



PARENT SIGN-UP INSTRUCTIONS

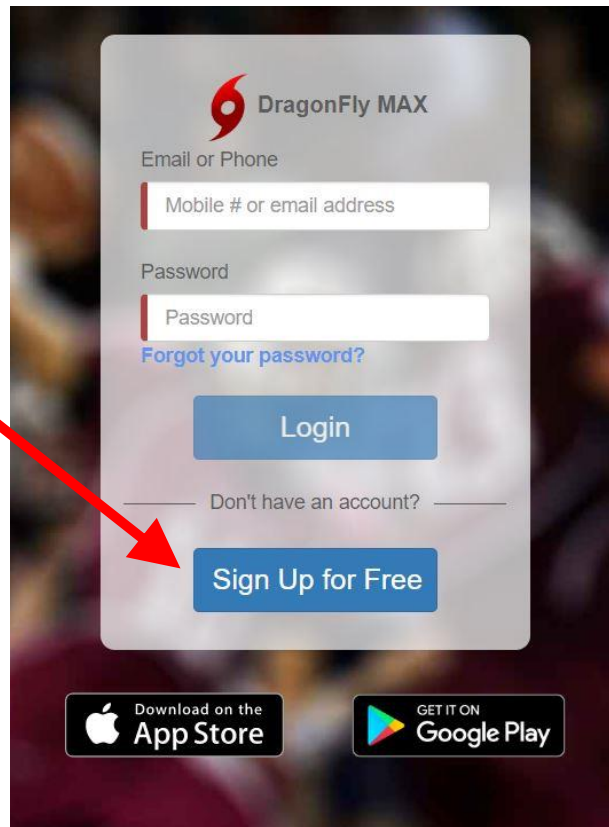
The MCHS Athletic Department uses Dragonfly MAX for student-athlete Ticket to Play (ie athletic clearance). Please use this guide to help you complete all requirements. Ticket to Play paperwork through DragonFly MAX must be done **once each school year** and **completed, signed Health History and Sports Physical forms must be submitted to the MCHS Athletics office.**

Email with questions – ejcomstock@powayusd.com or call (858) 484-1180 ext. 3110

www.dragonflymax.com - MCHS School Code: **2UPSG8**

1. Using a computer, parents should create a free account. Use an email you will check often.

→ Athletes can download the mobile app and create their own account after you have created their profile.



2. After using the verification code in your email and accepting the Terms of Service you should see this screen.

- Click on the green + and enter MCHS school code: **2UPSG8**
- Verify that it shows “Mt. Carmel,” then click on “Join a School”
- Click on “Parent” to create the account as a parent.



→ Use this button to chat with Dragonfly Admin for help!
(bottom left of screen)

3. Click on “Add a Child” and complete the information for your child. If Dragonfly asks for the school code, it will always be **2UPSG8**.

- When adding a sport for your child, you can click on all the sports your child is interested in trying out for. He/she can try out for a sport even if you didn't add it in Dragonfly.

Good Morning PARENT NAME

To get started filling out forms, click or tap 'Add a child'

Add a Child

Good Morning PARENT NAME

4. Click on “View Details” to go to your child's profile and begin the electronic paperwork.

ATHLETE NAME

[View Details](#) | [Submit Paperwork](#)

0%

Add a Child

→ If you have more than one child that will be trying out for a sport, click on “Add a Child” again to make a profile for another child.

Each athlete will need their own profile.

5. This is what your child's profile looks like.

Click on the red "Get Started" button labeled 0% to begin filling out the electronic Ticket to Play forms.

Note: You can do all these requirements even if your child's profile still says "waiting for approval".

Sunny Sundevil
DOB: 01/10/2008 | GRADE YEAR: 2024

Get Ready | Vault | Injuries & Illnesses

Mt. Carmel High School 2020
Women's Volleyball

Contact Info
Sunny e@gmail.com 858.365.7555
Emily Comstock MOTHER ejcomstock@gmail.com 858.365.7558

Sunny's Physical
No Physical
On File
You need a new physical each year.
Add physical

Sunny's Medical Info
We need this in case of Emergency
ALLERGIES: None
MED COND: None
MEDICATIONS: None
INJURIES: None
GROUP NUMBER: 12345
POLICY NUMBER: 12345
Needs Update

Things to do for Sunny at Mt. Carmel High School 2UPSG8
Women's Volleyball (Requested)

Prep for 2020 - 21
0%
Get Started

Waiting to be approved [?] - Revoke Access Request

→ Only MCHS Administration, the Athletic Trainer, and Coaches for your child's assigned sport can see your child's profile.

We will use the mobile app to find phone numbers for parents/guardians in case of an emergency.

6. This screen is the list of requirements you will need to complete. Be sure to electronically sign each form with your first and last name just as you would sign a paper document.

Note: the Health History & Sports Physical must be approved by the Athletic Department and will not show as completed until we have received and reviewed these documents (original, hard copy that is signed, dated, and stamped by the healthcare provider.)

0 OUT OF 6 COMPLETED

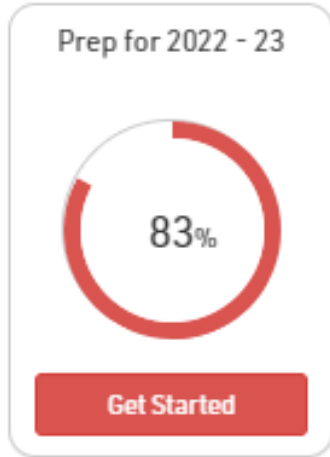
0%

Mt. Carmel High School [2022-2023]
Complete the following steps for Sunny to be eligible to play :

UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2022-2023	START
ELECTRONIC SIGNATURE AGREEMENT (MCHS)	START
PERMISSION TO TREAT/ATHLETIC HANDBOOK ACKNOWLEDGEMENT	START
CIF-SD RESIDENCE & ELIGIBILITY VERIFICATION	START
MEDICAL INFORMATION RELEASE FORM	START
HEALTH HISTORY & SPORTS PHYSICAL	START

When you've completed a form, the bar will change from red "START" to green "DONE" or "APPROVED"

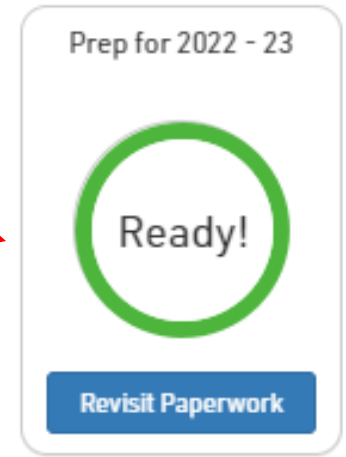
→ After you click START on the Health History & Sports Physical section, please choose the "PRINT A BLANK COPY" option and carefully read and follow the instructions provided. A hard copy of student's Health History and Sports Physical must be turned into the Athletic department during office hours in order to complete the Ticket to Play requirements. We are no longer able to accept uploaded/digital copies of the Health History and Sports Physical.



7. When all the online requirements are complete, you should see 83% on your child's profile.

After your Sports Physical Form has been manually approved by the Athletics department, your child's profile will be green and say "READY!" **This indicates that your child is cleared to try out for MCHS sports teams.**

→ You can login to Dragonfly to update information and check your child's clearance status as often as you'd like. Please be patient, the athletic department is very busy during the 2-3 weeks before try outs!



If the number is less than 83%, there are incomplete forms or the Athletic department has "rejected" a form because it was completed incorrectly.

Click on the red semi-circle in the profile, then on the "rejected" form to redo it.

Note: the red text under the form title has an explanation of how you can redo it correctly.

PLEASE NOTE: SPORTS PHYSICALS EXPIRE ONE YEAR FROM THE DATE OF THE EXAM. WE WILL NOT ACCEPT PHYSICALS THAT EXPIRE MID-SEASON.

THE ATHLETIC DEPARTMENT IS CLOSED DURING SCHOOL BREAKS AND WE DO NOT REVIEW TICKET TO PLAY FORMS DURING THAT TIME.