

Athlete Guide to DragonFly

Desktop Version

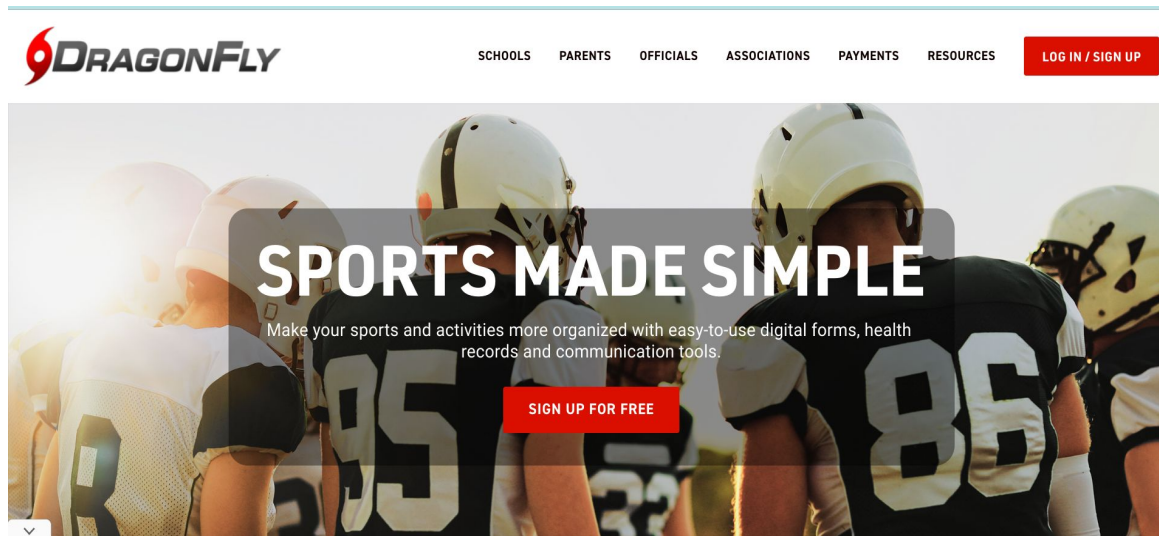
Athlete To Do List:

1. [Create an account](#)
2. [Connect to Volcano Vista High School](#)
3. [Connect to your parent/ guardian](#)
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.

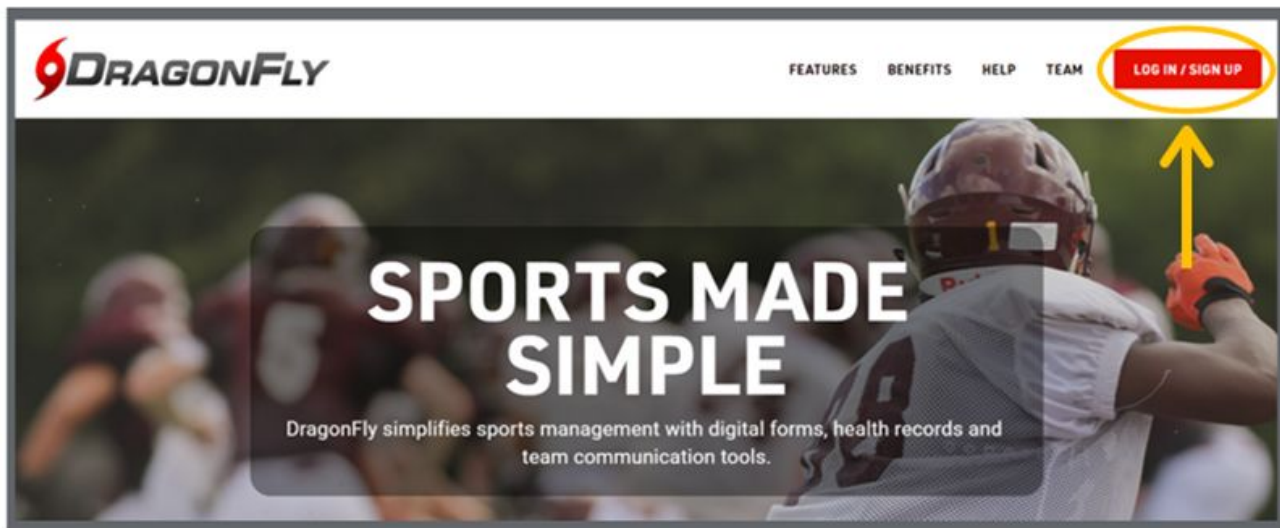
Creating an Account

STEP 1: Visit dragonflymax.com



Creating an Account

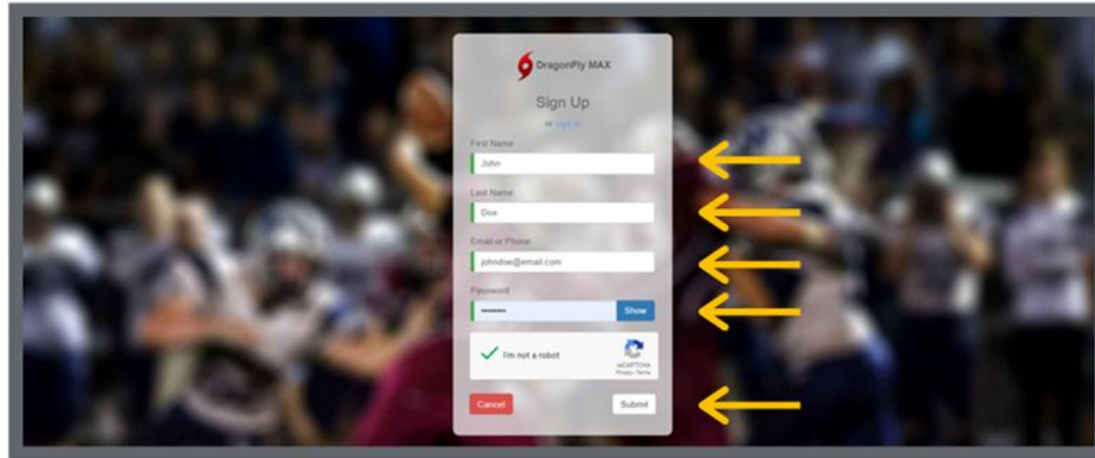
STEP 2: Click on log in/ sign up in the top right corner then select SIGN UP FOR FREE



Creating an Account

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

USE AN EMAIL YOU HAVE EASY ACCESS TO



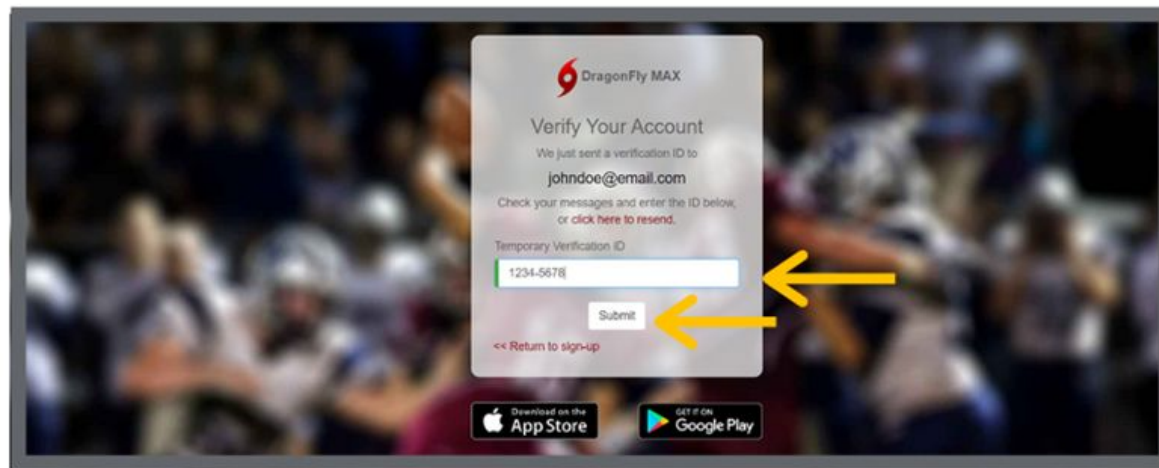
The image shows a 'Sign Up' form for 'DragonFly MAX' overlaid on a blurred background of a football game. The form contains the following fields and elements:

- First Name:** A text input field with the value 'John'.
- Last Name:** A text input field with the value 'Doe'.
- Email or Phone:** A text input field with the value 'johndoe@email.com'.
- Password:** A text input field with a 'Show' button to its right.
- Verification:** A checkbox labeled 'I'm not a robot' with a green checkmark icon.
- Buttons:** A red 'Cancel' button and a white 'Submit' button.

Five yellow arrows point from the right side of the image to the input fields: the first arrow points to the 'First Name' field, the second to the 'Last Name' field, the third to the 'Email or Phone' field, the fourth to the 'Password' field, and the fifth to the 'Submit' button.

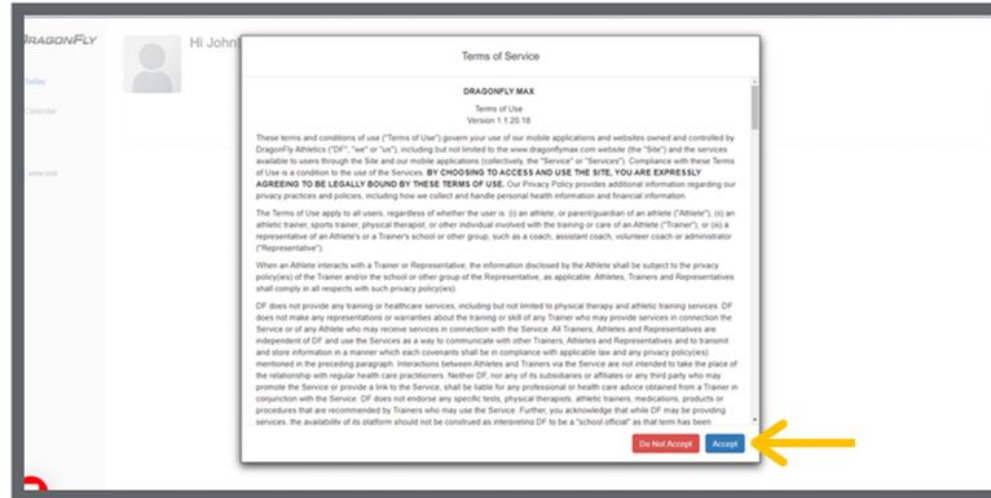
Creating an Account

STEP 4: Check your email for a verification ID, then copy and paste that code into the field and click 'submit'



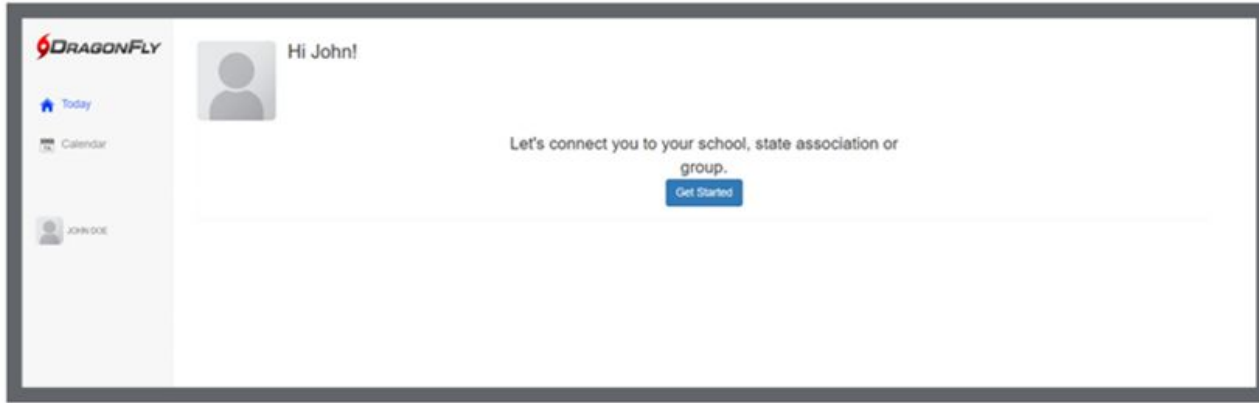
Creating an Account

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



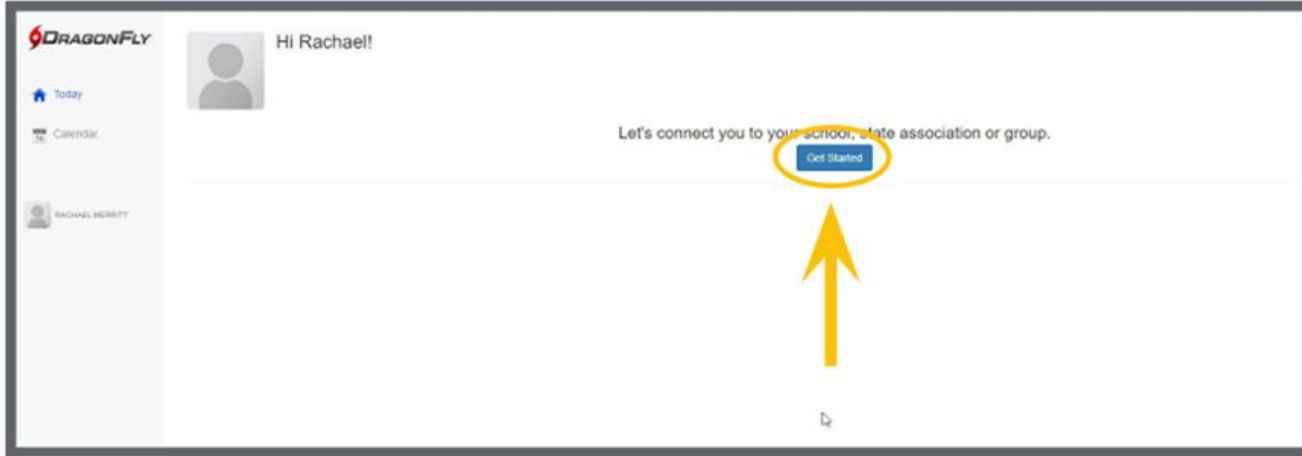
Creating an Account

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



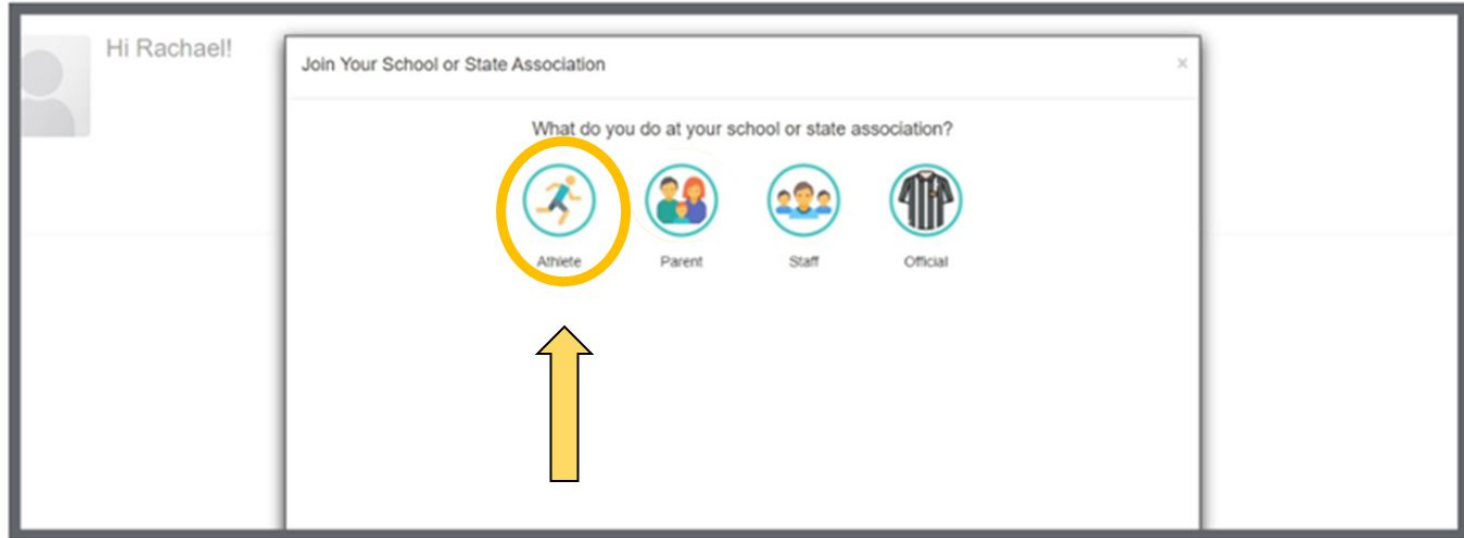
Connect to Volcano Vista High School

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



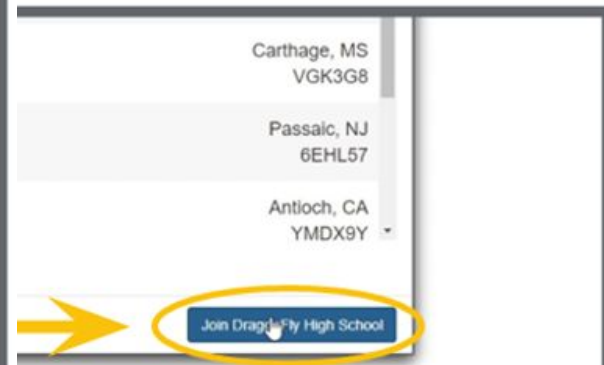
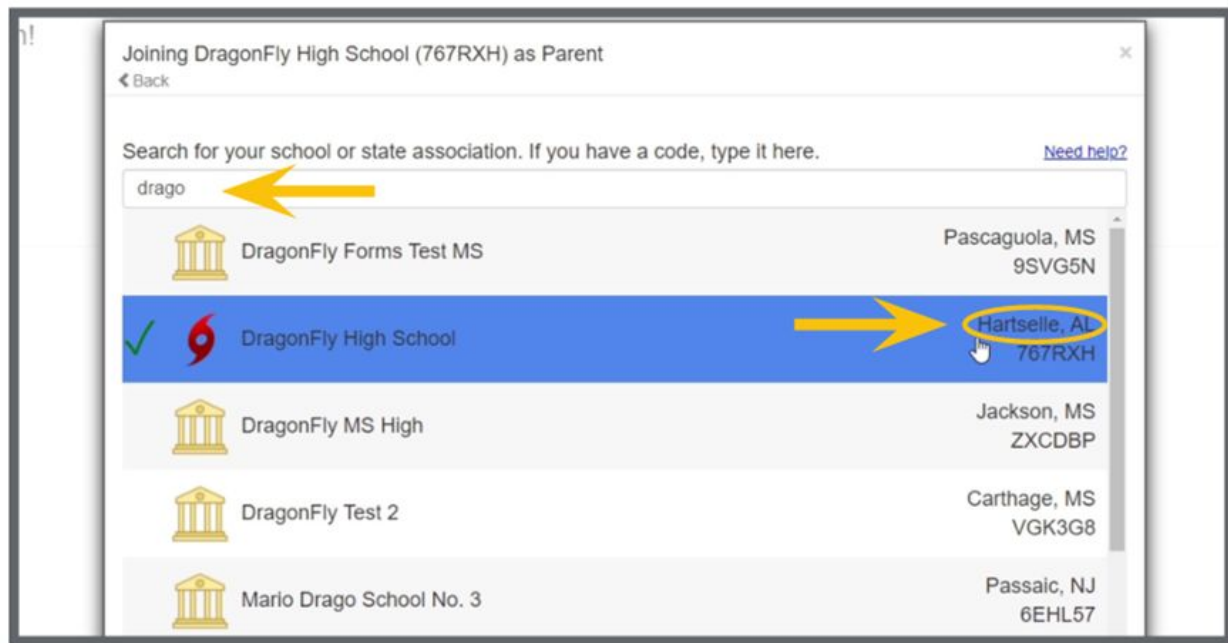
Connect to Volcano Vista High School

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



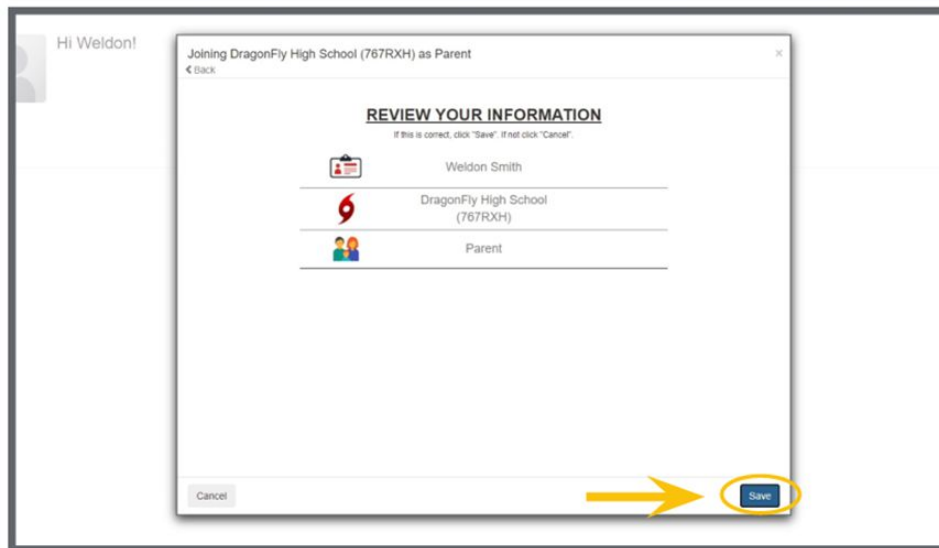
Connect to Volcano Vista High School

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



Connect to Volcano Vista High School

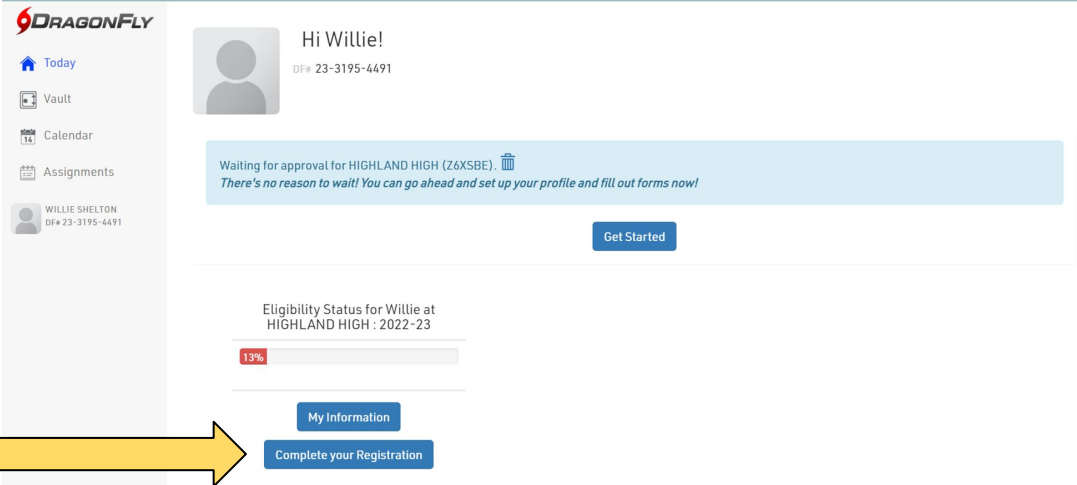
STEP 4: Select Volcano Vista High School, review your information, and tap the 'Join' button at the bottom of the screen.



Connect to Volcano Vista High School

Congratulations! You have connected to Volcano Vista High School. Now, let's connect to your parent/guardian.


You will need to wait to be accepted into Volcano Vista High School, but you can begin completing the requirements in the meantime by clicking 'complete your registration.'



The screenshot shows the Dragonfly app interface. On the left is a sidebar with navigation options: Today, Vault, Calendar, Assignments, and a user profile for WILLIE SHELTON (DF# 23-3195-4491). The main content area displays a greeting 'Hi Willie!' with the same ID number. Below this is a light blue banner stating 'Waiting for approval for HIGHLAND HIGH (Z6XSBE)' and 'There's no reason to wait! You can go ahead and set up your profile and fill out forms now!', with a 'Get Started' button. Further down, it shows 'Eligibility Status for Willie at HIGHLAND HIGH : 2022-23' with a progress bar at 13%. At the bottom are two buttons: 'My Information' and 'Complete your Registration'. A large yellow arrow points from the text on the left to the 'Complete your Registration' button.

Connect to Parent/ Guardian

STEP 1: Log in to your account from a web browser. From the 'Contact Info' screen, scroll to the bottom of the page where you see 'Parents and Emergency Contacts.'



First Name *	Delete		Last Name *
Samantha			Goodfellow
Relation *	Telephone		Email *
Mother ▼	1234567890	+	samantha.goodfellow@xyz.com
Address			
123 Anywhere St.			
City	State	Zip	
Somewhere	Alabama ▼	12345	

[Invite](#) [Delete](#)


Connect to Parent/ Guardian

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.'



Connect to Parent/ Guardian

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



First Name *

Samantha

Last Name *

Goodfellow

Relation *

Mother ▼

Telephone

1234567890

Email *

samantha.goodfellow@xyz.com

Address

123 Anywhere St.

City

Somewhere

State

Alabama ▼

Zip

12345

Delete

+

Invite

Delete

Connect to Parent/ Guardian

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

Invite Samantha Goodfellow to use Dragonfly

Text or read the code below to Samantha Goodfellow

6K6WE4

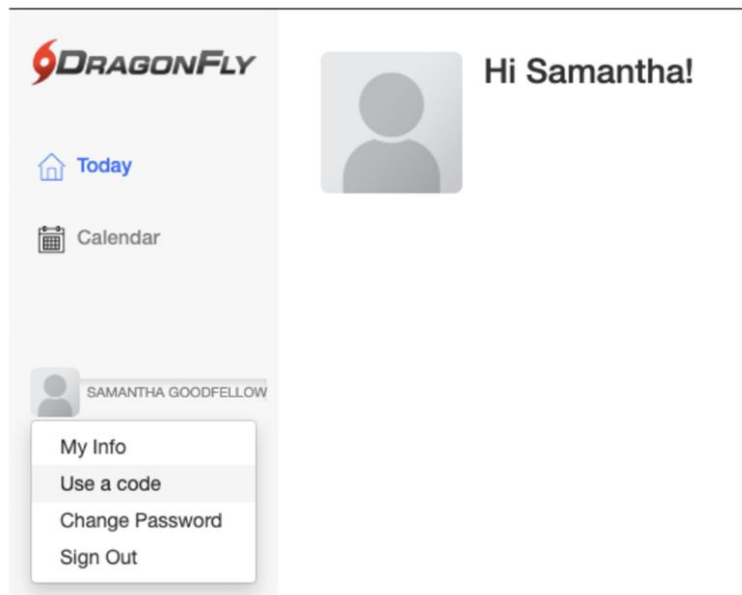
Invite Code

TEXT AN INVITE TO (123) 456-7890

Done

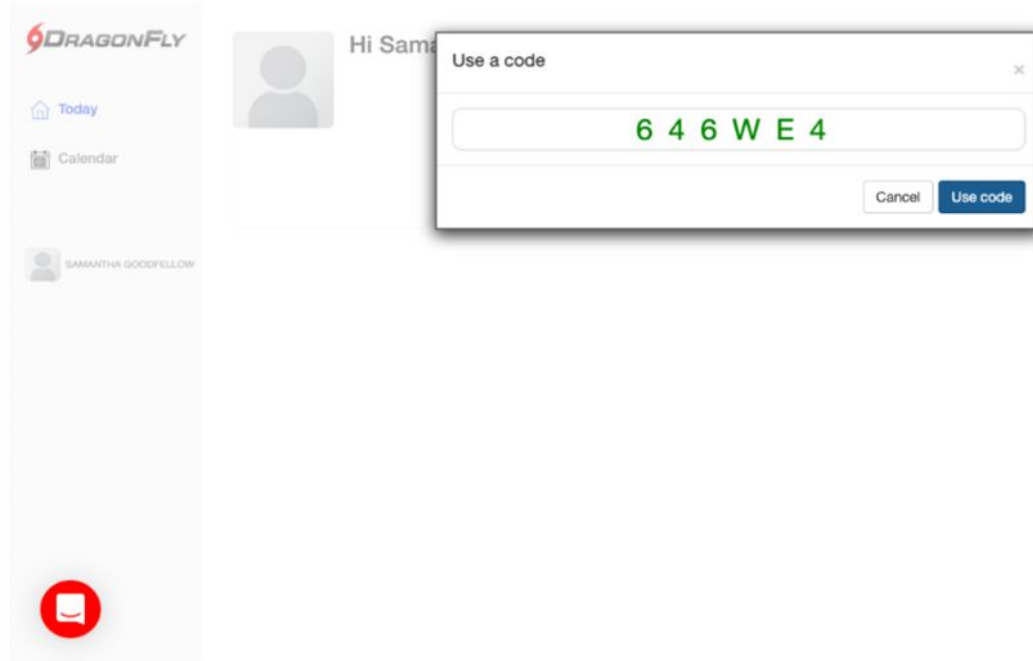
Connect to Parent/ Guardian

STEP 5: Have your parent/ guardian login to their account. On the left side of the screen click on Your Name and select “Use a code” from the dropdown.



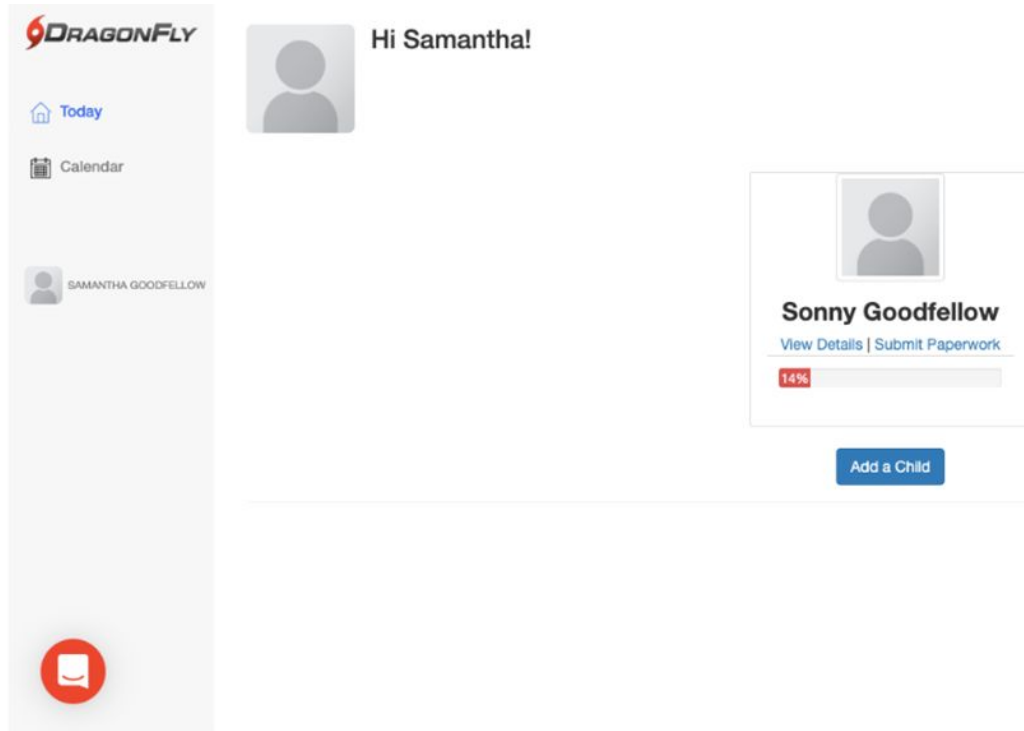
Connect to Parent/ Guardian

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



Connect to Parent/ Guardian

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



Submit Forms

STEP 1: Open your profile to the 'today' page. Scroll down to where you see 'Prep for 2023-23 Athlete Eligibility' and click 'Get Started'

The screenshot shows the Dragonfly profile page for Willie Shelton. The profile header includes the name, DFR number (23-3195-4491), DOB (None), and GRAD YEAR (None). The 'Today' tab is selected, showing a sidebar with navigation options like 'Organizations & People', 'New People', 'Forms Library', 'Vault', 'Organization Funds', 'My Money', 'Calendar', 'Game Schedules', and 'Assianments'. The main content area displays 'Contact Info' for Willie (tshelton617@yahoo.com), 'Willie's Medical Info' (Allergies: None, Med Cond: None, Medications: None, Injuries: None, Group Number: None, Policy Number: None), and 'Willie's Physical' (No Physical On File). Below these, a section titled 'Things to do for Willie at HIGHLAND HIGH Z6XSBE' indicates that Willie doesn't play sports here. At the bottom, two cards for 'Prep for 2023 - 24 Athlete Eligibility' and 'Prep for 2022 - 23 Athlete Eligibility' are shown, both with 0% completion and 'Get Started' buttons. A pink arrow points to the 'Prep for 2023 - 24 Athlete Eligibility' card.

Dragonfly

Willie Shelton
DFR 23-3195-4491 | DOB None | GRAD YEAR None

Send Message Merge Connect To School Or Association

Get Ready Vault Injuries & Illnesses Transcript

HIGHLAND HIGH ● 2023-24 ● 2022-23

Contact Info
Willie
tshelton617@yahoo.com

Willie's Medical Info
ALLERGIES: None
MED COND: None
MEDICATIONS: None
INJURIES: None
GROUP NUMBER: None
POLICY NUMBER: None

Willie's Physical
No Physical On File

Things to do for Willie at HIGHLAND HIGH Z6XSBE
Willie doesn't play sports here.

Prep for 2023 - 24 Athlete Eligibility
0%
Get Started

Prep for 2022 - 23 Athlete Eligibility
0%
Get Started

Waiting to be approved [?]

Submit Forms

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

[Save & Finish Later](#)

Willie Shelton

0 OUT OF 12 COMPLETED

0%

HIGHLAND HIGH [2023-24]

Complete the following steps for Willie to be eligible to play : **Baseball** - 2023-24 | **Football** - 2023-24.

UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2023-24	START
YOUR SPORT(S) FOR 2023-24	
BASEBALL, FOOTBALL (2023)	CONFIRM / UPDATE SPORTS
Sports must be confirmed for each year.	
PPE HEALTH HISTORY FORM (2023 VERSION)	START
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
APS CODE OF CONDUCT	START
LIFE OF AN ATHLETE	START
CONCUSSION FOR STUDENTS	START
EMERGENCY CONTACTS	START
ELECTRONIC SIGNATURE AGREEMENT	START

Submit Forms

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 and accepted or **YELLOW** to show it has been completed and is pending approval.

PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START
CONCLUSION INFORMATION	START
PREPARTICIPATION PHYSICAL EVALUATION FORM <small>(New Document)</small> <small>⚠️ School Staff Must Still Approve This Document</small>	PENDING APPROVAL
PHYSICAL EXAMINATION	START

Athletes must be ALL GREEN in order to participate.

✓ UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021	DONE
PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START

Submit Forms

This is what your profile will look like after completing requirements.

Save & Finish Later Willie Shelton Review

9 OUT OF 12 COMPLETED 75%

HIGHLAND HIGH [2023-24]

Complete the following steps for Willie to be eligible to play: Baseball - Varsity - 2023-24 | Football - 2023-24

✓ UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2023-24	DONE
YOUR SPORT(S) FOR 2023-24	
BASEBALL, FOOTBALL	CONFIRM / UPDATE SPORTS
PPE HEALTH HISTORY FORM (2023 VERSION) NEEDS REDONE - DOPS	REJECTED
PPE PHYSICAL EXAMINATION FORM School Staff Must Still Approve This Document.	PENDING APPROVAL
PPE MEDICAL ELIGIBILITY FORM School Staff Must Still Approve This Document.	PENDING APPROVAL
✓ CONSENT TO TREAT FORM	APPROVED
✓ NMAA CONCUSSION IN SPORTS	APPROVED
✓ APS ATHLETIC PARTICIPATION CONSENT FORM	APPROVED
✓ APS CODE OF CONDUCT	APPROVED
✓ LIFE OF AN ATHLETE	APPROVED
✓ CONCUSSION FOR STUDENTS	APPROVED
✓ EMERGENCY CONTACTS	APPROVED
✓ ELECTRONIC SIGNATURE AGREEMENT	APPROVED

Items pending approval will be marked in **yellow**. Please allow at least 24 hours for review and approval.

If an item is rejected, an explanation of what needs to be one will show up in **red**.

Submit Forms

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 and accepted or **YELLOW** to show it has been completed and is pending approval.

PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START
CONCUSSION INFORMATION	START
PREPARTICIPATION PHYSICAL EVALUATION FORM <small>(New Document)</small> <small>⚠️ School Staff Must Still Approve This Document</small>	PENDING APPROVAL
PHYSICAL EXAMINATION	START

Athletes must be ALL GREEN in order to participate.

Complete the following steps for Jimmy to be eligible to play : Baseball - 20 Football - 20	
✓ UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021	DONE
PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START

Submitting and Uploading Forms

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 [2023-2024 Physical Packet Upload to DragonFly](#)
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 3-6 of the physical packet.

Pages 3 and 4: PPE Health History Form

Page 5: PPE Physical Examination Form

Page 6: PPE Medical Eligibility Form

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

Checking Eligibility

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