

Instructions for DragonFly Max Process for AHSAA Forms

You will create your account on the web by visiting www.dragonflymax.com

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"
 - 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 2nd page of the printed Pre-participation Form)
 - a. Upload the 2nd page of the Pre-participation form that has been signed by a doctor. **(If you attended the Free Physicals on May 12th, the Athletic Office will take care of this for you.)**
 - 8) Birth Certificate

- a. **Existing athletes:** The Athletic Office will upload a copy of the birth certificate from the athlete's file.
 - b. New athletes will need to upload their birth certificate.
- 9) NFHS Sportsmanship Certificate
- a. **Existing athletes:** The Athletic Office will upload a copy of the Sportsmanship certificate from the athlete's file.
 - b. New athletes
 - i. Go to: www.nfhslearn.com/courses
 - ii. Click on **Register**
 - iii. 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.
 - iv. Once registered, click on the **Courses** tab at top of screen.
 - v. Search for **Sportsmanship**.
 - vi. Click on **View Course**.
 - vii. **Order** the course. (It is free.)
 - viii. Select state – **Alabama**
 - ix. Click on **Checkout**
 - x. The order summary is displayed.
 - xi. Click **Continue**.
 - xii. Receipt is displayed.
 - xiii. Click on "**Click Here**" to access your course.
 - xiv. Click on **Begin Course**. (The first time you log in it makes you click through a tutorial of how site works.)
 - xv.
 - xvi. Print Certificate at completion and return to coach.
 - xvii. (Upload a copy of the certificate)