# Parents Guide to DragonFly Desktop Version

Parent To Do List:

- 1. <u>Create an account</u>
- 2. Connect to Volcano Vista High School
- 3. Connect to your child
- 4. Submit Forms

It is highly recommended that you create your account on a Desktop and then use the DragonFly app to upload forms as photos.

## STEP 1: Visit dragonflymax.com



STEP 2: Click on log in/ sign up in the top right corner then select SIGN UP FOR FREE



Be sure you <u>use your own name - not the name of a student or child.</u> If you are a parent/guardian, don't worry, you'll get to add your child later



## STEP 3: Enter your first name, last name, email address, and password



## STEP 4: Check your email 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'.



## Congratulations! You have made an account. Now, let's get connected to VOLCANO VISTA HIGH SCHOOL.

	Hi John!
(B) Calendar	Let's connect you to your school, state association or group. Get Stated
XONOX	

#### Connect to Volcano Vista High School

## STEP 1: Click 'Get Started' on the 'Today' screen.



STEP 2: Follow the on-screen prompts and select 'Parent' as your role.



#### Connect to Volcano Vista High School

STEP 3: Next, type Volcano Vista High into the search bar. Select Volcano Vista High from the list. Double check the school's location is Albuquerque, NM.

Search for your school or state association. If you have a code, type it here.	Need help?	
DragonFly Forms Test MS	Pascaguola, MS 9SVG5N	
V of DragonFly High School	Hartselle, AD 767RXH	Carthage, MS VGK3G8
DragonFly MS High	Jackson, MS ZXCDBP	Passaic, NJ 6EHL57
DragonFly Test 2	Carthage, MS VGK3G8	Antioch, CA YMDX9Y -
Mario Drago School No. 3	Passaic, NJ 6EHL57	Join Drag(#Fily High School

STEP 4: Select Volcano Vista High School, review your information, and tap the 'Join' button at the bottom of the screen.

REVIEW YO	UR INFORMATION		
v.	eldon Smith		
<b>9</b> Drago	nFly High School (767RXH)	-	
<b>28</b>	Parent		

### Connect to Highland High School

Congratulations! You have connected to Volcano Vista High School. Now, let's add your child.

There are **two** options to connect to your child

- 1. If your child already has an account, follow slides <u>16-22</u>
- 2. If your child *does not have* an account, follow slides <u>23-29</u>

STEP 1: Your child must create an account. Have your child log into their account from a web browser. From the 'Contact Info' screen, scroll to the bottom of the page where you see 'Parents and Emergency Contacts.'

0	Samantha			Goodfellow		
$\Box$	Relation *		Telephone			Email *
	Mother	Ŧ	1234567890		$\oplus$	samantha.goodfellow@xyz.com
	Address					
	123 Anywhere St.					
	City		State			Zip
	Somewhere		Alabama		Ŧ	12345
	Somewhere		Alabama		Ŧ	12345

•

STEP 2: Enter the information for the parent/ guardian you want to invite. Save the information by scrolling back up to the top and clicking 'Done.'

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## STEP 3: Scroll back to the bottom and click the 'Invite' button.

Q	Samantha			Goodfellow	
	Relation *		Telephone		Email *
	Mother	$\nabla$	1234567890	÷	samantha.goodfellow@xyz.com
	Address				
	123 Anywhere St.				
	City		State		Zip
	Somewhere		Alabama	v	12345

·

STEP 4: You will be given an invite code that you can share with your parent/guardian.



STEP 5: Log in to your Parent account. On the left side of the screen click on Your Name and select "Use a code" from the dropdown.



STEP 6: Enter the invite code you got from your child and click the 'Use code' button.



Congratulations! You are now linked to your child. Now, let's start submitting

forms!



## STEP 1: Open your profile and select "TODAY" from the menu on the left

	Hi Tiffanyl		
Today			
Organizations & People			
New People		To get started filling out for	ms, click or tap 'Add a child'
Forms Library		Add a	Child
Vault			
Organization Funds	Administration		Eligibility Status for Tiffany at NMAA   New
🚯 My Money			Mexico Activities Association - 2023-24
Talendar	New People	•	TUU% Completed
Game Schedules	Preparticipation, Eligibility & Requirements	>	My Information Revisit your Registration
🛗 Assignments			
Cards & Events			Eligibility Status for Tiffany at HIGHLAND HIGH : 2023-24
🖹 Reporting			100% Completed
Search			
TIFFANY SHELTON DF# 22-4509-2488			My Information Revisit your Registration
	MuCanda		

## STEP 2: Enter your child's legal first and last name then select 'next'.

First Name		
First Name		
Last Name		
Last Name		
	Next	
1		
e		
re		

## STEP 3: Select New Mexico



## STEP 4: Search for HIGHLAND HIGH and select 'join'.



## STEP 5: Select the 2023-2024 school year and then select the sports your child is interested in.



## STEP 6: Review all your child's information and click 'save.'



## STEP 7: You will now see your child on the today tab. You can now add another child or begin submitting paperwork.



#### Submit Forms

## STEP 1: Click 'Submit Paperwork' under your child's name on the 'Today' screen

<b>9D</b> RAGON <b>F</b> LY	Hi Tiffanyl		
🏫 Today	DF# 22-4509-2488		
Organizations & People			
New People			
Forms Library			
Vault			
Organization Funds		Willie Sh	elton
🚯 My Money		View Details   Subr	nit Paperwork
14 Calendar		0%	
Game Schedules		_	
🛗 Assignments		Add a Ch	nild
🚛 Cards & Events			
🖹 Reporting	Administration		Eligibility Status for Tiffany at NMAA   New Mexico Activities Association : 2023-24
Search	New People	•	100% Completed
TIFFANY SHELTON DF# 22-4509-2488			
	Preparticipation, Eligibility & Requirements	>	My Information Revisit your Registration

#### Submit Forms

## STEP 2: View the 2023-2024 requirements and click 'start' to begin.

∢Save &	& Finish Later	Willie Shelton	20
		0 OUT OF 12 COMPLETED	
	0%		
	Complete the follow	HIGHLAND HIGH [2023-24]	
	UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2023-	24 START	
	YOUR SPORT(S) FOR 2023-24		
	BASEBALL, FOOTBALL (2022)	CONFIRM / UPDATE SPORTS	
	PPE HEALTH HISTORY FORM (2023 VERSION)	Sports must be confirmed for each year.	
	PPE PHYSICAL EXAMINATION FORM	START	
	PPE MEDICAL ELIGIBILITY FORM	START	
	CONSENT TO TREAT FORM	START	_
	NMAA CONCUSSION IN SPORTS	START	_
	APS ATHLETIC PARTICIPATION CONSENT FORM	START	_
	LIFE OF AN ATHLETE	START	
	CONCUSSION FOR STUDENTS	START	
	EMERGENCY CONTACTS	START	
	ELECTRONIC SIGNATURE AGREEMENT	START	

Congratulations! You are now ready to begin submitting your forms. Please make sure to include a CLEAR PICTURE of the ENTIRE PAGE of any items that need to be uploaded.

As you complete each item, it will turn GREEN to show it has been completed an accepted or **YELLOW** to show it has been completed and is pending approval.

PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	
CONCUSSION INFORMATION	SIMI
PREPARTICIPATION PHYSICAL EVALUATION FORM (New Document) Schemk Staff Hend Solf Approve This Document.	PENCING APPRICAL
PRYSICAL EXAMINATION	START.
Athletes must be ALL GREEN in order to participate.	
UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021	DONE
PARTICIPANT AGREEMENT, CONSENT, HELEASE, AND VENUE	Sint -

#### Submit Forms

## This is what your child's profile will look like after completing requirements.

red.



Complete the following items *before* uploading your physical:

- 1. NMAA Requirements: CONSENT TO TREAT FORM, NMAA Concussion in Sports (the other three forms will be completed at the physical.)
- 2. APS Requirements: APS Athletic Participation Consent Form, APS Code of Conduct, Life of an Athlete, Concussion for Students. Emergency Contacts, Electronic Signature Agreement.
- 3. Print the <u>2023-2024 Physical Packet\_Upload to DragonFly</u>
- 4. Upload completed physical form to DragonFly.

### UPLOADED DOCUMENTS MUST SHOW THE FULL PAGE, NO CUT OFFS, AND BE A CLEAR IMAGE. BLURRY IMAGES WILL BE REJECTED.



Adobe Scan is a free app for IOS and Android that you can use to upload your physical as a pdf.

You only need to upload pages <u>3-6 of the physical packet.</u>

Pages 3 and 4: <u>PPE Health History Form</u> Page 5: <u>PPE Physical Examination Form</u> Page 6: <u>PPE Medical Eligibility Form</u>

## THESE FORMS MUST BE APPROVED BY ATHLETIC TRAINER BEFORE YOU ARE CLEARED. PLEASE ALLOW AT LEAST 24 HOURS FOR RESPONSE.

Student athletes are not able to participate in any APS athletic events, including tryouts, until all requirements have been met on DragonFly.

Once all requirements have been met, the athlete's name will turn from red to black.

## Student Name RED = NOT CLEARED

Student Name BLACK = CLEARED

## Problems with DragonFly?

Contact APS athletics associate director of athletics, Daniel Leyba.

Email: leyba\_d@aps.edu

Phone: 505-878-6164