

## Rank 1 Instructions

Rank 1 is a software utilized by GCPS this year to organize all sports and fine arts health records, forms, insurance and waivers. Completion of all parts of Rank 1 is required for swim & dive participation. Once completed, your student(s) will be compliant for all future sports at Norcross High School, too. Rank 1 will be updated annually for each new school year, but Physical forms will need to be updated as they expire - the two do not always coincide.

1. Go to <https://www.rankonesport.com/content/>

2. Click on



3. Click on



4. Select Georgia.

5. Select Gwinnett County Schools.

This will take you to the following screen:

### Welcome to the Parent Portal!

Once you have reviewed the instructions [Click Here](#) to proceed to online forms

We would like to thank you for taking part in the Gwinnett County Schools' new process of submitting athletic participation paperwork online. Please review all instructions before completing the electronic forms.

• To access the forms, click on "Proceed to Online Forms" at the bottom of the page. If you already have a parent account, login to your account to view and complete the forms. If you do not have a parent account, you must create an account before completing your student's forms.

\*The parent account will allow you to review your student's compliance status, receive schedule alerts and messages from your student's school. You may also login to your parent account by downloading the [Rank One mobile app](#).\*

[How to Create a Parent Account Guide](#)

- Please read each form carefully and place a check in each box to signify that you and your student understand and accept each policy (when applicable).
- 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 on the refresh icon next to the signature box.
- Once you submit the first form you will be redirected back to the list of forms. All electronic forms MUST be submitted in order for your student to be eligible to participate in athletics.

If you have any questions or problems, please contact your student's school athletic department.

[Proceed To Online Forms](#)

6. Click Proceed to Online Forms. You will be prompted to set up a password. You will be asked to enter your child's GCPS student number.

7. You will need to complete the following forms by Monday, October 3 (the sooner the better):

- Medical History
- Athletic Trainer treatment Form
- GCPS Insurance Form
- GCPS Signature Page
- Parental Consent & Athletic Code of Conduct
- Student Profile Form

8. Additionally, you will need to upload a physical form once it has been completed by your doctor. These forms can be printed from Rank 1 prior to your doctor's visit.

If you have more than one child participating, you will need to complete forms for each child.

Questions? Email Cathy Nilsson ([cathynilsson@comcast.net](mailto:cathynilsson@comcast.net)).