

DragonFly Max Instructions

Parents of existing athletes:

- Sign on to your DragonFly Max account
- Select each child
- Under “Things To Do” on “Prep for 2020-21”, click “Get Started”.
- Electronically sign the required forms.

Parents of new athletes:

1. Go to www.dragonflymax.com
2. Click on “Login/Sign Up” in the top right corner of the screen.
3. Click “Sign Up for Free”
4. Complete the Sign-Up form as the parent with your information. (You will add your child a little later.)
 - First Name
 - Last Name
 - Email Address or Mobile Number
 - Create a password
 - Check "I'm not a robot" (You may have to pick some pictures to prove it.)
 - Click "Submit" button
5. Once you click submit, you will be sent a verification code. This code will arrive in one of two ways:
 - Text Message (if you used a Mobile Number to sign up)
 - Email (if you used an email to sign up)
6. After entering your verification code, your account is created.
7. Create Your User Profile
 - Select your Role: Parent
 - Connect to your School: GWGDUJ
8. Add Athletes
 - Enter first and last name
 - Enter School Code: GWGDUJ
 - Accept the terms of use
 - Choose the Sports in which your Child plans on participating.
 - Click on “Submit Paperwork”
 - Under “Things To Do” on “Prep for 2020-21”, click “Get Started”.
 - Electronically sign the required forms
 - 1) Update Medical & Demographic Info (This information will be used to populate information on remaining forms to reduce input of redundant information.)
 - a. **Skip the Immunization section. This is not necessary.**
 - 2) Electronic Signature Agreement
 - 3) Consent to the Disclosure and Use of Personal Health Information
 - 4) Concussion Form
 - 5) Consent to Participate Form

- 6) Pre-participation Physical Evaluation Form (This is the 1st page of the printed Pre-participation Physical Form)
- 7) Physical Examination (This is the 2nd page of the printed Pre-participation Form)
 - a. Upload the 2nd page of the Pre-participation form that has been signed by a doctor (MD or DO).
- 8) Birth Certificate – upload a picture or scan of the athlete’s birth certificate
- 9) NFHS Sportsmanship Certificate
 - a. Go to: www.nfhslearn.com/courses
 - b. Click on **Register**
 - c. Complete registration and verify email. **The athlete must register using their own name.** The certificate that prints at the conclusion of the course will have that name on it.
 - d. Once registered, click on the **Courses** tab at top of screen.
 - e. Search for **Sportsmanship**.
 - f. Click on **View Course**.
 - g. **Order** the course. (It is free.)
 - h. Select state – **Alabama**
 - i. Click on **Checkout**
 - j. The order summary is displayed.
 - k. Click **Continue**.
 - l. Receipt is displayed.
 - m. Click on “**Click Here**” to access your course.
 - n. Click on **Begin Course**. (The first time you log in it makes you click through a tutorial of how site works.)
 - o. Print Certificate at completion and return to coach.
 - p. (Upload a copy of the certificate)