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: 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"

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	
Continue as Parent in Benjamin Russell High School	
	_
Cancel	Join 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 ge	t started filling out forms, click or tap 'Add a child'	
	Add a Child	

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



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

l a child		×
	Find scheol by school code:	
Cancel		Add to DNM

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 2^{nd} 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)

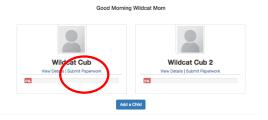
Add a child		×
	Find school by school code: Ask your Cash or Athen: Tarier for the cost. Tacryst Oo	
Cancel		Add a child

21. Chose the sports for your 2nd child.

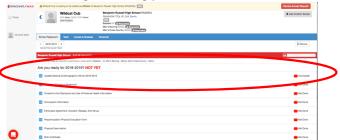
Create a new ath	lete for Benjamin Russell High	School (FAQRG4)
	RG4 matches Benjamin Russ	
To continue wit	h Benjamin Russell High Scho	ool, select sports
Baseball - JV	Baseball - Varsity	Football - JV
Pootball - Varsity	Men's Basketball - JV	Mon's Basketball - Varsity
Men's Basketball - 9th Grade	Men's Bowling - Versity	Men's Cross Country - Varsity
if Men's Golf - Versity	Men's Soccer - JV	Men's Soccer - Varsity
Men's Termis - Varsity	Men's Track, Indoor - Varsity	Men's Track, Outdoor - Varsity
Men's Wrestling - Varsity	🛛 Softball - JV	Softball - Versity
Women's Basketball - JV	Women's Basketball - Varsity	Women's Bowling - Variality
Women's Cheerleading - JV	Women's Cheerleading - Versity	 Women's Cross Country - Varsity
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



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.
 Image: Construction
 Image: Construct

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.

re you currently in a city prescription or over-the-counter medicines and supplements (herbal and nutritional)?	YES NO
o vou have any alleroies?	100 100
o por anticitary analysis: see identify the specific types of allergies you have (e.g., specific medicines, specific foods, pollens, stinging insects) control starging control starging	NU NU
Medicines # Pollens II Food II Stinging Insects	
as a mater ever denied or restricted your participation in sports for any reason ?	TES NO
o you have any ongoing medical conductors	YES NO
ave you ever spent the night in hospital?	YES NO
ave you ever had surgery?	YES NO

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

towe Wildow Cub Advances and	< Prev Next >
) Context Into 👔 Insurance 🛞 Opport Into 🦉 Heart Health 🕐 Rome And Juli t 👹 Medical Operations	
ieneral Info	
Are your avently taking any prescription or over-the-counter medicines and supplements (herbal and nutritional)?	YES NO
Do you have any allergies?	YES NO
Please identify the specific types of allergies you have (e.g., specific medicines, specific foods, pollens, stinging insects) figurality attrajues fooder alrege	
Medicines # Pollens II Food II Stinging Insects	<i>n</i>
Has a doctor ever denied or restricted your participation in sports for any reason ?	YES NO
Do you have anyvice medical conditions ?	Com Com
Have you ever spent the night in hospital?	YES NO
Have you ever had surgery?	YES NO
Date of Last Physical	
2018 - June - 8 -	

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

Wildcart Cub Al charges saved	< Prev Prev Print >
Context Info 🕐 Insure a 🕐 Clanent Info 🕐 Haart Haath. 🛞 Bone And Julie 💽 Medical Questions	
dical Question	YES NO
ave you ever used an inhaler or taken asthma medicine?	YES NO
s there anyone in your family who has asthma?	YES NO
Vere you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?	YES NO
to you have groin pain or a painful bulge or hernia in the groin area?	YES NO
ave you had infectious mononucleosis (mono) within the last month?	YES NO
to you have any rashes, pressure sores, or other skin problems?	YES NO
lave you had a herpes or MRSA skin infection?	YES NO
lave you ever had a head injury or concussion?	YES NO

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

	•	0 1
DRAGONFLYMAX	A Pamela Robinson is waiting to be added as Athlete to Benjamin Russell High School (RADRO).	Revolut Access Request
Today	Paralle Robinson Robinson Russel Registration Russel High Social Robinson Russel Robinson	 Add incide School
WLDOF NON	School Paperwork Vault Injuries & Breases Transcript	
	C 2016-2018 > SILECTED ADAD YEAR	12 Review
	Bergenin Russell High School 1 of 16 Completed	(B)
	The following things are required to participate in these sports: Beaetad - 24, Men's Bowing - Mansty, Men's Ones Country - Versity	
	Are you ready for 2018-2019? NOT YET	
	Update Medical & Demographic Inits for 2018-2019	Updated
	Exchanic Signature Agreement	Not Done
	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
-	Physical Duamination	Not Done
]	Brth-Certificate	Not Durw

31. Click on "Electronic Signature Agreement"

	A Pamela Robinson is waiting to be added as Alberte to Benjamin Russel High School (RACPOL)	Percise Ac
Ø DRAGONFLYMAX		
C Today	Panela Robinson Pointe Robinson P	♦ Add
MLDOF NON	School Paperwork Veut Injuries & Brewerigt	
	C 2019-2019 D SULETTS ADD 1934	
	Bergenin Russel High School 1 of 11 Completed	E
	The following things are required to participate in these sports: Baseball - 26, Mer's Bowing - Manty, Mer's Down County - Westy	
	Are you ready for 2018-20102 Mon Man	
	Update Medical & Demographic Inflo for 2016-2019	
	E Dectoric Eignature Agreement	
	Consent to the Disclosure and Use of Personal Health Information	
	Participant Agreement, Consent, Release, And Venue	
	Preparticipation Physical Evaluation Form	
-	Physical Destination	

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

<		Pamela Robinson	Benjan	Electronic Signature Agreement	Not Done
		ALLERGIES Palens coachrob@acsk12.net 12562349611	Baseball Men's Do	FII Out Electronically	
		coachrob@charter.net	Men's Or	Upload the Document	
Schoo	ol Paperwork	Vault Injuries & Illnesses	Transcript	Print a Blank Copy	
SELE	2018-2019 ICTED AGAD YE	All		My School will complete this requirement	L
		igh School 1 of 16 Completed			
	wing things are	required to participate in these sports: Ba	sebal - JV, Men's		Done
Are y	ou ready	for 2018-2019? NOT Y	ET		
	Update Medica	al & Demographic Info for 2018-201	9		
	Diectronic Sign	sature Agreement			
	Consent to the	Disclosure and Use of Personal He	aith 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	Wildcat Cub is waiting to be added as Athlete to Benjamin Russell High School (FAQRG4).	Revoke Access Request
C Today	Viidet	- Add Another Behool
	School Paperwork Vault Injuries & Illnesses Thanscript	
	C 2018-2019 > SELECTED ADAD YEAR	3 C Review
	Benjamin Russell High Bohool 2 of 16 Completed	1314
	The following through are required to performate in these aports: Baseball - JV, Men's Bowling - Varaity, Men's Cross Country - Varaity	
	the score of an descention of the obtained score strategy - ast see a power of - see al.	
	Are you ready for 2018-2019? NOT YET	
		Updated
	Are you ready for 2018-2019? NOT YET	Cpdated
	Are you ready for 2018-2019? NOT YET Update Medical & Demographic Into for 2016-2019	-
	Are you ready for 2018-2019? NOT YET Update Medical & Demographic Into for 2018-2019 Electronic Signature Agreement	Approved
	Are you ready for 2018-2019? NOT YET Content National Content of the 2018 Content Content of the State Advanced Advance	Approved
0	Are you ready for 2018-2019? NOT YET Use the Maxima Demographic the to 2018 2019 Exercise Signature agreement Content to Destinuour and Lea of Personal Health Information Consultation Technology Statements Consultation	Approved Not Done Not Done

34. Continue completing all forms.