

# Instructions for DragonFly Max Electronic AHSAA Athletic Forms

1. Click on [www.DragonflyMax.com](http://www.DragonflyMax.com) - “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 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)
  - After entering your verification code, your account is created.
5. **Create Your User Profile**

Select your Role: Parent  
Connect to your School: **J6EG6K**
6. **Add Athletes**
  - Enter first and last name of your student
  - Enter School Code: **J6EG6K**
  - Accept the terms of use
  - Choose the Sports in which your Child plans on participating – if you are not sure of a team, click on “Everybody Else” – this will input your child into the Dragonfly system for our school.
7. **Click on “Things To Do” to begin uploading the electronic paperwork**
  - Update Medical & Demographic Info (This information will be used to populate information on remaining forms to reduce input of redundant information.)
  - **Skip the Immunization section. This is not necessary.**
  - Electronic Signature Agreement
  - Participation Agreement and Consent form
  - Concussion Form
  - Consent to Participate Form
  - Covid Forms
  - Pre-participation Physical Evaluation Form (This is the 1st page of the printed Pre-participation Physical Form)- **this is filled out electronically**

- Physical Examination (This is the 2<sup>nd</sup> page of the printed Pre-participation Form)  
Upload the 2<sup>nd</sup> page of the Pre-participation form that has been **signed/stamped** by a doctor. \*Please ensure ALL blanks are filled out including dates and signatures
- **Birth Certificate:** All athletes must **upload** a current Birth Certificate if one is not uploaded to the Dragonfly system.

### **NFHS Sportsmanship Certificate:**

All athletes must complete the Sportsmanship Certification. This can be found and completed on-line. Once this is completed, please upload this certification to your Dragonfly account.

**New athletes:** Go to: [www.nfhslearn.com/courses](http://www.nfhslearn.com/courses)

- \*Click on **Register**
- \*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.
- \*Once registered, click on the **Courses** tab at top of screen.
- \*Search for **Sportsmanship**.
- \*Click on **View Course**.
- \***Order** the course. (It is free.)
- \*Select state – **Alabama**
- \*Click on **Checkout** - the order summary is displayed.
- \*Click **Continue** - the receipt is displayed.
- \*Click on “**Click Here**” to access your course.
- \*Click on **Begin Course**. (The first time you log in it makes you click through a tutorial of how site works.)
- \* Upload a copy of the certificate to Dragonfly Max

**DragonFly Max offers a free app which allows you to manage your child’s profile and is a great tool for uploading all required forms (DragonFly MAX sports)**

**If you have questions, please email me at [kharvey1@mcps.com](mailto:kharvey1@mcps.com)**