



## BROOKS MS ATHLETICS ON-LINE REGISTRATION

We are excited to announce that we are offering the convenience of online registration for Brooks Middle School participation forms through Rank One Sport ([rankonesport.com](http://rankonesport.com)). All athletes will need to complete the online registration before they can participate in a sport.

When you register through Rank One, the system keeps track of your information in your Rank One profile. You enter your information only once for each family member for multiple uses and multiple programs. You can complete the registration using a computer or your phone. Please use the updated KSHSAA physical form to upload to the site.

### REGISTRATION PROCESS:

A parent/guardian should register by clicking on this link: [www.rankonesport.com](http://www.rankonesport.com)

Updated Physical Form: [www.kshsaa.org/public/pdf/form-ppe.pdf](http://www.kshsaa.org/public/pdf/form-ppe.pdf)

### Follow these steps:

1. To find your program, click on the Rankonesport link above and select the **PARENTS CLICK HERE** button.
2. Next click on the **ONLINE FORMS** button. Select **Kansas**. Select **Wichita Public Schools**.
3. You should be on the Welcome to the Parent Portal page. Select the **Proceed to Online Forms** button.
4. **Create New Account**. First name, Last Name, email. You will receive an email to confirm your account.
5. Search for your student using your **students last name** and **students ID number**.
6. You can **Find Another Student** or **Start Forms**. Select **View** button to get to the forms.
7. Select each Electronic Document and complete. Both parent and student should sign the forms.
8. For the physical upload you can select either a PDF or Picture. Examples are given of what forms need to be uploaded. All physicals must be uploaded. Using your phone for the physical upload is easier since you just have to take a picture and upload but you can use either a computer or phone.
9. Complete the six (6) electronic forms by selecting the forms and filling in all the required boxes and signatures.
10. When each form is completed it will mark the form Approved. You can come back to your forms using your email and password.