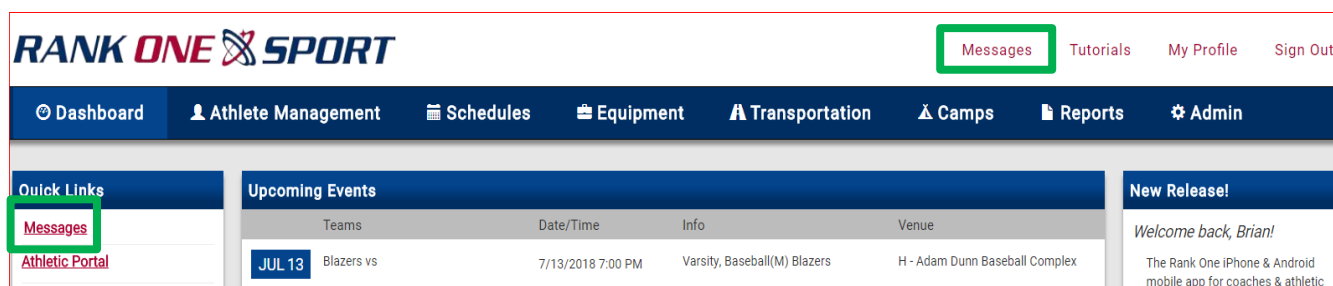




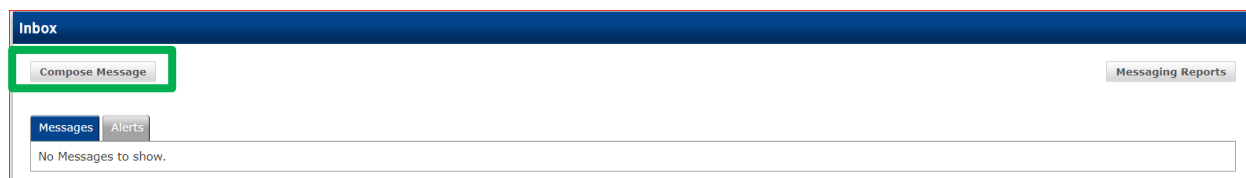
Secure Messaging Tutorial (Website)

In order to meet new state requirements and exceed HIPPA and FERPA requirements, Rank One has created a secure messaging feature. Messages can be sent from the Rank One Website or the Coach / Admin App. The new feature will be replacing the current email and text options.

Step 1. Log into the website and select Messages. (The link is located in two places)



Step 2. Select Compose Message



Step 3. Select the group you would like to send a message to: Employees or Rosters (Players & Parents)



Step 4. Define the group that you would like to receive the message. There are multiple options

- All the students on multiple rosters – **Select just the school only: Search button**
- All of the students in a sport, such as all football rosters—**Select the School and sport: Search button**
- Only students in a sport at a particular level, example Varsity Players only- **Select the school sport and Level: Search button**

Step 5. Compose the Message.

- Click the search button, all of the students on the roster will show below.
- Enter a Subject line
- Enter Message details
- Click the Send button

Send	Athlete Name	Gender	Grade	School	Eligible
<input checked="" type="checkbox"/>	Beasley, Cole	M	11	School 2 High School	No
<input checked="" type="checkbox"/>	Damon, Matt	M	11	School 2 High School	No
<input checked="" type="checkbox"/>	Jordan, Michael	M	11	School 2 High School	No

Once the message has been sent, the Students and Parents will receive a Push Notification (**only if they have downloaded the [Parent/Public Rank One App](#)**). If they have a parent account they will be able to log in and see the message there as well. In order for the students to receive the message **they must download the APP!** It is free to download the Logo description:



Search the app store: **Parent/Public Rank One**

Messages can be pushed to Employees and Parents via the Rank One Sport App as well. Please see the: Messaging Feature Tutorial (APP) for instructions.