

# **Rank One**

## **Online Forms Instructions**

*Before a student athlete may participate, a parent must fill out the Rank One online state required forms.*

- 1. Go online to the Bartlesville School home page (bhsok.org)**
- 2. On the left side under “Life at BHS” click on the “Athletics” link.**
- 3. Next, click on the “District Athletics Website” link.**
- 4. On the Athletics page, find the “Athletic Forms” heading & click on the “RankOne Online Forms” link.**
- 5. The first page is a welcome page with instructions on filling out the forms. Read the instructions and then click “Start Online Forms.”**
- 6. On the next page, if you have already have an account on RankOne log in. If you do not have a log in, create an account or you can skip and just go to forms.**
- 7. On the “Online Participation Forms” page, you will need to fill out the required boxes along the top of the page.**
- 8. The Medical Release Form is the first form to fill out. Each form will need to be filled out and submitted before moving to the next form. All forms must be filled out before the student athlete is eligible to participate.**