 2023."

### **Why was my athlete's physical Exam or Medical History form denied?**

- **A blank form was submitted. Even if you are turning in a hard copy, the system requires us to "deny" the blank upload first.**
- **Form was uploaded to the wrong place (i.e. exam form to medical history or vice versa)**
- **Form is incomplete**
- **EKG box is selected on medical history**
- **Date on form is expired or invalid**
- **The physician marked "not cleared" or "cleared after" and needs further documentation.**

**Can I still turn in a hard copy physical to Coach Phillips? Yes!**