

# Rank One Sport

The Union Public Schools Athletic Department would like to thank you for taking part in our process of accepting the required athletic participation paperwork online.

**NOTE: YOU MUST HAVE YOUR STUDENT-ATHLETE'S STUDENT ID# BEFORE STARTING ONLINE PROCESS. IF YOUR STUDENT-ATHLETE'S ID# BEGINS WITH A 0 (ZERO), DO NOT USE THE 0 (ZERO). IN ADDITION, YOUR STUDENT-ATHLETE WILL HAVE TO SIGN EACH FORM, MAKE SURE THEY ARE PRESENT WHILE COMPLETING THE FORMS.**

Rank One Online Forms Link: [unionpublicschools.rankonesport.com](http://unionpublicschools.rankonesport.com)

1. To submit online, you will be asked to provide information such as student-athletes ID #, student-athlete's full given name, email address, date of birth, year in school, home phone, cell phone numbers, primary physician and hospital, emergency contacts with phone numbers and other pertinent information. Please make sure you have this with you when filling out your forms online or you will not be able to submit.
2. To submit online, you and your student-athlete must fill out and sign in all required spaces. Forms will not be accepted electronically without everything filled out by the student-athlete and you, the parent/guardian.
3. To access the required athletic participation forms for Union Public Schools, hold your cursor over the "ELECTRONIC PARTICIPATION FORMS" tab (at the top of the page). You will get a drop down list of all the required forms.
4. TO BEGIN, click on the form name and fill out the information requested. You must have your student's ID # available, as it is required on each form. If your student-athletes ID# begins with a 0 (zero), do not use the 0 (zero). In addition, your student-athlete will have to sign each form, make sure they are present while completing the forms. If a question is not applicable, please answer the question with NA or UNKNOWN.
5. TO SIGN THE DOCUMENT, click inside the signature box and hold your mouse down. This will allow you to create an "electronic signature." If you make a mistake and need to start over, click the refresh icon next to the signature box. If you are using an iPad, you may create an electronic signature by holding your finger to the screen and signing or by using a stylus pen and signing.
6. You cannot fill out a physical form / medical history online. You must print out a form and take with you to the physician. Remember the physical must be done on a Union Athletic Department Physical form. This form can be found on the [unionps.org](http://unionps.org) website or on the welcome page on Rank One. Please turn in all completed physicals to your head coach or to the athletic training room.

If you have any questions, please contact the Union Public Schools Athletic Department at 918-357-7410 or by email at [newman.dan@unionps.org](mailto:newman.dan@unionps.org).