

## DragonFly Max Instructions

### Parents of existing athletes:

- Sign on to their DragonFly Max account
- Select each child
- Under “Things To Do” on “Prep for 2019-20”, click “Get Started”.
- Electronically sign the required forms.
- The Athletic Office will upload the physicals that I received from the free physicals on May 11<sup>th</sup>.)

### Parents of new athletes:

1. Click on “Login/Sign Up” in the top right corner of the screen.
2. Click “Sign Up for Free”
3. Complete the Sign-Up form as the parent with your information. (You will add your child a little later.)
  - First Name
  - Last Name
  - Email Address or Mobile Number
  - Create a password
  - Check "I'm not a robot" (You may have to pick some pictures to prove it.)
  - Click "Submit" button
4. Once you click submit, you will be sent a verification code. This code will arrive in one of two ways:
  - Text Message (if you used a Mobile Number to sign up)
  - Email (if you used an email to sign up)
5. After entering your verification code, your account is created.
6. Create Your User Profile
  - Select your Role: Parent
  - Connect to your School: GWGDUJ
7. Add Athletes
  - Enter first and last name
  - Enter School Code: GWGDUJ
  - Accept the terms of use
  - Choose the Sports in which your Child plans on participating.
  - Click on “Submit Paperwork”
  - Under “Things To Do” on “Prep for 2019-20”, click “Get Started”.
  - Electronically sign the required forms
    - 1) Update Medical & Demographic Info (This information will be used to populate information on remaining forms to reduce input of redundant information.)
      - a. **Skip the Immunization section. This is not necessary.**
    - 2) Electronic Signature Agreement
    - 3) Consent to the Disclosure and Use of Personal Health Information
    - 4) Concussion Form

- 5) Consent to Participate Form
- 6) Pre-participation Physical Evaluation Form (This is the 1st page of the printed Pre-participation Physical Form)
- 7) Physical Examination (This is the 2<sup>nd</sup> page of the printed Pre-participation Form)
  - a. Upload the 2<sup>nd</sup> page of the Pre-participation form that has been signed by a doctor. **(If you attended the Free Physicals on May 11<sup>th</sup>, the Athletic Office will take care of this for you.)**
- 8) Birth Certificate – upload a picture or scan of the athlete’s birth certificate
- 9) NFHS Sportsmanship Certificate
  - a. Go to: [www.nfhslearn.com/courses](http://www.nfhslearn.com/courses)
  - b. Click on **Register**
  - c. Complete registration and verify email. **The athlete must register using their own name.** The certificate that prints at the conclusion of the course will have that name on it.
  - d. Once registered, click on the **Courses** tab at top of screen.
  - e. Search for **Sportsmanship**.
  - f. Click on **View Course**.
  - g. **Order** the course. (It is free.)
  - h. Select state – **Alabama**
  - i. Click on **Checkout**
  - j. The order summary is displayed.
  - k. Click **Continue**.
  - l. Receipt is displayed.
  - m. Click on “**Click Here**” to access your course.
  - n. Click on **Begin Course**. (The first time you log in it makes you click through a tutorial of how site works.)
  - o. Print Certificate at completion and return to coach.
  - p. (Upload a copy of the certificate)