

BROOKWOOD GIRLS CROSS COUNTRY STEP-BY-STEP DRAGONFLY MAX INSTRUCTIONS

FIRST-TIME BROOKWOOD ATHLETES: (for returning athletes – see page 2)

1. Visit www.dragonflymax.com. In the top-right corner, click “Login/Sign Up”
2. Follow the prompts to create a Parent Account with all requested parent information
3. Verify your account with the verification e-mail sent to your e-mail address from DragonFly then, after returning to www.dragonflymax.com, click the blue “Get Started” button and choose “Parent” as your role.
4. Enter the code for Brookwood High School: **3S2LG5** and click “Join”
5. Click the blue “Add a Child” button and add your child’s First Name and Last Name
6. Enter the code for Brookwood High School (if asked again for your child)
7. Scroll down and select “Women’s Cross Country V & JV”
8. Below your child’s name, click “Submit Paperwork”
9. In the box labelled “Contact Info”, click on the red “Needs Update” button
 - a. Fill out contact info – then click blue “Next” button at top of page
 - b. Fill out insurance info (you must upload a picture of the front & back of your insurance card)
 - 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 sections
10. After completing Contact Info, you must also complete the following:
 - a. Scroll down under “Things to do for (your child’s name)” and click on the red “Get Started” button (in the “Prep for 2020-21” box at the bottom of the page)
 - b. This will take you to a new page where you must complete all of the following:
 - i. Medical & Demographic Info for 2020-2021
 - ii. Insurance Card (if not already completed)
 - iii. Brookwood High School Athletic Participation Form
 - iv. Authorization to Release Medical Information
 - v. Transportation Agreement
 - vi. Consent to Treatment
 - vii. GHSA Student/Parent Sudden Cardiac Arrest Awareness Form
 - viii. GHSA Student/Parent Concussion Awareness Form
 - ix. GHSA Heat and Humidity Policy for All Sports
 - x. PPE Health History Form – 2019 Version
 - xi. PPE Physical Examination & Clearance Form – 2019 Version
11. After completing all of the above, a notification will be sent to Brookwood to verify all forms and approve your child for participation

RETURNING BROOKWOOD ATHLETES (played at least one sport at Brookwood last year):

1. Login to your account at www.dragonflymax.com.
2. Click anywhere in the box labelled “Contact Info”
 - a. Update contact info (if necessary) – then click blue “Next” button at top of page
 - b. Update insurance info & upload picture of new insurance card (if necessary)
 - 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 sections
3. If your child did not run Cross Country last year, click on the blue “Add/Change Sports” button and select “Women’s Cross Country V & JV”
4. In the box labelled “Prep for 2020-21”, click on the red “Get Started” button and complete the following:
 - a. Update Medical & Demographic Info for 2020-2021
 - b. Insurance Card (if not already completed)
 - c. Brookwood High School Athletic Participation Form (if not already completed)
 - d. Authorization to Release Medical Information
 - e. Transportation Agreement
 - f. Consent to Treatment (if not already completed)
 - g. GHSA Student/Parent Sudden Cardiac Arrest Awareness Form
 - h. GHSA Student/Parent Concussion Awareness Form
 - i. GHSA Heat and Humidity Policy for All Sports
 - j. PPE Health History Form – 2019 Version
 - k. PPE Physical Examination & Clearance Form – 2019 Version
 - i. If your child’s physical has NOT expired (completed within the previous 12 months), you will not need to upload a new physical until your child’s current physical has expired
 - ii. If your child’s physical HAS expired, you will need to upload a scanned copy of the new physical (or pictures of all pages of the new physical)
*Physicals are valid for 12 months (ex. – a physical completed on June 9, 2019 will expire at midnight on June 9, 2020).
5. After completing all of the above, a notification will be sent to Brookwood to verify all forms and approve your child for participation