Dragonfly Basic Information

\*\*What is Dragonfly?

Dragonfly is the Alabama High School Athletics Association hub for high school and middle school athletics paperwork, including health related, personal identification and athletics eligibility paperwork.

\*\*What do I have to turn in on Dragonfly in order for my child to be eligible to compete?

There are 7 documents total that must be uploaded, to be approved by school Dragonfly administrators, in order for your child to be deemed eligible to compete in athletics.

Application

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1) Updated Medical and Demographic info for the current year

2) Preparticipation Physical Evaluation Form

3) Physical Examination Form

4) A copy of your child’s birth certificate

5) A certificate earned upon completion of the NFHS Sportsmanship class online

6) Concussion information paperwork

7) Participant Agreement, Consent, Release and Venue paperwork

\*\*\*\*All of the links / blank copies for these documents and paperwork are already preloaded on Dragonfly for your convenience.\*\*\*\*

\*\*\*\*The following are screenshots of each document for reference as to what each document looks like on the Dragonfly website.\*\*\*\*

Graphical user interface, text, application, email

Description automatically generated1) Updating Medical and Demographic info for the current year

2) Preparticipation Physical Evaluation Form

Table

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3) Physical Examination Form

Table

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4) A certificate earned upon completion of the NFHS Sportsmanship class online

Graphical user interface, text, application

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5) Concussion information paperwork

Text, letter

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6) Participant Agreement, Consent, Release and Venue paperwork

Text

Description automatically generated

Dragonfly How To

The following is a step by step how to that will guide you from Dragonfly sign up to the last steps of uploading all 7 necessary documents previously mentioned.

Sign up: Go to dragonflymax.com on any computer to sign up for a free account for your child

A picture containing text, sign, close

Description automatically generated

Follow the prompts upon logging in for the first time which will allow you to select Orange Beach Middle School or Orange Beach High School and then select your role as a parent. You will then add your child as an athlete at Orange Beach Middle School or High School and select the sport(s) that your child is wanting to compete in.

Beginning Paperwork: You will see the following on screen prompt allowing you to begin filling out the necessary paperwork. Click submit paperwork.

Graphical user interface, application

Description automatically generated

Text

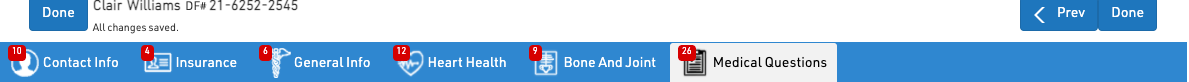
Description automatically generated with low confidenceThe following screen will then show. This is the screen that will be your hub for reviewing the paperwork and documents that have been submitted, approved, declined and that still need to be turned in. The percentage bar at the top of the screen needs to be at 100% before your child can be deemed eligible.

1) Update Medical & Demogaphic Info for the current year

Beginning: Click the red “Start” button beside “Update Medical & Demographic info”.



You will need to fill in all information as accurately as possible before clicking “Done” in the top right corner on the final page of the document.



2) Preparticipation Physical Evaluation Form

Beginning: Click the red “Start” button beside “Preparticipation Physical Evaluation Form”. The following prompt will appear.

Graphical user interface, text, application

Description automatically generated

\*\*Fill out Electronically – Click this button to allow you and your child to fill out the form on the computer without having to print anything off. It must be signed by you and your child electronically at the bottom!

\*\*Upload the document – Click this button to allow you and your child to submit the form, either electronically or the printed copy of the form that you have filled out.

\*\*Print a blank copy – Click this button to allow you and your child to print out a hard copy of this document, fill it out and then submit it. It must be signed by you and your child at the bottom!

3) Physical Examination

Beginning: Click the red “Start” button beside “Physical Examination”. The following prompt will appear.

Graphical user interface, text, application, chat or text message

Description automatically generated

\*\*Upload the document – Click this button to allow you and your child to submit the form after printing it off and getting it filled out by the physician that conducts your child’s physical examination.

\*\*Print a blank copy – Click this button to allow you and your child to print out a hard copy of this document, fill it out and then submit it. It must be completely filled out and signed by the conducting physician at the bottom.

4) Birth Certificate

Beginning: Click the red “Start” button beside “Birth Certificate”. The following prompt will appear.

Graphical user interface, text, application, chat or text message

Description automatically generated

\*\*Upload the document – Click this button to allow you and your child to submit a photocopy of your child’s legal birth certificate.

\*\*Print a blank copy – This button does nothing here as there is nothing to print.

5) NFHS Sportsmanship Certificate

Beginning: Click the red “Start” button beside “NFHS Sportsmanship Certificate”. The following prompt will appear.

Graphical user interface

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You will need to click the link given in the box. This will take you to the NFHS website. There you will need to register for an NFHS account, which is free, by clicking in the top right corner of the screen shown below.

Graphical user interface, text

Description automatically generated with medium confidence

After following the prompts to register for an account on NFHS, you will need to click on “Courses” in the top-middle of the page shown below.



Now scroll down to the bottom portion of the available classes to find “Sportsmanship”, shown below, and click on it.

Graphical user interface, text, application, email

Description automatically generated

In the middle of the page, you will see a drop down menu titled “Select your state”, shown below. You’ll also see a button beside that saying “Order Course”. Select Alabama in “Select your state” and then click the “Order Course” button.

Chart, funnel chart

Description automatically generated with medium confidence

After following the prompts to order the course, you will be able to purchase the course for free and take the course. After finishing the course, you will receive an electronic certificate showing that the course was completed. This should have your child’s name on it. After downloading the certificate to your computer, you will go back to Dragonfly, and click the “Upload this Document” button on the “NFHS Sportsmanship Certificate”. After uploading the certificate, you can move on to the next part.

6) Concussion Information

Beginning: Click the red “Start” button beside “Concussion Information”. The following prompt will appear.

Graphical user interface, application, website

Description automatically generated

\*\*Fill out Electronically – Click this button to allow you and your child to fill out the form on the computer without having to print anything off.

\*\*Upload the document – Click this button to allow you and your child to submit the form, either electronically or the printed copy of the form that you have filled out.

\*\*Print a blank copy – Click this button to allow you and your child to print out a hard copy of this document, fill it out and then submit it.

7) Participant Agreement, Consent, Release and Venue paperwork

Beginning: Beginning: Click the red “Start” button beside “Participant Agreement, Consent, Release and Venue paperwork”. The following prompt will appear.

Graphical user interface, application, website

Description automatically generated

\*\*Fill out Electronically – Click this button to allow you and your child to fill out the form on the computer without having to print anything off.

\*\*Upload the document – Click this button to allow you and your child to submit the form, either electronically or the printed copy of the form that you have filled out.

\*\*Print a blank copy – Click this button to allow you and your child to print out a hard copy of this document, fill it out and then submit it.