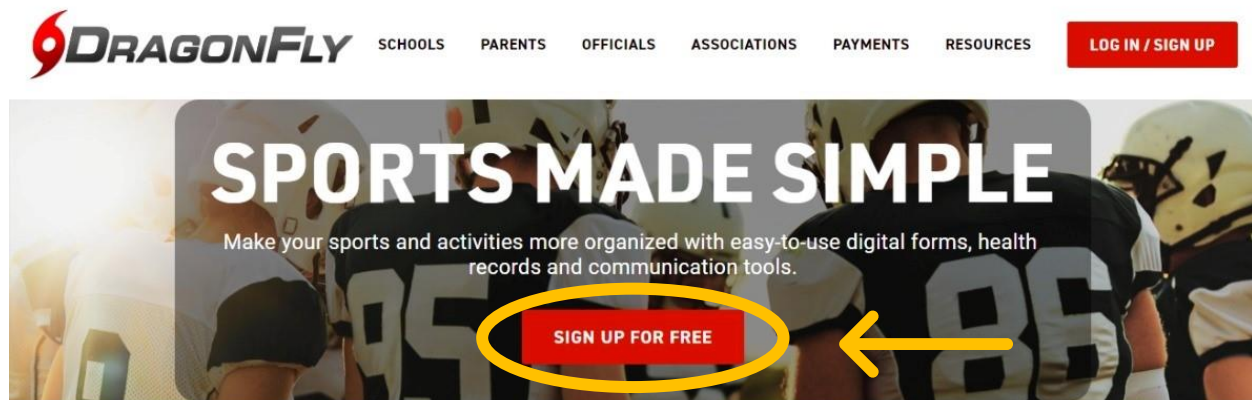
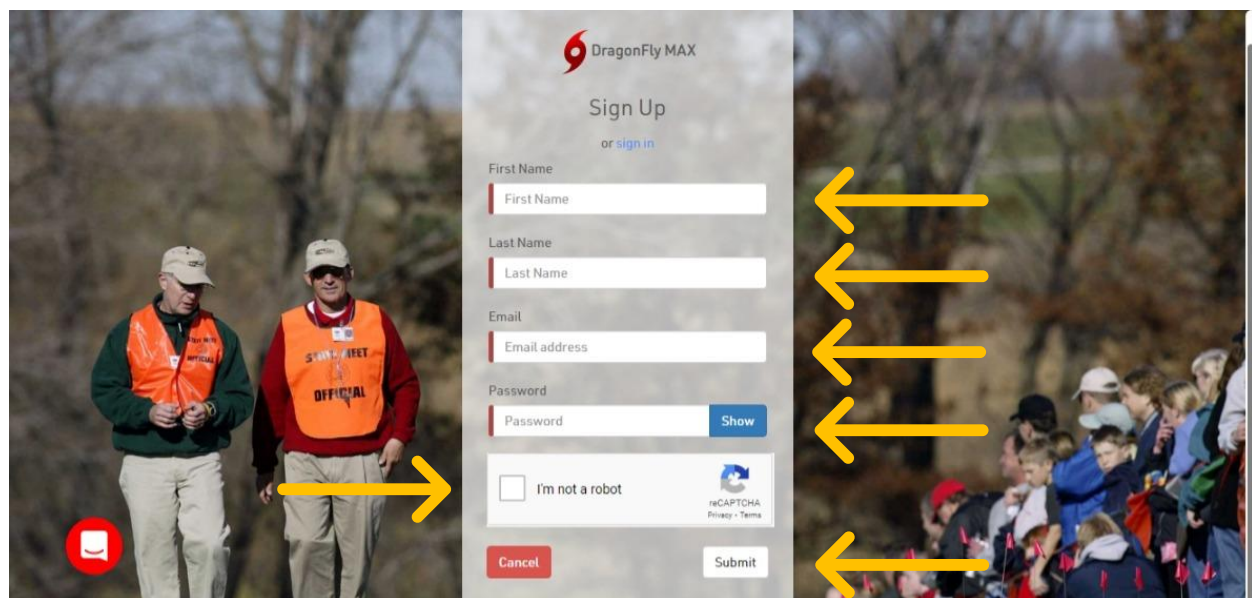


Dragonfly Max Sign-Up Instructions

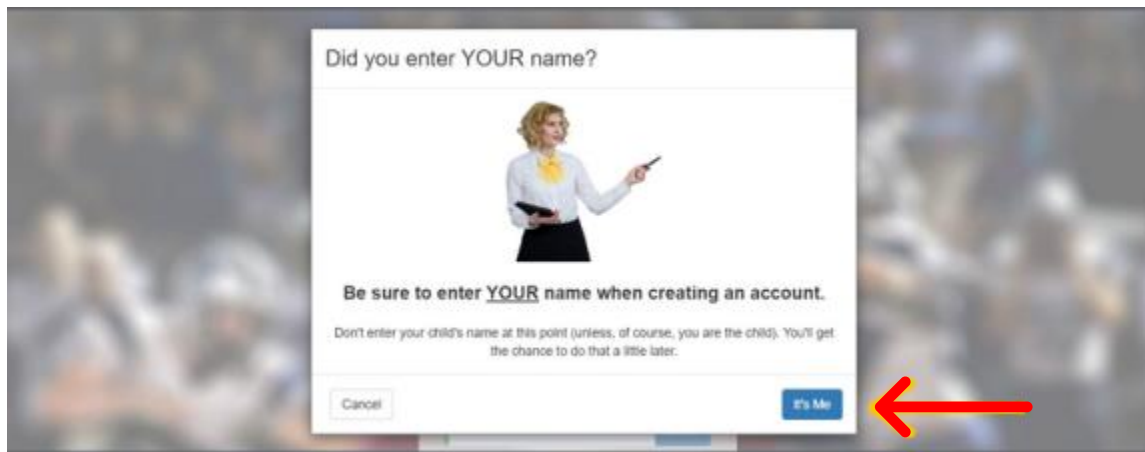
Step 1 – Go to <https://www.dragonflymax.com> and click the red Sign Up for Free button



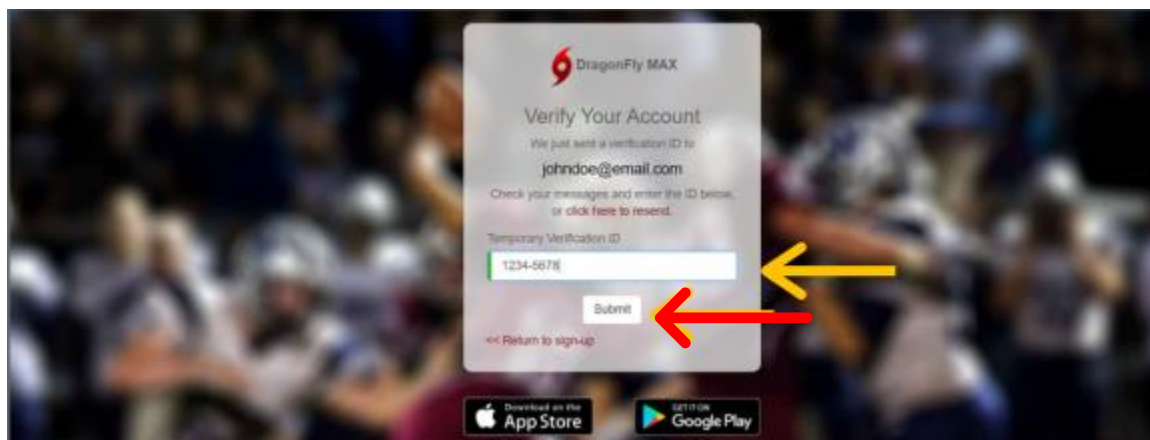
Step 2 – Fill in **YOUR** first and last name, use an email you will keep and always have access to (school email is probably easiest if you are an athlete), make a password you will remember (take a picture if necessary). Then click the box beside I Am Not A Robot. Lastly Click submit. If it does not work scroll up to see if your password meets the necessary requirements.



Step 3 – Verify that you used YOUR NAME and no one else’s. If you are a parent, you will have the opportunity to add your child later. If it is correct click the blue, It’s Me button.



Step 4 – Check the email you used to sign up for a message from Dragonfly Max for the code to verify your account. After you have entered the code click Submit.



Step 5 – After clicking submit it should take you back to the login page, if not click return to login. Then login using the email and password you used when signing up.

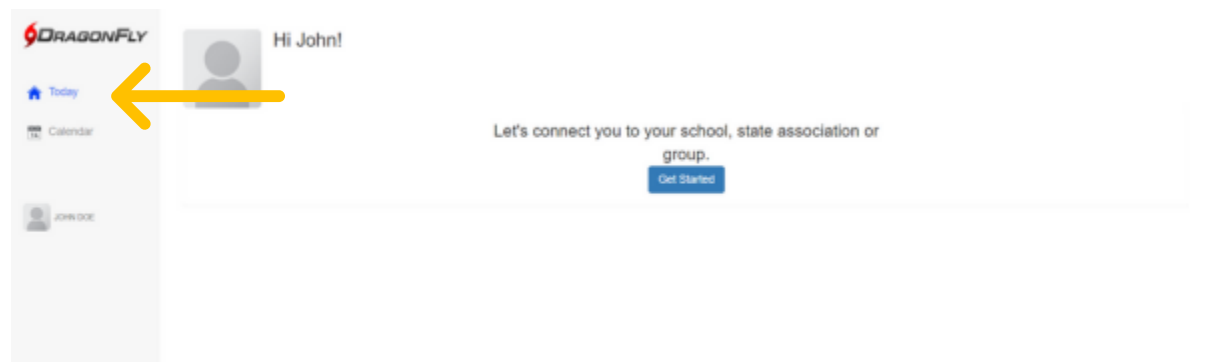
Step 6 – Review the terms of service and click the blue accept button.



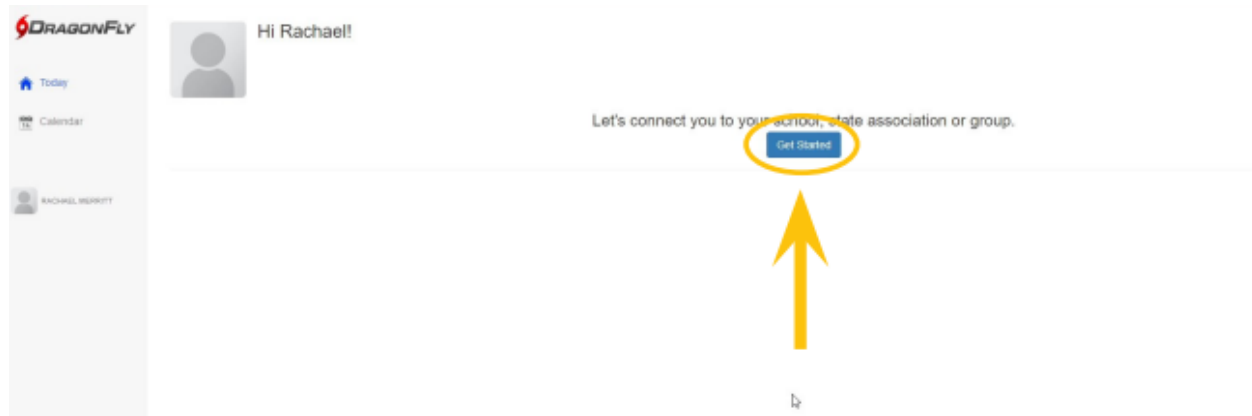
Step 7 – The next page should look as pictured below or similar. If so CONGRATULATIONS you have completed the sign up process. Next will be connecting to your (or your child’s) school.

Connecting to Your or Your Child’s School in Dragonfly Max

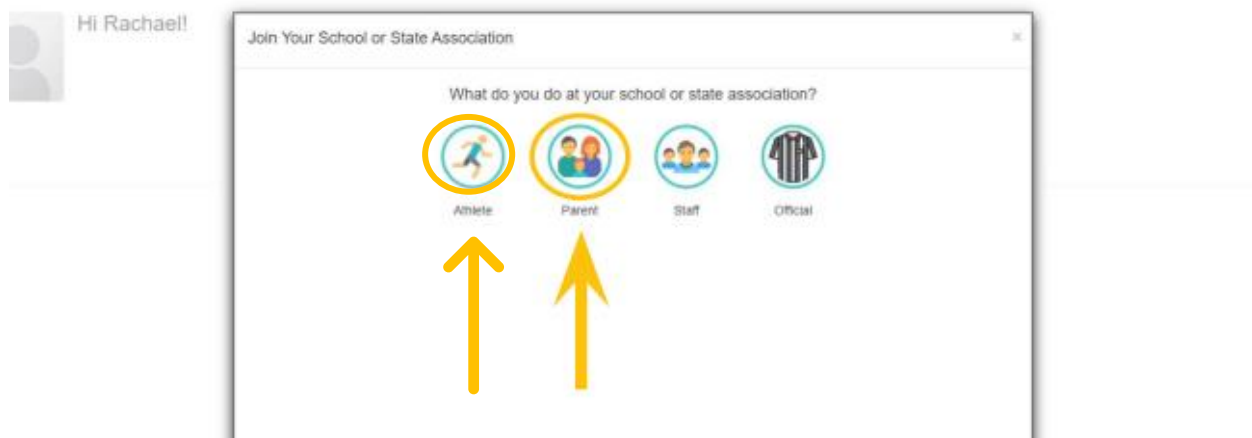
Step 1 – If you are not already logged in to your account log in and click on the tab that says Today.



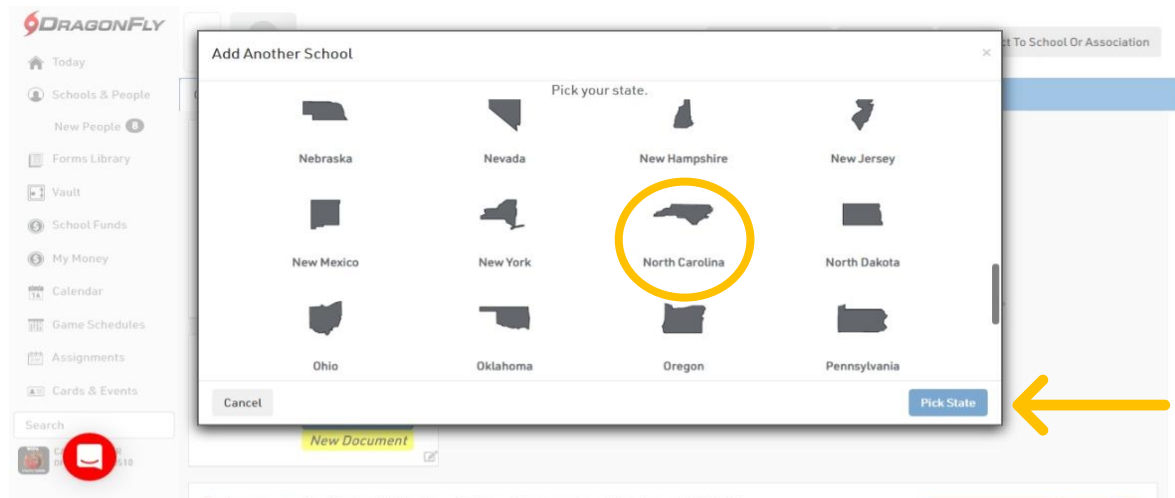
Step 2 – Click on the blue Get Started button.



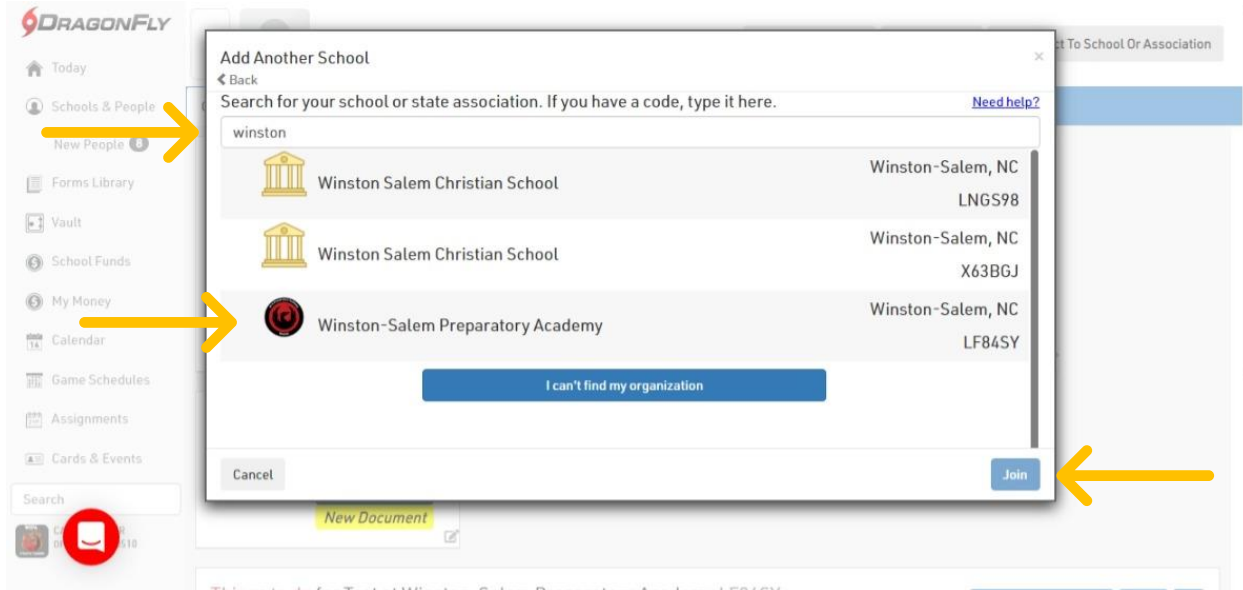
Step 3 – If you are an athlete click athlete, if you are a parent click parent. It will then ask you to verify if you are an athlete or parent based on what you selected. If you are an athlete click Yes, I am an athlete, If you are a parent click Yes, I am a parent



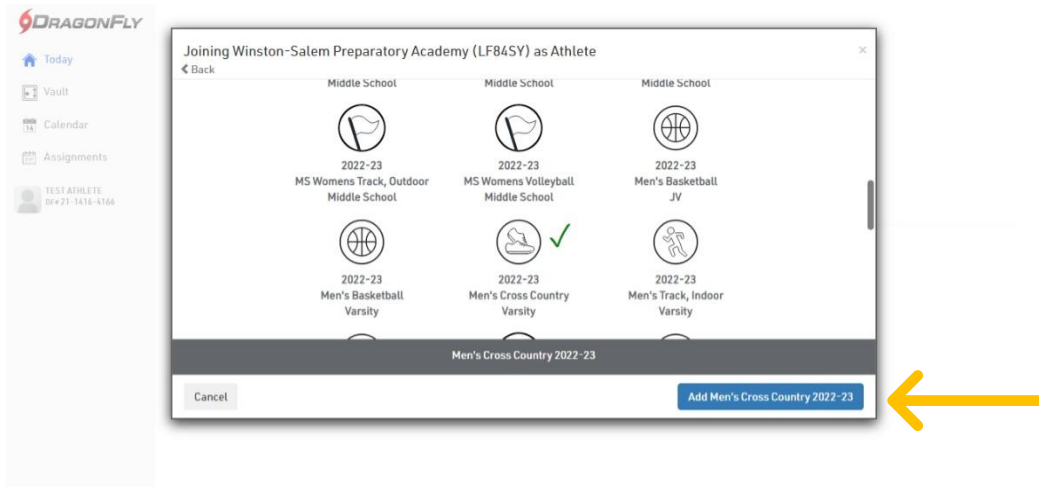
Step 4 – Pick the state that your or your child's school is located in. In this case it is North Carolina. Once you have clicked North Carolina click the blue Select North Carolina button.



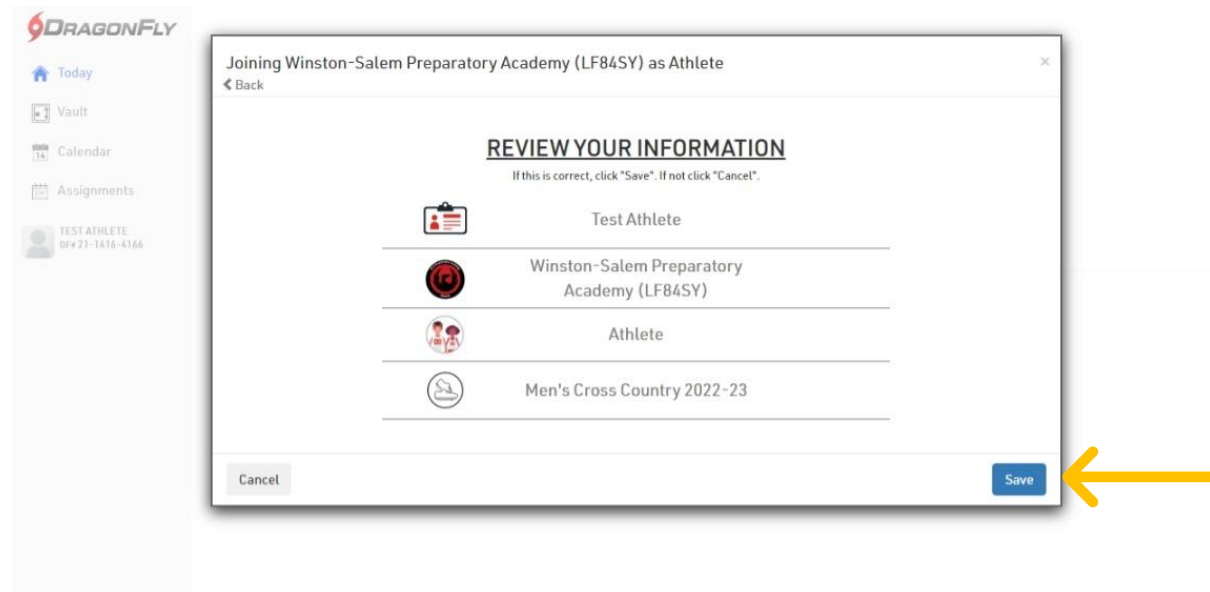
Step 5 – Type the name of your or your child’s school in the search box. In this case only type Winston as it will not show up if you do not type it just right. Scroll down to the bottom of the list and select Winston-Salem Preparatory Academy. Then click the blue Join button



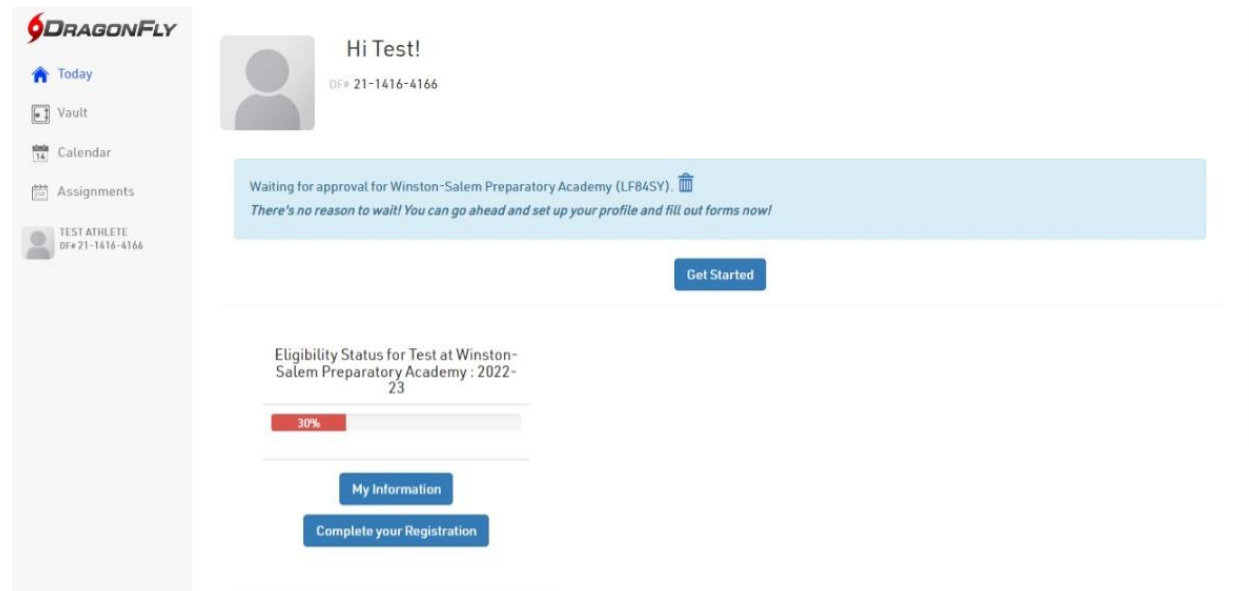
Step 6 – If you are signing up as an athlete you will need to select the sports you want to participate in at Winston-Salem Preparatory Academy. PARENTS SEE NEXT SECTION. Please note that if you are in middle school select the sports you want to play that begin with MS. If you are in high school, please select the varsity sports you want to play, if you make JV instead of varsity it will be changed later. After making your selections click the blue add button.

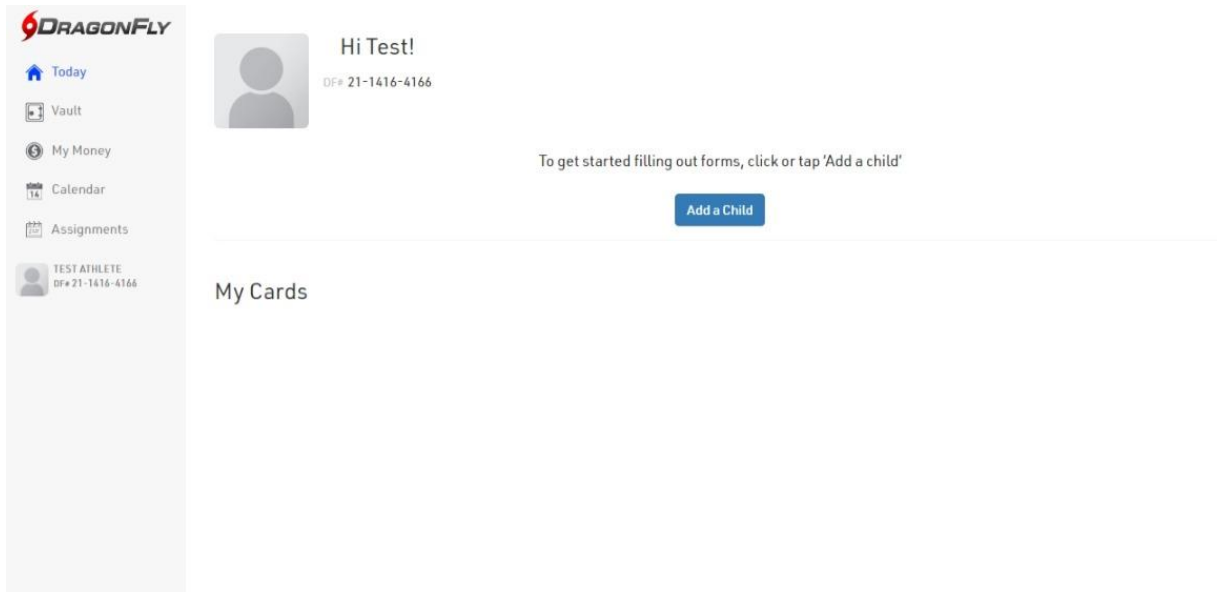


Step 7 – Next it will prompt you to review your information, please make sure it is correct. If correct click the blue save button.



Step 8 – If your screen looks like either one below then CONGRATULATIONS you have successfully connected to Winston-Salem Preparatory Academy. Athletes an administrator will approve you as soon as possible, they will need to verify that you are enrolled in school first. While waiting for approval you can go ahead and start the next steps.

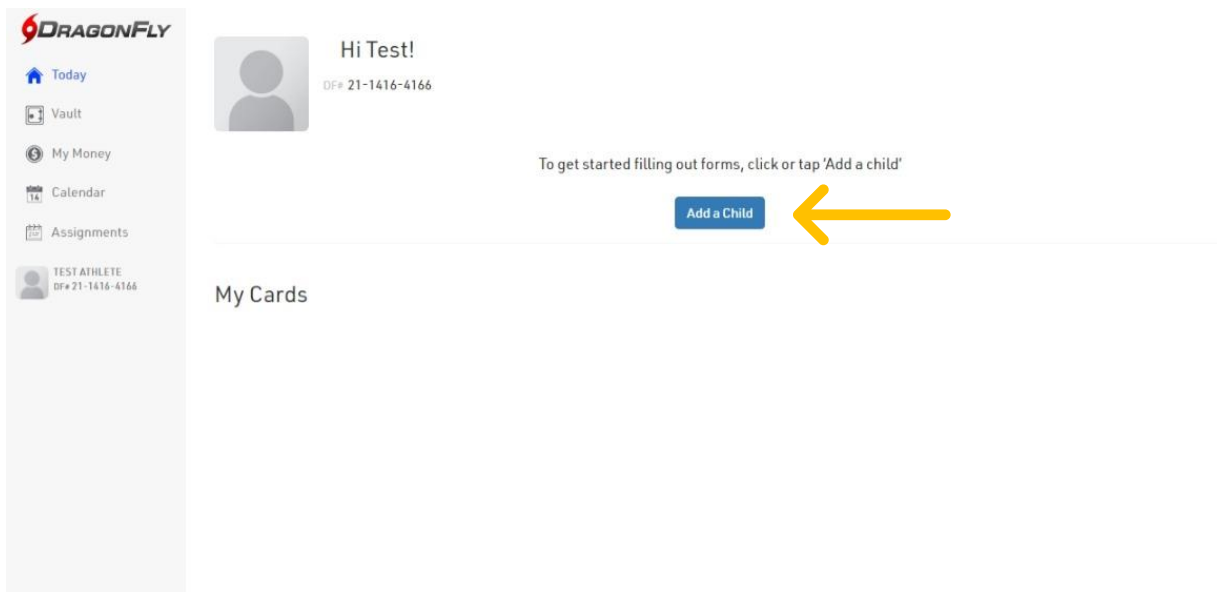




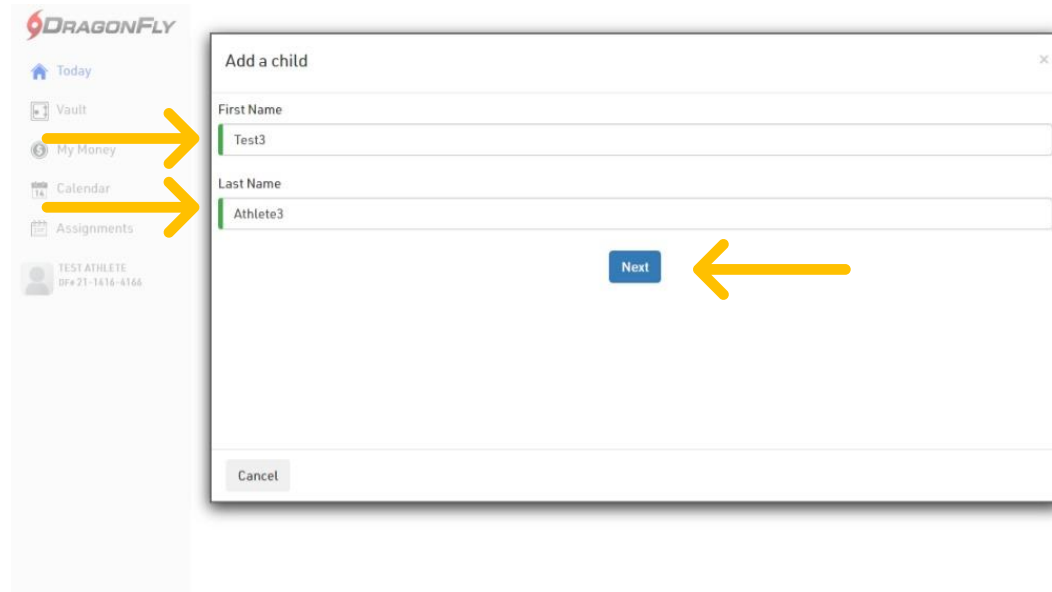
If you are completing this as an athlete please skip to the COMPLETING PAPERWORK SECTION of these instructions. If you are a parent please follow the instructions in this next section.

Adding Your Child in Dragonfly Max

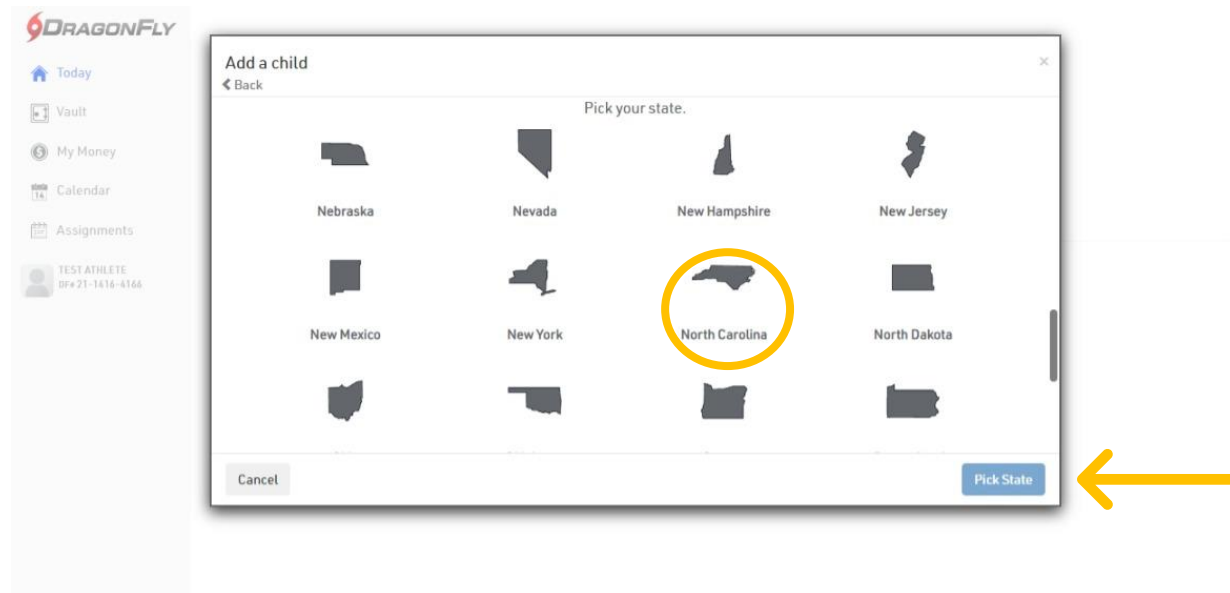
Step 1 – Click the blue Add a Child button.



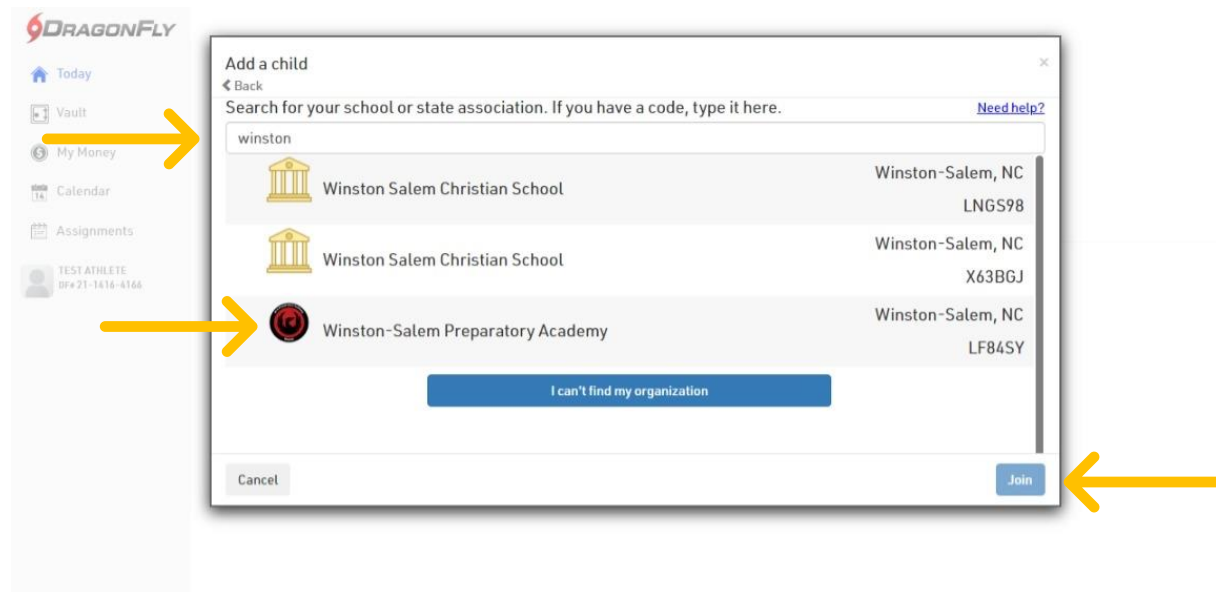
Step 2 – Fill in your child’s first and last name, then click the blue next button.



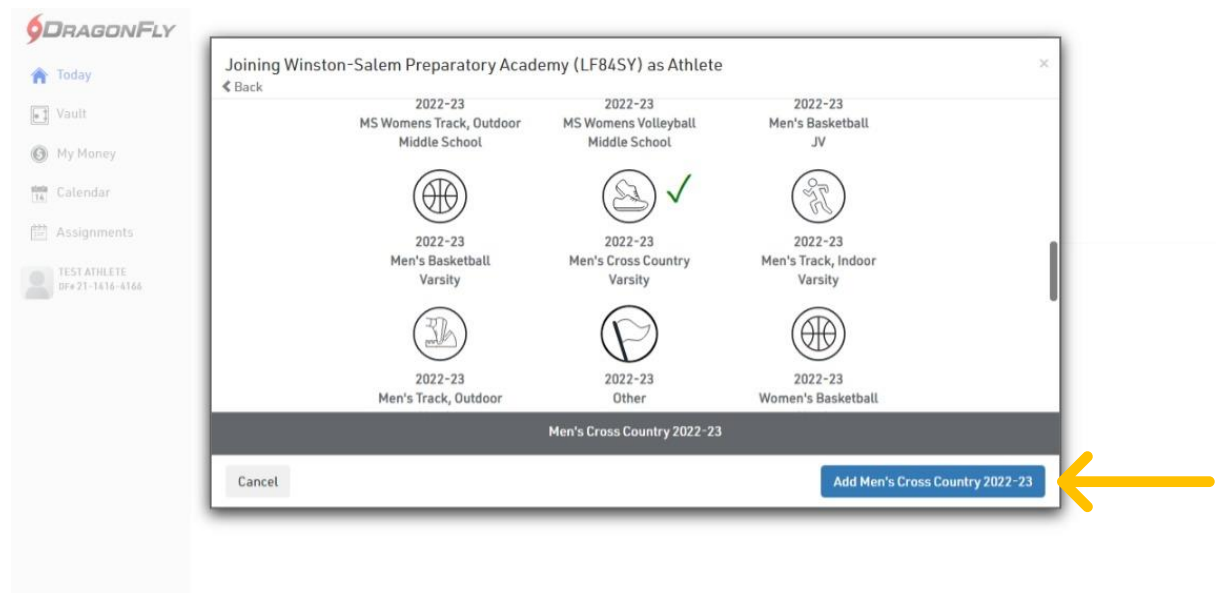
Step 3 – You will have to select the state where your child’s school is located. In this case in North Carolina. After selecting the state click the blue Add North Carolina button.



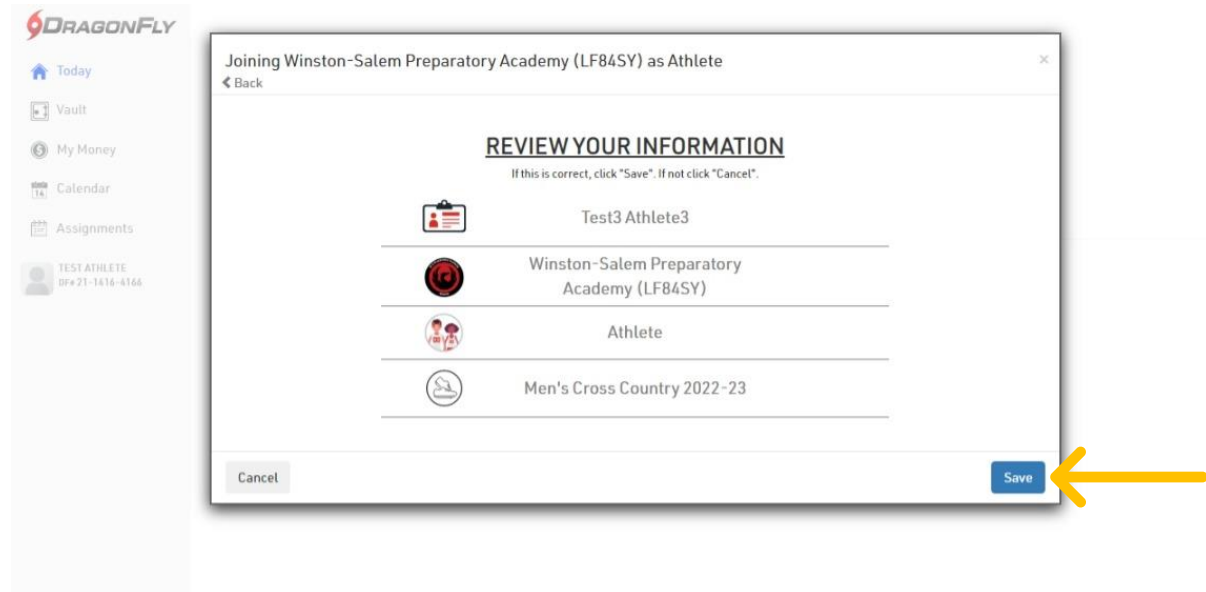
Step 4 - Type the name of your or your child's school in the search box. In this case only type Winston as it will not show up if you do not type it just right. Scroll down to the bottom of the list and select Winston-Salem Preparatory Academy. Then click the blue Join button



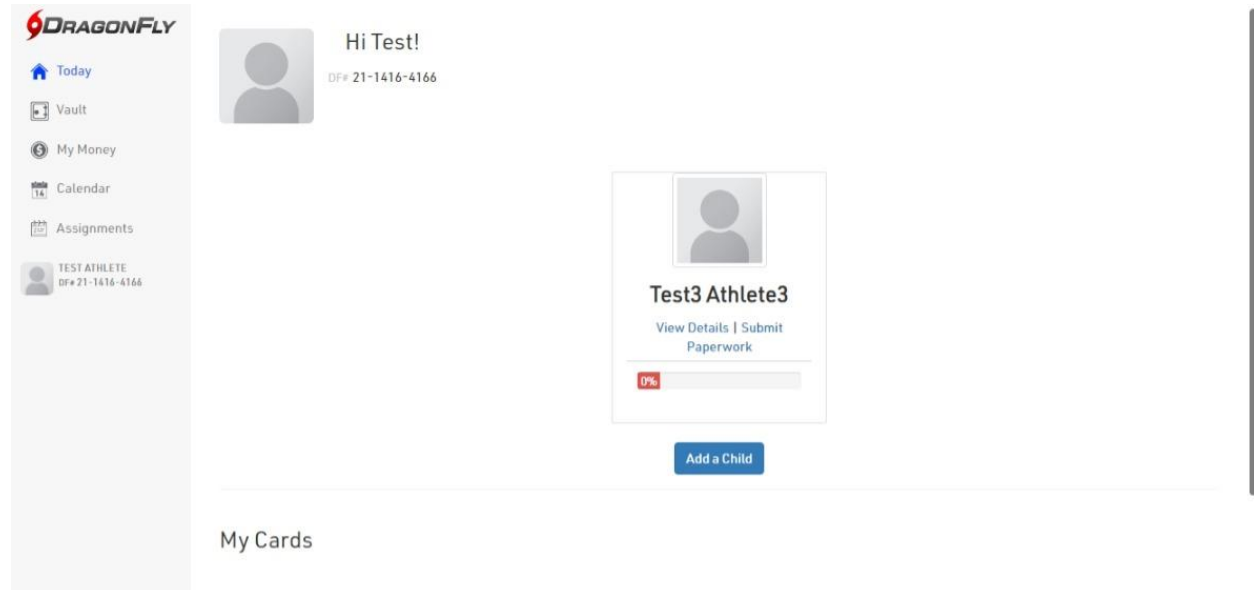
Step 5 –Next you will need to select the sports your child wants to participate in at Winston-Salem Preparatory Academy. Please note that if they are in middle school select the sports they want to play that begin with MS. If they are in high school, please select the VARSITY sports they want to play, if they make JV instead of varsity it will be changed later. After making your selections click the blue add button.



Step 6 – Next you will be prompted to review the information. Please review and insure it is correct then click the blue Save button.



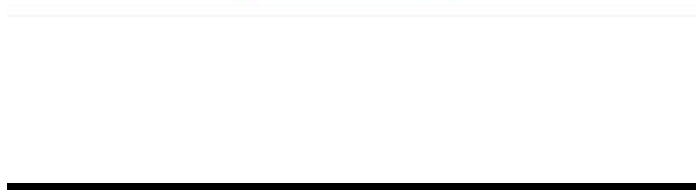
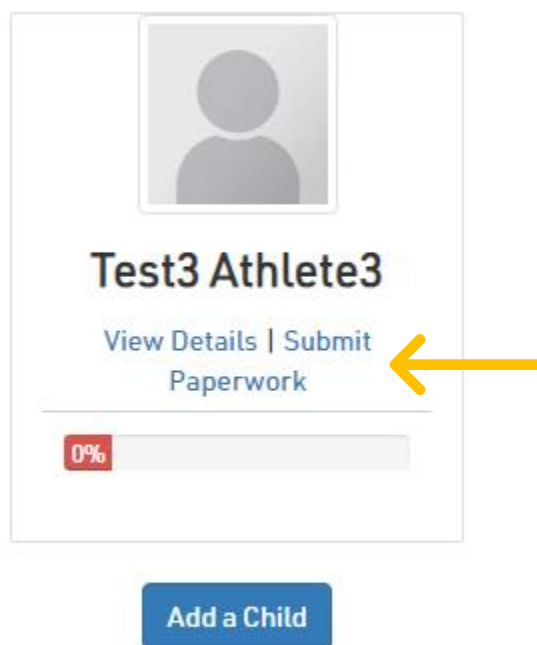
Step 7 – If your screen looks like the one below you have successfully added your child. If you have more children to add repeat the above steps to add them. Once you have added all your children you can proceed to the next step.

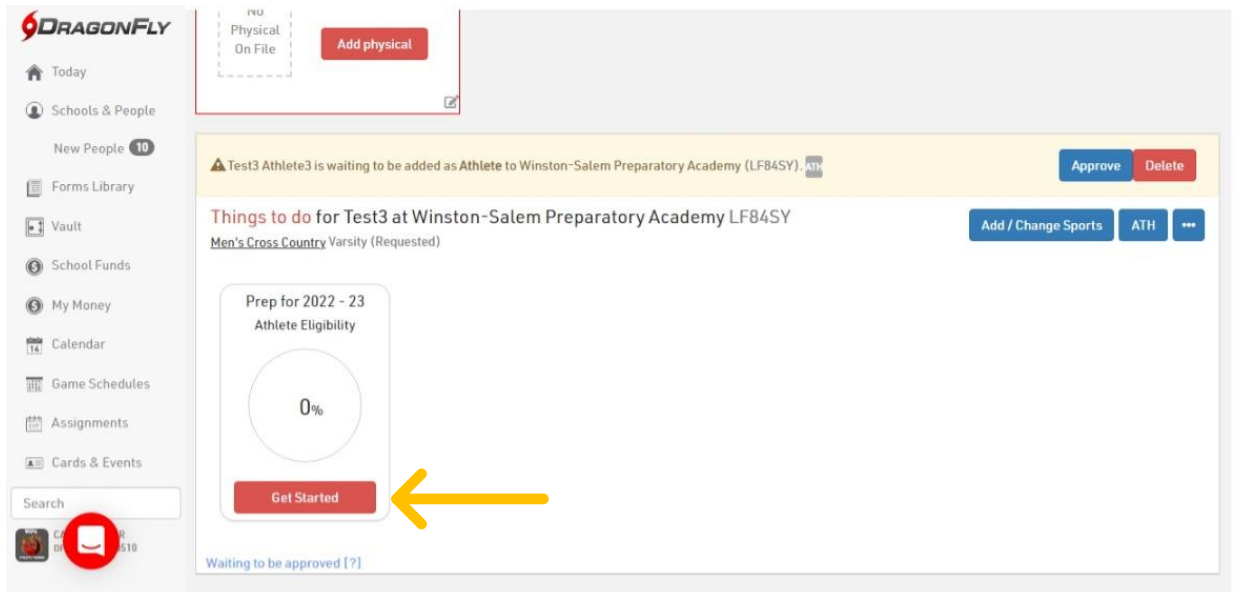


Completing Paperwork on Dragonfly

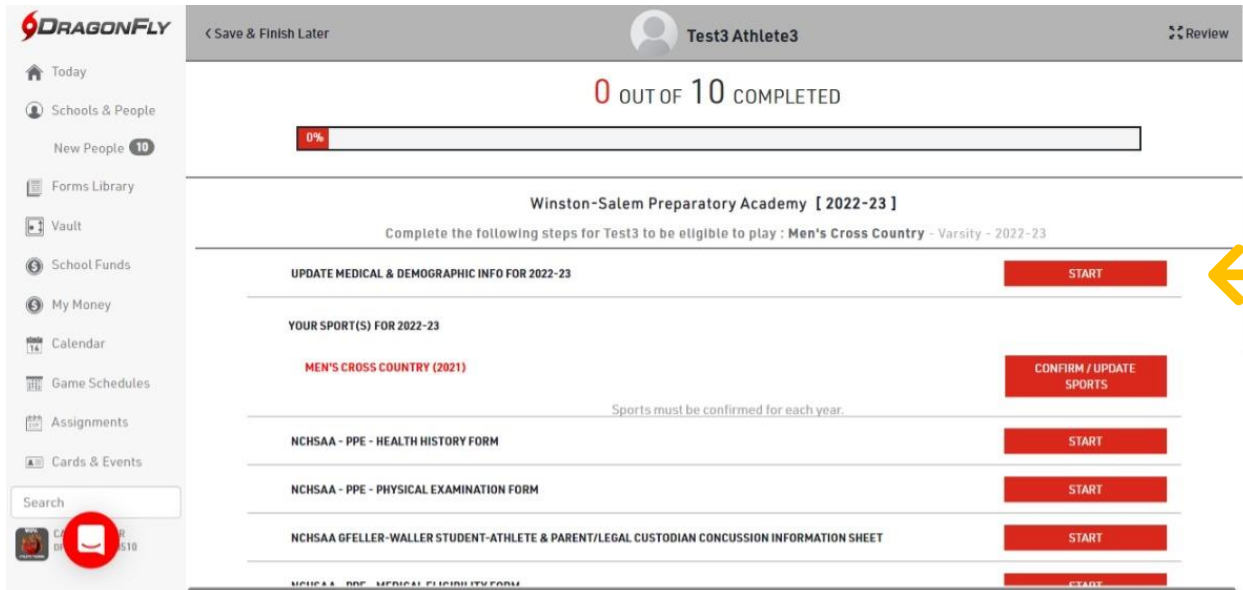
Max

Step 1 – Parents to complete your child’s paperwork you will need to click on Submit Paperwork on your child’s profile as shown below. ATHLETES you will need to scroll down and click on the red Get Started button for the current school year as shown in the second picture.

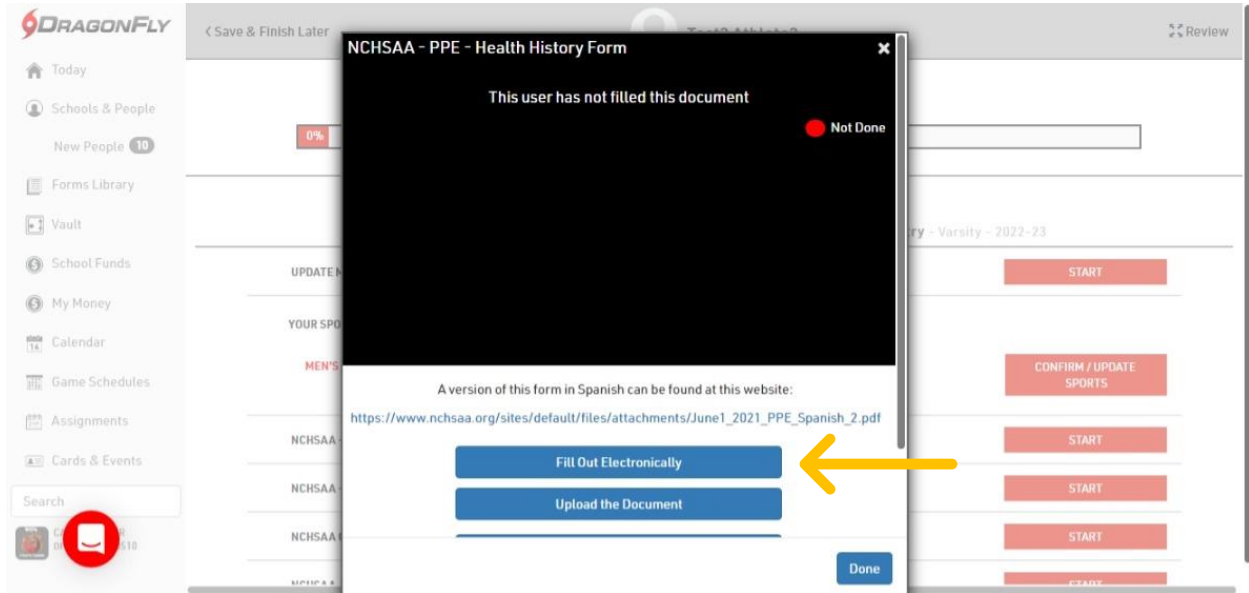




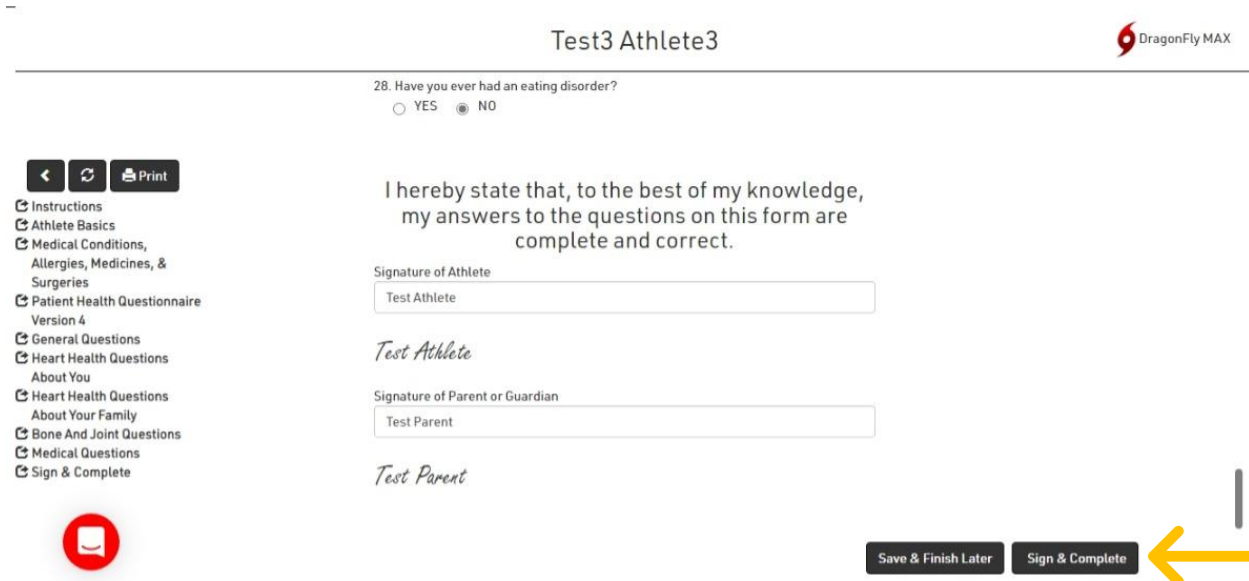
Step 2 – You will be brought to a list of items that need to be completed for you or your child to be able to participate in sports. You will have to begin with the Update Medical and Demographic Info in order to complete the rest of the paperwork. After completing that one you can go in any order you choose. Please note that you or your child must have valid health insurance in order to participate. Pictures of the insurance card must be uploaded into dragonfly under the insurance section of the demographics.



When you select an item to complete, please note that you need to click fill out electronically as we do not have paper copies anymore. The only exception is on the PPE Physical and PPE Medical Eligibility forms. Those are covered later



When you have filled out the item you have chosen click sign and complete button otherwise it will not show up as complete.



After clicking sign and complete button it will take you back to the checklist screen and the item you completed will show up green.

The screenshot shows the Dragonfly app interface for a user named Test3 Athlete3. The main heading indicates '1 OUT OF 10 COMPLETED' with a progress bar at 10%. The checklist is for 'Winston-Salem Preparatory Academy [2022-23]' and is titled 'Complete the following steps for Test3 to be eligible to play : Men's Cross Country - Varsity - 2022-23'. The checklist items are:

- UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2022-23 (START)
- YOUR SPORT(S) FOR 2022-23: MEN'S CROSS COUNTRY (2021) (CONFIRM / UPDATE SPORTS)
- NCHSAA - PPE - HEALTH HISTORY FORM (APPROVED)
- NCHSAA - PPE - PHYSICAL EXAMINATION FORM (START)
- NCHSAA GFELLER-WALLER STUDENT-ATHLETE & PARENT/LEGAL CUSTODIAN CONCUSSION INFORMATION SHEET (START)
- NCHSAA - PPE - MEDICAL ELIGIBILITY FORM (START)

The PPE Physical and PPE Medical Eligibility forms must be completed by your or your child's doctor when they go for a sports physical and they must be on the proper forms. If you need a copy of the forms, ask someone at the school or you can print your own by clicking the print a blank copy. If you have the forms already you can take a picture with your phone and upload it yourself BUT please remember that the paperwork needs to be brought into the athletic trainer as we must keep physical copies on file. If you can not upload it yourself someone will do it for you once you turn in the paperwork.

The screenshot shows the same checklist as above, but with a modal dialog box overlaid. The dialog box has a black background with a red 'Not Done' indicator. It contains the following text and options:

This user has not filled this document

A version of this form in Spanish can be found at this website:
https://www.nchsa.org/sites/default/files/attachments/June1_2021_PPE_Spanish_2.pdf

Upload the Document

Print a Blank Copy

Choose a Form You've Already Filled Out

Done

Once everything has been completed and green on your or your child's check list you/they are able to participate in athletics for the school year.

A few notes:

Some things will show up as pending (such as the physical forms) because they have to be approved by an administrator first. Do not worry we will review it as soon as possible.

Physicals are good for 395 days from the date of examination

If the physical runs out while you or your child is participating in a sport they will not be able to practice or play until a new one is brought in.

Paperwork in Dragonfly Max is good for the entire school year and will need to be completed every year you or your child wishes to participate in athletics.

If you have any questions please let us know.