

# INSTRUCTIONS FOR DRAGONFLY – New parent/athlete for 2023-24

<https://max.dragonflyathletics.com/maxweb/max-cover/login>

**\*\*Must use a tablet, laptop, or desktop computer\*\***

**This does not work on a smartphone**

If you do not have access to a computer, please contact Chad Jones at [chad.jones@aps.edu](mailto:chad.jones@aps.edu) or 505-843-6400 x20119 and I will arrange a time for you to use a school computer.

## Step 1 – Create parent account

- Select State: NEW MEXICO
- Select High School: ALBUQUERQUE HIGH SCHOOL (no matter where your child attends classes)

## Step 2 – Add a child

- Select State: NEW MEXICO
- Select High School: ALBUQUERQUE HIGH SCHOOL (no matter where the student attends classes)
- Select School Year: 2023-24
- Select Sport(s): All you plan to participate in
  - Gender: MEN’S or WOMEN’S
    - Exceptions: FOOTBALL, BASEBALL, SOFTBALL, DANCE
    - For Cheer, select: MIXED CHEERLEADING
    - For Track, select: MIXED TRACK, OUTDOOR
  - Level: select VARSITY for all students, regardless of grade or expected level of play

## Step 3 – Submit Paperwork (It says 6 steps, but there are 7)

- 1) Update Medical & Demographic Info (2023-24)
  - a. Answer ALL questions, upload physical w/medical provider signature and date of exam
  - b. Physical upload is listed as optional...but is REQUIRED
  - c. Birth Certificate and Immunization Records are optional...DO NOT UPLOAD, we do not need these documents
- 2) Confirm Sports (same as in “add a child” section)

- 3) APS Code of Conduct
  - a. Must be “signed” by a parent/legal guardian
- 4) NMAA Consent to Treat Form
  - a. Must be “signed” by a parent/legal guardian
- 5) Concussion Information in Sports
  - a. Must be “signed” by a parent/legal guardian
- 6) Electronic Signature Agreement
  - a. Must be “signed” by a parent/legal guardian
- 7) Concussion for Students - <https://nfhslearn.com/courses/concussion-for-students>
  - a. Must be complete by the student-athlete
  - b. Enrolling in the class by “purchasing” it (there is no charge)
  - c. Upload completion certificate with student-athlete’s name on it
  - d. When done, will say “PENDING APPROVAL”

Step 4 – Student-Athlete should go see Mr. Mares, AHS Athletic Trainer

- The Athletic Training Room is located at the west end of the 800 hallway, next to JROTC, and is open during lunch, 7<sup>th</sup> period (for students in athletic classes only), and after school. DO NOT leave a class to come to the Athletic Training Room. You will be sent back to class even if your teacher gave you a pass.
- Mr. Mares will review the DragonFly documents
  - If incomplete or rejected
    - Instruct the student-athlete on what corrections need to be made
    - DragonFly notification will also be sent that the document was rejected
  - If complete...
    - Give the student-athlete a receipt
    - TAKE THE RECEIPT TO THE VARSITY HEAD COACH OF THE SPORT

**NO RECEIPT? = NO PRACTICE. = NO EXCEPTIONS!**

**NEW SPORT = NEW RECEIPT** from Mr. Mares ... (you do not need to do DragonFly entries again)