

A STEP BY STEP GUIDE TO SETTING UP A DRAGONFLY MAX ACCOUNT

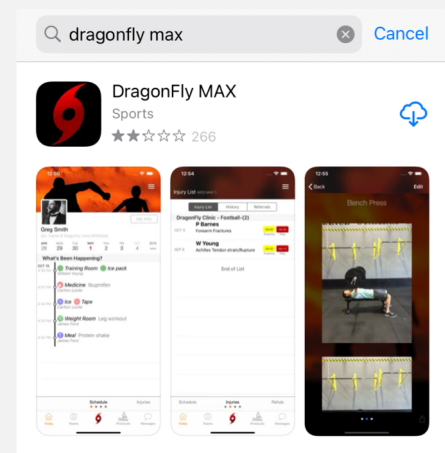
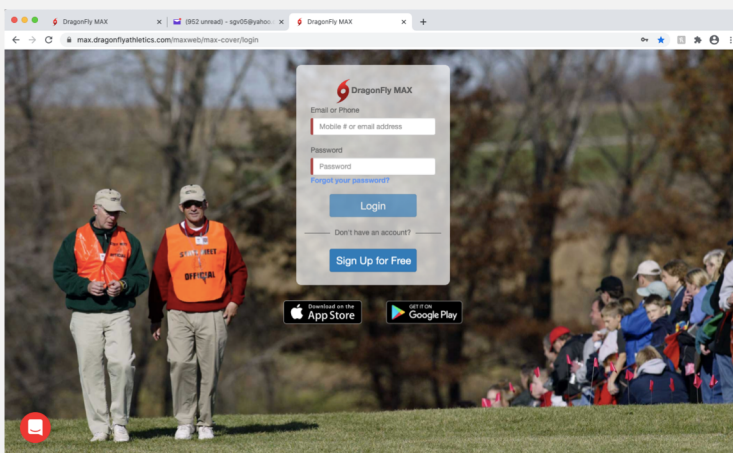
Eagle's Landing Christian Academy
Sports Medicine

Go to: <https://max.dragonflyathletics.com/maxweb/max-cover/login>

Click on “Sign Up for Free”

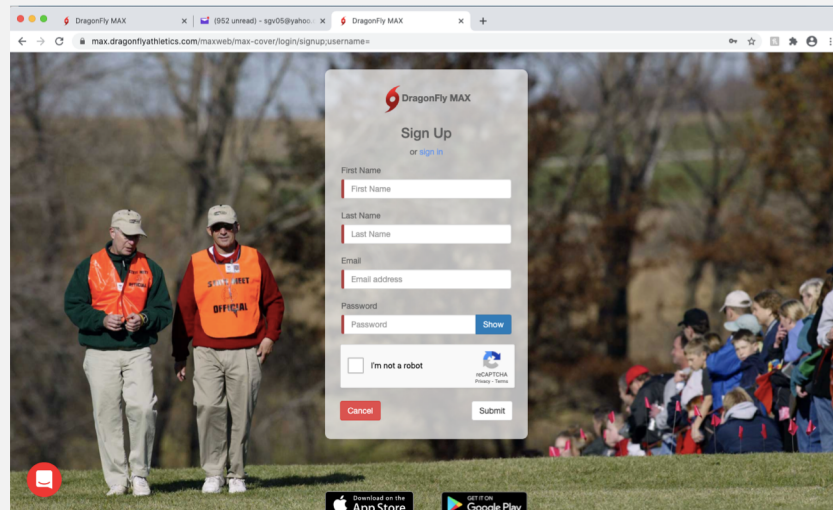
You can also download the DragonFly Max app and complete the process there.

This information is current as of June 2022. Changes might be made to the system and things might not look exactly the same. If you have any questions please do not hesitate to contact Ms. Stephanie and stephanie.vasquez@eagleslanding.org



If you are a first time DragonFly user please start here
If you already have a parent and child(ren) account please skip ahead
to the next orange slide

Enter YOUR information into the boxes

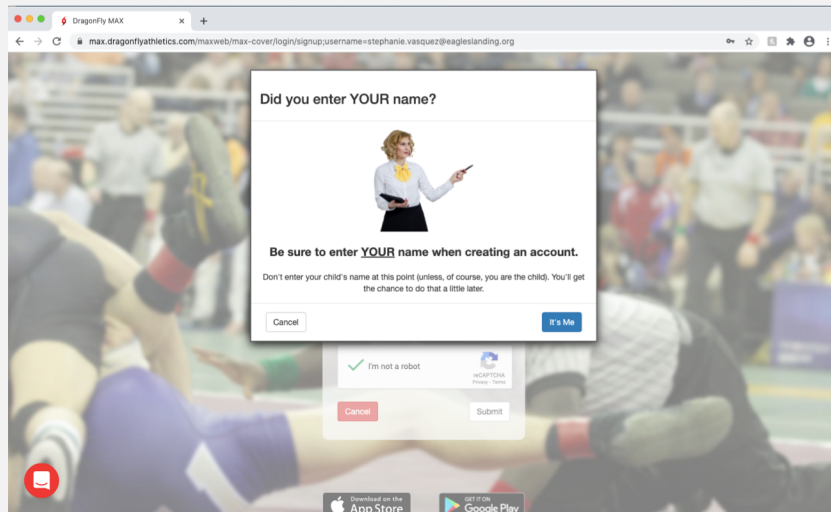


The screenshot shows a web browser window with the URL `max.dragonflyathletics.com/maxweb/max-cover/login/signup/username+`. Overlaid on the page is a 'Sign Up' form for DragonFly MAX. The form includes the following fields and elements:

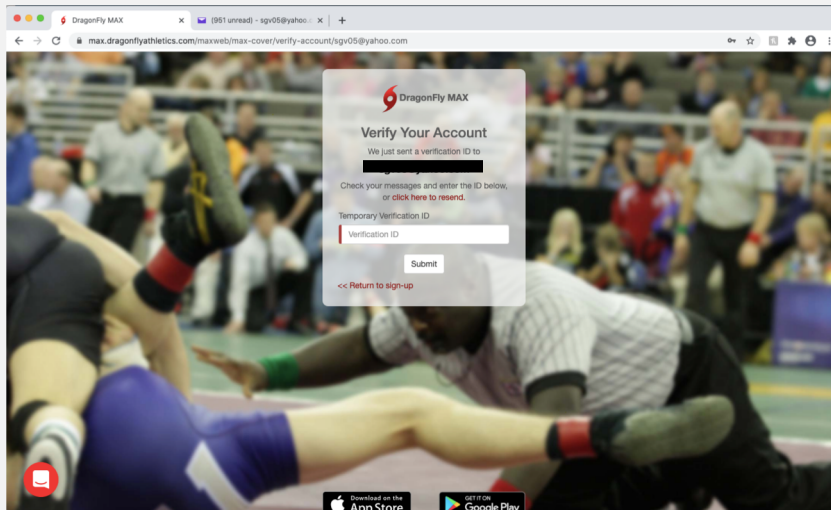
- DragonFly MAX logo
- 'Sign Up' title with a link to 'or sign in'
- First Name input field
- Last Name input field
- Email input field with the label 'Email address'
- Password input field with a 'Show' button
- 'I'm not a robot' checkbox with a reCAPTCHA logo
- 'Cancel' and 'Submit' buttons

At the bottom of the page, there are links to 'Download on the App Store' and 'GET IT ON Google Play'.

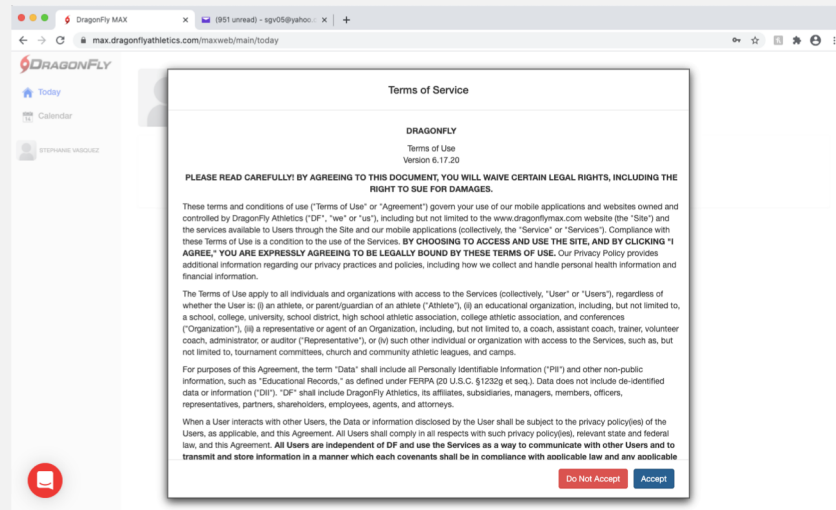
Verify that you have entered your information and not your child's



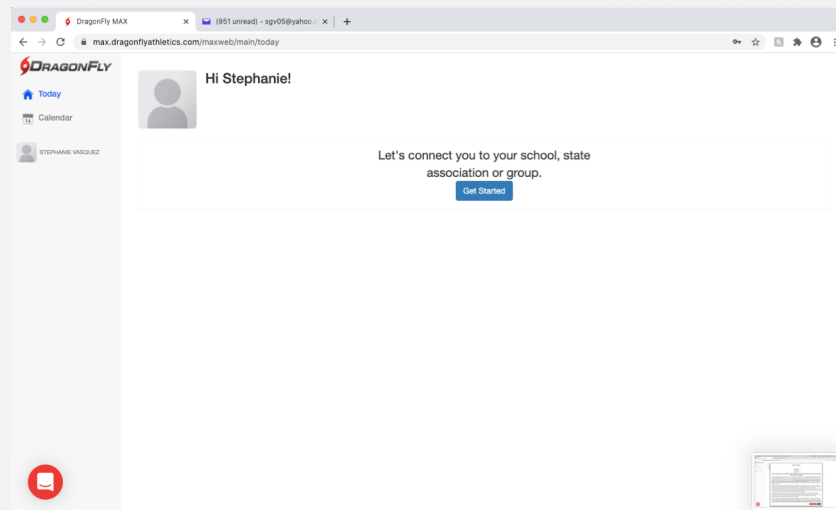
Enter the verification code you were sent, where you find it will depend on if you entered a phone number or email address



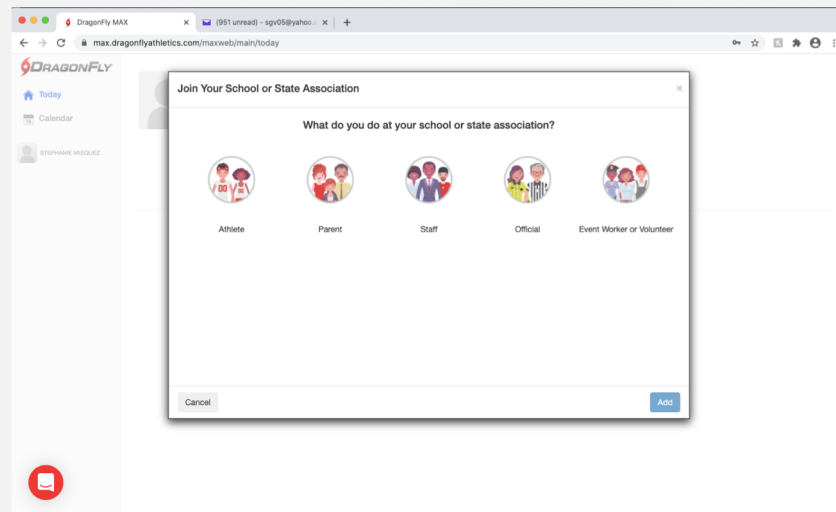
Read and agree to the terms of service



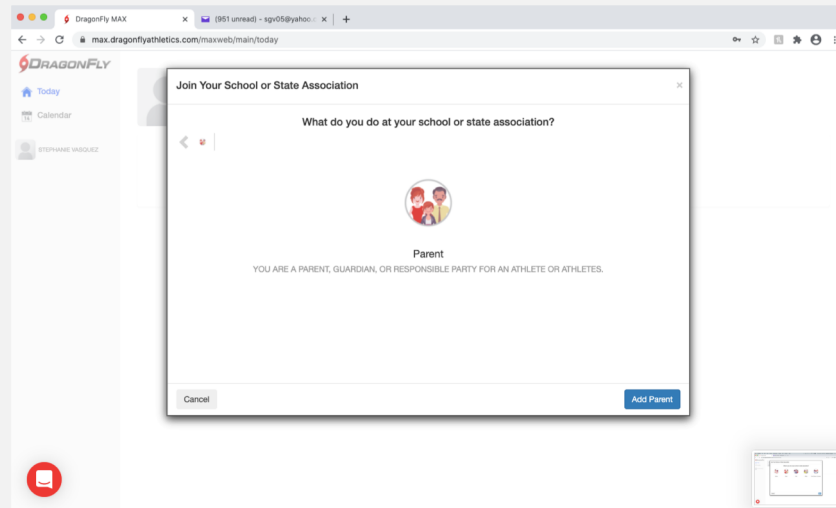
Connect your account to ELCA by clicking "Get Started"



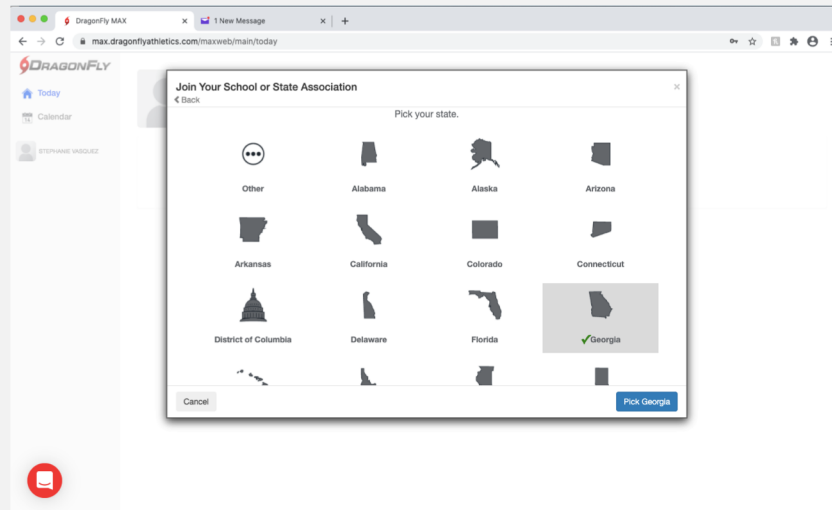
Select "Parent"



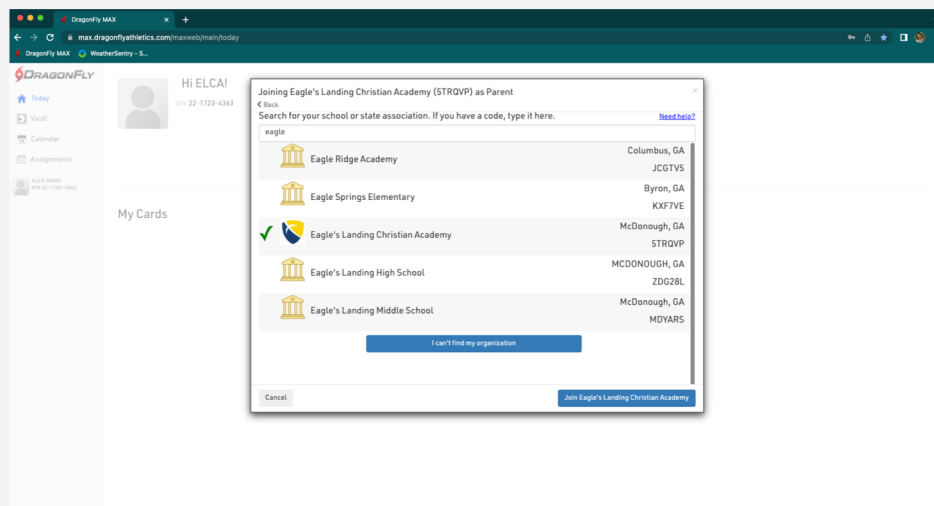
Verify



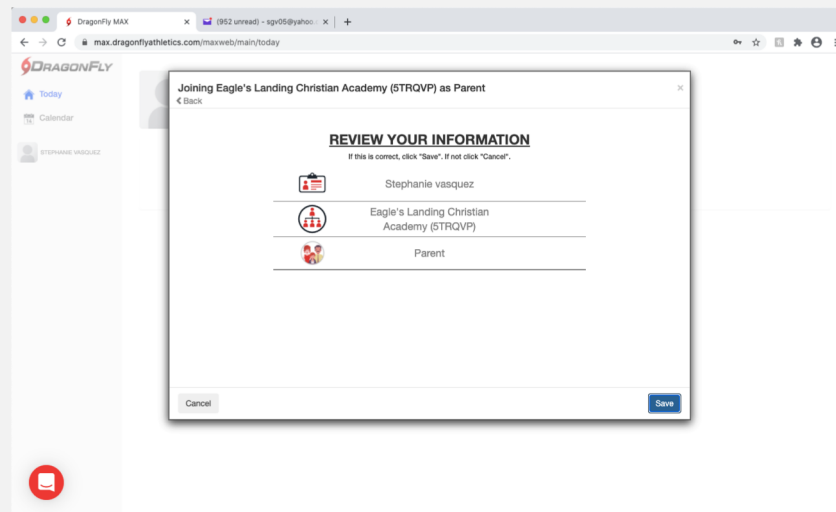
Select Georgia



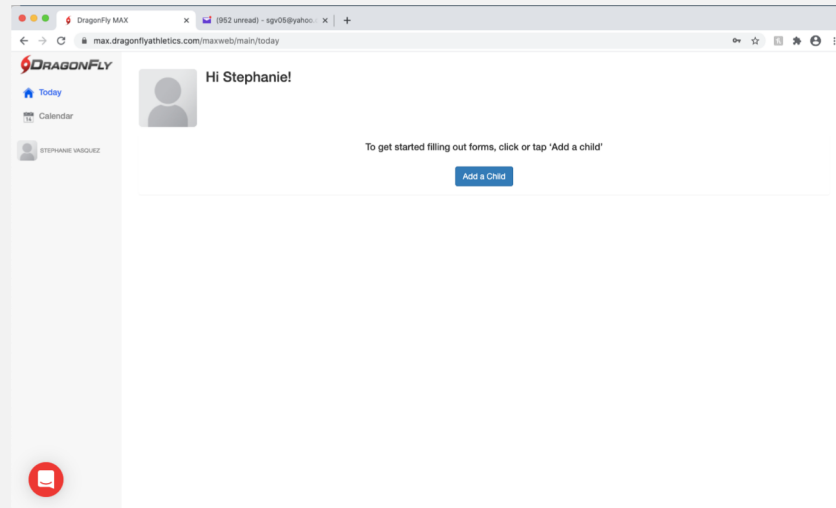
Type in “Eagle’s Landing Christian Academy” OR “5TRQVP and select our school (look for our logo)



Review your information and select “Save”



Now you are ready to add your child(ren), click on "Add Child"
The following steps will be repeated for each of the children you have playing Middle School or High School sports at ELCA



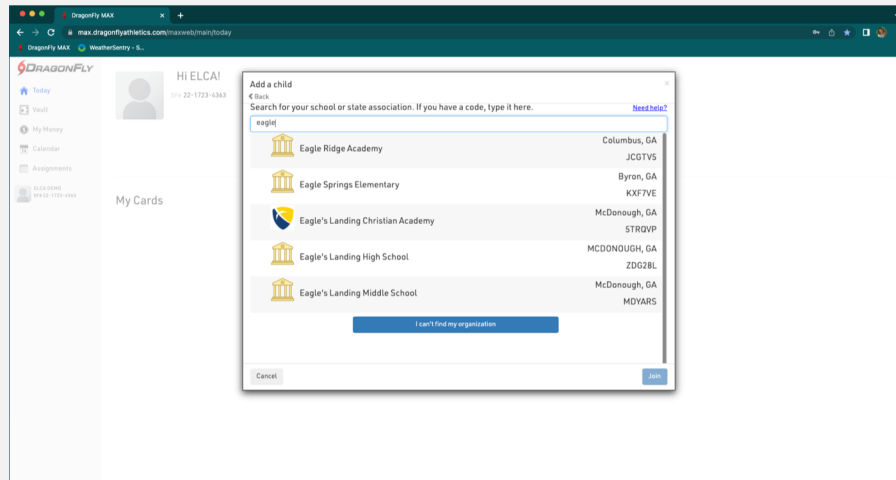
Type in your child's name

The screenshot shows a web browser window with the URL `max.dragonflyathletics.com/maxweb/main/today`. The page features a sidebar with the 'DRAGONFLY' logo, a 'Today' button, a 'Calendar' icon, and a user profile for 'STEPHANE VIGOUZ'. The main content area displays a modal window titled 'Add a child'. This modal contains two text input fields: 'First Name' and 'Last Name'. Below these fields is a blue 'Next' button. At the bottom left of the modal is a 'Cancel' button. The background of the web application is light gray, and there is a red circular icon with a white envelope in the bottom left corner of the sidebar.

Select Georgia

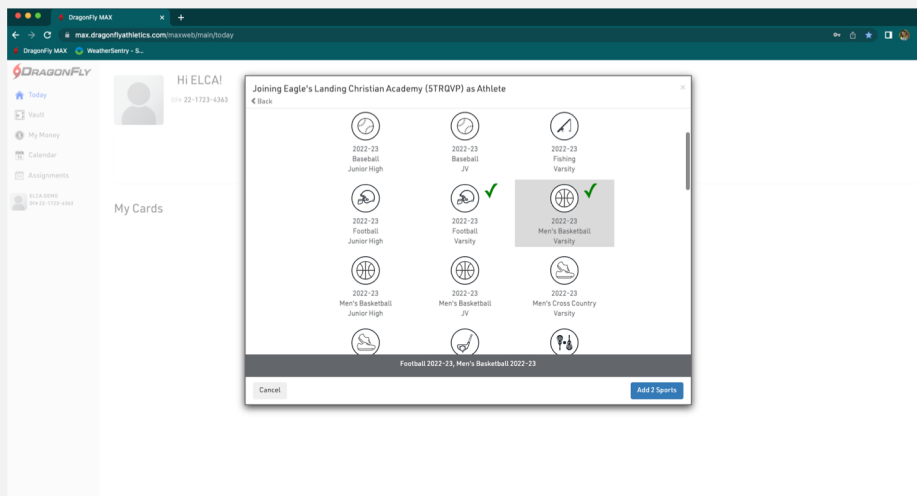
This screenshot shows the same web application as the previous one, but the 'Add a child' modal is now on a state selection screen. The modal has a title bar with '< Back' and 'Add a child'. Below the title bar, it says 'Pick your state.' and displays a grid of state icons. The states shown are: Other, Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Delaware, Florida, and Georgia. The Georgia icon is highlighted with a gray background and a green checkmark. At the bottom left of the modal is a 'Cancel' button, and at the bottom right is a blue 'Pick Georgia' button. The background of the web application remains the same, with the sidebar and main content area visible.

Type in “Eagle’s Landing Christian Academy” OR “5TRQVP” and select our school



Select which sports your child plans to play. Please pay attention to the Varsity vs Junior High options. High school athletes should select Varsity and Middle School should select Junior High.

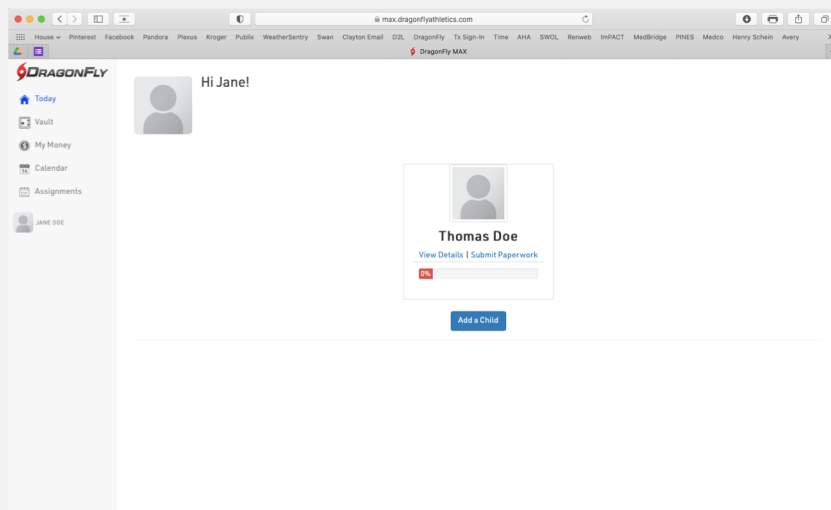
Ms. Steph will adjust this as rosters are set by the coaches.



If you already have a parent account and an account for your child(ren) then log in and proceed from here.

If you need to add a child to your existing account and child(ren). You can do so from here.

Now your child will appear under your parent account. If you have additional/new child(ren) to add select “Add a Child” again and repeat the process.



If you click on “View Details” you will see this screen and you can click on “Prep for 2022-23” to begin completing the required forms.

The screenshot shows the Dragonfly MAX Student Tester interface. The top navigation bar includes tabs for 'Get Ready', 'Vault', 'Injuries & Stressors', and 'Connect To School Or Association'. The main content area displays 'Eagle's Landing Christian Academy 2022-23' with contact information and a 'Needs Update' button. Below this, there are sections for 'Student's Physical' (with an 'Add physical' button) and 'Student's Medical Info' (with 'CLEARED' status and 'Needs Update' button). A section titled 'Things to do for Student at Eagle's Landing Christian Academy 5TRQVP' is highlighted, containing a 'Prep for 2022-23' button circled in purple, along with a progress indicator showing 0% completion.

By clicking “Submit Paperwork” on the main page or “Prep for 2022-23” on the details page you will be brought to this screen. Where you will complete the read and sign forms as well as upload images of your child's physical.

The screenshot shows the Dragonfly MAX Student Tester interface with a progress bar indicating '0 OUT OF 10 COMPLETED'. The main content area lists the following forms to be completed for Eagle's Landing Christian Academy [2022-23]:

Form Name	Status
UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2022-23	START
ELECTRONIC SIGNATURE AGREEMENT	START
CONSENT TO TREATMENT	START
ELCA/SLCA HEAT & HUMIDITY PRACTICE POLICY	START
SLCA STUDENT / PARENT SUDEN CARDIAC ARREST AWARENESS FORM	START
SLCA STUDENT / PARENT CONCUSSION AWARENESS FORM	START
SLCA HEAT AND HUMIDITY POLICY FOR ALL SPORTS	START
SLCA HEALTH HISTORY FORM	START
SLCA PHYSICAL EXAMINATION FORM	START
SLCA MEDICAL ELIGIBILITY FORM	START

If you are a returning user the Update Medical & Demographic Info for 2022-2023 should have transferred over from last year. Please make sure the emergency contacts, insurance and other information does not need to be updated. If you are new you will need to complete this section before you can proceed.

If you need to update or input your child's insurance information and upload pictures of their card here, if you do not have your insurance card handy you can select "No Medical Insurance" to by pass this page. You can always update this at a later time. *The system will not let you proceed to the other forms unless you input something on this page*

Under "General Info" there is an option to upload the physical, I would highly recommend doing it from the task page and not here. Also, it says "Upload Birth Certificate" you do NOT have to upload that.

Dragonfly MAX

max.dragonflyathletics.com/maxweb/main/basicmedical/5ecd028176dde56cd9000005/general_info

DRAGONFLY

Have you ever had surgery? YES NO

Date of Last Physical

Year Month Day

Upload Physical ← Better to do this on the tasks page

Physical (Optional)
Click to Upload

Upload Birth Certificate ← You can skip this

Birth Certificate (Optional)
Click to Upload

Immunization (optional)

Please fill in the immunizations and dates for nicole doe

At the bottom of the "General Info" tab there is an option to upload a copy of their immunization records. This is not required for athletics but if you upload it I will make sure a copy gets to the Nurse.

Dragonfly MAX

max.dragonflyathletics.com/maxweb/main/basicmedical/5f232cf03eff4e4d6e000018/general_info

DRAGONFLY

Polio - Inactivated poliovirus YES NO

Pneumococcal conjugate YES NO

Rotavirus YES NO

Meningococcal YES NO

Human Papillomavirus YES NO

Meningococcal B YES NO

Pneumococcal polysaccharide YES NO

Immunization Documentation

Upload immunization forms or documentation here

Immunization Documentation (Optional)
Click to Upload

As you can see when a section is completed it will turn green and say "Done"

In order for your child to be medically cleared all items must be green

DragonFly MAX

max.dragonflyathletics.com/maxweb/main/eligibility/60e46abc79f0c40177000008/2022

Thomas Doe

2 OUT OF 10 COMPLETED

Eagle's Landing Christian Academy [2022-2023]

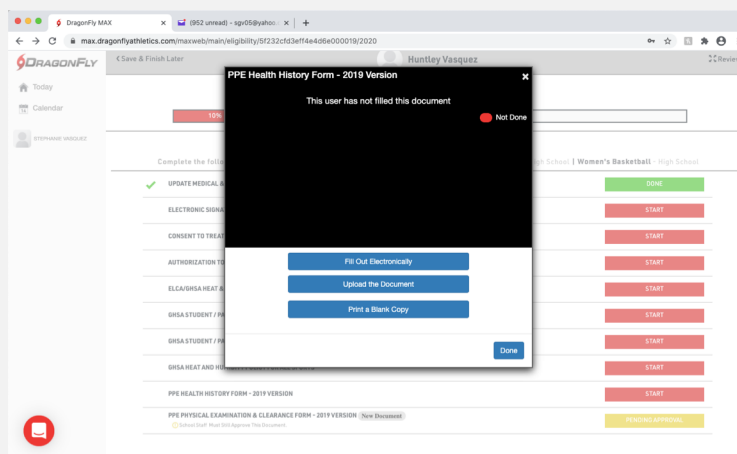
Complete the following steps for Thomas to be eligible to play :

✓ UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2022-2023	DONE
✓ ELECTRONIC SIGNATURE AGREEMENT	APPROVED
CONSENT TO TREATMENT	START
ELCA/GHSA HEAT & HUMIDITY PRACTICE POLICY	START
GHSA STUDENT / PARENT SUDDEN CARDIAC ARREST AWARENESS FORM	START
GHSA STUDENT / PARENT CONCUSSION AWARENESS FORM	START
GHSA HEAT AND HUMIDITY POLICY FOR ALL SPORTS	START
GHSA HEALTH HISTORY FORM	START
GHSA PHYSICAL EXAMINATION FORM	START
GHSA MEDICAL ELIGIBILITY FORM	START

The Athletic Trainer has to approve the following two items and it will not turn green until she does so. If there is a problem with your child's physical Ms. Steph will reject it and include a note about what the problem is and how to correct it. Any questions or concerns please reach out to her directly.

✓ GHSA PHYSICAL EXAMINATION FORM	APPROVED
GHSA MEDICAL ELIGIBILITY FORM New Document School Staff Must Still Approve This Document.	PENDING APPROVAL
✓ GHSA PHYSICAL EXAMINATION FORM	APPROVED
GHSA MEDICAL ELIGIBILITY FORM NEEDS REDONE - IF THERE IS A PROBLEM WITH THE FORM YOU HAVE UPLOADED A NOTE WILL APPEAR HERE WITH INFORMATION ABOUT WHAT THE PROBLEM IS AND HOW TO CORRECT IT.	REJECTED

Every item BUT the “PPE Physical Examination” and “Medical Eligibility” Forms may be completed digitally by selecting start and then “Fill Out Electronically.” From here you can also print a blank copy and upload it if you would prefer to do that. The physical examination and eligibility forms are completed by the doctor and must be uploaded.



Important notes about the Medical History, the Preparticipation Physical Examination, and uploading forms:

- **Both must be done on the 2019 version of the physical form.**
 - This form can be printed directly from DragonFly using the “Print A Blank Copy” option in the appropriate section
 - You can also find it at https://www.ghsa.net/sites/default/files/documents/forms/Preparticipation_Physical_History_and_Evaluation_-_Current_Fillable.pdf.
 - DO NOT GOOGLE SEARCH GHSA PHYSICAL OR ANY VARIATION OF THAT IT WILL GIVE YOU THE WRONG FORM
- If you do the medical history digitally it will transcribe it for you.
- Any forms that you upload will have to be approved by our Athletic Trainer Ms. Steph
- Please only upload pictures of one page at a time! If it is a PDF of all pages that is fine but do not try and take a picture of multiple pages. If Ms. Steph cannot read a physical it will be rejected.
- If you have trouble uploading the physical pages please email, call, or text Ms. Steph and she will help you.
 - Stephanie.Vasquez@eagleslanding.org
 - 404-698-6495

In case you were wondering why there is 2 forms for Heat and Humidity. One is required by GHSA and the other is an ELCA required form that has more information about how we follow the GHSA policy. Please complete both.

DragonFly MAX

max.dragonflyathletics.com/maxweb/main/eligibility/5f232c35ff4e4d6e00019/2020

Huntley Vasquez

0 OUT OF 10 COMPLETED

Eagle's Landing Christian Academy [2020-2021]

Complete the following steps for Huntley to be eligible to play: Not Rostered - Not Rostered | Softball - High School | Women's Basketball - High School

Form Name	Action
UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021	START
ELECTRONIC SIGNATURE AGREEMENT	START
CONSENT TO TREATMENT	START
AUTHORIZATION TO RELEASE MEDICAL INFORMATION	START
ELCA/GHSA HEAT & HUMIDITY PRACTICE POLICY	START
GHSA STUDENT / PARENT SUDDEN CARDIAC ARREST AWARENESS FORM	START
GHSA STUDENT / PARENT CONCUSSION AWARENESS FORM	START
GHSA HEAT AND HUMIDITY POLICY FOR ALL SPORTS	START
PPE HEALTH HISTORY FORM - 2019 VERSION	START
PPE PHYSICAL EXAMINATION & CLEARANCE FORM - 2019 VERSION	START

In your athlete's main page you will also see a standalone Concussion Form. You DO NOT have to complete this, it was added prior to us using DragonFly and is locked there. Just ignore it.

DragonFly MAX

max.dragonflyathletics.com/maxweb/main/player/63974b8467a3809e2000000b/eligibility

Student Tester

011-22-7363-7362 | 000 Name | 0000 YEAR Name

Connect To School Or Association

Get Ready | Vault | Injuries & Wellness

Eagle's Landing Christian Academy 2022-23

Contact Info

Student: ELCA Demo

Needs Update

Student's Physical

No Physical On File

You need a new physical each year.

Add physical

Student's Medical Info

We need this in case of Emergency.

ALLERGENS Name

PRESCRIPTIONS Name

INSURANCE Name

GROUP NUMBER Name

POLICY NUMBER Name

Needs Update

Things to do for Student at Eagle's Landing Christian Academy STRQVP

Prep for 2022-23

0%

Get Started

Fill Out

Waiting to be approved [?] - Revoke Access Request

If you have any questions or concerns please do not hesitate to reach out to Ms. Steph our athletic trainer directly

- Email: stephanie.vasquez@eagleslanding.org
- Cell Phone: 404-698-6495
 - Please leave a message she does not return missed calls that do not leave a voicemail
 - You can also text her