

SIGN UP FOR DRAGONFLY

Creating a DragonFly account is a quick and simple process that puts all of our tools at your fingertips.

Step 1: Visit <u>dragonflymax.com</u> and select the 'Log In/Sign Up' button.



Step 2: Select 'Sign Up for Free' and enter your first name, last name, email address and password.





Step 3: Be sure you use your own name — not the name of a student or child. If you're a parent, don't worry; you'll get to add your child later.



Step 4: Check your messages for a verification ID, then copy and paste that code into the field and click 'Submit'.





Step 5: Review the Terms of Service and click 'Accept'.

IRAGONFLY	Hi John!	Terms of Service
Today		DRAGONFLY MAX
Calendar		Terms of Use Version 1.1.20.18
JOHN DOE		These terms and conditions of use ("Terms of Use") govern your use of our mobile applications and websites owned and controlled by Dragon?ly Athletics ("DF", "we" or "us"), including but not limited to the www.dragonflymax.com website (the "Site") and the services available to use through the Site and our mobile applications (collectively, the "Service") "Services"). Comparison with these Terms of Use is a condition to the use of the Services. BY CHOOSING TO ACCESS AND USE THE SITE, YOU ARE EXPRESSLY AOREEING TO BE LEGALLY BOUND BY THESE TERMS OF USE. Our Privacy Policy provides additional information regarding our privacy practices and policies, including how we collect and handle personal health information and financial Information.
		The Terms of Use apply to all users, regardless of whether the user is: (i) an athlete, or parentiguardian of an athlete ("Athlete"), (ii) an athlete trainer, sports trainer, physical therapist, or other individual involved with the training or care of an Athlete ("Trainer"), or (iii) a representative of an Athlete's or a Trainer's school or other group, such as a coach, assistant coach, volunteer coach or administrator ("Representative").
		When an Athlete interacts with a Trainer or Representative, the information disclosed by the Athlete shall be subject to the privacy policy(es) of the Trainer and/or the school or other group of the Representative, as applicable. Athletes, Trainers and Representatives shall comply in all respects with such privacy policy(es).
		DF does not provide any training or healthcare services, including but not limited to physical therapy and athletic training services. DF does not make any representations or warranties about the training or skill of any Trainer who may provide services in connections the Bervice or of any Athlete who may receive services in connection with the Service. All Trainers, Athletes and Representatives are independent of DF and use the Services as a way to communicate with opticare with applicable law and any protections that and store information in a manner which each covernant shall be in complicance with applicable law and any protectives and to train the applications balls be in complicance with applicable law and any protectives and to the factor optical shall be in complicance with applicable law and any protectives and to be applicable of the relationship with equily health care practicense. Therefore DF nard use and applicable law and any protective and the relationship with equily health care practicenses. Therefore DF nard any of a subsidiance and advice obtained from the practice of the proceeding sanguagh. Interacticions between Athletes and Trainers via the Service are not intended to take the place of the relationship with equily health care practicenses. Therefore DF nard any forestimate that care advice obtained from attrainer in conjunction with the Service. DF deson tendenses any specific tests, physical therapiss, attraiting trainer, that are reactionses have specific tests, physical therapiss, attraiting trainer have any advice obtained from attrainer have advice obtained by Trainers who may use the Service. The subsidiance statice obtained from attraiter than as been services. In availability of in colations bedien to be construide as interence into the obtained as that term has been associated as advice obtained by Trainers who may use the Service. Further, you advice/deg that while DF may be provided as a set of the may be provide as a set optices of the subsidiant of the solation of the
		Do Not Accept Accept

-

Now you're on DragonFly! Welcome to the team.

1 Today	Let's connect you to yo	our school, state association or	
		group. Get Started	
OHN DOE			



CONNECT TO YOUR SCHOOL ON WEB

Next, you'll need to connect your account to your child's school.

Step 1: Click 'Get Started' on the 'Today' screen.

	Hi Rachael!
Calendar	Let's connect you to your school, state association or group.
RACHAEL MERRITT	
	\$

Step 2: Follow the on-screen promts to select 'Parent' as your role.

Hi Rachael!	Join Your School or State Association ×
	What do you do at your school or state association?
	Athlete Parent Staff Official



Step 3: Next, type in the name of your child's school, then select their school from the list. Double-check the city and state to ensure you're choosing the correct school. Then click 'Join.'







Step 4: Review your information - if everything is correct, click 'Save.' Now you're connected to your child's school on DragonFly.

Hi Weldon!	Joining DragonFly High School (767RXH) as Parent ×
	REVIEW YOUR INFORMATION If this is correct, click "Save". If not click "Cancer".
	DragonFly High School (767RXH)
	Parent
	Cancel



ADD YOUR CHILD ON WEB

Adding your child to your parent account takes just a few quick clicks.

Step 1: Click 'Add a Child' on the 'Today' screen.

	Hi Weldon!
Calendar	To get started filling out forms, click or tap 'Add a child'
WELDON SMITH	
	⊳.

Step 2: Fill in his or her first and last names, then click 'Next.'

Hi Weldon!	Add a child ×	1
	First Name	
	Jimmy	
	Last Name	
	Smith	
	Next	



Step 3: Search for your child's school by typing in the name of the school or the school's code if it was provided to you. Double-check the city and state to ensure you're choosing the correct school. Then click 'Join.'







Step 4: Next, you'll select which activities your child is participating in, then click 'Add Activity.'

	Baseball	Baseball	Baseball	*	
	Varsity Debate	JV Esports	Tryout 2020		
	Varsity	Varsity	Varsity		
		Men's Archery JV	Men's Archery Varsity		
		Baseball, Football		•	
Cancel				Add 2 Sports	

Step 5: Review your child's information - if everything is correct, click 'Save.' Congratulations, you've added your child!

	×	Athlete		
		Baseball		
	ø	Football		
			_	
Cancel			Save	



SUBMIT FORMS ON THE WEB

Fill out and submit your child's pre-participation paperwork to be eligible for sports and activities.

Step 1: Click 'Submit Paperwork' under your child's name on the 'Today' screen. This will open their profile.



Step 2: Scroll down to the section that says 'Things to do' and you should see a progress box for the school year. Click 'Get Started.'

	INJURIES NOTE INSURANCE UNINSURED	Needs Update			L3			
	Things to do for Baseball JV (Requested) and f	or Jimmy at Drag	onFly High S	chool 767RXH				Add / Change Sport:
	Prep for 2020 - 21	Proof of Residence Form	Drug Testing Form	Parent Driver's License - UPLOAD No Document On File Assigned 07/16/2019	Drug Testing Consent Form No Document On File Assigned 01/09/2020	Concussion Protocal Form Document On File	General Consent Form No Document On File Assigned 05/21/2020	
0	Get Started	Fill Out	Fill Out	Fill Out	Fill Out	Fill Out	Fill Out	



Step 3: This will open a checklist of all the items you need to complete in order for your child to be 100% ready and eligible. Click the 'Start' button to the right of each item to fill out the information.

0 OUT OF 9 COMPLETED	
05	
DragonFly High School [2020-2021]	
Complete the following steps for Jimmy to be eligible to play : Baseball - JV Football - JV	
UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021	START
PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START
CONCUSSION INFORMATION	START
PREPARTICIPATION PHYSICAL EVALUATION FORM	START
PHYSICAL EXAMINATION	START
BIRTH CERTIFICATE	START
NFHS SPORTSMANSHIP CERTIFICATE	START
DRUG TESTING CONSENT FORM	START
COVID-19 SCREENING FORM	START

Some items will be pretty straight-forward - like the Medical and Demographic section, where you simply fill out all the fields on your screen.

Done Jimmy	/ Smith								
Contact Info	💵 Insurance 🛛 🌱 G	eneral Info	Heart Health	Bone And Joint	Medical Questions				
8	Athlete's Cor First Name *	itact Inf	0				Last Name *		
	Address *								
	555 Test Address								
	City *				State *				Zip *
	Hartselle				Alabama			~	55555
	Gender *						DOB *		
	Male					~	2013 💌 June	▼ 12 ▼	
	Phone* Phone*			Ð	Email* Email*			Ð	



Other items will open a pop-up window, giving you a few options:

- **1.** Fill out an electronic form
- 2. Upload a form from your computer that you've either scanned or taken a picture of
- **3.** Print the form so that you or your medical provider can fill it out and then come back and upload it
- 4. Select a form that you have previously filled out that hasn't expired yet

	Preparticipation Physical Evaluation Form X	
11%		
	This user has not filled this document	I Football - JV
MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021		
ANT AGREEMENT, CONSENT, RELEASE, AND VEN		
SION INFORMATION	Not Done	
ICIDATION PHYSICAL EVALUATION FORM	Fill Out Electronically	
ICIPATION PRISICAL EVALUATION FORM	2 Upload the Document	5
. EXAMINATION	Direct a Direct Comm	
DIFICATE	3 Print a Blank Copy	
KIEGAIE		

You can revisit it in the checklist, and you will see your form in the black box of the pop-up window, with an indicator that tells you the status of that item.

	Preparticipation Physical Evaluation Form	en ×	
		_	
11%	U antes () a second constrained () and () an		
		-	
	B the second provide a se Second provide a second provide		Football - JV
CAL & DEMOGRAPHIC INFO FOR 2020-2021	inter internet intern		
ACDEEMENT CONSENT DELEASE AND VEN	Uploaded by Weldon		
AGREEMENT, CONSENT, RELEASE, AND VER	Smith on 05/30/2020		
INFORMATION			
ATION PHYSICAL EVALUATION FORM New I	Fill Out Another Copy Electronica	lly	Ν



As you complete each item on the checklist, it will turn green and the progress bar at the top of the screen will start to move toward 100%.

UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2	Complete the following steps for Jimmy to be eligible to play : Baseball - JV Football - JV 20-2021	DONE
PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE		START
ich Later	Jimmy Smith	
	1 OUT OF 9 COMPLETED	
11%		
	Complete the following steps for Jimmy to be eligible to play - Baseball – JV Football – JV	

Your progress bar may not get to 100% and green at first, even though you've completed all the items in your checklist. This is because some items need approval from an administrator at your school. Items that are pending approval will be yellow in the checklist until they're approved.

PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START
CONCUSSION INFORMATION	START
PREPARTICIPATION PHYSICAL EVALUATION FORM New Document O School Staff Must Still Approve This Document.	PENDING APPROVAL
PRYSICAL EXAMINATION	START
BIRTH CERTIFICATE	START