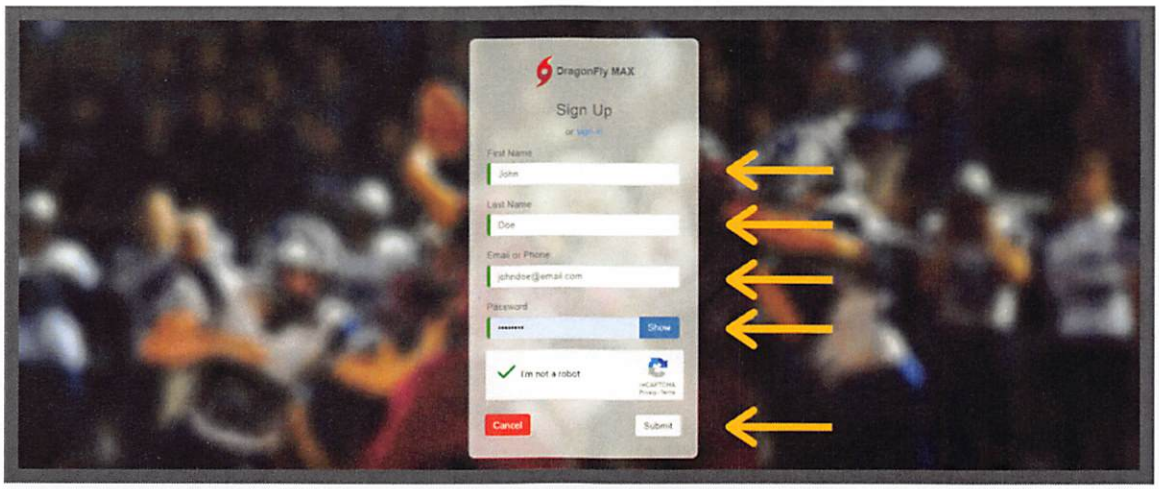
SIGN UP FOR DRAGONFLY

Creating a DragonFly account is a quick and simple process that puts all of our tools at your fingertips.

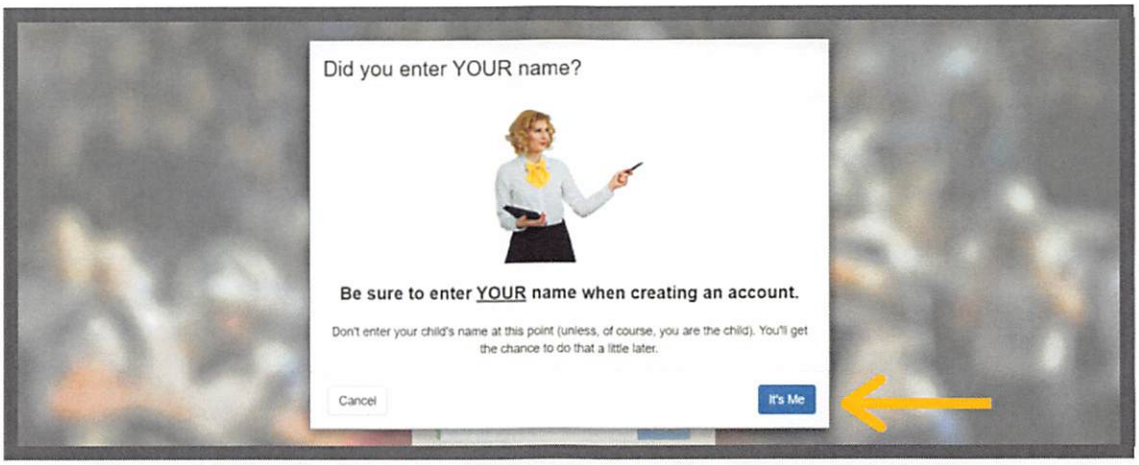
Step 1: Visit dragonflymax.com and select the 'Log In/Sign Up' button.



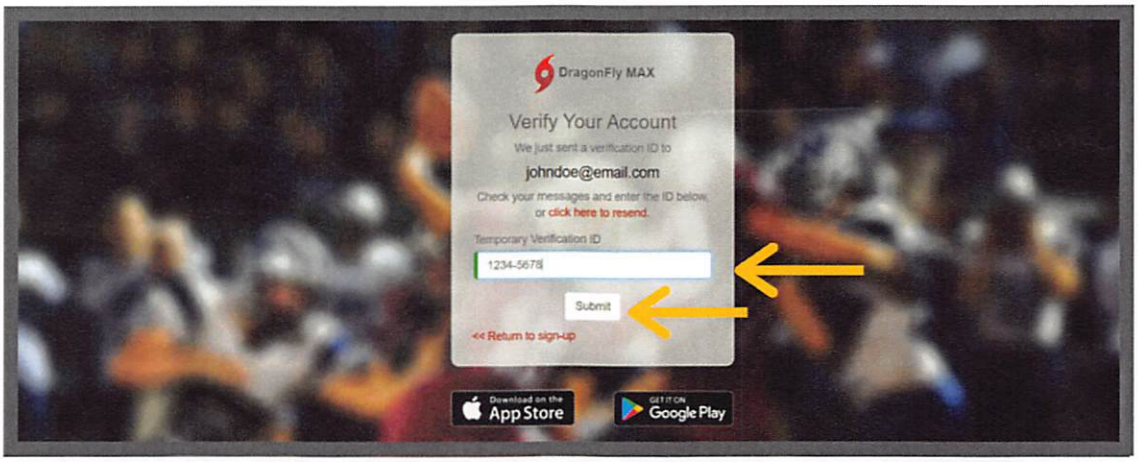
Step 2: Select 'Sign Up for Free' and enter your first name, last name, email address and password. * This must be the Parent Name.



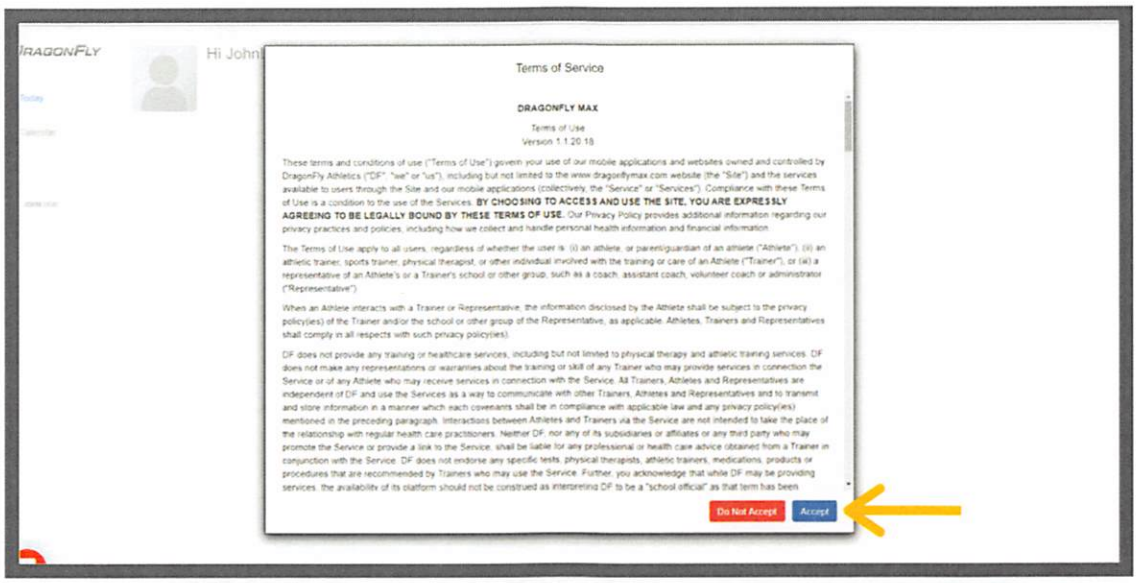
Step 3: Be sure you use your own name — not the name of a student or child. If you're a parent, don't worry; you'll get to add your child later.



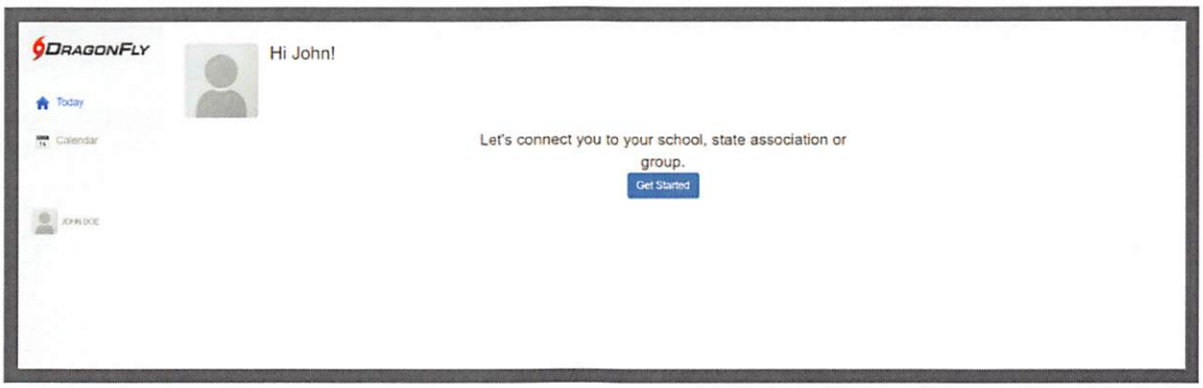
Step 4: Check your messages for a verification ID, then copy and paste that code into the field and click 'Submit'.



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



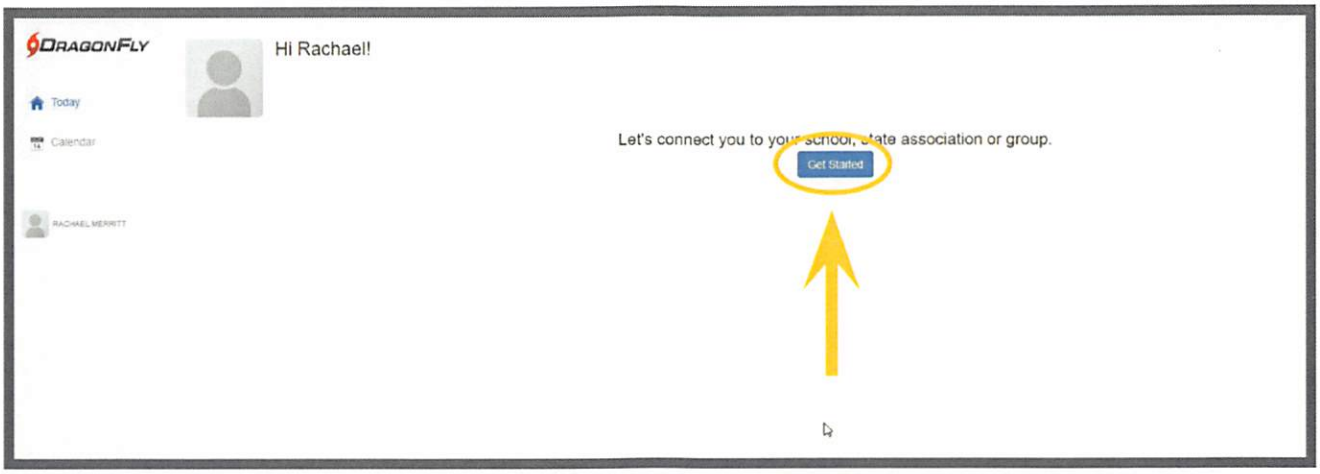
Now you're on DragonFly! Welcome to the team.



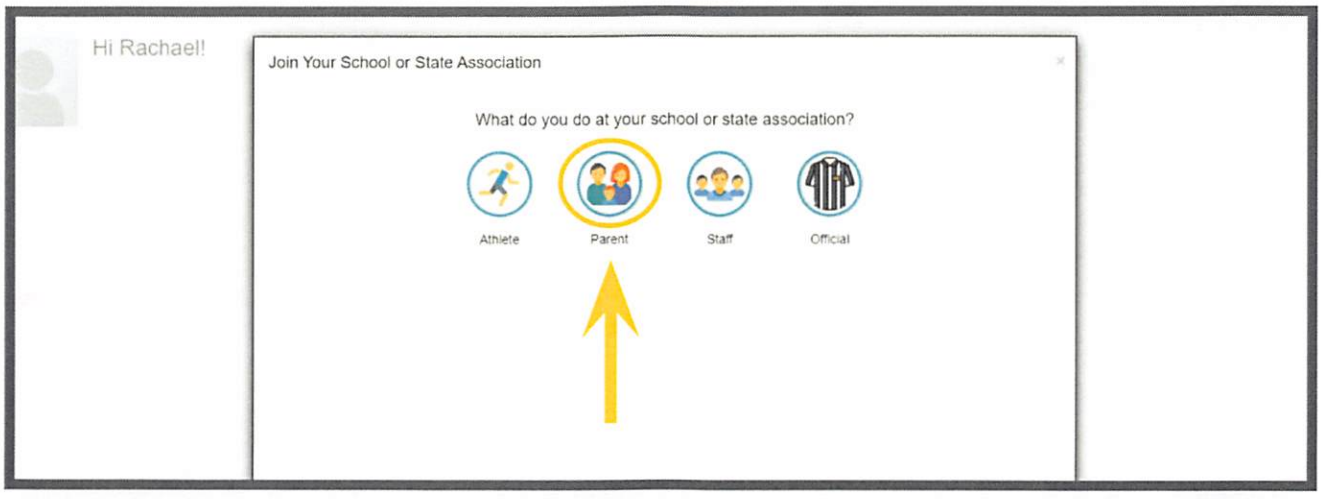
CONNECT TO YOUR SCHOOL ON WEB

Next, you'll need to connect your account to your child's school.

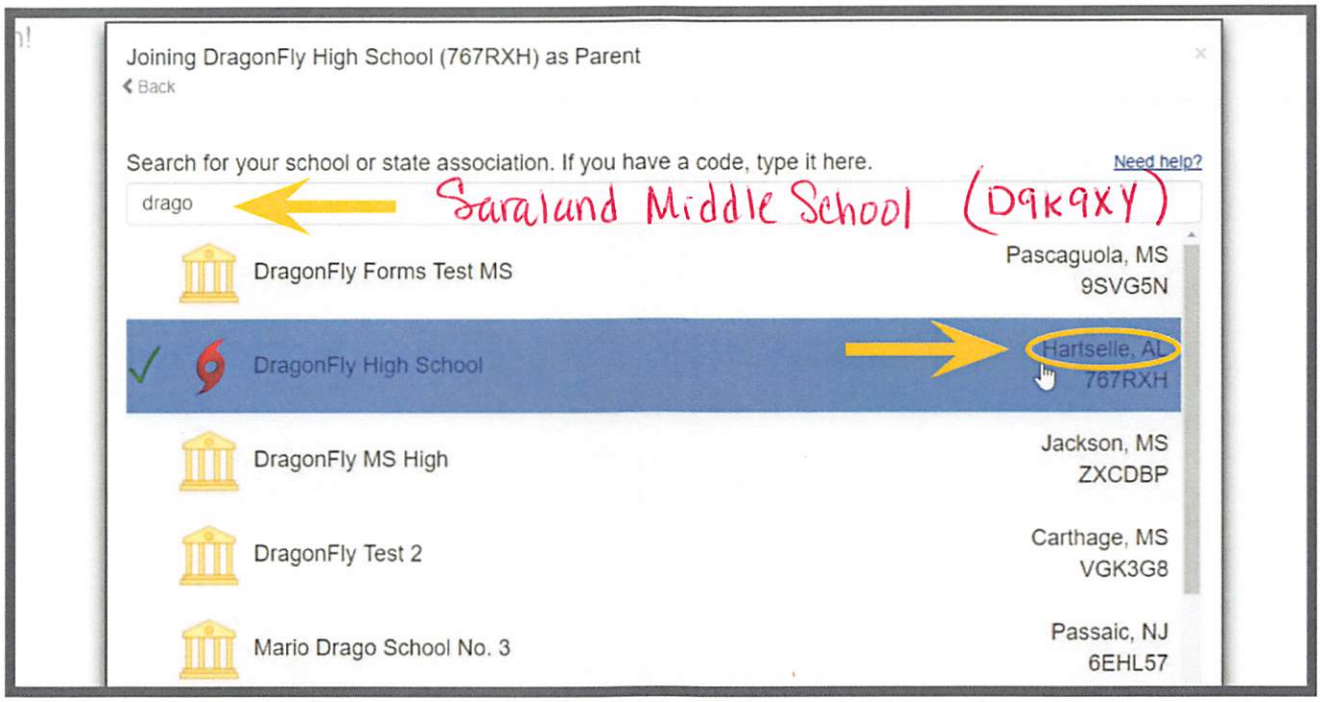
Step 1: Click 'Get Started' on the 'Today' screen.

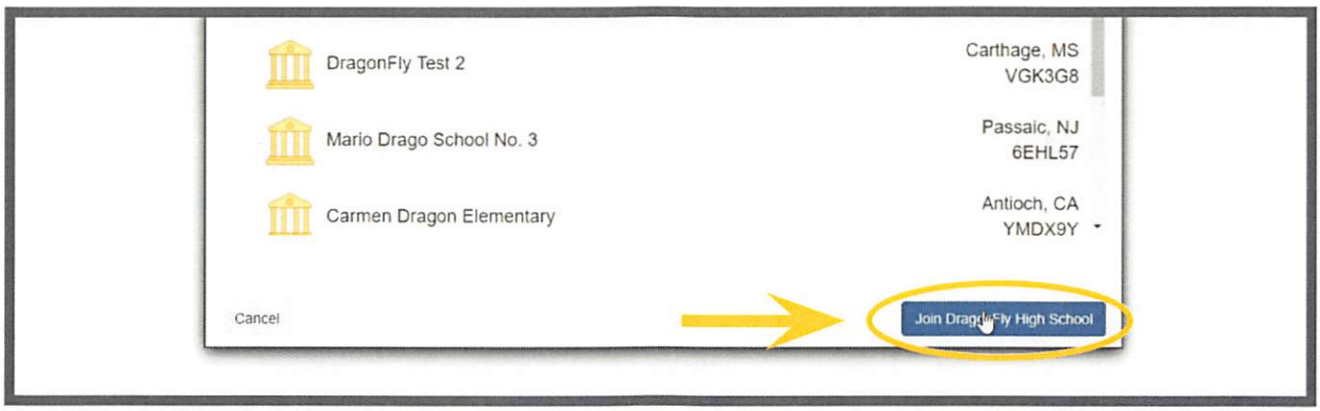


Step 2: Follow the on-screen promts to select 'Parent' as your role.

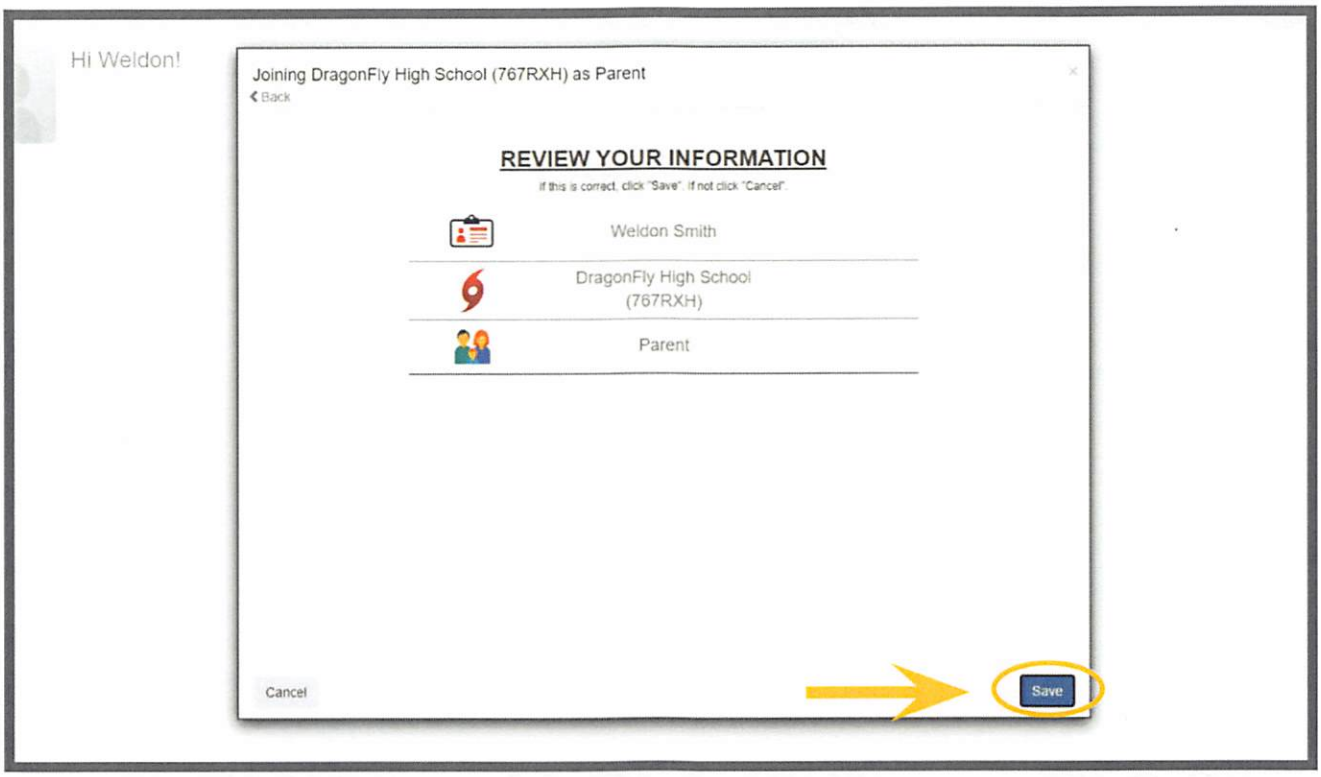


Step 3: Next, type in the name of your child's school, then select their school from the list. Double-check the city and state to ensure you're choosing the correct school. Then click 'Join.'





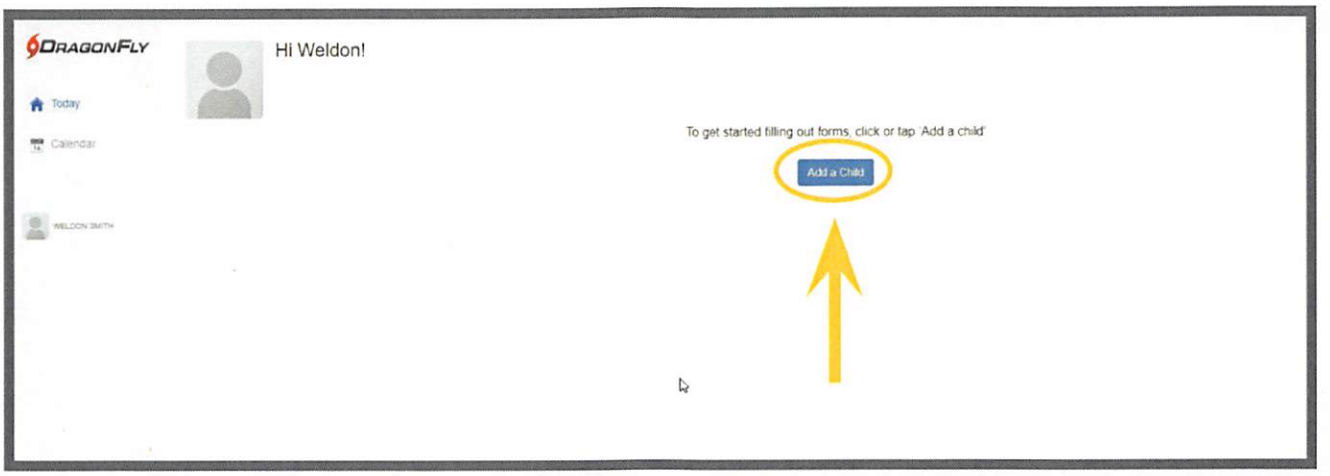
Step 4: Review your information - if everything is correct, click 'Save.'
Now you're connected to your child's school on DragonFly.



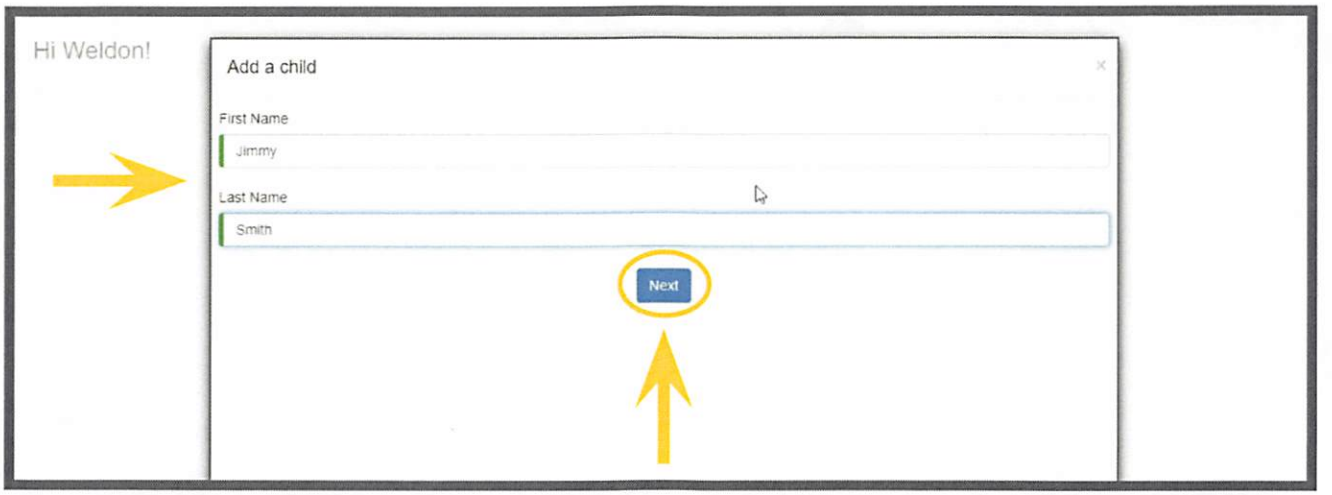
ADD YOUR CHILD ON WEB

Adding your child to your parent account takes just a few quick clicks.

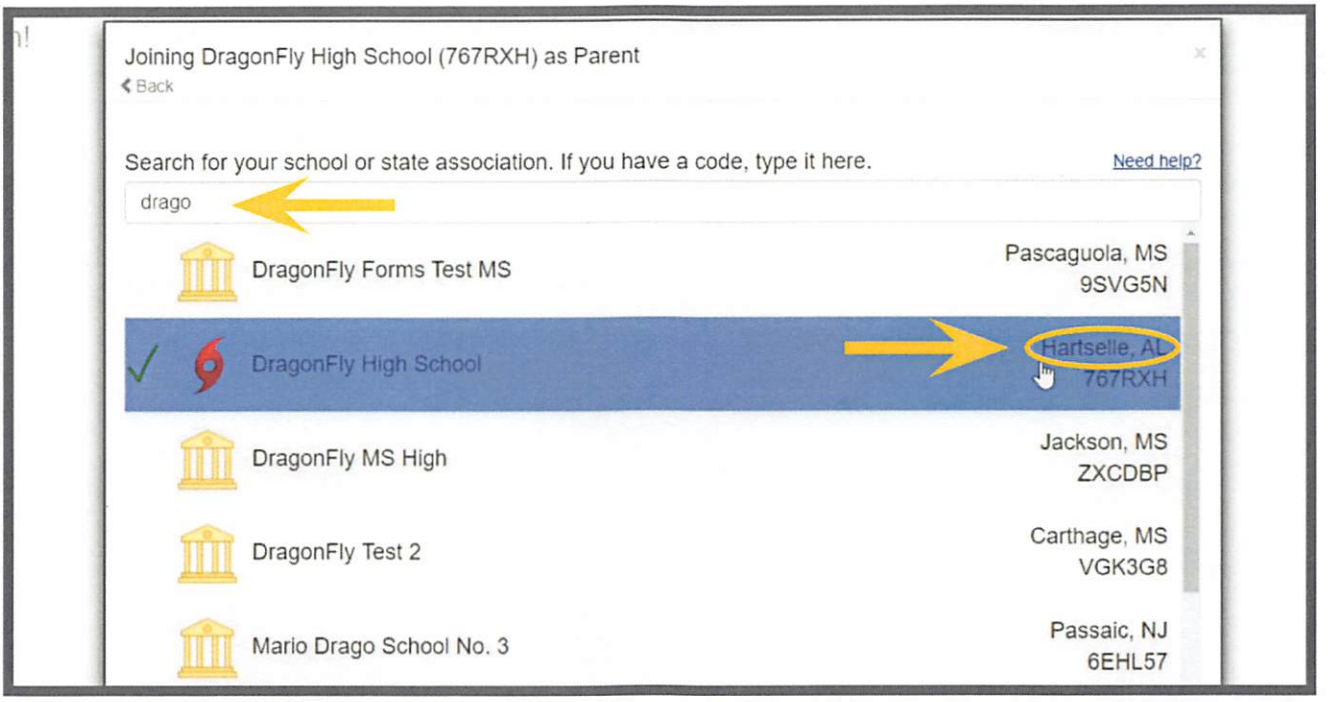
Step 1: Click 'Add a Child' on the 'Today' screen.

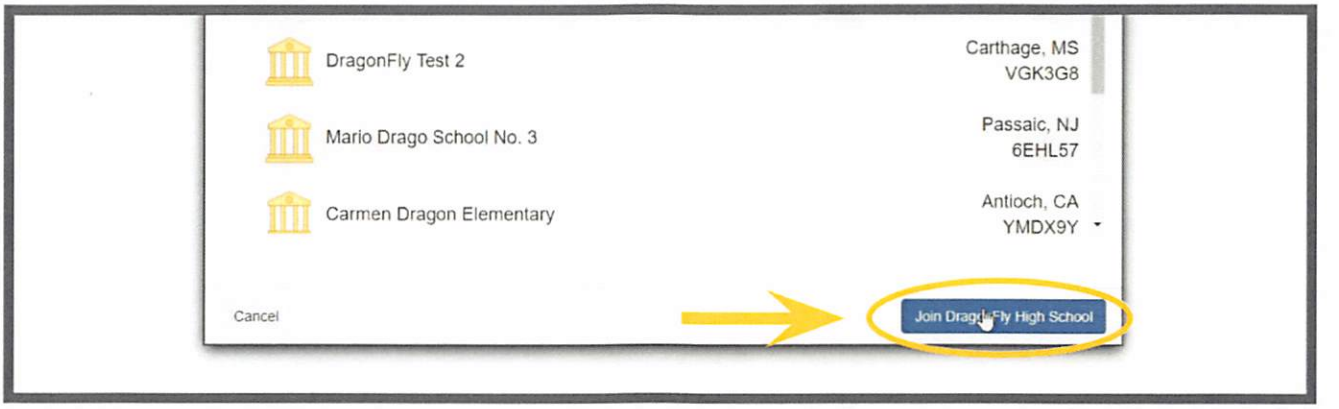


Step 2: Fill in his or her first and last names, then click 'Next.'

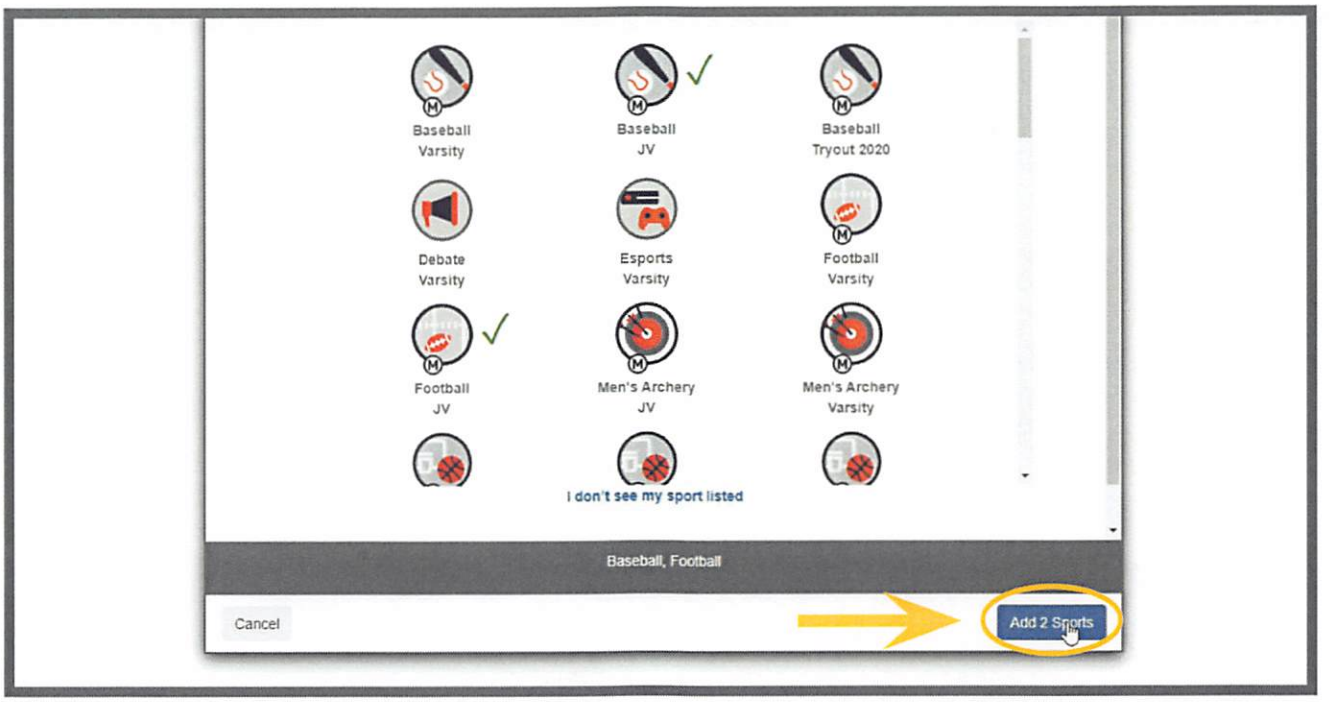


Step 3: Search for your child's school by typing in the name of the school or the school's code if it was provided to you. Double-check the city and state to ensure you're choosing the correct school. Then click 'Join.'





Step 4: Next, you'll select which activities your child is participating in, then click 'Add Activity.'



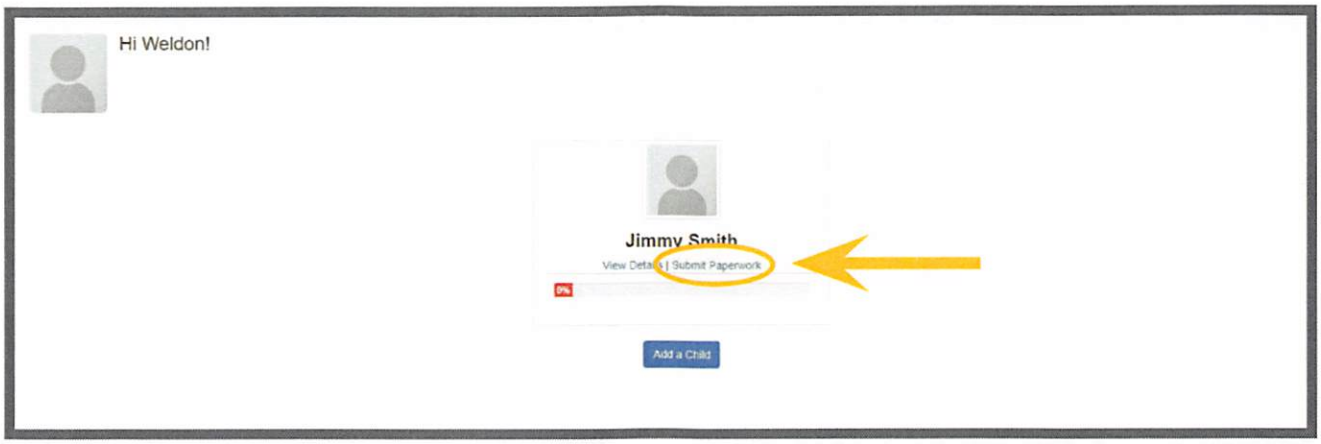
Step 5: Review your child's information - if everything is correct, click 'Save.' Congratulations, you've added your child!



SUBMIT FORMS ON THE WEB

Fill out and submit your child's pre-participation paperwork to be eligible for sports and activities.

Step 1: Click 'Submit Paperwork' under your child's name on the 'Today' screen. This will open their profile.



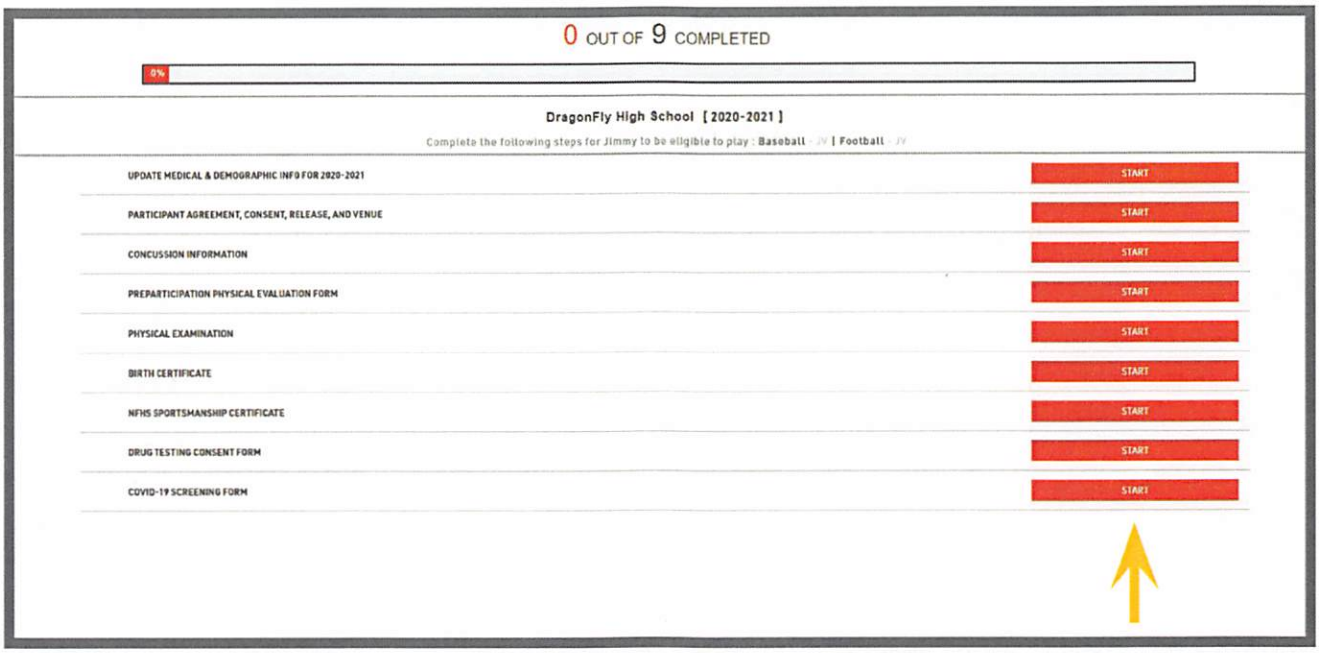
Step 2: Scroll down to the section that says 'Things to do' and you should see a progress box for the school year. Click 'Get Started.'



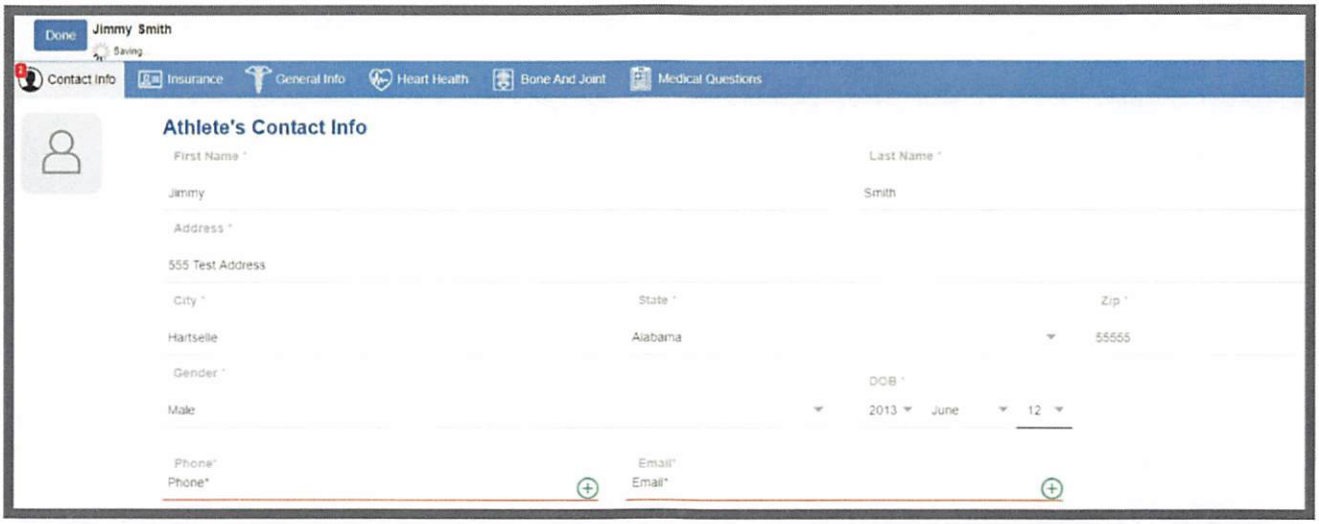
* Prep for Current Year! i.e. 2024-25

* The Next School Year 2025-26 will drop and you will update when open

Step 3: This will open a checklist of all the items you need to complete in order for your child to be 100% ready and eligible. Click the 'Start' button to the right of each item to fill out the information.



Some items will be pretty straight-forward - like the Medical and Demographic section, where you simply fill out all the fields on your screen.

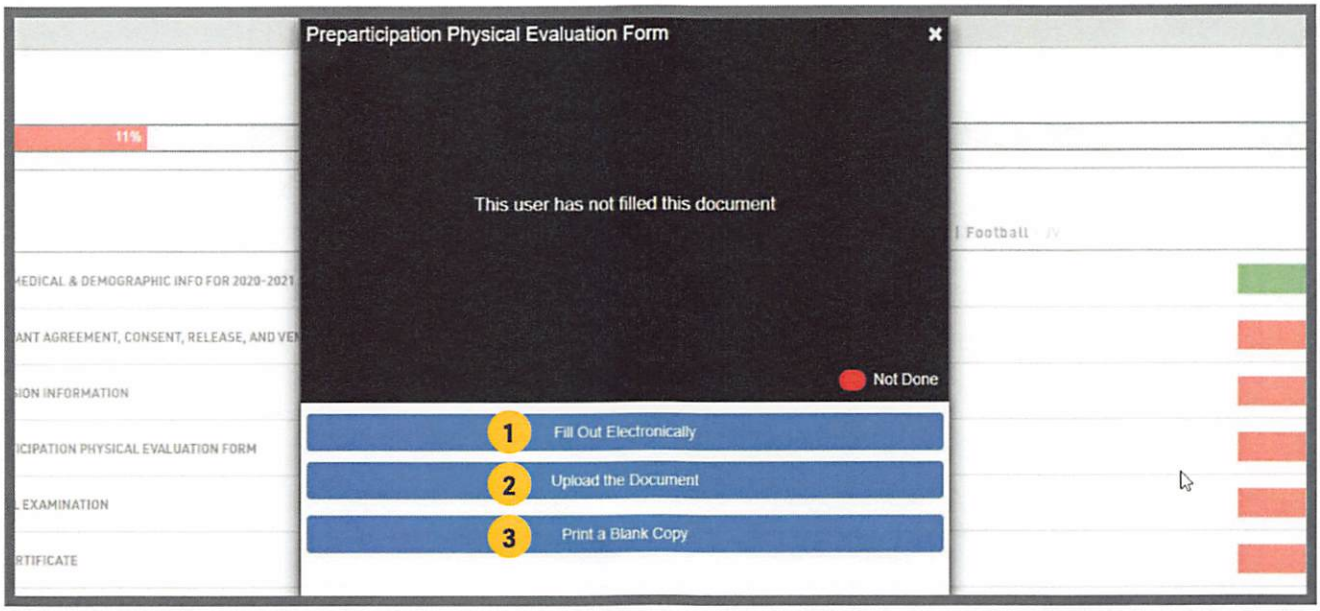


DragonFly ACADEMY

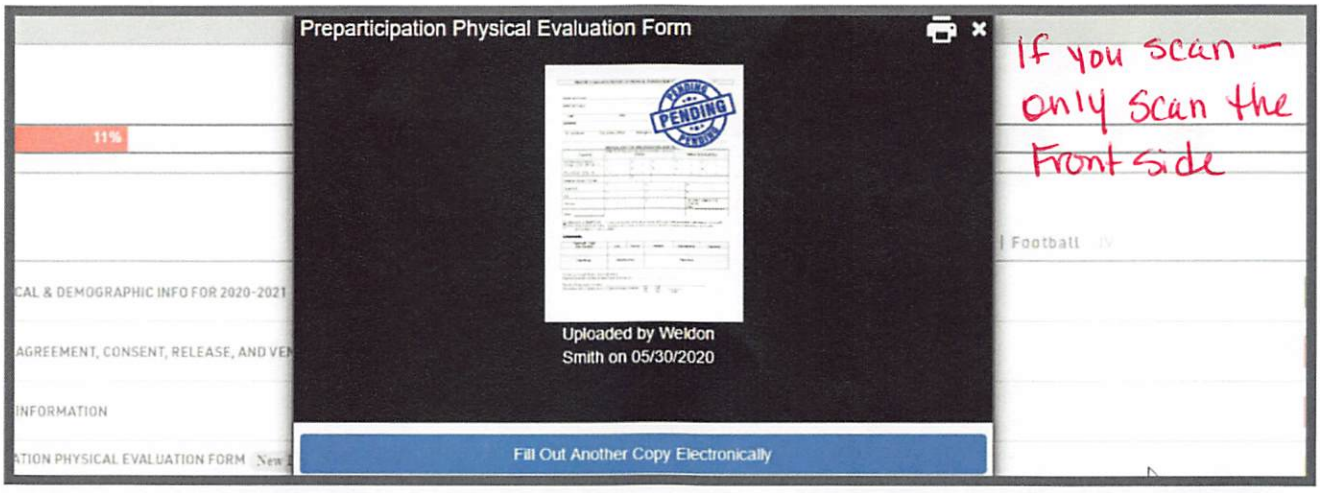
* This is the FRONT of your paper physical ONLY — This is preferred electronically.

Other items will open a pop-up window, giving you a few options:

1. Fill out an electronic form
2. Upload a form from your computer that you've either scanned or taken a picture of
3. Print the form so that you or your medical provider can fill it out and then come back and upload it
4. Select a form that you have previously filled out that hasn't expired yet

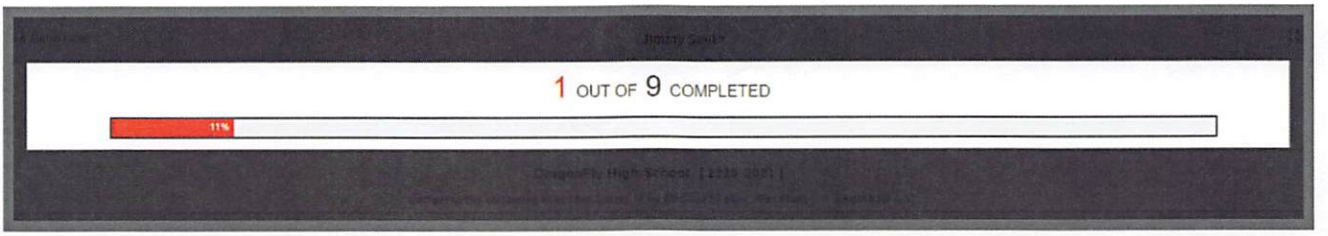


You can revisit it in the checklist, and you will see your form in the black box of the pop-up window, with an indicator that tells you the status of that item.

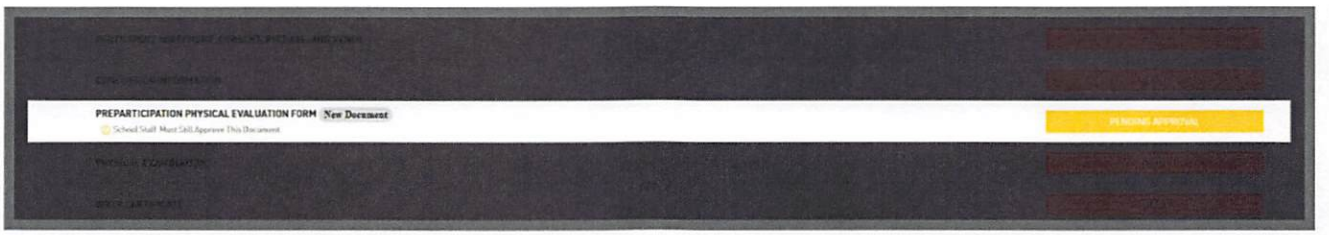


As you complete each item on the checklist, it will turn green and the progress bar at the top of the screen will start to move toward 100%.





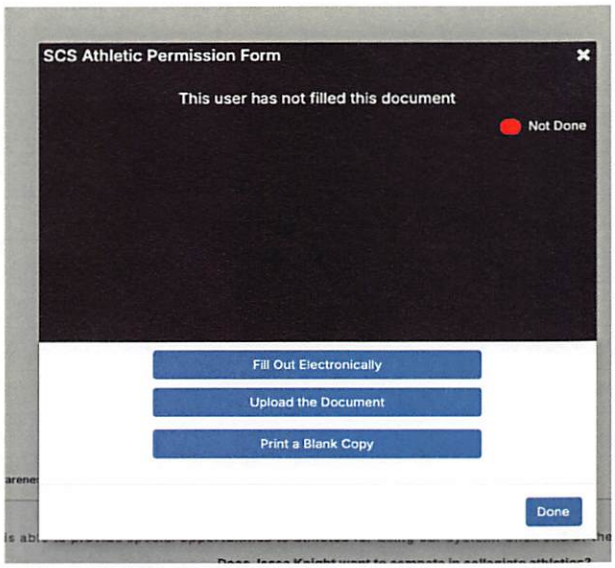
Your progress bar may not get to 100% and green at first, even though you've completed all the items in your checklist. This is because some items need approval from an administrator at your school. Items that are pending approval will be yellow in the checklist until they're approved.

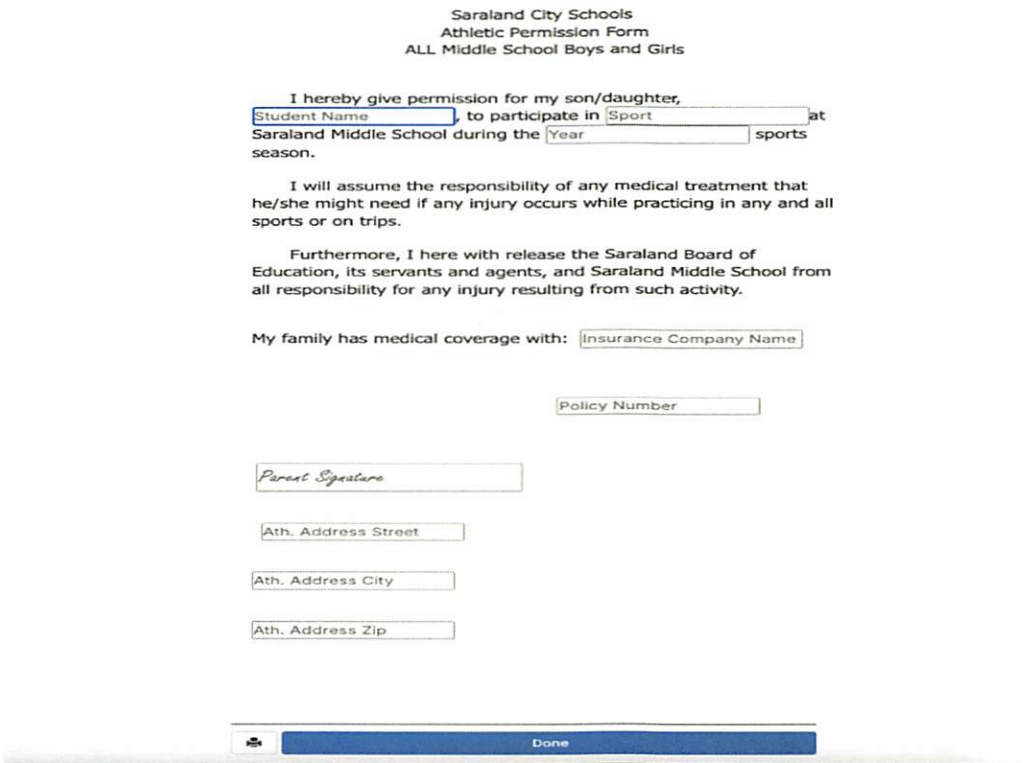


SCS Athletic Permission Form- This is a required SMS Form:

This is a yearly form that is required for **ALL** sports that the SMS athlete is participating in for the school year.

****Just a TIP**, since the form is updated yearly for each sport your athlete is going to participate in, you can use **ALL SPORTS** for an athlete that is participating in multiple sports. This is to keep you from updating this for throughout the year with each additional sport the athlete will be participating in.





Saraland City Schools
Athletic Permission Form
ALL Middle School Boys and Girls

I hereby give permission for my son/daughter, Student Name, to participate in Sport at Saraland Middle School during the Year sports season.

I will assume the responsibility of any medical treatment that he/she might need if any injury occurs while practicing in any and all sports or on trips.

Furthermore, I here with release the Saraland Board of Education, its servants and agents, and Saraland Middle School from all responsibility for any injury resulting from such activity.

My family has medical coverage with: Insurance Company Name

Policy Number

Parent Signature

Ath. Address Street

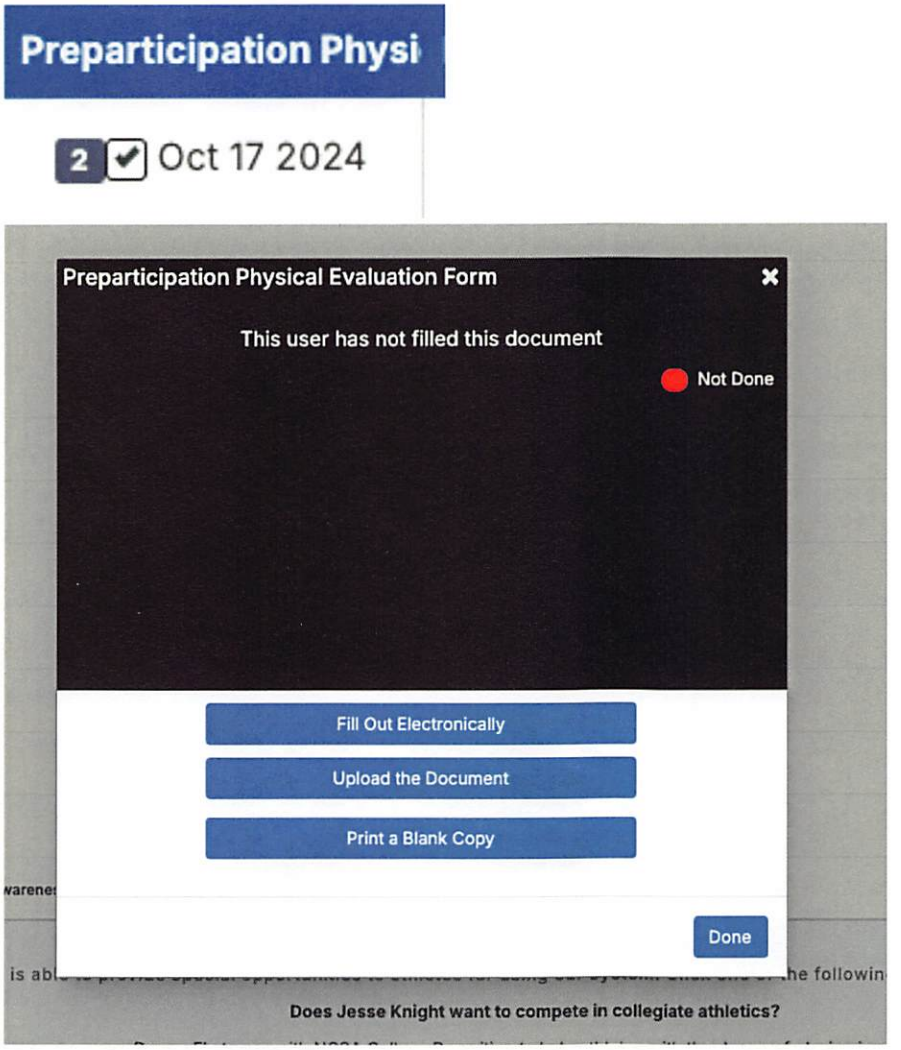
Ath. Address City

Ath. Address Zip

Done

Preparticipation Physical Evaluation Form:

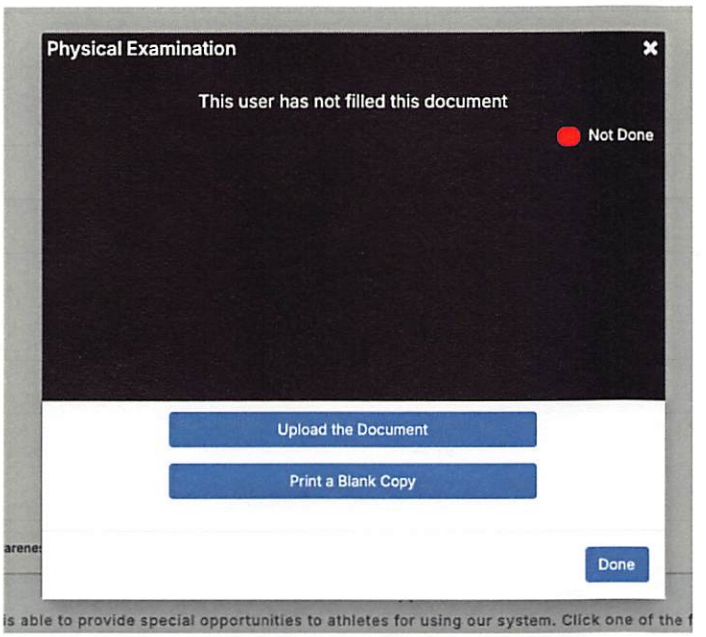
This field is for the **frontside of the athletes physical ONLY**. It is preferred that this be completed electronically. This is to save time should the form need to be recalled during a game and any health information is needed. **REMEMBER**, it takes time for an image to load outside the school, but adding this electronically will alert the officials immediately with a small number if the athlete has any health concerns.

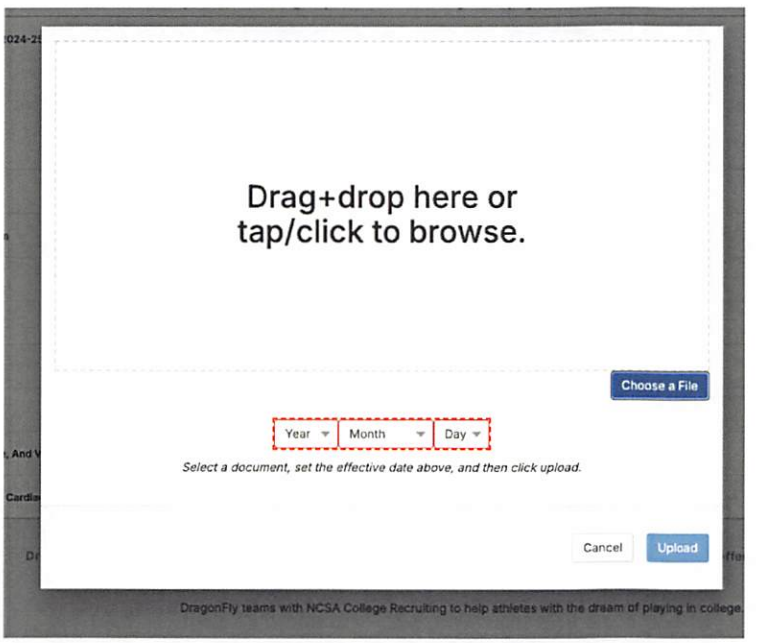


Physical Examination:

This field is for the actual physical **ONLY**. This is the side that the physician completes.

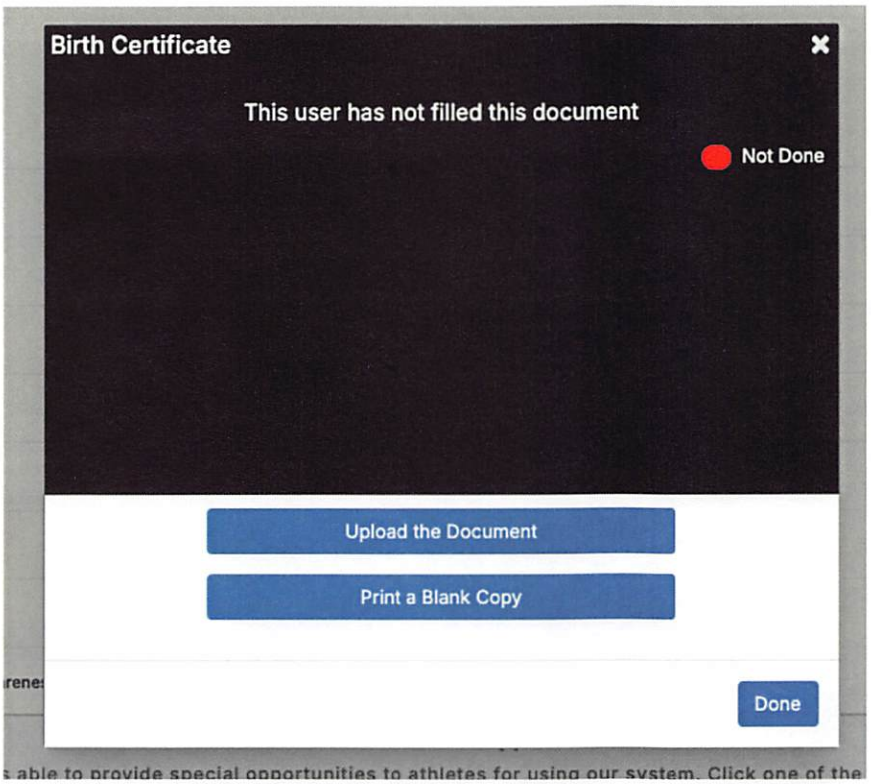
- When adding the physical, the date to be entered is the date that the doctor signed the physical (not the date of the day that you are adding it to DragonFly).
- If fields on the physical are left empty, blank or incomplete, the student will remain ineligible until corrections are made by the parent or physician.
- Make sure the physical is complete, front, and back. Be sure that the athlete's name, performing physicians PRINTED name, SIGNED name, address and phone number. Remember MD or DO MUST be circled.





Birth Certificate:

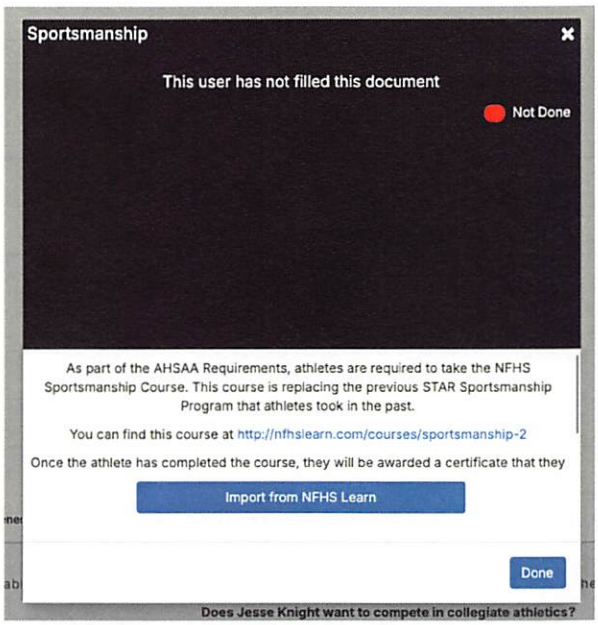
The birth certificate and sportsmanship certificates are NOT necessary to try out for a sport, but must be complete should your athlete make the team. When loading the birth certificate for the athlete, **make sure it is the actual birth certificate**. We do not accept a copy of the card the hospital issues.

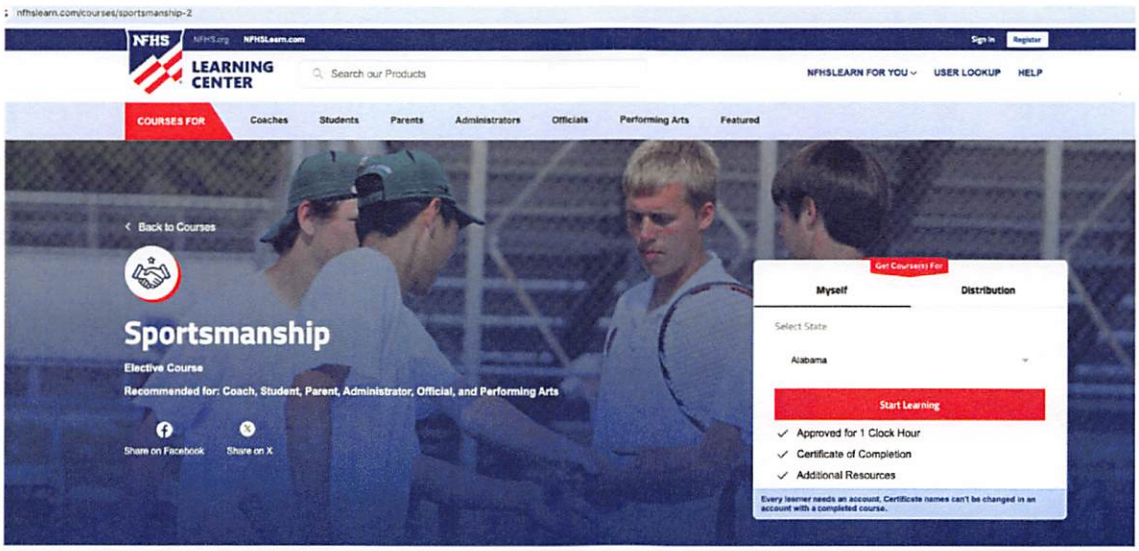


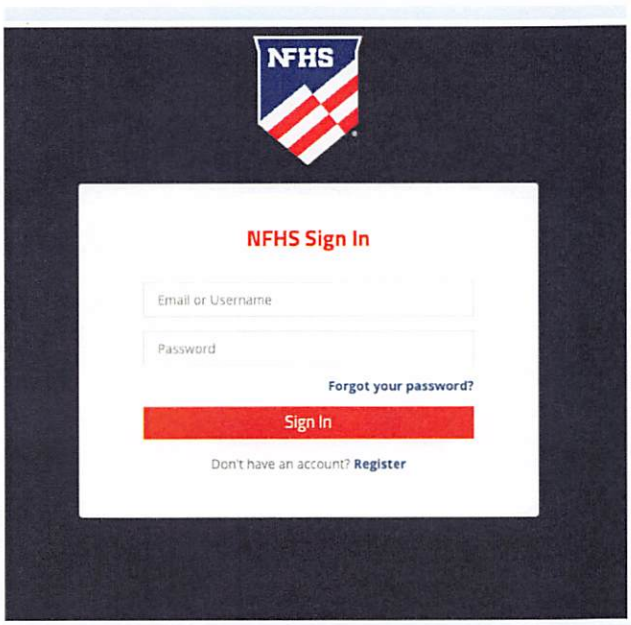
Sportsmanship Certificate and NFHS:

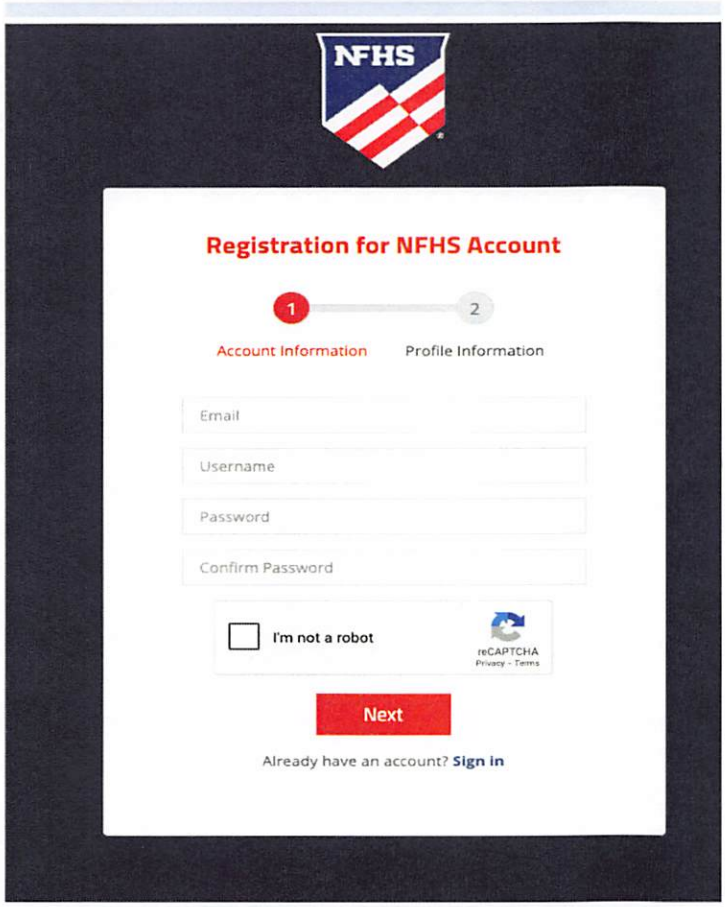
When completing the Sportsmanship certificate, it **must be in the athlete's given name**. The athlete should be watching the video and completing the questionnaire that follows. When you are directed to the NFHS Learning Center, create the account with the same email information from Dragonfly. In doing so, once the course is complete you will be asked if you want the certificate to be directly loaded to Dragonfly. This will keep you from having to load it via screenshot. **It is now mandatory that the certificate be completed and uploaded through the NFHS site.**

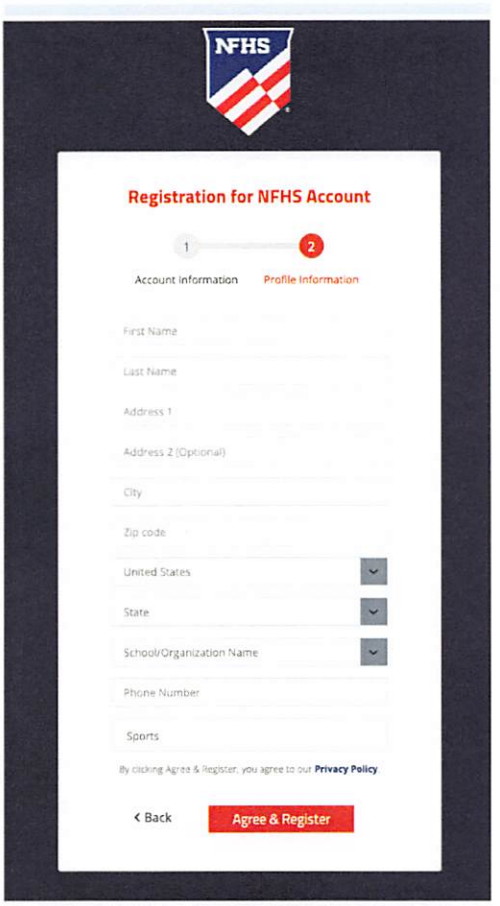
Please remember to obtain your registration information. SMS does not have access to this information, and you will need to contact NFHS for any request or updates.






NFHS
NFHS Sign In
Email or Username
Password
Forgot your password?
Sign In
Don't have an account? Register


NFHS
Registration for NFHS Account
1
2
Account Information
Profile Information
Email
Username
Password
Confirm Password
I'm not a robot
reCAPTCHA
Privacy - Terms
Next
Already have an account? Sign in


NFHS
Registration for NFHS Account
1
2
Account Information
Profile Information
First Name
Last Name
Address 1
Address 2 (Optional)
City
Zip code
United States
State
School/Organization Name
Phone Number
Sports
By clicking Agree & Register, you agree to our Privacy Policy.
< Back
Agree & Register

United States

Alabama

School/Organization Name

Saraland

Saraland Middle/Nelson Adams, Saraland

Sports

By clicking Agree & Register, you agree to our **Privacy Policy**.

< Back

Agree & Register

Additional Information

In order to better serve you and personalize your experience, we need information about you and your upcoming course taking activity

What name should appear on all completion certificates for this account?

MUST BE ATHLETES NAME



☐ I understand that I **cannot change** this to another person's name once a course has been taken.

What is your primary position?

☐ Parent ☐ Official

☐ Coach ☐ Performing Arts

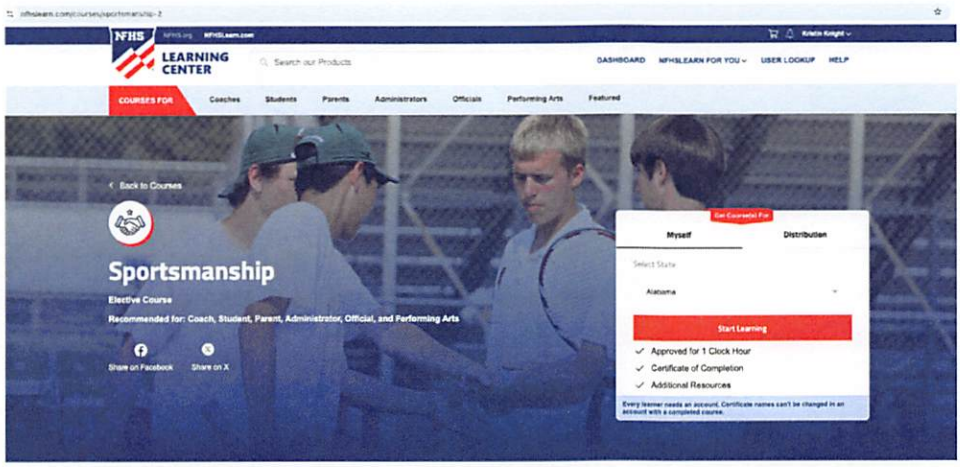
☐ Administrator ☐ Other

☐ Student

Will you be taking courses in Alabama?

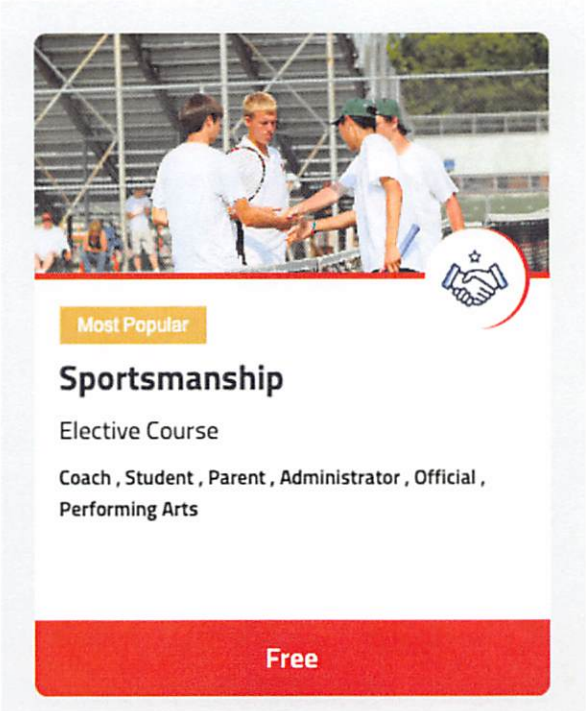
Yes

Finish



About the course

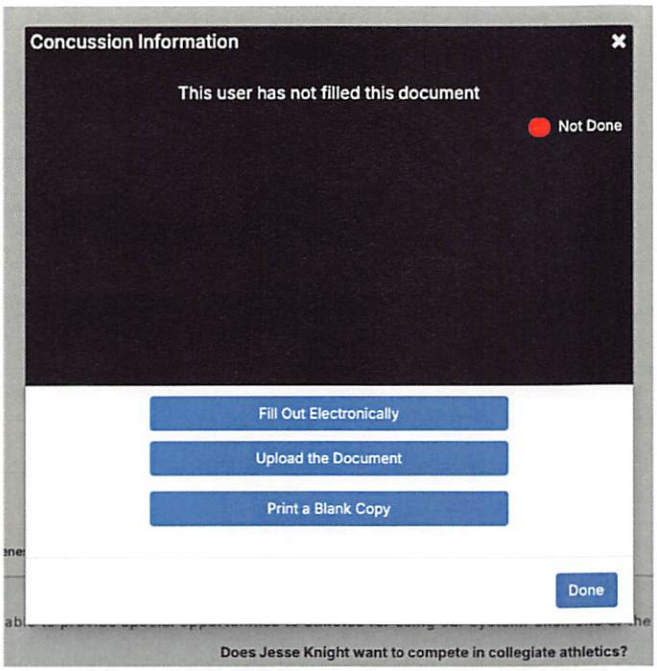




Once the athlete completes the course you will be prompted to directly upload the certificate back to your athletes Dragonfly account. To be safe, save an image of the certificate just in case there are errors loading the image back to Dragonfly.

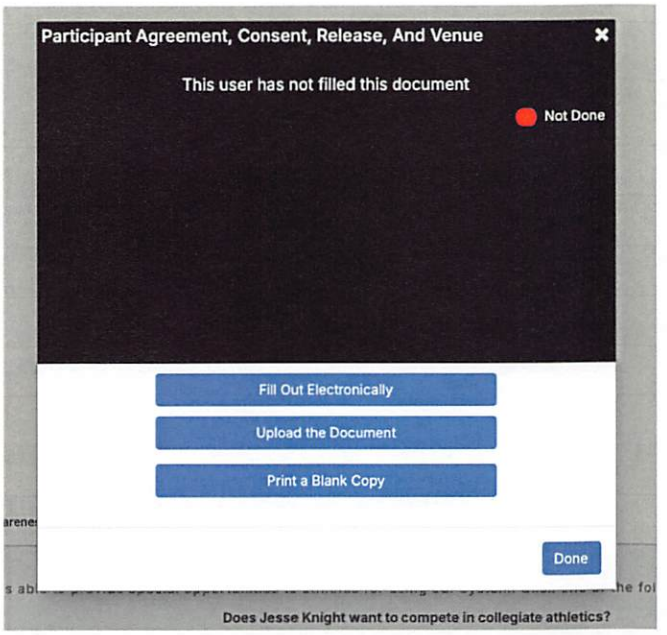
Concussion Form:

The Concussion Form, Release Form, Pre-Participation Physical Form, and the SCS Athletic Permission Form must all be signed for that academic year.



Participation Agreement, Consent, Release, and Venue form:

Please be aware that **Part 2, Section A** of the Participation Agreement, Consent, Release, and Venue form is only for sports you DO NOT want your athlete to participate in. Please do not add your name, the students name or the sport that they are playing. This will remain rejected until the corrections are made.



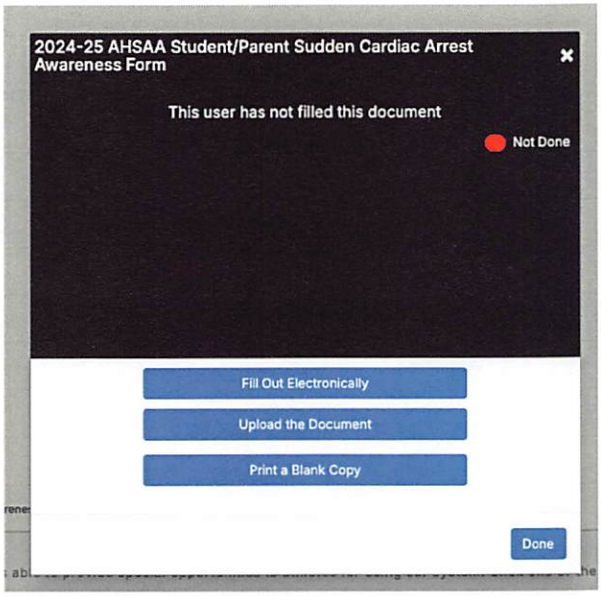
Part 2. Parental/Guardian Agreement, Consent, And Release (to be completed and signed by a parent(s)/guardian(s) at the bottom; where divorced or separated, parent/guardian with legal custody must sign.)

A. I hereby give consent for my child/ward to participate in any AHSAA recognized or sanctioned sport EXCEPT for the following sport(s):

B. I know of, and acknowledge that my child/ward knows of, the risks involved in interscholastic athletic participation. I authorize emergency

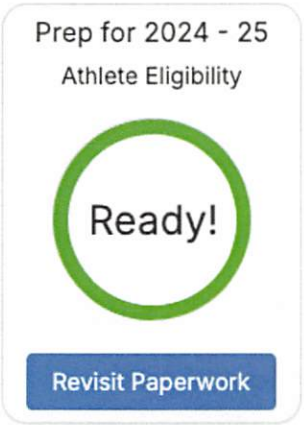
Cardiac Arrest Awareness Form:

This is a new form to Dragonfly that must be completed electronically each year.



Once you are completely done in Dragonfly, you will see the image below on your athlete's main screen.





*******REMEMBER ***** There is a parent tutorial available on the Dragonfly website. https://www.dragonflymax.com/academy/parents**