

BROOKWOOD GIRLS CROSS COUNTRY

STEP-BY-STEP DRAGONFLY MAX INSTRUCTIONS

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 2019-2020
 - ii. Electronic Signature Agreement
 - iii. Transportation Agreement 2019-2020
 - iv. Georgia High School Association Student/Parent Concussion Awareness Form (It may be on there twice. If it is, just complete it twice.)
 - v. GHSA Heat and Humidity Policy for All Sports
 - vi. Consent to Treatment
 - vii. Authorization to Release Medical Information
 - viii. Insurance Card (you’ll upload a clear picture of your insurance card)
 - ix. Brookwood High School Athletic Participation Form
 - x. History Form
 - xi. Physical Examination Form (may be on there twice – just upload a scanned copy or a clear picture of the physical twice, if necessary)
 - xii. Sudden Cardiac Arrest Awareness Form
9. After completing all of the above, a notification will be sent to Brookwood to verify all forms and approve your child for participation