

****VIDEO INSTRUCTIONS:

https://www.youtube.com/watch?v=rtLQ_r0yk90

Instructions for Rank One:

- 1) Click on the Rank One link
- 2) Click the "For Parents" tab in the upper right corner.
- 3) "Log In" or "Fill Out Electronic Forms" under the "For Parents" tab.
- 3) On the "Electronic Forms Lookup" page, select "TX".
- 4) Scroll to find "Northside ISD" and click on the link.
- 5) You MUST have your student's ID number available as it is required on each form
- 6) Use the athlete's full name (if last name is hyphenated, please provide both). No nicknames.

Welcome to the Athletics Parent Portal

You MUST have your student's ID number available as it is required on each form!

DO NOT USE ATHLETE NICKNAMES ON FORMS

- Middle and High School athletes must fill out each form.
- Please make sure all information is accurate, as this will be used in case of emergency.
- Parent/Guardian AND Student signatures are required in order for forms to be accepted electronically.
- To access the required athletic participation forms, place your cursor over the "Electronic Participation Forms" tab to view the drop down menu.
- Click on the form name and fill out the information requested. If you are unsure about the answer to a question, please answer N/A, unknown or none.
- To sign the document, click inside the signature box and hold your mouse button down, this will allow you to create an "Electronic Signature." If you make a mistake and need to start over, click on the refresh icon next to the signature box.
- Once you have completed each form, you will have the opportunity to print the document.
- You will receive a confirmation email once the documents have been reviewed by the Northside ISD Athletic Trainers.
- Once completed, click on the "Medical History/Physical" tab to fill out and print the physical page to take with you to the doctor.
- Athletes in 7th, 9th and 11th grade must have an annual physical examination by a medical doctor to participate in practices or games.

NOTE FOR PHYSICALS:

1. Students are required to use the Pre-participation Physical Examination Form provided by the UIL. **NO OTHER** Physical Examination Form can be accepted.
2. Physicals must be dated, from a physician, **after April 1, 2017** to be accepted for the 2017-2018 school year.
3. This form can be accessed from the Medical History/Physical tab.
4. You are encouraged to fill out the history portion of the form prior to printing.

Physicals and Medical History forms are not submitted online.

They must be completed by a Physician and returned to either the Campus Athletic Trainer or the Middle School head coach. **No one else can accept this form.**

REQUIRED FORMS (7) TO BE COMPLETED ONLINE:

Emergency information sheet	Insurance
Northside Code of Conduct	Media / Photo release form
Athletic Injury Protocol	Behavior Expectations of Spectators
UIL Forms Signature page	

**** FRESHMAN and JUNIORS must turn in a hard copy of 2017-2018 NISD Medical History Form and Pre-Participation Examination Form***

**** SOPHOMORES and SENIORS must turn in a hard copy of the 2017-2018 NISD Medical History Form***

**** ONLINE FORMS MUST BE COMPLETED AND APPROPRIATE HARD COPY PAPERWORK TURNED IN TO CAMPUS ATHLETIC TRAINER PRIOR TO PARTICIPATION IN ATHLETICS******