

## DragonFly Max Instructions

Dragonfly is our AHSAA online system to collect all eligibility paperwork. AHSAA physicals must be completed by a medical doctor and signed by doctor, parent and student athlete. A physical is good for one year.

*\*\*Returning athletes OR families that have siblings with DF accounts, please do not create a new account. If you forgot your password use the "forgot my ID or password" option. If you have an older sibling with a DF account use the add athlete option. Please DO NOT create NEW accounts.*

- 1) Visit **Dragonflymax.com** and click the Log In/Sign up button. Click "sign up for free" and then follow the prompts to create a parent account with your own email address.
  - a. You will add your child and their information in a later prompt.
  - b. You can use one account for multiple athletes (click add new athlete if you have multiple children that need an account).
- 2) Verify your account with the verification ID sent to your email address.
- 3) Click "Connect to your school" then "Parent" as your role and search for Homewood Middle School. (code is VYNMT8)
- 4) After selecting HMS, click "join" to request access. An administrator at HMS will approve your request.
- 5) Click "Set up your child" and follow the prompts to add your student-athlete(s) and fill out the participation forms.
- 6) When you are selecting a sport/sports please select the sport/sports they wish to participate in this year. Please select the **TRYOUT** list for the sport in which you are interested.
  - a. Rising 7<sup>th</sup> grade should select level of 7<sup>th</sup> grade sport
  - b. Rising 8<sup>th</sup> grade should select level of 8<sup>th</sup> grade sport
- 7) Scroll down to electronically sign ALL sign paperwork for the **2023-24 school year**.
- 8) Upload copies of the following documents:
  - a. Birth Certificate
  - b. Medical insurance card (front and back)
  - c. Sportsmanship Course Certificate (specific directions for this in packet and must be completed by student-athlete)
  - d. Physical form (see below)
- 9) **Physical Form**
  - a. Physical must be completed on the **AHSAA (Revised 2018) Form**
  - b. Physical Must be signed by a MD or DO (PA/NP signatures cannot be accepted).
  - c. Physicals are good for 1 year and to the end of the month it was completed. (ie. exam completed on May 1<sup>st</sup> 2022 is good through May 31<sup>st</sup> 2023)
  - d. **Pre-participation Physical Form** section - we prefer the electronic form be completed but uploading a picture of the front of the physical form (the one with all the checkboxes) is also allowed.
    - i. *Completion of the pre-participation form needs to be done within the same month of the physical exam.*
  - e. **Physical Examination** section - upload the MD or DO signed and dated physical examination (back/second page) to DragonFly
    - i. The back of the form **MUST HAVE** the following filled out before uploaded
      1. Athlete name on the top left (that matches DragonFly account name)
      2. Physician office address
      3. Physician printed name
      4. Physician signature
      5. Date of the day the physician signed the form.