



PARENT SIGN-UP INSTRUCTIONS

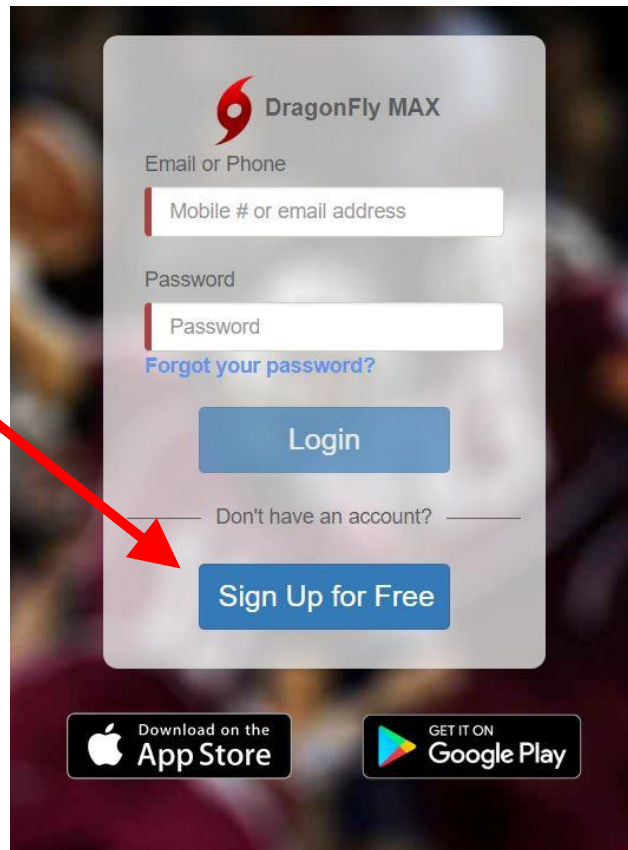
Beginning 2019-2020 academic year, the DNHS Athletic Department will be using Dragonfly MAX for Ticket to Play Paperwork. Please use this guide to help you complete the requirements online. Ticket to Play paperwork through DragonFly MAX must be completed each school year and the original, hard copy Medical History/Physical must be submitted to the Athletic Office.

Call us with questions (858) 487-0877 ext. 6318

www.dragonflymax.com DNHS School Code: 2YESW7

1. Using a computer, parents will 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 DNHS school code: 2YESW7
- Verify it says "Del Norte" 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 again, it will always be 2YESW7.

- 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 don'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".

ATHLETE NAME
DOB None | GRAD YEAR None

Get Ready Vault Injuries & Illnesses Transcript

Del Norte High School 2019
Sports Medicine

Contact Info

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

Medical Info
MEDICAL STATUS: **CLEARED** (PLAY) **CLEARED** (PRACTICE)
We need this in case of Emergency.
Insurance Front Insurance Back
ALLERGIES None
MED COND None
MEDICATIONS None
INJURIES None
GROUP NUMBER None
POLICY NUMBER None
Needs Update

Things to do for ATHLETE **at Del Norte High School 2YESW7**
plays Sports Medicine here.

Prep for 2019 - 20
0%
Get Started

Electronic Signature Agreement
No Document On File
Assigned 04/24/2019
Fill Out

→ Only DNHS Administration, 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 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/Physical Form must be approved by the Athletic Department. We can only approve it after we receive the original, hard copy that is signed, dated, and stamped by the healthcare provider.

You are welcome to upload a picture of your child's physical but it's not required and we do not accept uploaded, emailed, copied or faxed forms.

Del Norte High School 0 of 7 Completed

The following things are required to participate in these sports: Track & Field

Are you ready for 2019-2020? **NOT YET**

Update Medical & Demographic Info for 2019-2020	● Incomplete
Electronic Signature Agreement Athletes	● Not Done
Athletic Handbook Acknowledgement/Permission to Treat	● Not Done
CIF Eligibility Form	● Not Done
Emergency Contact/Medical Information Release Form	● Not Done
Medical History/Physical Form	● Not Done
DragonFly Completion Page	● Not Done

→ When you've completed all the forms, the list will change from red "incomplete" or "not done" to green "updated" or "approved" with the Medical History/Physical in yellow "pending approval".

→ Print the "Dragonfly Completion Page" and turn it in with your child's Medical History & Physical form that was completed by your healthcare provider. This page helps us quickly verify the online forms have been completed.

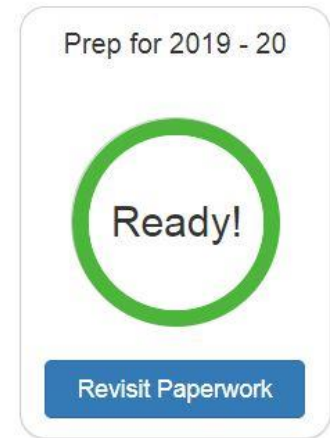
✓ Updated
✓ Approved
✓ Approved
✓ Approved
✓ Approved
⊙ Pending Approval
✓ Approved



7. When all the online requirements are complete, you should see 85% on your child's profile.

After the original, hard copy Medical History/Physical is received and approved by the Athletic Department, your child's profile will be green and say "READY!" He/she can pick up their blue ticket during the specified time frame before try outs. A blue ticket is required for try outs, no exceptions.

→ 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 receives a lot of paperwork 2-3 weeks before try outs!



8. If the number is less than 85% 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.

Del Norte High School 5 of 7 Completed	
The following things are required to participate in these sports: Men's Golf	
Are you ready for 2019-2020? NOT YET	
Update Medical & Demographic Info for 2019-2020	✓ Updated
Electronic Signature Agreement Athletes	✓ Approved
Athletic Handbook Acknowledgement/Permission to Treat	✓ Approved
CIF Eligibility Form	✓ Approved
Emergency Contact/Medical Information Release Form <i>Needs redone - Please list emergency contact other than parents.</i>	✗ Rejected
Medical History/Physical Form New Document <i>School staff must still approve this document.</i>	⌚ Pending Approval
DragonFly Completion Page	✓ Approved