Rank One Set-up Instructions

1. PARENTS: Download the Rank One App, Scan the QR Code, OR visit
   https://lynchburgcityschools.rankone.com/New/NewInstructionsPage.aspx

2. Create a NEW Rank One account

3. Claim your child using his or her STUDENT ID Number (**IF YOUR STUDENT'S ID NUMBER STARTS WITH A "0", PLEASE DO NOT INCLUDE THE STARTING 0 WHEN ENTERING YOUR CHILD'S ID NUMBER**)

4. On the main dashboard of your account you should see 3 sections:

   a. **Physical Upload Form**

   b. **Emergency Information Form**

   c. **LCS Required Athletic Forms**

5. For the Physical Upload Form

   a. Upload the pictures of pages 1-4 of your child's physical

   b. Will require a parent signature

6. For the Emergency Information Form

   a. Enter emergency information as well as primary insurance information

   b. Will need parent signature

7. For LCS Required Athletic Forms

   a. Read ALL 5 Documents, fill out the necessary information at the bottom of the page, and sign

   b. ***Both parent and student signature is required***

Parent Video Tutorial

https://www.loom.com/share/37132e7bcbf54f4ab39d9d6ae8d47402