

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.



SIGN UP FOR DRAGONFLY

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

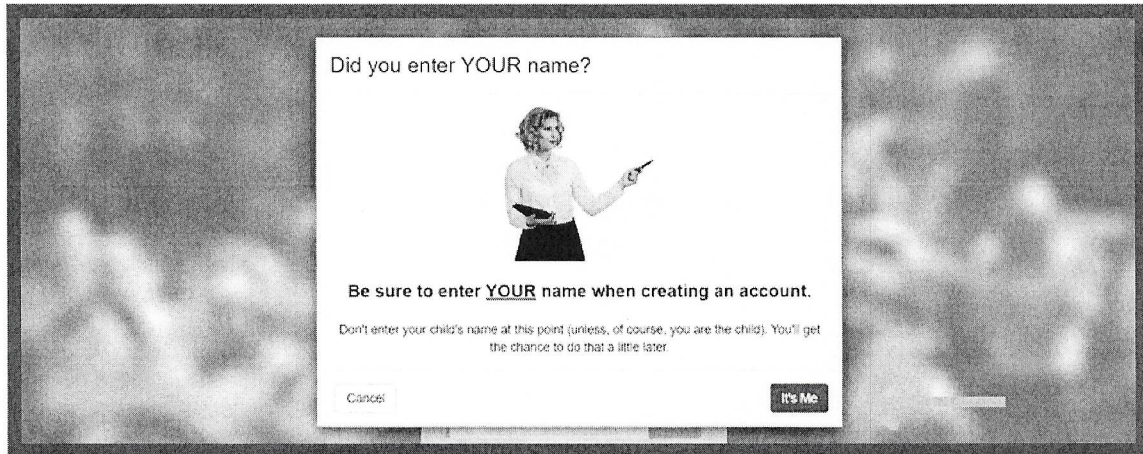
Step 1: Visit dragonflymax.com and select the 'Log In/Sign Up' button.



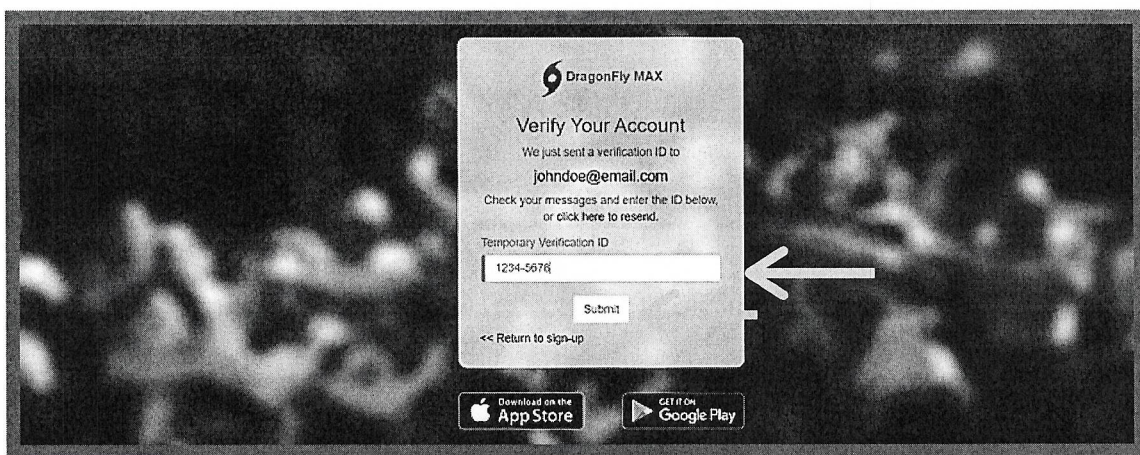
Step 2: Select 'Sign Up for Free' and enter your first name, last name, email address and password.



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.

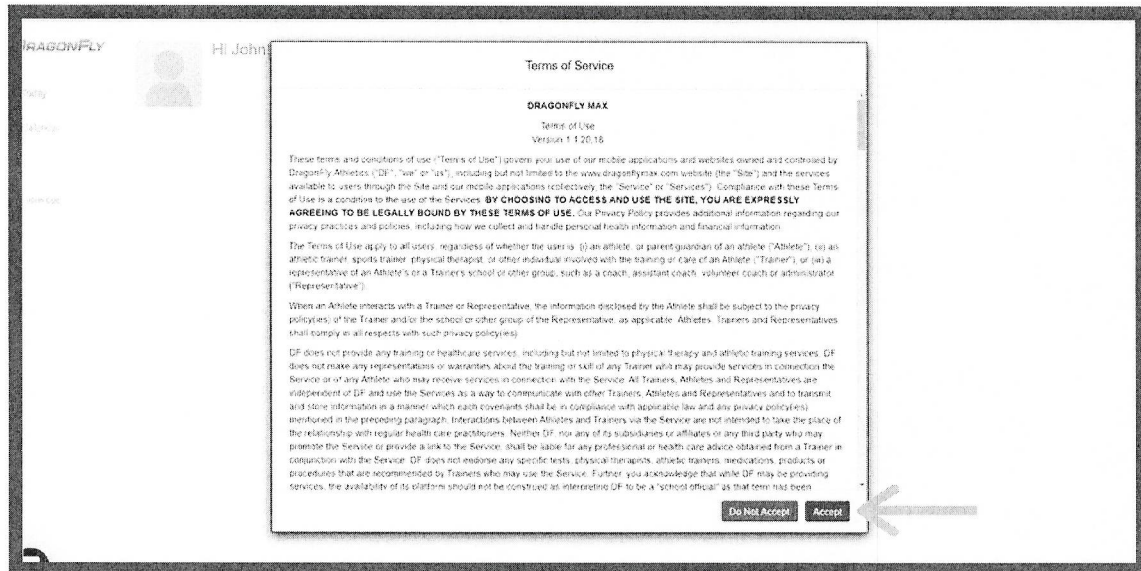


Step 4: Check your messages for a verification ID, then copy and paste that code into the field and click 'Submit'.

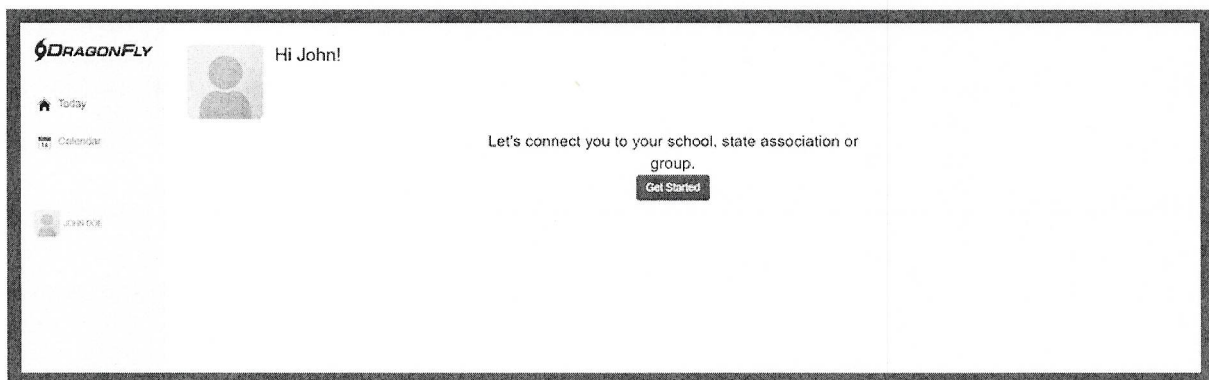




Step 5: Review the Terms of Service and click 'Accept'.



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

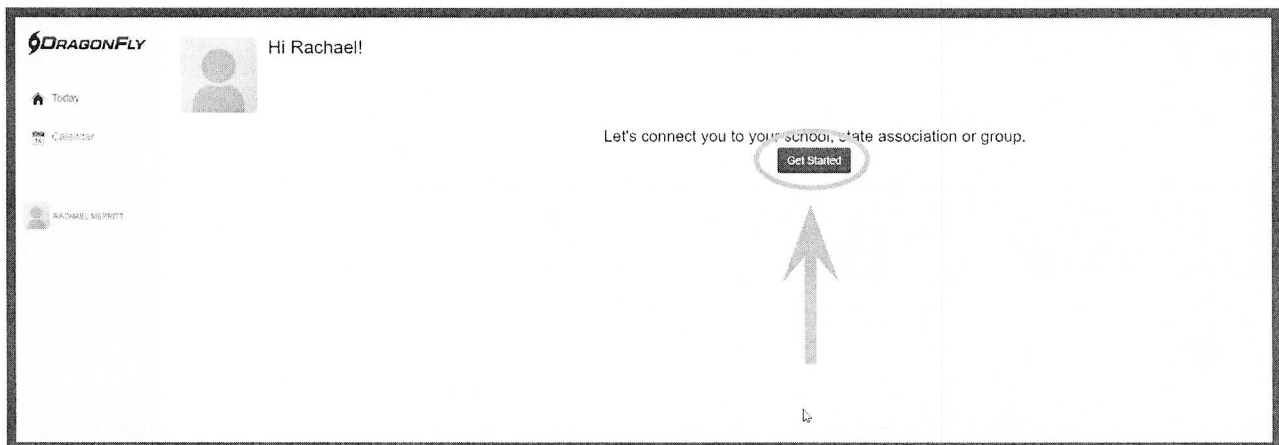




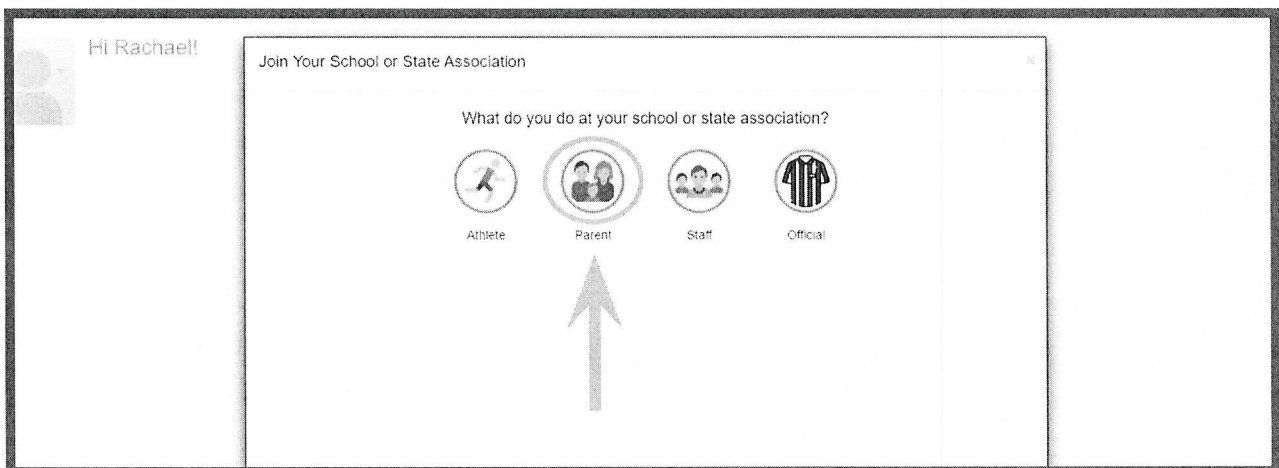
CONNECT TO YOUR SCHOOL ON WEB

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 prompts 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.'

Joining DragonFly High School (767RXH) as Parent

◀ Back

Search for your school or state association. If you have a code, type it here. [Need help?](#)

drago

	DragonFly Forms Test MS	Pascaguola, MS 9SVG5N
✓ 	DragonFly High School	Hartselle, AL 767RXH
	DragonFly MS High	Jackson, MS ZXCDBP
	DragonFly Test 2	Carthage, MS VGK3G8
	Mario Drago School No. 3	Passaic, NJ 6EHL57

	DragonFly Test 2	Carthage, MS VGK3G8
	Mario Drago School No. 3	Passaic, NJ 6EHL57
	Carmen Dragon Elementary	Antioch, CA YMDX9Y

Cancel

Join DragonFly High School



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

Hi Weldon!

Joining DragonFly High School (767RXH) as Parent

← Back

REVIEW YOUR INFORMATION

If this is correct, click "Save". If not click "Cancel".

	Weldon Smith
	DragonFly High School (767RXH)
	Parent

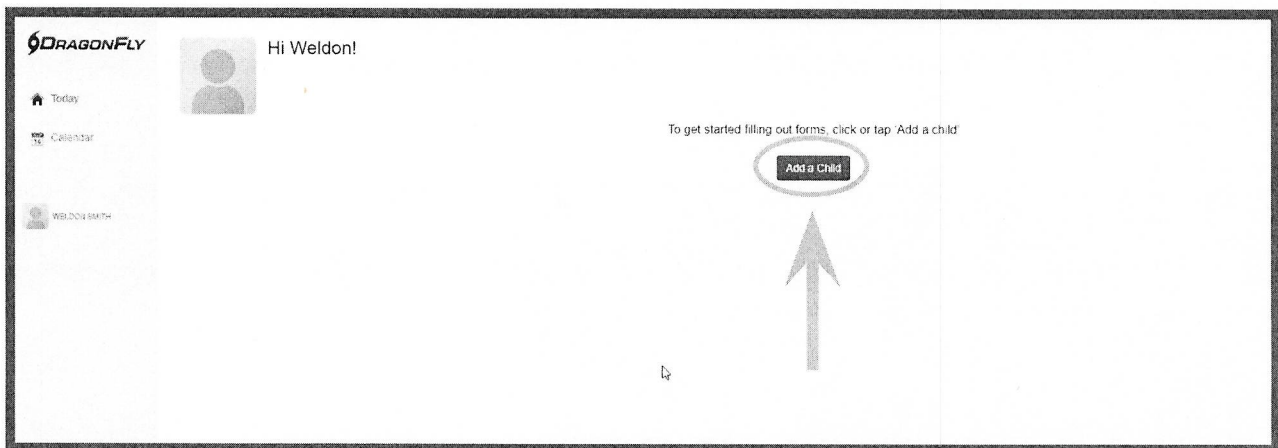
Cancel  **Save**



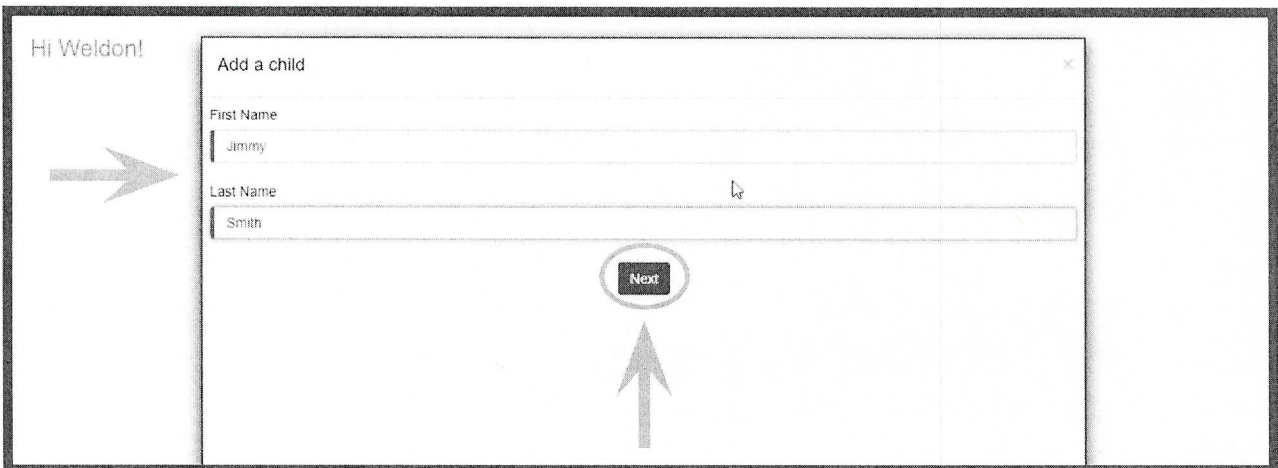
ADD YOUR CHILD ON WEB

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.'

Joining DragonFly High School (767RXH) as Parent

Search for your school or state association. If you have a code, type it here. [Need help?](#)

drago

	DragonFly Forms Test MS	Pascaguola, MS 9SVG5N
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Cancel Join DragonFly High School



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

Baseball Varsity	Baseball JV	Baseball Tryout 2020
Debate Varsity	Esports Varsity	Football Varsity
Football JV	Men's Archery JV	Men's Archery Varsity
	I don't see my sport listed	

Baseball, Football

Cancel Add 2 Sports

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

	Athlete
	Baseball
	Football

Cancel Save



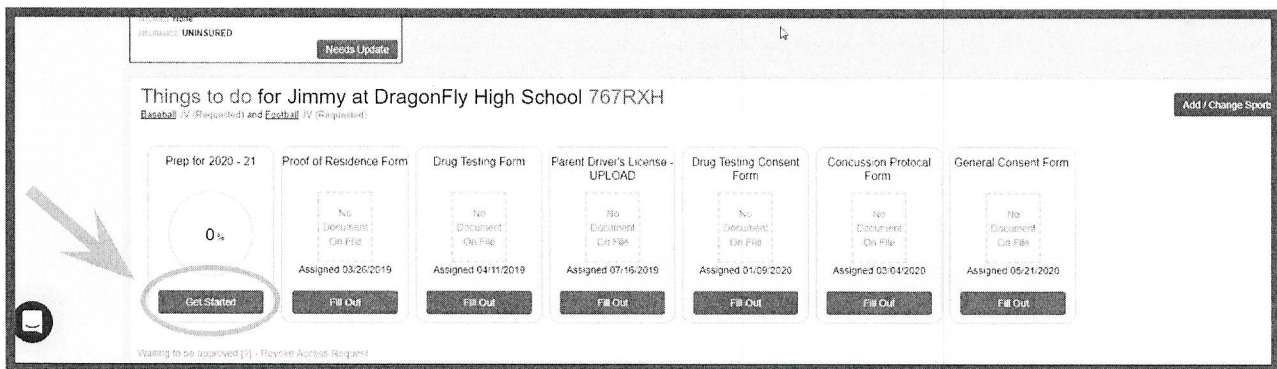
SUBMIT FORMS ON THE WEB

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.'





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.

0 OUT OF 9 COMPLETED

0%

DragonFly High School [2020-2021]

Complete the following steps for Jimmy to be eligible to play : Baseball | Football

UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021	START
PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START
CONCUSSION INFORMATION	START
PREPARTICIPATION PHYSICAL EVALUATION FORM	START
PHYSICAL EXAMINATION	START
BIRTH CERTIFICATE	START
NFHS SPORTSMANSHIP CERTIFICATE	START
DRUG TESTING CONSENT FORM	START
COVID-19 SCREENING FORM	START

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

Done Jimmy Smith

Saving

Contact Info Insurance General Info Heart Health Bone And Joint Medical Questions

Athlete's Contact Info

First Name *

Jimmy

Last Name *

Smith

Address *

SSS Test Address

City *

Hartselle

State *

Alabama

Zip *

55555

Gender *

Male

DOB *

2013 June 12

Phone *

Phone *

Email *

Email *



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%.

✓ UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021

DONE

1 OUT OF 9 COMPLETED

11%

ITEMS ARE LISTED IN ORDER OF COMPLETION. ITEMS THAT ARE PENDING APPROVAL WILL BE YELLOW IN THE CHECKLIST UNTIL THEY'RE APPROVED.

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.

PREPARTICIPATION PHYSICAL EVALUATION FORM [New Document](#)

PENDING APPROVAL