

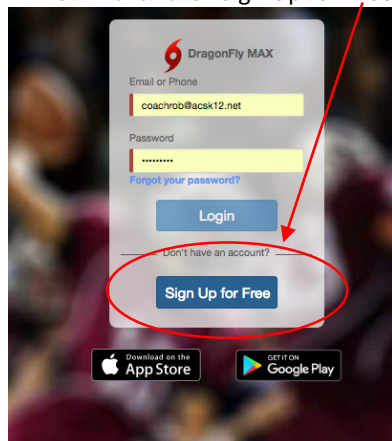
DragonflyMax Directions:

Creating An Account Through The Web/Internet

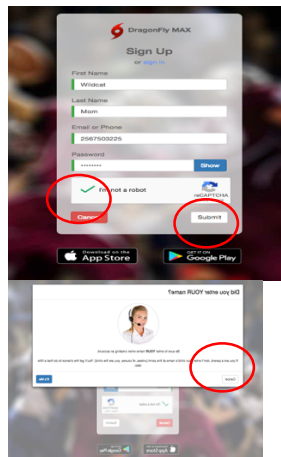
1. Visit **DragonflyMax.com**
2. Click “Login/Sign-Up” at the top of the screen.



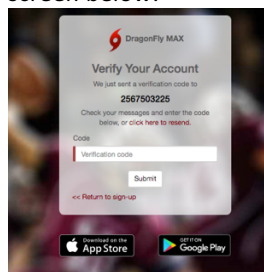
3. Click the “Sign Up for Free” button.



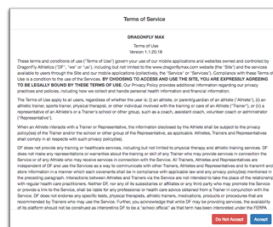
4. Complete the Sign-Up form with the following information
 - a. First Name (**Your name not your child's name**)
 - b. Last Name
 - c. Email Address or Mobile Number
 - d. Create a password (**Make sure that you remember your user name and password. You will use this each year that your child participates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



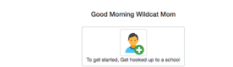
5. Once you click submit, you will be sent a verification code. This code will arrive in one of two ways:
 - a. Text Message (if you used a Mobile Number to sign up)
 - b. Email (if you used an email to sign up)
6. Enter the verification code when you see the screen below:



7. Click “Submit”
8. Accept DragonflyMax “Terms of Service”



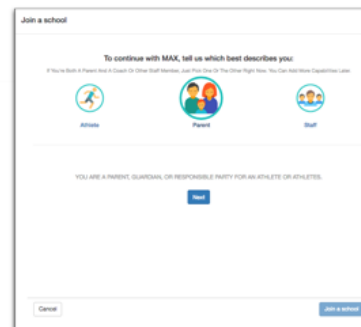
9. Connect to School: BRHS (FAQRG4) or ACMS (HDX8M5) Click + sign.



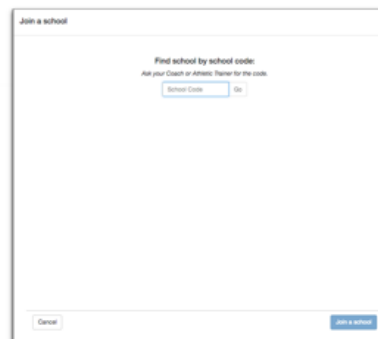
10. Select your role



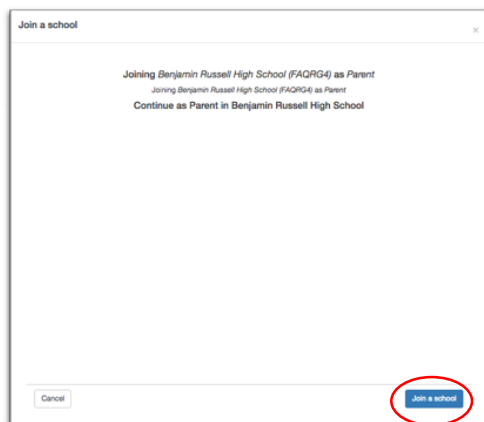
11. Click Next



12. Enter the School Code: BRHS (FAQRG4) ACMS (HDX8M5)



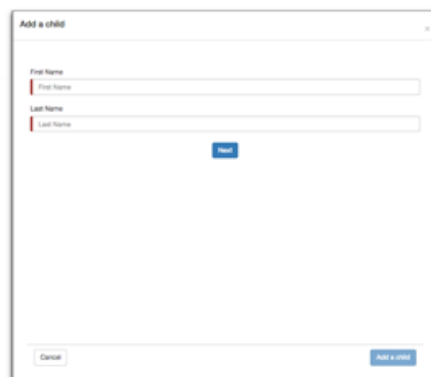
13. Click "Join School"



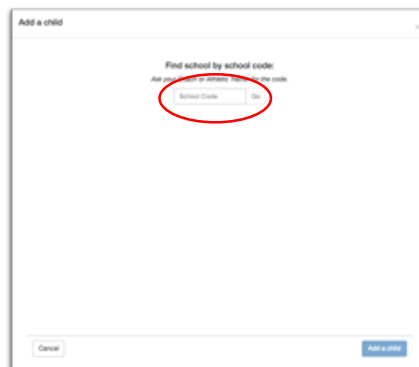
14. Now you will add your child. If you have more than one child who participates in athletics, you will add them one at a time. Click "Add a Child"



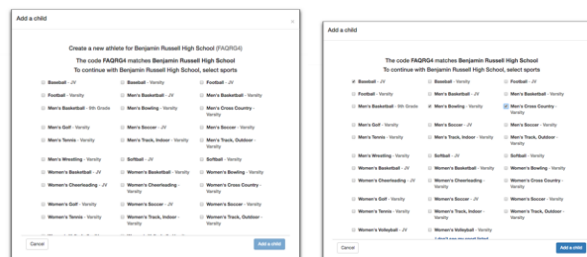
15. Enter your child's name and click "Next"



16. Enter the Code of the School: BRHS (FAQRG4) and ACMS (HDX8M5)



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

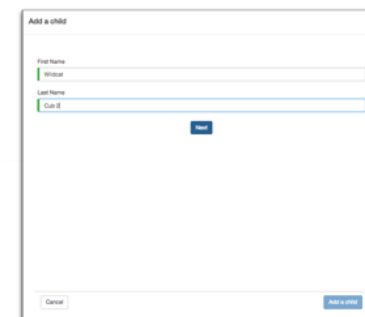


18. Notice that your child is now added. To add a 2nd child click "Add a Child"

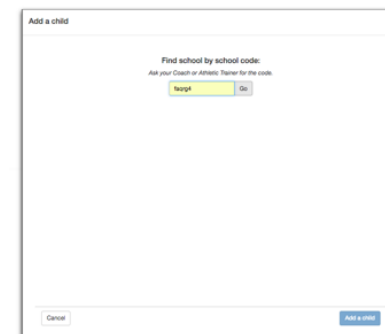
Good Morning Wildcat Mom



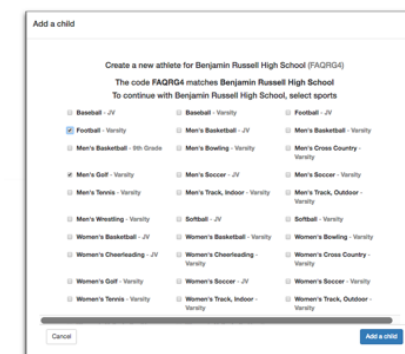
19. Enter your 2nd Child's Name and information



20. Enter the School Code. If your 1st child was at BRHS and your 2nd child is at ACMS, you will enter the code which is correct for each child. BRHS (FAQRG4) ACMS (HDX8M5)



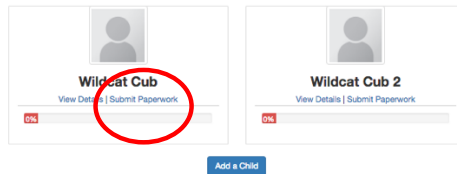
21. Chose the sports for your 2nd child.



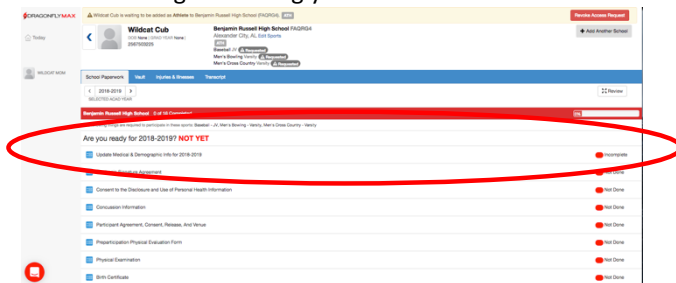
22. You have now entered two athletes. If you have additional children, you will click "Add a Child" and follow the process.

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

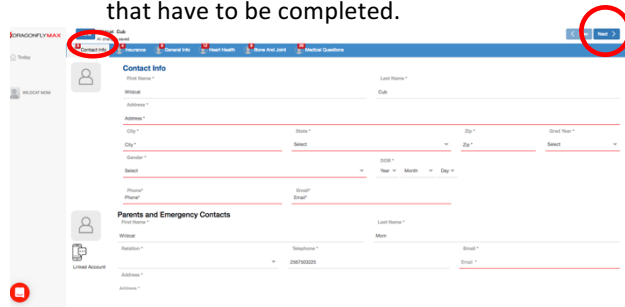
Good Morning Wildcat Mom



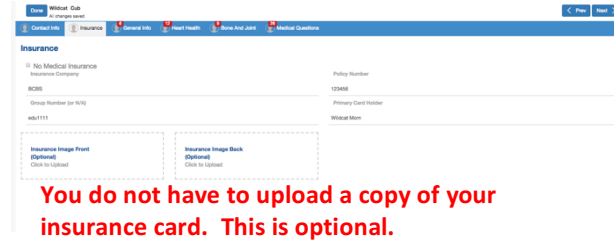
24. Click on "Update Medical & Demographic Info" to begin entering your child's information



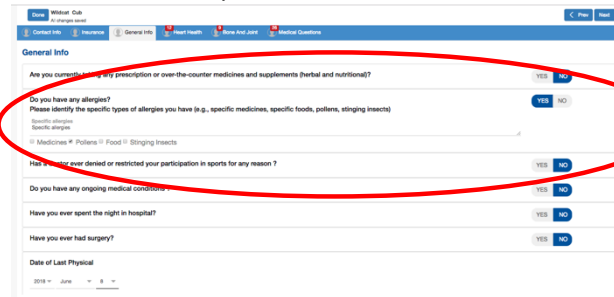
25. Start with contact info. When you are finished with "contact info" click next at the top right. You will notice that it will move you to the next tab at the top which is Insurance. The information that you enter here will automatically be entered on the other forms that have to be completed.



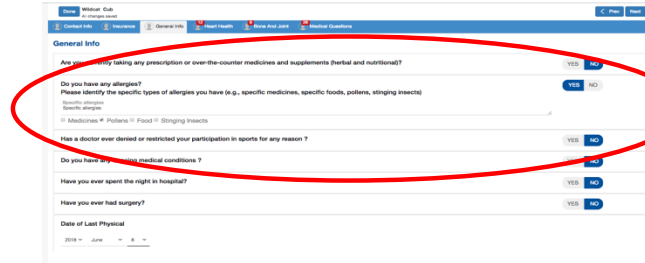
26. Enter your child's insurance information. Please take the time to look up their policy number. This is asked for on several forms and will be entered automatically for you after entering it here.



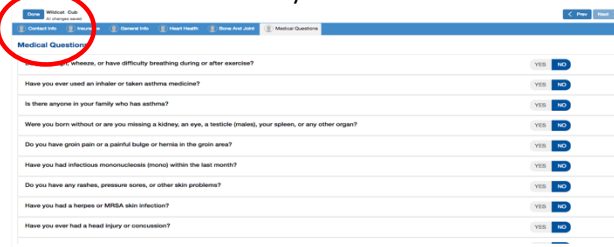
27. Click next at the top right to continue to the next tab which is "Heart Health" If you answer "yes" to any question, please type in why you answered yes.



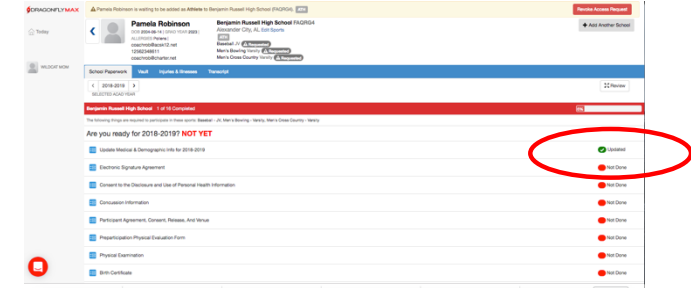
28. Click next to move to "Bone & Joint". Explain any yes answers



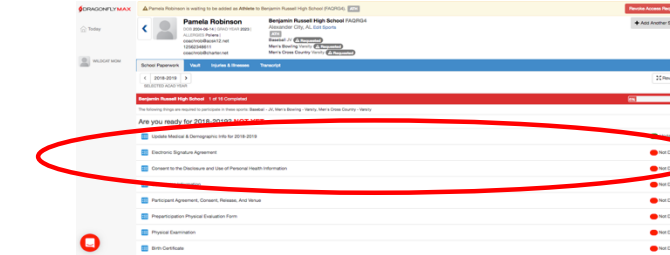
29. Click next to move to "Medical Questions" Remember this information is about your child. Click done when you are finished.



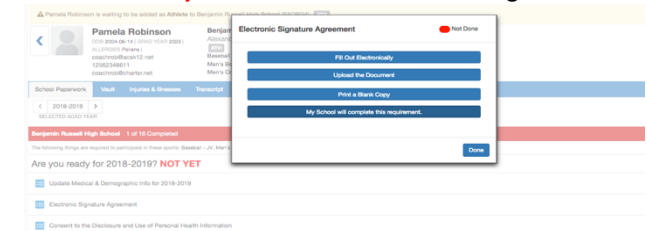
30. Notice that you now have a green check mark beside "Update Medical & Demographic Info"



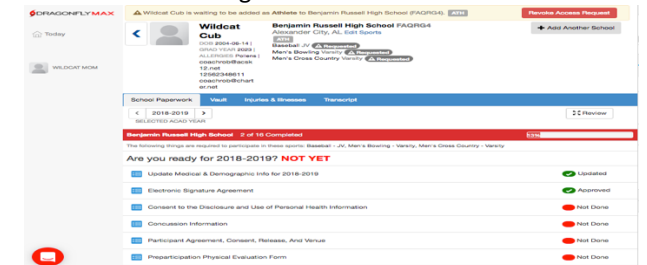
31. Click on "Electronic Signature Agreement"



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



33. 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.



34. Continue completing all forms.