



PARENT SIGN-UP INSTRUCTIONS

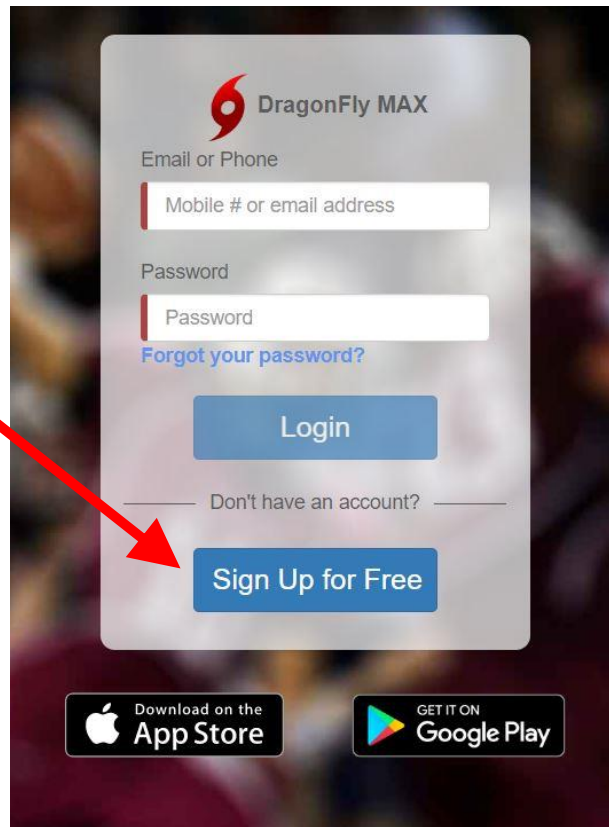
The MCHS Athletic Department uses Dragonfly MAX for Ticket to Play paperwork. Please use this guide to help you complete the requirements online. Ticket to Play paperwork through DragonFly MAX must be done once each school year and completed, signed Medical History and Sports Physical forms must be uploaded or turned into the MCHS Athletics office.

Email with questions – ecomstock@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.

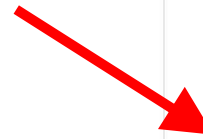


Good Morning PARENT NAME
To get started filling out forms, click or tap 'Add a child'

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. **Be sure to choose the correct academic year if forms are showing for more than one school year.**

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

The screenshot displays a user profile for Sunny Sundevil, born 01/10/2006, a 2024 graduate. The profile is linked to Mt. Carmel High School's Women's Volleyball team. It includes contact information for Sunny and his mother, Emily Comstock. Medical information shows no allergies, conditions, medications, or injuries, with cleared play and practice status. Insurance front and back coverage is also noted. A physical exam is marked as 'New Document'. A yellow banner indicates Sunny is waiting to be added as an athlete to the 2UPSG8 team. Below this, a 'Things to do' section shows progress for two academic years: 14% for 2021-22 and 86% for 2020-21. A red arrow points to the 14% progress indicator for 2021-22.

→ 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 look up important health information and 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 Medical History Form and Sports Physical Form must be approved by the Athletic Department. You may upload each form into DragonFly (we are accepting electronic copies this year!), or you may drop off hard copies of the forms to the Athletics office. Your athletes profile will not be complete until the Athletics department has manually approved these two forms.

0 OUT OF 7 COMPLETED

0%

Mt. Carmel High School [2020-2021]
Complete the following steps for Sunny to be eligible to play : Softball | Women's Cross Country

UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021	START
ELECTRONIC SIGNATURE AGREEMENT (MCHS)	START
PERMISSION TO TREAT/ATHLETIC HANDBOOK ACKNOWLEDGEMENT	START
CIF-SD RESIDENCE & ELIGIBILITY VERIFICATION	START
MEDICAL INFORMATION RELEASE FORM	START
MEDICAL HISTORY FORM	START
SPORTS PHYSICAL FORM (SIGNED BY DR.)	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 Medical History Form and Sports Physical Form sections, you will be able to upload a copy of your completed, signed documents. The "Sports Physical Form" section will remain as a yellow "pending approval" on the list until we manually clear your student's physical. If you do not have the ability to upload your paperwork, please turn in the original hard copy to the Athletics office.

7. When all the online requirements are complete, you should see 71% on your child's profile.

After your Medical History and Sports Physical Forms have been manually approved by the Athletics department, your child's profile will be green and say "READY!" or "100%" 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 71%, 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 a rejected form title has an explanation of how you can redo it correctly.

