**Getting Started:**

1. Parents create an account with DragonflyMax through ***the website*** at: [www.dragonflymax.com](http://www.dragonflymax.com) ***Do not try to create the account on your phone.***
   1. Select the **“Log In/Sign Up”** button in the upper right corner of the page
   2. Select **“Sign Up for Free”** and enter your first name, last name, email address and password
      1. **Be sure to use your own name, not the name of a student or child. Don't worry, you'll get to add your child later.**
   3. Verify your account:
      1. Check your email messages for a **verification ID #**.
      2. Copy and paste that ID # into the “Temporary Verification ID” field and click **“Submit”**
   4. Review the Terms of Service and click **“Accept”**
   5. Now you’re on Dragonfly!
2. Connect your account to your student or child’s school on the website
   1. Click **“Get Started”** on the screen where you left off from creating your account
   2. Select **“Parent”** as your role
   3. In the search engine box, type in the name of your student or child’s school
      1. Type **“Lake Oconee Academy”**
   4. Select the school’s name from the drop down list provided
      1. **Double check the city and state of your school to ensure that you are choosing the correct one**
   5. Click **“Join Lake Oconee Academy”**
   6. Review your information provided on the screen. If everything is correct click **“Save”**
   7. Now you’re connected to your child’s school on DragonFly!
3. Add your student or child to your parent account
   1. On the “Today” screen click on **“Add A Child”**
   2. Fill in his or her first and last names then click **“Next”**
   3. In the search engine box, type the name of your student or child’s school OR type in the school’s code
      1. Type **“Lake Oconee Academy” OR** the school code **“MFUJLK”**
      2. **Double check the city and state of your school to ensure that you are choosing the correct one**
   4. Click **“Join Lake Oconee Academy”**
   5. Select which activities your child is participating in then click **“Add Sports”**
   6. Review the information provided on the screen. If everything is correct click **“Save”**
   7. Congratulations, you’ve added your child!
4. Fill out and submit your student or child’s pre-participation paperwork to be eligible for sports and activities
   1. On the “Today” screen click **“Submit Paperwork”** under your student or child’s name. This will open their profile
   2. Scroll down to the section that says “Things to do” and you should see a progress box named “Prep for 2022-23.” Click **“Get Started”**
   3. This will open a checklist of all the items you need to complete in order for your student or child to be 100% ready and eligible. Click the **“Start”** button to the right of each item to fill out the information
      1. Some items will be pretty straight-forward like the Medical and Demographic section, where you simply fill out all the fields on your screen
      2. Other items will open a pop-up window giving you a few options
      3. **NOTE: The Health History and Physical Examination sections (last two sections at the bottom) REQUIRE TWO PAGES to be completed/uploaded. If you have paper copies that you want to upload in either of these sections and your paper copies are double-sided, you MUST make a copy of one of the pages. Once you make a copy of one page, upload the GHSA Physical Examination AND the GHSA Medical Eligibility forms to their proper locations. You can also choose to scan the pages instead of uploading by photo.**
      4. **Health History forms- this section can be completed digitally, but if you select to upload the paper copy please be sure to upload BOTH PAGES. The first page has questions #1-13 and page 2 has questions #14-32.** 
         1. **Physical Examination forms- you MUST upload your physical exam documents in this section. There is no digital option here. The two pages that need to be uploaded here are PHYSICAL EXAMINATION page and MEDICAL ELIGIBILITY page. The titles of the pages are at the top.**
   4. As you complete each item on the checklist, it will turn green and the progress bar at the top of the screen will start to move toward 100%.
      1. **Your progress bar may not get to 100% and green at first even though you’ve completed all the items in your checklist. This is because some items need approval from an administrator at your school. Items that are pending approval will be yellow in the checklist until they’re approved**

**DragonflyMax Mobile App:**

DragonflyMax is also available and FREE to download on your phone (Apple App Store or Google Play). All of the day to day functionality comes through the mobile app. The app provides valuable tools for parents to track their student or child’s status in a quick and easy manner.