



ALL ATHLETES MUST REGISTER AND/OR UPDATE INFORMATION IN DRAGONFLY EACH YEAR. A CURRENT PHYSICAL MUST BE UPLOADED AND ALL REQUIRED STEPS IN THE SOFTWARE PROCESS MUST BE COMPLETED FOR ATHLETIC ELIGIBILITY.

DIRECTIONS FOR NEW ACCOUNTS:

- 1) Visit dragonflymax.com and click “Log In/Sign Up” to get started.
Note: please do not create an account with your child’s name or contact information — you will get the chance to add your child soon!
- 2) Verify your account with the verification ID sent to your email address.
- 3) Tap ‘Connect to your school’ to select ‘Parent’ as your role and search for your child’s school.
- 4) After selecting your child’s school, tap ‘Join’ to request access. An administrator at your school will approve your request.
- 5) Tap ‘Set up your children’ and follow the prompts to add your kid(s) and fill out their participation forms.

NOTE: When selecting your child’s sport, please check the “enrolled athlete” box. Do not pick sports at this time. Those will be added when the coach creates their roster.

ALREADY HAVE AN ACCOUNT?

- 1) **DO NOT** create a new account, just log into your existing account.
- 2) If your child is going to a different school for the upcoming school year, follow instructions 4 and 5 above to connect your child to their new school.
- 3) Once your child is approved at the new location, you can go back into their account and update all information for the current school year.
 - a. From the main screen, click on “submit paperwork”.
 - b. Click on the current year box in the upper left of the screen. (found under your child’s name, next to the school name) This will take you to the requirements/paperwork to be completed.
 - c. Click “get started”
 - d. Click “start” for each section. Be sure and click “done” at the end of each section to record your changes.