Rankone Uploading Instructions

To access Rankone go to: lascrucespublic.rankonesport.com. Click on:

1) *Proceed to Online Forms*. You will need to create an account for your child. (Please do not choose the option to continue as guest. This will make it difficult to reach you if the paperwork is denied)

2) You will be asked to enter player *last name* and *student ID*.

3) Once you've found player name, please select *Start Forms*. The list of paperwork you need to complete will be the following:

Required Paperwork
- **Documents with Electronic Signature**
  - □ **COVID 19 Code of Conduct**
    - ▪ Acknowledgment that you understand how to manage and prevent spread Covid
  - □ **SB38 Acknowledgement**
    - ▪ Acknowledgment that you understand the signs & symptoms of a concussion
  - □ **Acknowledgement of Rules**
    - ▪ Acknowledgment that you understand the rules and terms of participating in athletics
  - □ **Athletics Participant Form**
    - ▪ Acknowledgment that you understand code of conduct
  - □ **Consent to Treat**
    - ▪ Allows medical professionals to treat athletes.
  - □ **Consent to Release Medical Information**
    - ▪ Allows medical professionals to view medical information
- **Documents that need to be Uploaded to the Rankone portal to be approved by the Athletic Trainer**
  - □ **Medical History/Physical Upload Form**
    - ▪ Copies of physical forms can be picked up in the athletic training room. Physical forms need to be filled out by healthcare professional or the school's Student Based Health Center
  - □ **Concussion Course Certificate Upload Form**
    - ▪ Go to nfhslearn.com to take the NFHS Concussion Course: Click on courses, select concussion for students, and begin the course.
    - ▪ Concussion course must be complete with ATHLETE's first and last name on certificate (NOT parent/guardian's name)
  - □ **Medical Emergency Card**
    - ▪ Fill out parent and emergency contact information
  - □ **Safety & Welfare Statement**
    - ▪ Fill out insurance information and upload a photo of insurance card
    - ▪ If needing to purchase school insurance, please visit: www.myers-stevens.com

Please allow at least 24 hours before contacting coach or AT. If any forms are denied, please contact/see athletic trainer.

Head Athletic Trainer	**Student Based Health Center Hours**
Drew Flores LAT, ATC	***Tuesday morning (8:30-noon)
575-296-3516	*All day Wednesday (8:30-3:30)
aflores10@lcps.net	*Friday afternoon (noon-3:30)

***Please keep copies of all paperwork for your records. ***

If you have any questions please contact the Athletic Department, Athletic Coordinator, or the Athletic Trainer for your respective school

Athletic Department   **Athletic Coordinator**
Ernest Viramontes   Leo Garcia
eviramontes@lcps.net   lgarcia1@lcps.net
Bobby Campos
bcampos@lcps.net
Phone: (575) 527-5812

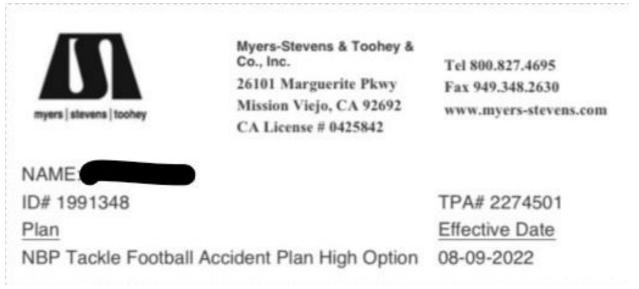# Concussion Course Certificate Upload Form

- Scan the QR Code for the NFHS Concussion Course
- Select **New Mexico** as the state and order the course
- You will be brought to a log in page
  - Register for an account by using your student email and password.
- Concussion course must be complete with ATHLETE's first and last name on certificate (NOT parent/guardian's name)
- When completed with the course, save

Purchase of School Insurance

Directions:

1. Use the link provided: www.myers-stevens.com
2. Click Enroll:
- Input the following:
    - ZIP Code
    - District: (Las Cruces District #2)
    - School: (Las Cruces High)
    - Grade Level
3. Choose Plan according to your needs
4. Click Next
    a. Input personal information
    b. List Guardian name
    c. Input payment information
    d. Receive Card
5. Once completed, take a photo of insurance card that is provided. This photo will be used when filling out the Safety and Welfare portion of the RankONE documents.
6. When filling out the Medical Emergency Card, input the insurance carrier and policy number as shown below:

Myers-Stevens & Toohey & Co., Inc.		
26101 Marguerite Pkwy	Tel 800.827.4695	
Mission Viejo, CA 92692	Fax 949.348.2630	
CA License # 0425842	www.myers-stevens.com	

NAME:

ID# 1991348 TPA# 2274501

Plan Effective Date

NBP Tackle Football Accident Plan High Option 08-09-2022

Example when filling out Medical Emergency Card.		
Insurance Carrier	**Policy Number**	**Group ID Number**
Myers-Stevens-Toohey	Input **TPA#**	Input **ID#**