

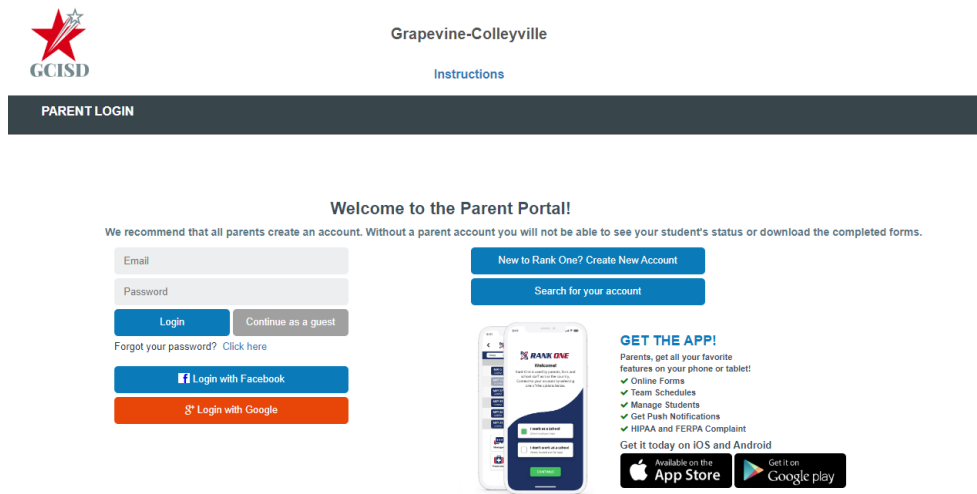


How to Complete Electronic Participation Forms

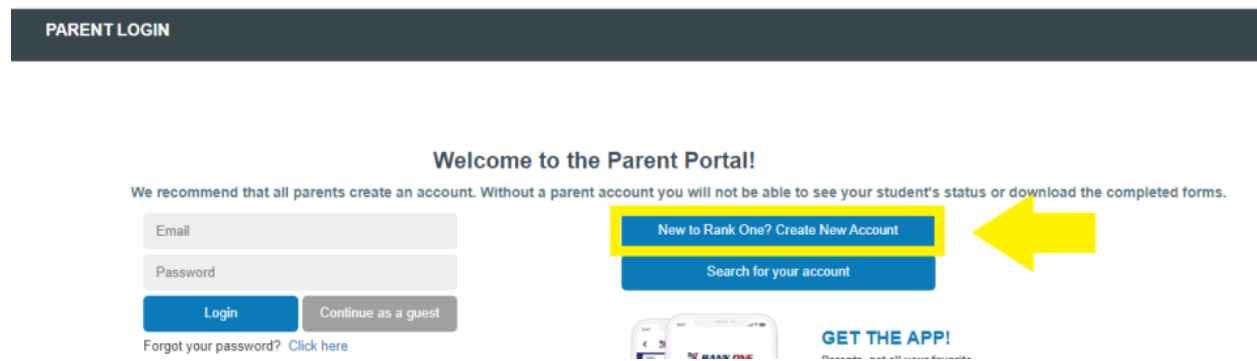
1. Enter the link below into your browser:

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

The site should look like the picture below:



2. If first time, Create New Account (otherwise log in):



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 Physical Exam, at your convenience. The account remains active as long as the athlete is a GCISD student. Each year you can simply log back in to update forms.

After confirming your account, the screen will look like 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 the CHHS Sports Medicine Staff for help at sam.sorrell@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 (including tryouts).

		Out of compliance 	Close
Electronic Documents to be submitted by the parent			
GCISD Athletic & Fine Arts Permission, Release & Contact Form		Incomplete	
GCISD Student Athletic Handbook		Incomplete	
Medical History		Incomplete	
OTC Medication Permission		Incomplete	
Physical Upload Form 	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	
Insurance Information Form		Incomplete	
UIL Forms Signature Page		Incomplete	

NEW THIS YEAR!

You can now upload your Physical exam form into RankOne to submit.

Physical Upload Form Grapevine-Colleyville 2023/2024

Physical Upload Form

Select how you would like to upload the document.

PDF Picture

Upload a Clear, original sized photo of the COMPLETED Physical Examination, and ensure all required fields have been populated.

Click Submit, Physicals must be dates on or after April 1st, 2023.

FAQ's:

Why do I need to create an account?

We HIGHLY recommend creating a parent account. This will allow you 24/7/365 access to your athlete's information. If you needed a copy of a document/form (such as their physical exam for a camp) you could simply log in and print it off. The account remains active as long as you have an athlete in GCISD; this allows you to annually log back in to complete forms.

If you wish to continue as a "guest" you can. However, you will not have access to anything once you submit.

I can't find my athlete's account on RankOne. What should I do?

First, please make sure there are no typos in your athlete's name or ID number. RankOne is populated directly from Skyward so whatever name you registered in GCISD with is what should be entered here.

If you are new to GCISD, it can take up to 72 hours from the time you are fully registered for your account to populate.

My athlete's account is linked to the wrong school, should I still fill out forms?

Yes, please go ahead and fill out the forms. Again, RankOne is populated from Skyward, once your athlete has officially moved schools in the GCISD Skyward system it will be reflected on RankOne within 24 hours.

Why was my athlete's Physical Exam or Medical History form denied?

There are many reasons a form can be 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 wrong place (i.e. Medical History to Physical Exam and vice versa)
- Form is incomplete (missing a signature)
- Date on the form is invalid or expired
- The physician marked "Not Clear" or "Cleared After" on the form (please remember to upload a clearance letter to the file if this is the case)

My athlete had their physical exam done at one of the GCISD events (CHHS or GHS) or has already turned one in, what do I do?

You can submit all forms other than the physical exam one. We have already uploaded the exam to your athlete's profile. Note, if you do not create a parent profile and only access forms as a "guest" you will not be able to see the uploaded form as "complete".

My document is not uploading correctly, what do I do?

Faulty uploads should trigger a pop-up that states, “Wrong extension. Your file was not successfully uploaded, and you need to try again.”

	Uploading from a mobile device	Uploading from a computer
PDF	Must be a PDF file; an icon will blink yellow; wait for it to turn green before submitting	Must be a PDF file; a green icon should appear if the file is suitable for submission
Picture	Capture a picture of the document and upload it as a picture, not a PDF. Please maintain the original size of the image; do not reduce image size. An icon will blink yellow; wait for it to turn green before submitting	Picture uploads must be a jpeg; a green icon should appear if the file is suitable for submission

*****For further questions or assistance, please contact your High School Campus Athletic Trainer. *****