

BROOKWOOD TRACK & FIELD

STEP-BY-STEP DRAGONFLY MAX INSTRUCTIONS

FIRST-TIME BROOKWOOD ATHLETES (NEW ACCOUNTS):

1. Visit www.dragonflymax.com. In the top-right corner, click on the “Login/Sign Up” button
2. Click on the blue “Sign Up for Free” button
3. Follow the prompts to create a Parent Account with your (parent’s) e-mail address and phone number
4. Enter the code for Brookwood High School: **3S2LG5**
5. Click the blue “Add a Child” button.
6. Below your child’s name, click “Submit Paperwork”
7. In the box at the top of the page with your contact info, click on the red “Needs Update” button
 - a. Fill out contact info – click blue “Next” button at top of page
 - b. Fill out insurance info
 - c. Repeat above steps for General Info, Heart Health, Bone and Joint, and Medical Questions sections
 - d. Click on the blue “Done” button in the top-left corner after completing all six sections
8. You must then complete the following steps:
 - a. Go to your child’s account, below the box with their name click on “Submit Paperwork”
 - b. Scroll down under “Things to do for (your child’s name)” and click on the red “Get Started” button
 - c. This will take you to a new page where you must complete the following:
 - i. Medical & Demographic Info for 2021-2022
 - ii. Insurance Card (you’ll upload a clear picture of your insurance card-this is mandatory-if the student does not have insurance, you **MUST** provide proof of purchase of the K&K supplemental plan. Info here: <https://www.gcpsk12.org/Page/24706>)
 - iii. Brookwood High School Athletic Participation Form
 - iv. Authorization to Release Medical Information
 - v. Consent to Treatment
 - vi. Transportation Agreement 2021-2022
 - vii. Sudden Cardiac Arrest Awareness Form
 - viii. Georgia High School Association Student/Parent Concussion Awareness Form (It may be on there twice. If it is, just complete it twice.)
 - ix. GHSA Heat and Humidity Policy for All Sports
 - x. History Form (this is page 1-2 of the BHS Physical Form)
 - xi. Physical Examination Form (this is page 3 of the BHS Physical Form)
 - xii. Medical Eligibility Form (this is page 4 of the BHS Physical Form-it **MUST** be signed by the medical provider and the athlete must be cleared to participate to be eligible)
9. After completing all of the above, a notification will be sent to Brookwood to verify all forms and approve your child for participation

**** YOUR CHILD IS NOT ELIGIBLE TO CONDITION, TRYOUT,
PRACTICE OR COMPETE IN ANY SPORT UNTIL YOU HAVE REACHED
100% COMPLETION OF YOUR PROFILE. ****

Now that you're done, on your phone, download DragonFly MAX from the APP Store or Google Play and sign in.



SCHOOL NAME: BROOKWOOD HIGH SCHOOL
SCHOOL CODE: 3s2Lg5

Instructions for uploading your child's Physical Form:

You can either upload the form online while logged into your DragonFly account on your computer or through the DragoFly app using your cell phone's camera.

Online using a computer:

- Scan your completed physical form using a scanner and save it on your computer using a unique file name. It can be saved as a pdf or jpg.
- While logged into DragonFly and under athlete requirements select "PHYSICAL EXAMINATION FORM" requirement.
- Select "Upload a New Copy."
- Enter the date you had your physical by selecting the appropriate month, day, and year from the drop down menu.
- Click "Drag + drop here" to open the browser on your computer to find your physical file to upload.
- Click "Upload" for your physical form to upload.
- You will get a "Pending Approval" notice once your file is uploaded.

Administrators at the school will be notified once file is uploaded and will have to check physical for completion before approving. Once approved, athlete will be cleared for this requirement.

Using DragonFly App on your cell phone (camera):

- Log into your account and select "tap here to complete school's paperwork"
- Select "PHYSICAL EXAMINATION FORM" requirement.
- Select "Upload a New Copy." You can only upload a picture from your phone not a pdf file.
- Select the date you had your physical by selecting the appropriate month, day, and year from the drop down menu.
- Click "Drag + drop here/click to browse."
- Select "Take Photo" to access camera to take picture of physical form or select "Photo Library" if you want to upload a picture of the physical that has already been made.
- Click "Upload" for your physical form to upload.
- You will get a "Pending Approval" notice once your photo is uploaded.

Parents will keep original of their child's completed physical form. No paper work will be turned in to the Brookwood Athletic Department. Only the scanned copy of the completed physical form will be on file with the student athlete's DragonFly account.