DragonflyMax Directions:

Creating An Account Through The Web/Internet

- 1. Visit DragonflyMax.com
- 2. Click "Login/Sign-Up" at the top of the screen.



3. Click the "Sign Up for Free" button.



- 4. Complete the Sign-Up form with the following information
 - a. First Name (Your name not your child's name)
 - b. Last Name
 - c. Email Address or Mobile Number
 - d. Create a password (Make sure that your remember your user name and password. You will use this each year that your child participates in athletics.)
 - e. Check "I'm not a robot"
 - f. Click "Submit" button



- Once you click submit, you will be sent a verification code. This code will arrive in one of two ways:
 - a. Text Message (if you used a Mobile Number to sign up)
 - b. Email (if you used an email to sign up)
- 6. Enter the verification code when you see the screen below:



- 7. Click "Submit"
- 8. Accept DragonflyMax "Terms of Service"



9. Connect to School: CCHS (5TCR5Z) or CMS (7XMYN6) Click + sign.



10. Select your role



11. Click Next



12. Enter the School Code: CCHS (5TCR5Z) or CMS (7XMYN6)



13. Click "Join School"

Join a school	×
Joining Benjamin Russell High School (FAQRG4) as Parent	
Joining Benjamin Russell High School (FAQRG4) as Parent	
Continue as Parent in Benjamin Russell High School	
	\sim
Cancel	a school

14. Now you will add your child. If you have more than one child who participates in athletics, you will add them one at a time. Click "Add a Child"

Good Morning Wildcat Mom
To get started filling out forms, click or tap 'Add a child'
Add a Child

15. Enter your child's name and click "Next"

d a child		×
Inst Name		
Finit Name		
Last Name	Real Provide	

16. Enter the Code of the School: CCHS (5TCR5Z) or CMS (7XMYN6)

	,
Find school by school code: Ask pror Coach or Advance Tipiner for the code.	
Scheel Code GP	

17. Chose the sports your child will participate in. There will be a check mark beside the sports you choose. Click "Add a Child"

Add a child	*			
	^	Add a child		
Create a new athlete for Benjamin Russell High The code FAQRG4 matches Benjamin Russe To continue with Benjamin Russell High Schoo Basetad - X Basetad - X Basetad - X	Il High School		IG4 matches Benjamin Ruse Benjamin Russell High Scho Baastal - Yanity	
Men's Baskatball - 9th Grade Men's Bowling - Variaby	Men's Cross Country - Versity	U Maris Basketball - 90: Grade	it Maria Bowling - Taraity	Maria Grass Country - Vanity
Men's Golf - Venity Men's Soccer - JV Men's Track, Indoor - Wenity	Men's Soccer - Versity Men's Track, Outdoor - Versity	Maris Golf - Venity Maris Tenis - Venity	Mer's Soccer - JV Mer's Tack, Indeer - Versity	Meris Soccer - Venity Meris Track, Outdoor - Venity
Maria Westing - Yamity Sotball - N Wester's Basiathall - N Wester's Basiathall - N	i Sofbal - Venity	Marin Meaning - Venity Women's Desketted - 27	 Bothall - JV Women's Basketball - Versity 	 Bothall - Venity Women's Bowleg - Venity
Women's Cheerleading - JV Women's Cheerleading - Warnity	Women's Cross Country - Varially	U Warner's Cheerleading - 2V	Women's Cheerleading - Varially	Women's Cross Country - Vanalty
Wamen's Golf - Varially Wamen's Soccer - JV Wamen's Touck, Indoor -	Wamen's Soccer - Vanity Wamen's Track, Outdoor -	Women's Got - Yamity Women's Tennis - Yamity	Women's Soccer - JV Women's Track, Indoor - Varsity	 Women's Soccer - Versity Women's Track, Outdoor - Versity
Venity Gener	Viewity Add a citild	Wanner's Voleyball - JV Cancel	Women's Voleyball - Varsity I dealt and mer and failed	Add a shidd
L				

Notice that your child is now added. To add a 2nd child click "Add a Child"

Good Morning Wildcat Mom



19. Enter your 2nd Child's Name and information



 Enter the School Code. If your 1st child was at CCHS and your 2nd child is at CMS, you will enter the code which is correct for each child. CCHS (5TCR5Z) or CMS (7XMYN6)

Add a child		×
	Find school by school code: As your Court or Athen: Team for the code. Teamp4 Ge	
Cancel		Add a child

21. Chose the sports for your 2nd child.

Create a new ath	lete for Benjamin Russell Hig	h School (FAQRG4)
The code FAQ	RG4 matches Benjamin Ruse	sell High School
To continue wit	h Benjamin Russell High Sch	ool, select sports
Baseball - JV	Baseball - Varsity	Feetball - JV
Football - Vanity	Men's Basketball - JV	Men's Basketball - Varsity
Men's Basketball - 9th Grade	Men's Bowling - Varsity	 Men's Cross Country - Varsity
id Men's Golf - Varsity	Men's Soccer - JV	Men's Soccer - Varsity
Men's Tennis - Varsity	🗉 Men's Track, Indoor - Varsity	Men's Track, Outdoor - Varsity
Men's Wrestling - Varsity	Boftball - JV	Boftball - Varsity
Women's Basketball - JV	Women's Basketball - Varsity	Women's Bowling - Varsity
Women's Cheerleading - JV	 Women's Cheerleading - Varsity 	 Women's Cross Country - Vanity
Women's Golf - Varsity	Women's Soccer - JV	Women's Soccer - Versity
Women's Tennis - Varsity	Women's Track, Indoor - Varaity	Women's Track, Outdoor - Varaity

22. You have now entered two athletes. If you have additional children, you will click "Add a Child" and follow the process.

23. To get started filling out your child's paperwork click "Submit Paperwork" You will need to do this for ALL of your children.



24. Click on "Update Medical & Demographic Info" to begin entering your child's information

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🛆 Today	Wildcet Cub Comerciant Statement Manager City, A. En Spering Manager Ci	 Add Another School
A NEDON NON	School Paperwork Veuit Injuries & Enverses Transcript	
	C 2014-2019 D SRL2012 AGAD HAA	20 Review
	Bergemin Russel High School : 6 of 18 Convolution	
	Are you ready for 2018-2019? NOT YET	
	Codate Medical & Demographic Info for 2018-2019	Incomplete
	Enset as Argentust	Her Divie
	Consent to the Disclosure and Use of Personal Health Information	Not Done
	Concusion Information	Not Done
	Participant Agreement, Consent, Release, And Verue	Not Done
	Proparticipation Physical Evaluation Form	Not Done
-	Physical Examination	Not Dane
U	Birth Certificate	Not Done

25. Start with contact info. When you are finished with "contact info" click next at the top right. You will notice that it will move you to the next tab at the top which is Insurance. The information that you enter here will automatically be entered on the other forms that have to be completed.



26. Enter your child's insurance information. Please take the time to look up their policy number. This is asked for on several forms and will be entered automatically for you after entering it here.
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You do not have to upload a copy of your insurance card. This is optional.

27. Click next at the top right to continue to the next tab which is "Heart Health" If you answer "yes" to any question, please type in why you answered yes.

wildcan Cub Ar changes saved	< Prev Next >
Contact Into 👔 Insurance 👔 General Into 🦉 Heart Health 🔐 Bone And Joint 🖉 Medical Questions	
neral Info	
e you currently the party prescription or over-the-counter medicines and supplements (herbail and nutritional)?	YES NO
o you have any altergies? ease identify the specific types of altergies you have (e.g., specific medicines, specific foods, poilens, stinging insects)	YES NO
pecific allergies peofic allergies	
Medicines # Pollens © Food © Stinging Insects	
as a more ever denied or restricted your participation in sports for any reason ?	YES NO
o you have any ongoing medical conditions	YES NO
ave you ever spent the night in hospital?	YES NO
we you ever had surgery?	YES NO
ate of Last Physical	
Dily data y B y	

28. Click next to move to "Bone & Joint". Explain any yes answers

meral info	
We way wently taking any prescription or over-the-counter medicines and supplements (herbal and nutritional)?	YES NO
Do you have any altergies? Please identify the specific types of allergies you have (e.g., specific medicines, specific foods, pollens, stinging insects)	YES NO
Epocific allergion Specific allergion	
Medicines # Pollens II Food II Stinging Insects	
tas a doctor ever denied or restricted your participation in sports for any reason ?	VES NO
Do you have any vioa medical conditions ?	Con-
fave you ever spent the night in hospital?	YES NO
tave you ever had surgery?	YES NO

29. Click next to move to "Medical Questions" Remember this information is about your child.

Dome Wildow Cub	C Prev Reset >
🕐 Contact Info 🕐 Insure is 🗶 Banaval Info 🛞 Haust Hausth 🛞 Bone And Julie 🕐 Madeial Questions	
Medical Question	
ar, wheeze, or have difficulty breathing during or after exercise?	YES NO
Have you ever used an inhaler or taken asthma medicine?	YES NO
Is there anyone in your family who has asthma?	YES NO
Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?	YES NO
Do you have groin pain or a painful bulge or hernia in the groin area?	YES NO
Have you had infectious mononucleosis (mono) within the last month?	YES NO
Do you have any rashes, pressure sores, or other skin problems?	YES NO
Have you had a herpes or MRSA skin infection?	YES NO
Mave you ever had a head injury or consussion?	YES NO

30. Notice that you now have a green check mark beside "Update Medical & Demographic Info"

MOONFLYMAX	A Pamela Robinson is waiting to be added as Athlete to Benjamin Russel High School (RADROR)	Revolut Access Request
foday	Constant Relations Personal Relation	Add Another School
WEDGIT MOM	School Paperwork Visual Information Transcript	
	C 2019-2019 S SILECTER ACAD VIOLET	24 Peniew
	Regionin Russell High School 1 of 18 Completed	
	The following things are required to participants in these sports: Baseball - 2K, Mar's Bowing - Varsig, Mar's Cross Country - Varsig	
	Are you ready for 2018-2019? NOT YET	
	Update Medical & Demographic Info for 2018-0019	C Updated
	Exctronic Egisature Agreement	Not Done
	Consent to the Disclosure and Use of Personal Health Information	Not Done
	Concussion Information	Not Done
	Participent Agreement, Consent, Release, And Venue	Not Done
	Pepertopation Physical Exauston Form	Not Done
	Physical Damination	🛑 Nat Done
	Brth Cetificate	Not Done

31. Click on "Electronic Signature Agreement"

	DRAGONFLYMAX	A Pennels Robinson is wating to be added as Athlete to Benjemin Russell High School (FACRO4), Zen	
	☆ Today	Panela Rebitmo Panela Rebitmo and Cop, A. al and an al and a second	Add Another School
	WLDOFF HOM	School Paperson Vault Injuries & Breases Transcript	
		SUBJECTIO AAA HINA	35 Plaview
		Respirate Russel High School 1 of His Companies	E
		The following trings are sequence to perception in these sports: Basebal - JA: Maris Bearing - Varialy, Maris Creas County - Marisy	
		Are you ready for 2018, 20102 MOT YOU	
<		Update Medical & Demographic Into for 2018-2019	and and
		Exctosic Signature Agreement	Not Done
		Consent to the Disclosure and Use of Personal Health Information	Not Drive
			Not Done
		Participent Agreement, Consent, Release, And Venue	Not Done
		Preparticipation Physical Evaluation Form	Not Done
	0	Physical Examination	Mot Done
		Birb Cetificate	Not Done

32. Click on "Fill Out Electronically" Never Click "My School Will Complete This Requirement" on any of these forms. Read and Sign

A Pamela Robinson is waiting to be added as Athlete to Benjamin Report Li			trail Mah Sahari (SAOBOA, Israel	
۷ 🔍	Pamela Robinson	Benjar Alexand	Electronic Signature Agreement	Not Done
	ceachrobillacsk12.net	Baseball Men's De	Fill Out Electronically	
	coachrob@charter.net	Men's O	Upload the Document	
School Paperwork	Vault Injuries & Illnesses	Transcript	Print a Blank Copy	
C 2018-2019 BELECTED ACAD Y			My School will complete this requirement	L
Benjamin Russell H	tigh School 1 of 16 Completed			
The following things are	required to participate in these sports: B	isebal - JV, Men's		Done
Are you ready	y for 2018-2019? NOT Y	(ET		
Update Medie	cal & Demographic Info for 2018-201	19		
Electronic Sig	nature Agreement			
Consent to P	a Discionum and Line of Demonal M	anth Information		

 Click on "Consent to the Disclosure and Use of Personal Health Information" Read and Sign. Continue to Click on each item in the list and read and sign.

DRAGONFLYMAX	A Wildcat Cub is waiting to be added as Athlete to Benjamin Russell High School (#AQRG4).							
값 Today	Videat Unit of the set	Add Another Behool						
	School Paperwork Vault Injuries & Illnesses Transcript							
	2¢ Review							
	Bergamin Russell High Bohool 2 of 16 Completed	allow a						
	The following things are required to participate in these sports: Baseball - JV, Men's Bowing - Varsity, Men's Cross Country - Varsity							
	Are you ready for 2018-2019? NOT YET							
	Update Medical & Demographic Info for 2018-2019	C Updated						
	Electronic Signature Agreement	Approved						
	Consent to the Disclosure and Use of Personal Health Information	Not Done						
	Concussion Information	Not Done						
	Participant Agreement, Consent, Release, And Venue	Not Done						
	Preparticipation Physical Evaluation Form	Not Done						