

## Instructions for filling out UIL Paperwork

1. Log on to Rank One – [www.rankonesport.com](http://www.rankonesport.com)
2. Click “Fill out Electronic Forms” - top right corner
3. Click on State – TX
4. Click on Carrollton Farmers Branch ISD
5. You may register for an account if you wish before signing the paperwork – click on “Register Now!” – if not proceed to #6.
6. Click on “Electronic Participation Forms” – on the top of the screen in black
  - a. Click on “CFBISD Emergency Form”
    - i. Fill out Student name, ID number, and click on **Creekview** for school attending – on top (must use legal name that the school has non file)
    - ii. Fill out the Athletic emergency form as completely as possible
    - iii. Sign – student and parent **both sign**
    - iv. Click **submit** – at bottom of the page
  - b. Click on “UIL Forms Signature page”
    - i. Fill out Student name, ID number, and click on **Creekview** for school attending – on top
    - ii. Read and click on all the forms listed
    - iii. Fill out student information – school is Creekview
    - iv. Select sports
    - v. Fill out full Address
    - vi. Sign and click agree – student and parent **both sign**
    - vii. Click the **submit** - at the bottom of page
  - c. Click on “Extracurricular code of Conduct”
    - i. Fill out Student name, ID number, and click on **Creekview** for school attending – on top
    - ii. Read and click on all the forms listed
    - iii. Fill out student information – school is Creekview
    - iv. Sign and click agree – student and parent **both sign**
    - v. Click the **submit** - at the bottom of page
  - d. Click on “Parent Media Consent”
    - i. Fill out Student name, ID number, and click on **Creekview** for school attending – on top
    - ii. Read and click on all the forms listed
    - iii. Fill out student information – school is Creekview
    - iv. Sign and click agree – student and parent **both sign**
    - v. Click the **submit** - at the bottom of page
  - e. Click on “Parent Code of Conduct”
    - i. Fill out Students name and sport
    - ii. Sign and click agree (both parent and student)
    - iii. Click the **submit** button
7. Click on “Download and Print”
  - a. Click Physical (if needed)
    - i. Print
    - ii. Fill out Medical History and both parent and student **sign the bottom**
    - iii. Take Filled out medical history and blank Physical Exam form to your doctor to fill out and sign
    - iv. Recommendation – make a copy for your records -
    - v. Scan and fax to Coach Sundquist ([sundquistr@cfbisd.edu](mailto:sundquistr@cfbisd.edu)) or Turn in one copy to Coach Sundquist or Coach Mendola (Staff Athletic Trainers)