

GET STARTED WITH DRAGONFLY



DragonFly makes sports and activities more organized with easy-to-use digital forms, health records and team communication tools.



PARENTS & STUDENTS

- 1 Download the DragonFly MAX app from the App Store or Google Play.
- 2 Tap 'Get Started' and 'Sign Up for Free' then follow the prompts to create your Parent account with your own email address.
Note: please do not create an account with your child's name or contact information – you will get the chance to add your child soon!
- 3 Verify your account with the verification ID sent to your email address.
- 4 Tap 'Connect to your school' to select 'Parent' as your role and search for your child's school.
- 5 After selecting your child's school, tap 'Join' to request access. An administrator at your school will approve your request.
- 6 Tap 'Set up your children' and follow the prompts to add your kid(s) and fill out their participation forms.



ATHLETIC DIRECTORS, COACHES & SCHOOL ADMINISTRATORS

- 1 Visit dragonflymax.com and click the 'Log In/Sign Up' button.
- 2 Click 'Sign Up for Free' to create your account with your school email address.
- 3 Verify your account with the verification ID sent to your email address.
- 4 Click the 'Get Started' button to select your role and search for your school.
- 5 After selecting your school, tap 'Join' to request access. You will see a list of administrators at your school who can approve your request. If you're the first person to request access to your school, a member of the DragonFly team will verify your role and approve your request.

PREFER TO DO THIS ON YOUR COMPUTER?

Visit dragonflymax.com and click 'Log In/Sign Up' to get started.



Getting Started:

1. Parents create an account with DragonflyMax through the website at: www.dragonflymax.com
 - a. Select the **"Log In/Sign Up"** button in the upper right corner of the page
 - b. Select **"Sign Up for Free"** and enter your first name, last name, email address and password
 - i. **Be sure to use your own name not the name of a student or child. Don't worry, you'll get to add your child later.**
 - c. Verify your account:
 - i. Check your email messages for a **verification ID #**.
 - ii. Copy and paste that ID # into the **"Temporary Verification ID"** field and click **"Submit"**
 - d. Review the Terms of Service and click **"Accept"**
 - e. Now you're on Dragonfly!
2. Connect your account to your student or child's school on the website
 - a. Click **"Get Started"** on the screen where you left off from creating your account
 - b. Select **"Parent"** as your role
 - c. In the search engine box, type in the name of your student or child's school
 - i. Type **"Oconee County High School"**
 - d. Select the school's name from the drop down list provided
 - i. **Double check the city and state of your school to ensure that you are choosing the correct one**
 - e. Click **"Join Oconee County High School"**
 - f. Review your information provided on the screen. If everything is correct click **"Save"**
 - g. Now you're connected to your child's school on DragonFly!
3. Add your student or child to your parent account
 - a. On the **"Today"** screen click on **"Add A Child"**
 - b. Fill in his or her first and last names then click **"Next"**
 - c. In the search engine box, type the name of your student or child's school OR type in the school's code
 - i. Type **"Oconee County High School"** OR the school code **"STU5SZ"**
 - ii. **Double check the city and state of your school to ensure that you are choosing the correct one**
 - d. Click **"Join Oconee County High School"**
 - e. Select which activities your child is participating in then click **"Add Sports"**
 - f. Review the information provided on the screen. If everything is correct click **"Save"**
 - g. Congratulations, you've added your child!
4. Fill out and submit your student or child's pre-participation paperwork to be eligible for sports and activities
 - a. On the **"Today"** screen click **"Submit Paperwork"** under your student or child's name. This will open their profile



- b. Scroll down to the section that says “Things to do” and you should see a progress box named “Prep for 2020-21.” Click “**Get Started**”
- c. This will open a checklist of all the items you need to complete in order for your student or child to be 100% ready and eligible. Click the “**Start**” button to the right of each item to fill out the information
 - i. Some items will be pretty straight-forward like the Medical and Demographic section, where you simply fill out all the fields on your screen
 - ii. Other items will open a pop-up window giving you a few options
- d. As you complete each item on the checklist, it will turn green and the progress bar at the top of the screen will start to move toward 100%.
 - i. **Your progress bar may not get to 100% and green at first even though you’ve completed all the items in your checklist. This is because some items need approval from an administrator at your school. Items that are pending approval will be yellow in the checklist until they’re approved**

DragonflyMax Mobile App:

DragonflyMax is also available and FREE to download on your phone (Apple App Store or Google Play). All of the day to day functionality comes through the mobile app. The app provides valuable tools for parents to track their student or child’s status in a quick and easy manner.



Oconee County High School Code: **STU5SZ**

www.dragonflymax.com

Students who are interested in trying out for a sport are required to obtain a Pre-Participation Physical Exam and parents/students must complete paperwork annually. Starting Fall Sports 2020, the athletic department will use an online system called DragonFly.

Four Steps to Play

A blue status is required for participation in all OCHS Athletics.

Athletes can obtain this status after all paperwork is complete and approved.

A blue status is required to be done **ONCE EACH SCHOOL YEAR** not each sport season.

1. Complete all forms electronically through www.dragonflymax.com .
 - **New Students/upcoming 9th graders:** Parents should use a computer to create an account with a parent email 1st, create a profile for their student(s), then click on the semi-circle at the bottom of the athlete's profile under "Prep for 2020-21" to complete the forms electronically.
 - **Returning athletes that have a DragonFly account:** Parents should login to DragonFly, click on the Athlete's profile, then click on the semi-circle at the bottom of the athlete's profile under "Prep for 2020-21 to complete the forms electronically.
 - ❖ The only forms that will be printed is the Medical History/Physical Forms that you will pick up from the Athletic Dept.
 - ❖ Note: When parent/athlete portion of electronic forms are completed, the athlete's profile will show 88%. The other 21% will be completed by the athletic department after parent/athlete completes step 2 & 3 below.