Hello Parents/Guardians,

In the 20222 – 2023 school year, APS implemented a new Electronic process for all athletics and activities. This new process allows a parent/guardian to turn in their child's physical each year without having to turn in hardcopies to the Athletic Trainer. Below are a few key components needed to sign-up into DragonFly (DF).

First, **parents/guardians are the only** ones allowed to create an account in DF. Please **do not** have your student-athlete create their own account. As the Admin., we would like to have direct contact with you in regards to your child/children. You will also be able to access your account at any time. As a parent/guardian, you can add as many children to your account as enrolled in APS schools. Just scroll down to "add another child" in your account. You do NOT need multiple accounts.

Second**, the only documents that need to be uploading are the "Medical Eligibility Form" that is signed by the physician. T**his is a one-page document & **it is REQUIRED; regardless what is states in DF**. You **do not** need to upload all 3 pages of the physical form into DF. Also, download the current NFHS Learn Concussion completion and Life of an Athlete certificates.

Third, there are an additional five other forms that will need to be completed in DF & each require electronic signatures, along with answering all the questions in every tab.

Helpful tips for the DragonFly process: YOU must use a Computer, not a phone or the App. (There have been a lot of problems using a phone to register and complete the account).

- Here's the link: https://www.dragonflymax.com

* **Sports not showing** up when adding a kid: When you go to "add a child" it may default to the 22-23 academic year; just choose 23-24 instead. At the bottom, there is a link in which states, "I don't see my sport". Click on that, it will open all the rest. If that link does not work, select "I don't play a sport" and continue. There will be another place in this process where you can pick the sport and it all show up there.

* **Child's email & phone: Required.** If your child does not have an email or phone number, I would recommend just adding the parent's information. It is a mandatory field and will not let you complete without adding one for them. Fill out **ALL** fields in this area.

***Parent/Guardian information: Required**. Please fill out **ALL** information in this area especially your email and cell phone number.

***Insurance Info: Required.** Please fill out **ALL** fields in this area, be sure to include the Group & Policy numbers. The photo of the insurance card is **optional.**

* **Physical Exam: This is required for NMAA & APS. This is NOT optional even though DF states it is.** In the "Medical & Demographic area" & then under the "general Info" tab you will

download the **"Medical Eligibility Form"** which is signed and dated by the physician, **NOT** the Pre-participation Physical Evaluation form (as in the past).

*** Birth Certificates: Not Required.** You **do not** need to upload a birth certificate. You will see it as an option, but it is not required for NMAA or APS.

***Immunizations: This is not Required.** You do not need to upload this document. You will see it as an option, but it is not required for NMAA or APS.

*** Concussion for Students: This is required every new school year.**

NFHS Learn website is https://nfhslearn.com.

You will need to upload the current school year completion certificate from this training course on the NFHS website into DF.

***Concussion Information in sports: This is required**: Please electronically sign the document.

***Consent to Treat Form: This is required:** Please electronically sign the document.

***Life of an Athlete: This is required if you are an incoming 8th, 9th grader or new to APS District.** The website is - www.Talentms.com.

Follow directions for the course info. You only have to take this course **one time** during your entire high school career. The completed certificate **MUST** be downloaded into DF**. DO NOT sign and submit the "instruction" page; it will be rejected by Administration.**

***Code of Conduct & Electronic Agreement forms: This is required.** Please electronically sign the document.

Issues arising in DF when inputting or downloading documents:

1. **Misleading Clearance** - On the 1st page of your account at the top of the page in the "medical info" & the "medical Status" boxes it will say "cleared" for play & practice. This pertains to **INJURIES**, **not paperwork or clearance in DF for participation/try-outs.**
2. **Black highlighted names does not always signify "cleared" in DF**. If the wrong form was downloaded into DF, it does not know it is the incorrect form. It just sees "a form" & thinks it is correct & it will be "approved**". Administration MUST go in & manually check for accuracy to approve or reject.**
3. **DF does not have a check mark box for the physical exam**. When your account says "7 out of 7" items are completed, it may not be accurate if you are missing the Medical Eligibility form or attached a wrong form.

If you have questions, the Administration team, Brian Weems, Athletic Director & Melissa Lee, Athletic Trainer will be able to help you.

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