# Dragonfly Sportsmanship Instructions: These instructions are using a computer.

**1.** Click on your child's name. Then click on "NFHS Sportsmanship Certificate".

Wildcat Cub 2
Benjamin Russell High School 0 of 15 Completed
The following things are required to participate in these sports: Football - Varsity, Men's Golf - Varsity
Are you ready for 2018-2019? NOT YET
Update Medical & Demographic Info for 2018-2019
Electronic Signature Agreement
Consent to the Disclosure and Use of Personal Health Information
Concussion Information
Participant Agreement, Consent, Release, And Venue
Preparticipation Physical Evaluation Form
Physical Examination
Birth Certificate School battmast att exercise this document.
NFHS Sportsmanship Certificate
Registent for Drug Testing
Insurance Verification Form
Russell Medical Consent Form
Field Trip Permission Form
Permission Form Golf Required for Men's Golf - Versity
Permission Form Football Required for Football - Variaty

### 2. Click on "You can find this course at

https://nfhslearn.com/courses/37000/sportsmandhip



4. Use your school email as your email and your username. Please make sure that the athlete is entering their information and completing the sportsmanship course. If the parent's name is used, it will have to be completed a second time.



5. Enter all required information. This MUST be the student athlete's information.



6. Click the blue NFHSLearn box



## 7. Click Student



8. Click the down arrow beside "Please Select Your State" and choose Alabama







#### 9. Click "Order Course"

**Course Details** 





**Related Courses** 

10. Click "Myself" then click the Continue Button



#### 11. Click the Checkout Button

State	Item Total
Alabama	\$0.00 ×
Courses for	r myself subtotal: \$0.00
	Total: \$0.00
(	ontinue Shopping Checkout
	State Abberna V Courses for

12. Click on the box beside "I agree to the NFHS No Refund Policy for online education courses...." Click Continue



13. Click "DASHBOARD" LEARNING CENTER OURSES NFHSLearn FOR YOU USER LOOKUP HELP DASHBOARD Your Order Receipt Your order has been processed. A receipt is shown below; which Invoice Nurr R72506769 includes a link to a print friendly version. To access your course(s) Induces a limit to a primi mendry version, to access your course(s) please Click here. Thank you for your interest in NFHS Coach Education.Credit Card Payment to: National Federation of State High School Associations Date: 04/10/2019 Total: \$0.00 Name: Pamela Robinso rintable Versio Payment Me Free Course **Courses for Myself** Item State Quantity Price Total AL \$0.00 Sportsmanship 1 \$0.00

#### 14. Click "My Courses"

	My Courses
-	Courses
	Distribution
	Redeem a License
	My Staff
e	My Certificates
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Ē	My National Certification
0	My Account

15. Click "Begin Course" and complete the course



16. When you have completed the course, click "Download Certificate" to download your certificate.



17. When you hover over the top of the screen with your mouse you will see several symbols pop up at the top right, click on the download symbol.



18. Choose where you want the certificate to download. I usually download to desktop to make it easy to find. Click save.



19. Go to your Dragonfly account. Click "NFHS Sportsmanship Certificate"

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	Birth Certificate School staff must still approve this document.
1	NFHS Sportsmanship Certificate
	Sensent for Drug Testing
	Insurance Verification Form
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	Field Trip Permission Form
	Permission Form Golf Required for Men's Golf - Versity
	Permission Form Football Required for Football - Variety

20. Click "Upload the Document"



21. Click on the words "Drag+drop here or tap/click to browse"



22. Browse to find where you stored the certificate. Click on the certificate name and click open.

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Favorites	Name	^	Size	Kind	Date Added	
iCloud	Drive 🕨	Athletic Forms		Folder	Jan 26, 2018, 3:08 PM	
E Google	Drive	BR 2 color.be	36 KB	Embroidery File	Nov 30, 2018, 9:11 AM	-
		BR Logo	2 MB	PDF Document	Nov 30, 2018, 9:10 AM	
1/2/2 Applica	ations	BRHS FunReport view	11 KB	Micros. (.xlsx)	Aug 30, 2017, 10:04 P	1
A Applica	ations 🗧	BRHS Fundequest.xlsx	12 KB	Micros(.xlsx)	Aug 30, 2017, 10:20 P	0
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	" <b>(</b> b	certificate.pdf	152 KB	PDF Document	Today, 7:32 PM	
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Channel		Coke Contrriginal.pdf	112 KB	PDF Document	Nov 20, 2018, 1:05 PM	
anareu		Coke Contrevised.pdf	1.3 MB	PDF Document	Nov 26, 2018, 1:30 PM	
hp9cb	6543tc	Confirm_02750_1.pdf	97 KB	PDF Document	Aug 24, 2018, 2:18 PM	1
@ All		Decembersactions.xls	86 KB	Microsk (.xls)	Jan 10, 2019, 11:36 AM	
		DragonflyHandout.pdf	212 KB	PDF Document	Apr 22, 2018, 4:46 PM	
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23. Click "Upload"



24. Your sportsmanship certificate is now waiting for staff approval.

