

Transmittal Instructions

1. In order to begin the transmittal process, the team roster needs to be already built under “Manage Roster” in Rank One.
2. Please use Google Chrome for best results with this process.
3. To begin, log in to Rank One and go to “Manage Rosters.”

The screenshot shows the Rank One Sport dashboard. The 'Athlete Management' menu is open, and 'Manage Rosters' is highlighted. The dashboard includes sections for Quick Links, Messages, Your Compliance, and a list of events.

4. Select your School, Sport, Level and Team and then click “View Roster.”

The screenshot shows the 'Manage Roster' page for Spring Branch ISD. The 'View Roster' button is circled in red. The page displays a table of athletes with columns for Name, ID, Gender, Grade, School, Eligible, Move, Add to Roster, and various performance metrics.

Athlete Name	Student ID	Gender	Grade	School	Eligible	Move	Add to Roster	PHY	CFI	SMI	SMII	UIL	POI	STPT
Almodovar, Valentin, Keyia Marie	946089	F	12	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-
Banda, Stephanie	945161	F	10	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	-	-	Y	-	-	-
Belloso-Cruz, Darling Belen	946306	F	11	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	Y	Y	Y	Y	Y	Y	-
Calixto, Daina Yichel	946970	F	10	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-
Campos, Chelsea Ariana	937681	F	11	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-
Carballo, Gabriela Elena	946149	F	10	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-
Carreon Castillo, Perla Abigail	938782	F	11	Northbrook High School	NO	Move	<input checked="" type="checkbox"/>	-	Y	Y	Y	Y	Y	-

- Look at the top right corner, click the “Athletic Transmittal Report” button and a file should download.

The screenshot shows the Rank One Sport Athlete Management interface. The top navigation bar includes links for Messages, Tutorials, My Profile, and Sign Out. The main menu has options for Dashboard, Athlete Management, Schedules, Equipment, Camps, Reports, and Admin. The central area is titled "Manage Roster | Spring Branch ISD" and contains several filters for School(s), Sport(s), Level(s), Team, Grade, and Eligibility. A table lists athletes with columns for Name, Student ID, Gender, Grade, School, Eligible, Move, Add to Roster, and various medical/physical status indicators. The "Athletic Transmittal Report" button is circled in red in the top right corner. Below the table, a download link for "Athletic Transmittal.xls" is also circled in red.

- Click on the file to open the document and click the “Enable Editing” button.

The screenshot shows an Excel spreadsheet titled "Athletic Transmittal Report9102019125554338 [Protected View] - Excel". The spreadsheet is in Protected View, and the "Enable Editing" button is circled in red. The spreadsheet contains a table with columns for Last Name, First Name, Student ID, Grade, Insurance Company, School Insurance, Payment, Physical, Consent FERPA Insurance, Steroid Video Safety PPT, Special Medical Information, Special Medical Info Issue, UIL Forms Signature Page, and Proof of Insurance. The table lists athletes and their insurance status.

Last Name	First Name	Student ID	Grade	Insurance Company	School Insurance	Payment	Physical	Consent FERPA Insurance	Steroid Video Safety PPT	Special Medical Information	Special Medical Info Issue	UIL Forms Signature Page	Proof of Insurance
Almodovar	Keyla	946089	12	AETNA	Refusal		No	Yes	No	Yes	Yes	Yes	Yes
Banda	Stephanie	945161	10		Incomplete		No	No	No	No	Yes	No	No
Belloso	Darling	946306	11	School Insurance	Acceptance		Yes	Yes	No	Yes	Yes	Yes	Yes
Calixto	Daira	946970	10	Medicaid	Acceptance		No	Yes	No	Yes	Yes	Yes	Yes
Campos	Chelse	937681	11	School Insurance	Acceptance		No	Yes	No	Yes	Yes	Yes	Yes
Carballo	Gabriela	946149	10	School Insurance	Acceptance		No	Yes	No	Yes	Yes	Yes	Yes
Carreon	Perla	938782	11	TxChildren's Health Plan	Acceptance		No	Yes	No	Yes	Yes	Yes	Yes
Galeana	Arel	945704	10	Daikin	Refusal		No	Yes	No	Yes	Yes	Yes	Yes
Garcia	Kimberly	931195	12	School Insurance	Acceptance		No	Yes	Yes	Yes	Yes	Yes	Yes
Garner	Emily	944984	10	Aetna	Refusal		No	Yes	No	Yes	Yes	Yes	Yes
Garner	Emma	953051	10	CIGNA	Refusal		No	Yes	No	Yes	No	Yes	Yes
Gutierrez	Paloma	951287	9		Incomplete		Yes	No	No	No	Yes	No	No
Leano	Izabela	946829	10	United	Refusal		No	Yes	No	Yes	Yes	Yes	Yes

7. The document should be editable and look like the picture below. Next, enter the payment for your athletes. Follow this key for payments.

- CNA – Gov’t Insurance: TX Children, CHIPS, Your Texas Benefits, Medicaid, Community Health Choice, Harris Health System, some United Healthcare, some Amerigroup. United Healthcare and Amerigroup, the coach should look at the card to see if it is private or gov’t insurance. All of these examples should “Accept” the School Insurance. If “Refusal” is listed under “School Insurance” for these insurances, then the athlete needs to redo their “Consent to Treat Form” and select “Acceptance.”
- \$25 Cash for the athletes who pay \$25 cash for school insurance.
- Check # (e.g., Ck#1234) for the athletes who pay the school insurance by check.
- Private – For those who have private insurance, and sign the refusal for the school insurance.

Athletic Transmittal Report911201911420472 [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles

Normal Bad Good Neutral Calculations

Check Cell Explanatory... Input Linked Cell Note

G19

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
ATHLETIC TRANSMITTAL

SCHOOL Northbrook High School YEAR 2019/2020

COACH Johnny Gomez SPORT Athletic Trainer

SQUAD: VARSITY X J.V. SOPH. FR. 8th 7th

LIST ALL TEAM MEMBERS. IF TEAM MEMBERS PARTICIPATED IN A PREVIOUS SPORT, LIST SPORT AS SHOWN ON
SAMPLE BELOW:

Last Name	First Name	Student ID	Grade	Insurance Company	School Insurance	Payment	Physical	Consent FERPA Insurance	Steroid Video Safety PPT	Special Medical Information	Special Medical Info Issue	UIL Forms Signature Page	Proof of Insurance
Almodovar	Keyla	946089	12	AETNA	Refusal	N/A	No	Yes	No	Yes	Yes	Yes	Yes
Valentin													
Banda	Stephanie	945161	10		Incomplete		No	No	No	No	Yes	No	No
Belloso	Darling	946306	11	School Insurance	Acceptance	\$25 Cash	Yes	Yes	No	Yes	Yes	Yes	Yes
Cruz													
Calixto	Daira	946970	10	Medicaid	Acceptance	CNA	No	Yes	No	Yes	Yes	Yes	Yes
Campos	Chelse	937681	11	School Insurance	Acceptance	Check # 235	No	Yes	No	Yes	Yes	Yes	Yes
Carballo	Gabriela	946149	10	School Insurance	Acceptance	CNA	No	Yes	No	Yes	Yes	Yes	Yes
Carreon	Perla	938782	11	TxChildrens Health Plan	Acceptance	CNA	No	Yes	No	Yes	Yes	Yes	Yes
Castillo													
Galeana	Areli	945704	10	Blue Cross Blue Shield	Refusal	N/A	No	Yes	No	Yes	Yes	Yes	Yes
Garcia	Kimberly	931195	12	School Insurance	Acceptance		No	Yes	Yes	Yes	Yes	Yes	Yes

rp_AthleticTransmittal

8. Things to know.

- CNA means Can Not Afford.
- If a student has private insurance and accepts the school insurance, then they MUST pay the \$25. If they change their mind then they MUST redo the form and refuse the school insurance.

- c. Incomplete under “School Insurance” means they have not completed the form online. Please direct them to do so and to pick the same option for insurance that they picked on the “Consent to Treat”
 - d. A blank space under the “Insurance Company” means they either did not complete the online form or they did not choose the same insurance option on the “Consent to Treat” and “Proof of Insurance” forms.
9. If typing CNA keeps autocorrecting to CAN, here is the way to fix it.
- a. Click File, then go to Options.

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account


Options

Athletic Transmittal Report911201911420472 [Compatibility M...

Info

Athletic Transmittal Report911201911420472


C: » Users » gomezlj » Downloads



Convert

Compatibility Mode

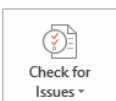
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.



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- Hidden rows
- Content that cannot be checked for accessibility issues because of the current file type
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Manage Versions

Versions

There are no previous versions of this file.



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Add an author

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Not saved yet

Related Documents

Open File Location

Show All Properties

- b. Go to Proofing, then Click AutoCorrect Options... Scroll down to Replace CNA With CAN, and click Delete. Click Ok, then Ok again to exit back to spreadsheet.

Excel Options dialog box, Proofing tab, AutoCorrect options section.

AutoCorrect options: Change how Excel corrects and formats text as you type: AutoCorrect Options...

When correcting spelling in Microsoft Office programs

AutoCorrect: English (United States)

AutoCorrect options:

- ☒ Show AutoCorrect Options buttons
- ☒ Correct Two Initial Capitals
- ☒ Capitalize first letter of sentences
- ☒ Capitalize names of days
- ☒ Correct accidental use of cAPS LOCK key
- ☒ Replace text as you type

Replace text as you type:

Replace:	With:
CNA	CAN
claired	cleared
clarily	clearly
cliant	client
cliche	cliché
CNA	CAN

Buttons: Replace, Delete, OK, Close

Background spreadsheet content:

		No	Yes	No	Yes	Yes	Yes	Yes
p	Acceptance		No	Yes	No	Yes	Yes	Yes
y	Acceptance		No	Yes	No	Yes	Yes	Yes