

## **WSPA Dragonfly Max Instructions (already had an account)**

- Login to your account from last year, you may need to reset the password. If you need to know what email you used ask the athletic director or athletic trainer, they can tell you and you can reset the password, only if you were at prep though they cannot access other schools.
- Athletes once into your account click on My Information. If it comes up with an issue loading when you login and comes up as everyone just click on the today tab the My Information. Parents will have to click View Details under your child's name.
- **SIDE NOTE!!!!** If you are staying at Winston Salem Prep please ignore this and go to the next step.
  - If you or your child is in middle school going to high school or transferring, please make sure you are connected to your new school before filling out paperwork to avoid possibly doing it twice. To do so under the My Information/View Details page click Connect to School or Association in the top right corner if on a computer. If on the app tap the red icon in the center of the bottom banner and tap Connect to a School. Before you/your child can be approved in dragonfly or participate at the new school you/your child will have to be officially enrolled in school there.
- Once on the My Information/View Details page click on complete Prep for 2023-2024
- Fill out **EVERYTHING** on each document to submit it. **IMPORTANT INFO:** Insurance information needs to be filled in on forms requesting it, also new this year you will have to upload front and back pictures of your insurance card. Insurance card must be valid and in date for it to be approved.
  - If you are on Medicaid cards are issued every year so, please make sure to check the Issue Date on the card. If it runs out during the school year, please upload the new card when received.
- On the NCHSAA eligibility form please make sure you select the 23-24 school year.
- Please make sure all your information is correct, especially emergency contact info.

- Once your account has the green ready (like the picture to the left if online or like on the right if through the app) on it for 2023-2024 you are good to go
- Please note that sometimes on the app it will not let you scroll down far enough to get to what you need on certain forms to complete it. If that is the case it will have to be done on a computer.
  - If a new physical is needed forms are available at the school, please remember to bring or have the doctor send a paper copy to the school to be kept on file. If needed admin can upload it into dragonfly for you.

