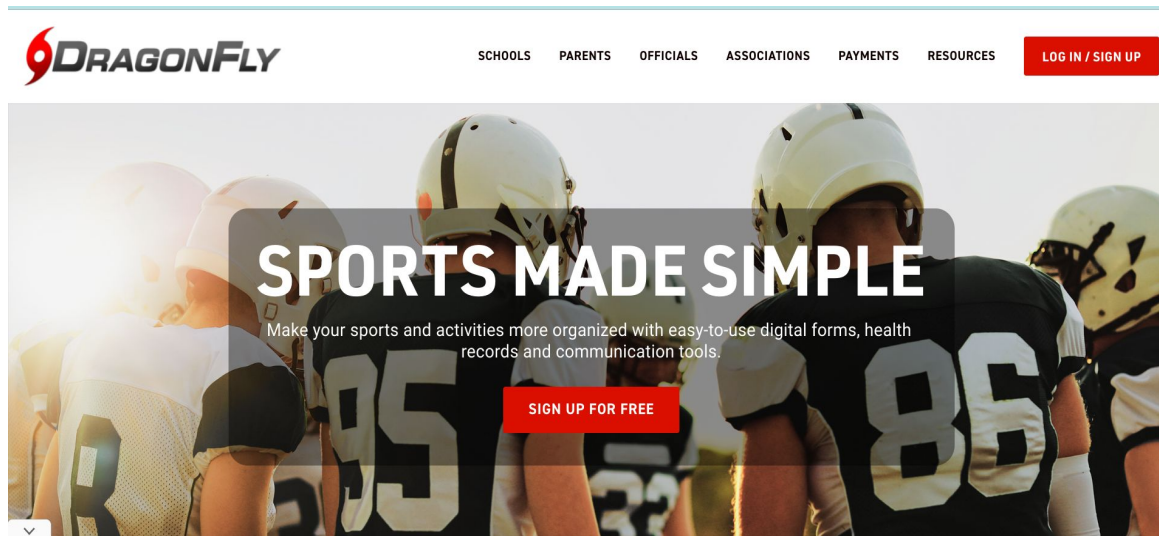# Athlete Guide to DragonFly

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.
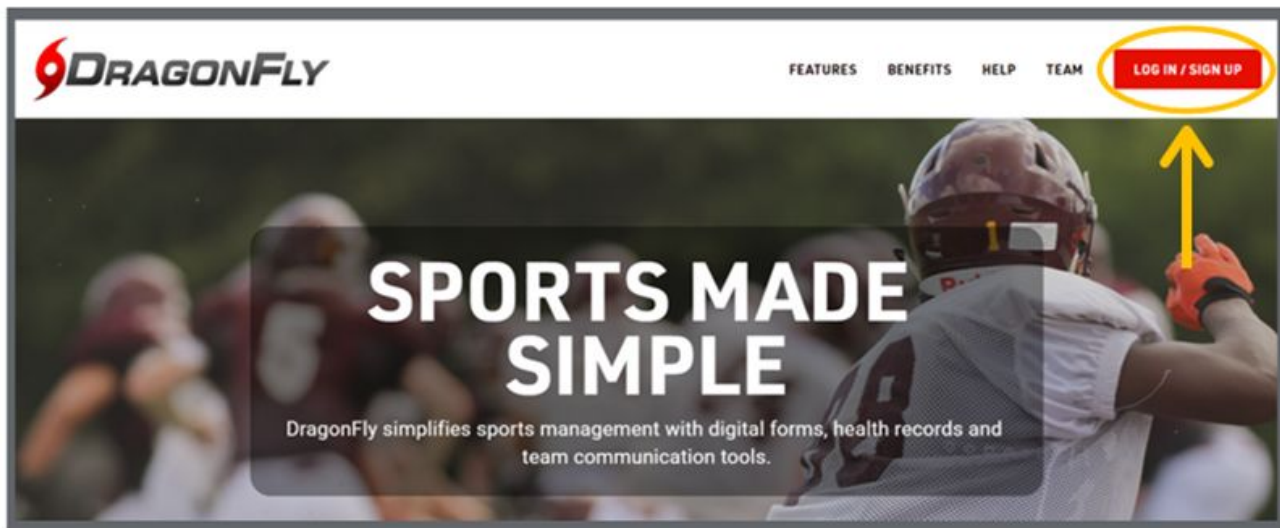
STEP 1: Visit dragonflymax.com

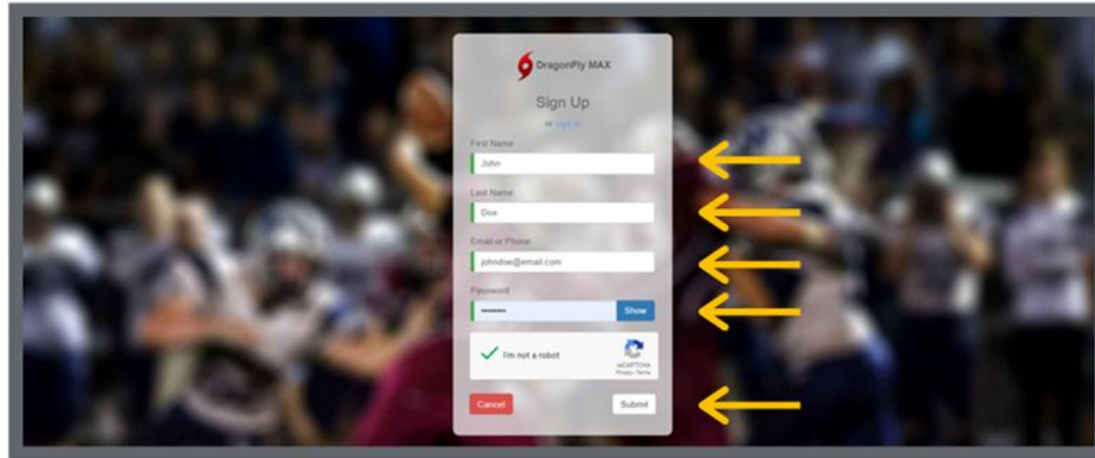**STEP 2: Click on log in/ sign up in the top right corner then select SIGN UP FOR FREE**

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

USE AN EMAIL YOU HAVE EASY ACCESS TO

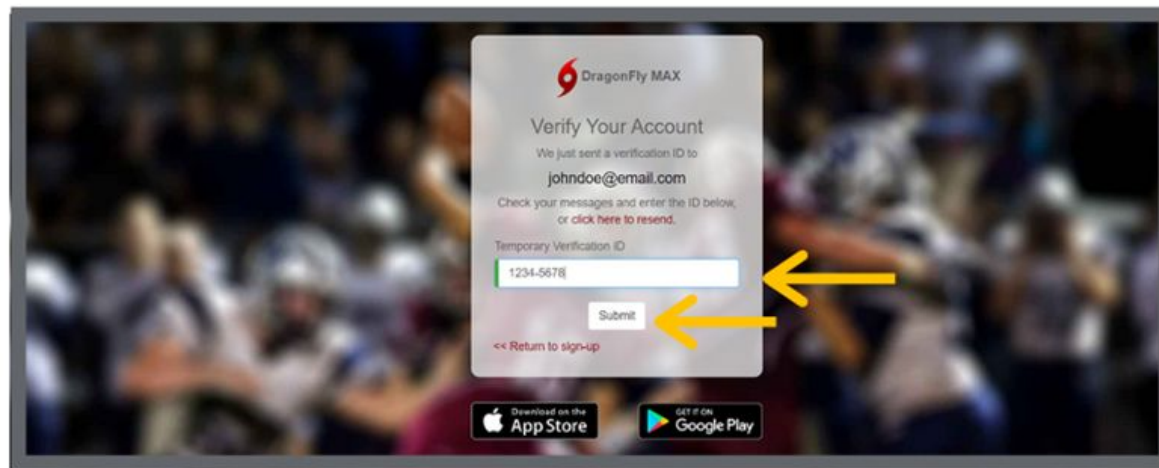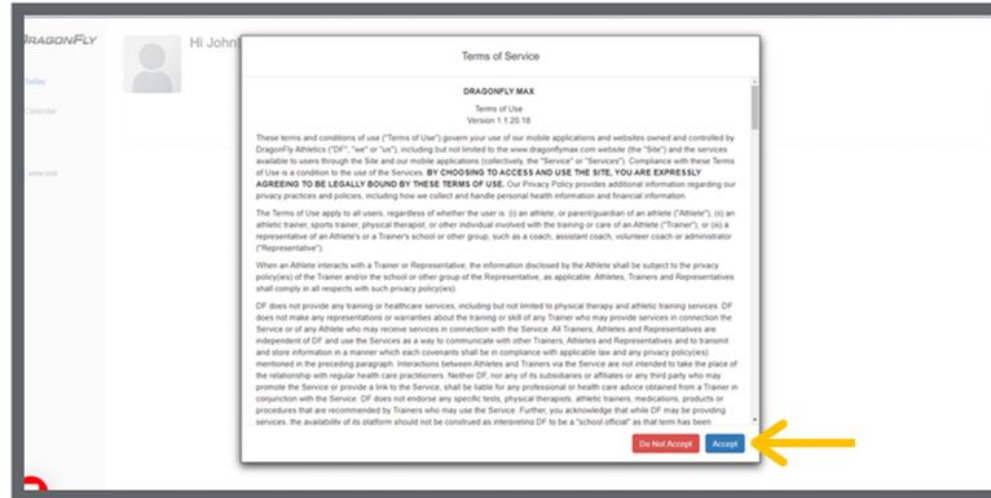**STEP 4: Check your email for a verification ID, then copy and paste that code into the field and click 'submit'**

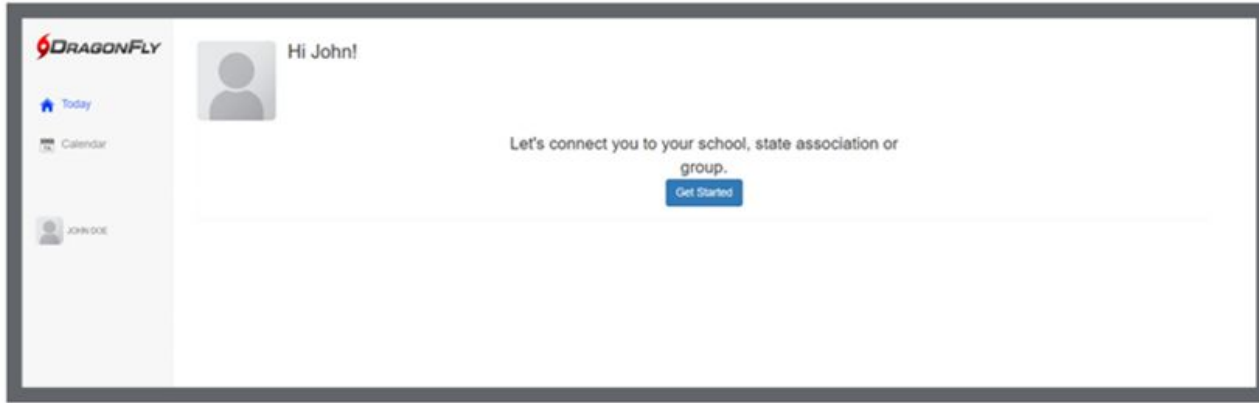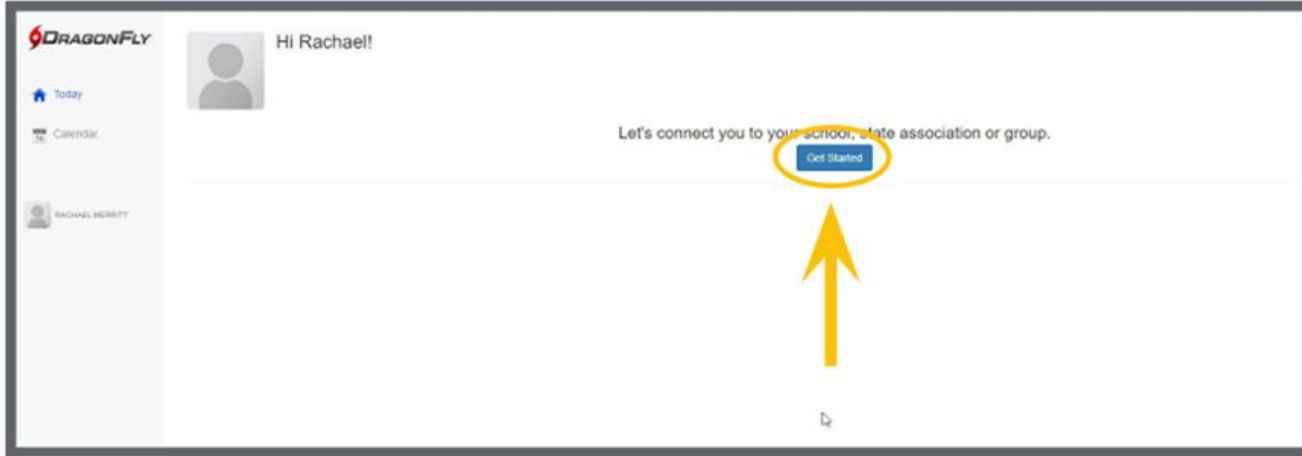**STEP 5: Review the Terms of Service and click 'Accept'.**

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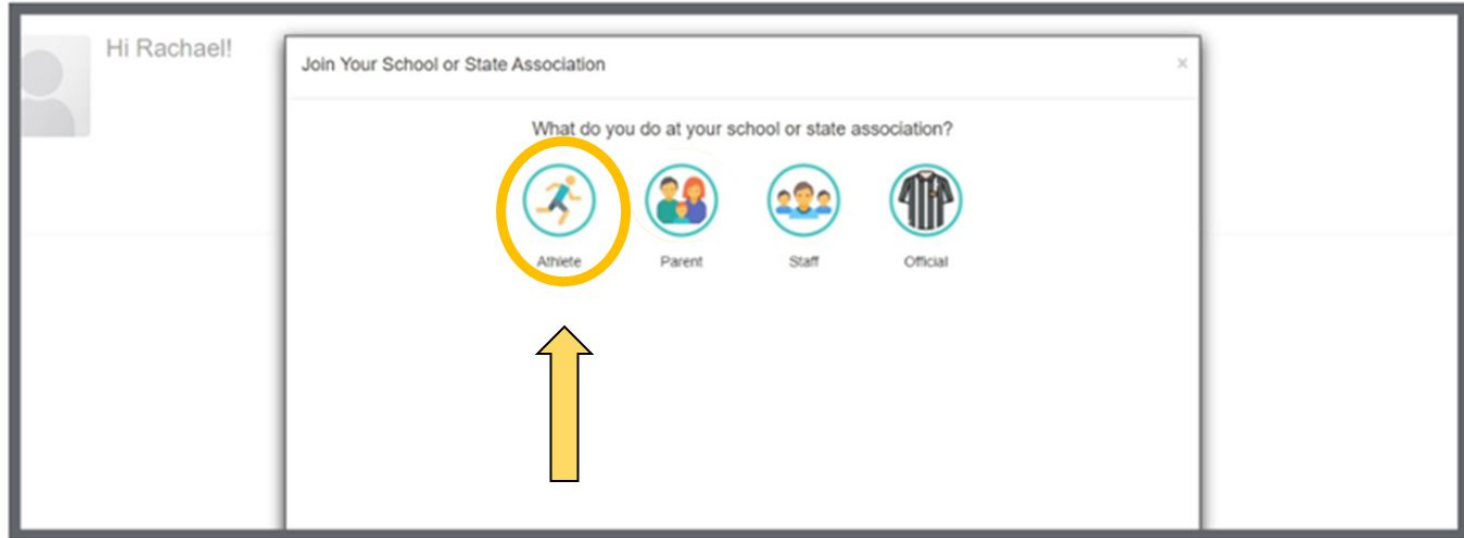
Connect to Volcano Vista High School

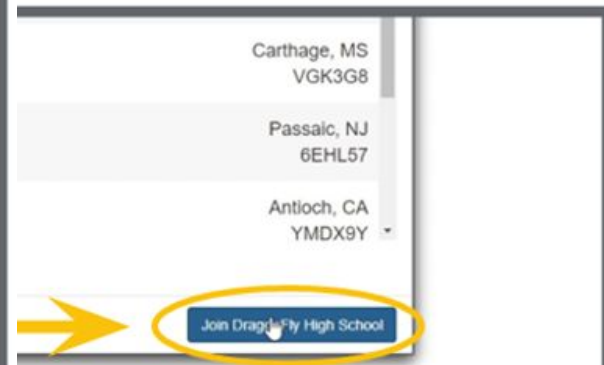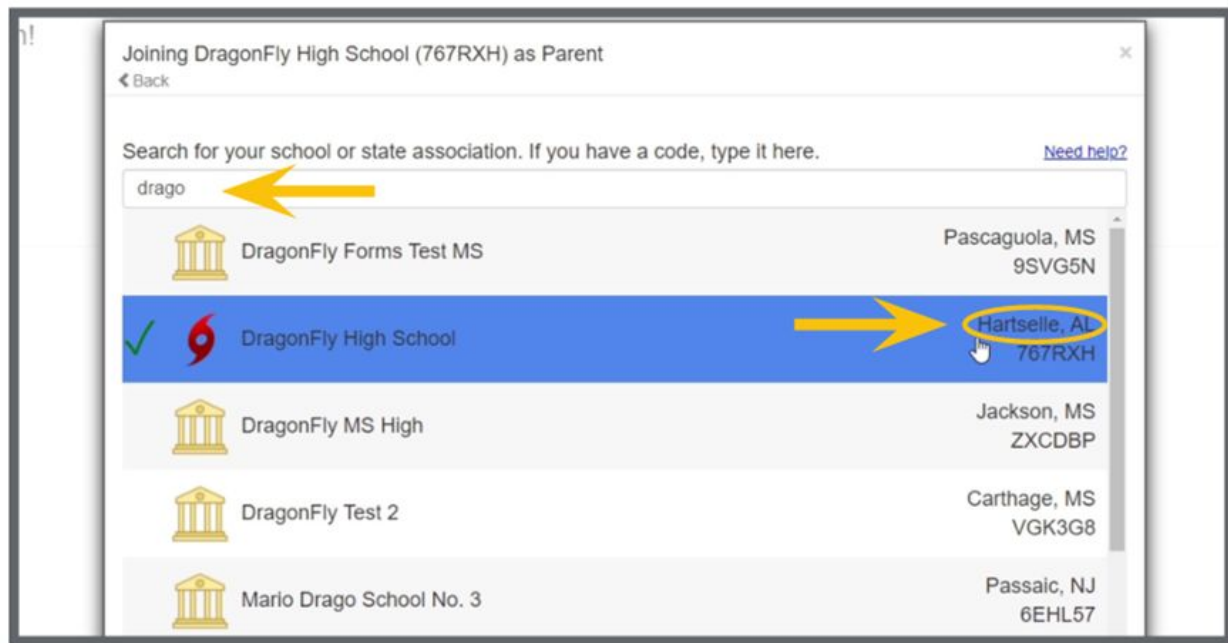**STEP 1: Click 'Get Started' on the 'Today' screen.**

Connect to Volcano Vista High School

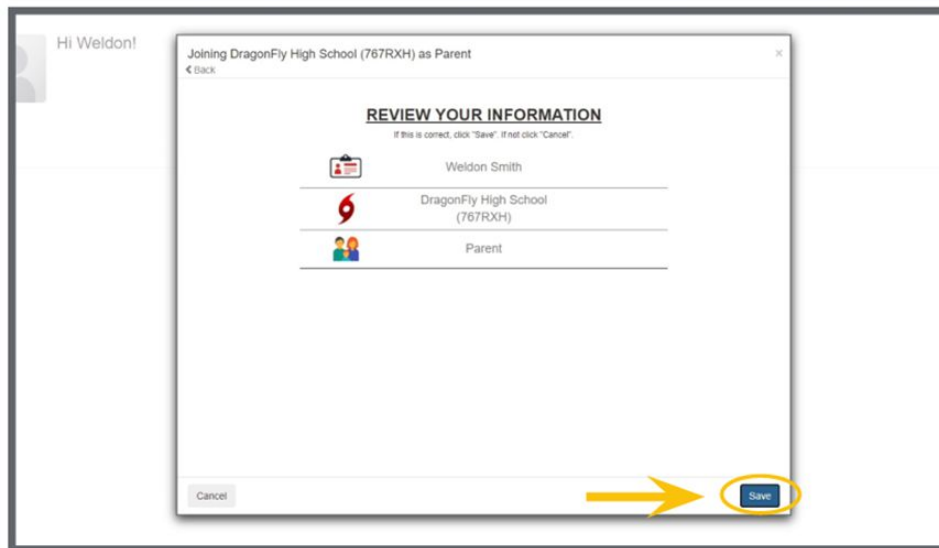**STEP 2: Follow the on-screen prompts and select 'Athlete' as your role.**

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.

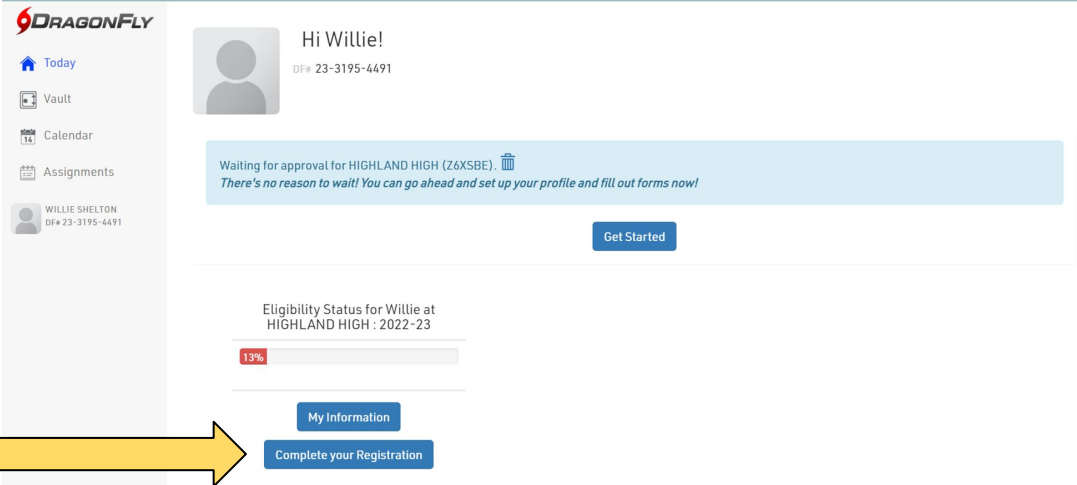# Connect to Volcano Vista High School

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.'

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.'

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.'

Done   **Sonny Goodfellow**
         All changes saved.

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

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

Invite Samantha Goodfellow to use Dragonfly

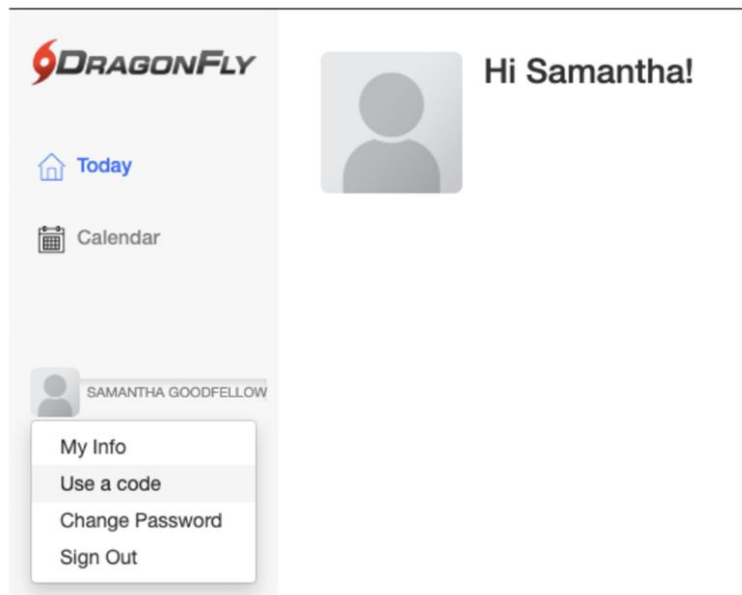Text or read the code below to Samantha Goodfellow

6K6WE4

Invite Code

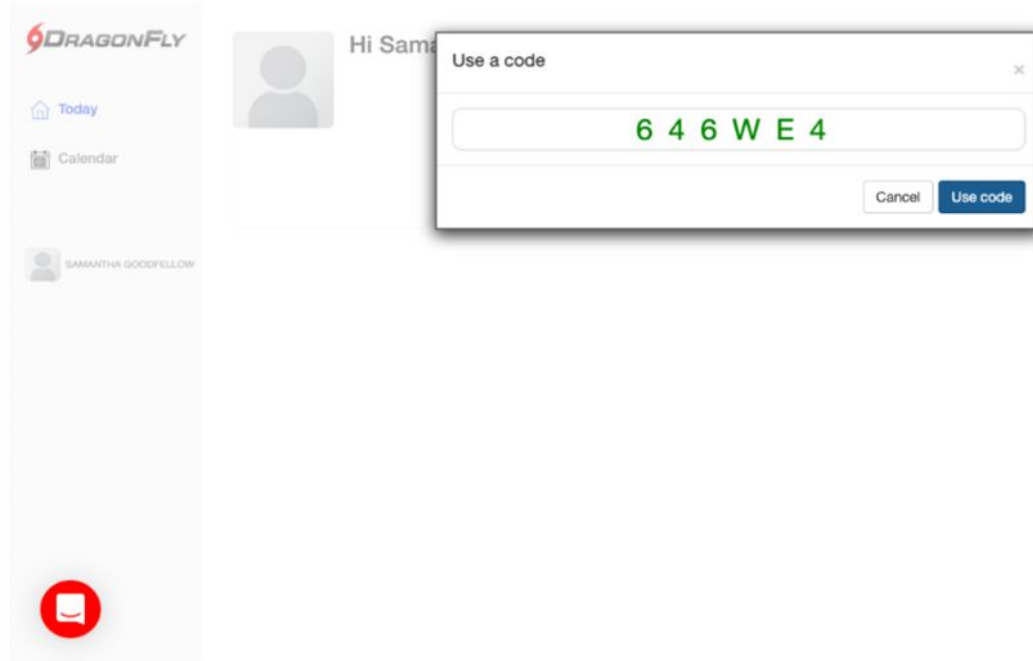TEXT AN INVITE TO (123) 456-7890

Done

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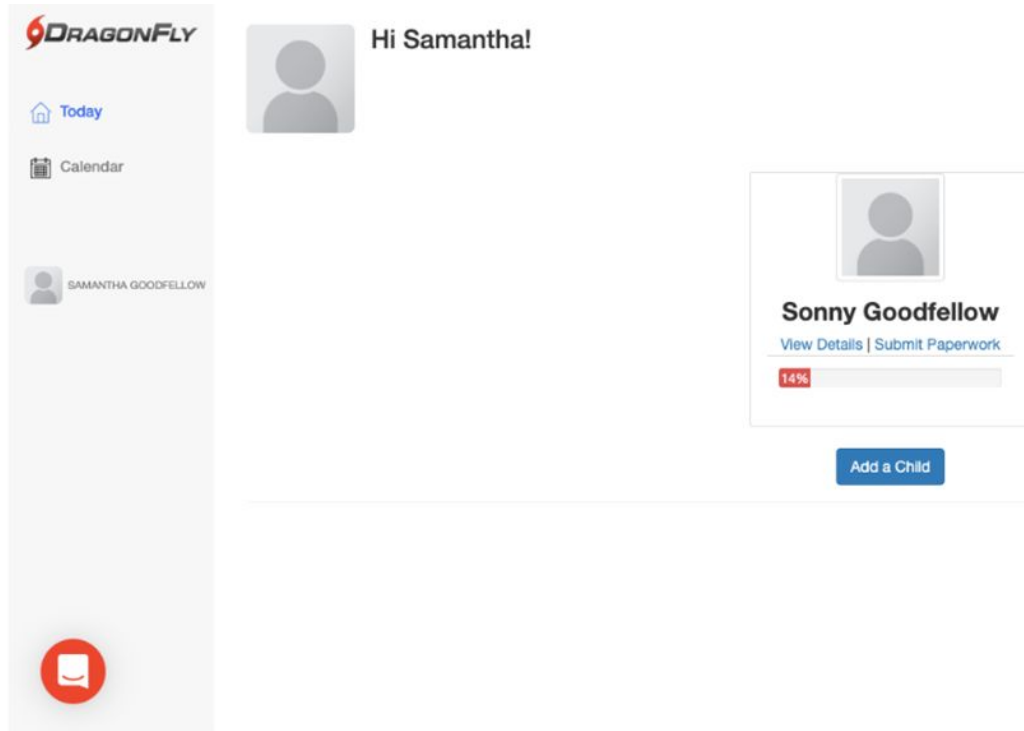
STEP 6: Enter the invite code you got from your child and click the 'Use code' button.

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

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

Submit Forms

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

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.

Athletes must be ALL GREEN in order to participate.

Submit Forms

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

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

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

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

Athletes must be ALL GREEN in order to participate.

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