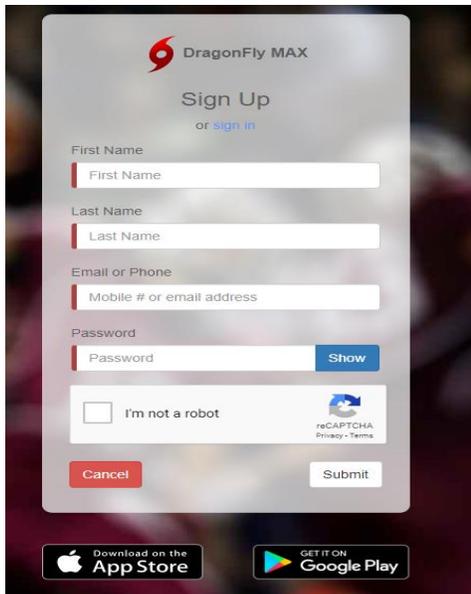


CHELSEA MIDDLE SCHOOL CODE: A9QXFW

Parent instructions for setting up a Dragonfly account.

1. Create a **PARENT** account: Go to Dragonflymax.com, click Login/Signup, Sign Up for Free, use cell phone number or email to sign up (you must be able to access this account to get your verification code). **PASSWORD must be at least 8 digits, have a Capitol Letter, Lowercase letter and a number.**

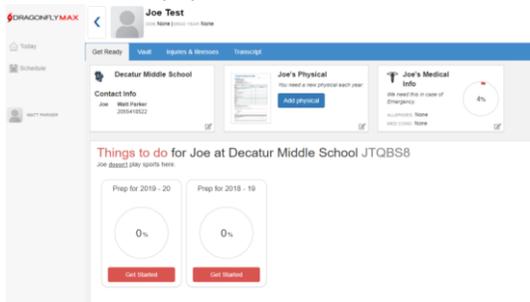


2. After signing up, a verification code will come to your number or email. Enter that code and login.
3. Accept terms of service.
4. Select **parent**, enter code for your school, click next. **CHELSEA MIDDLE: A9QXFW**
5. Enter your child's name, next, enter school code for this child, next
6. Select sport(s) your child will be playing (or trying out) at his/her school, Enter

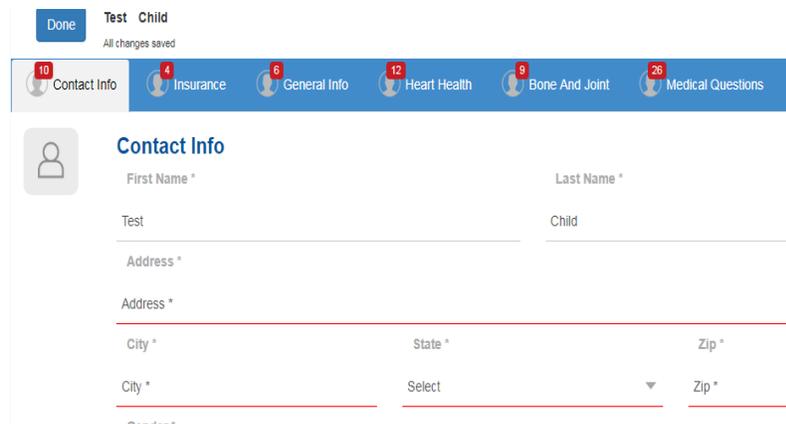
Good Afternoon Watt Parker



7. Repeat 5 and 6 if you have another child to enter at any school (you must know code) or go to 8
8. Click Submit paperwork.



9. You will see the above screen: Click on Get Started. **Contact Info - CONTACT INFO IS FOR YOUR ATHLETE.**



10. In Medical click each tab to the right of Contact Info and fill out ALL information marked in red. Some items are **optional**. This is the longest section. After finishing with Medical click Done and continue to Electronic Signature Agreement.
11. Continue the process with each document: Electronic Signature Agreement, Consent to the Disclosure and Use of Personal Health Information, Concussion Information, Participant Agreement, Consent, Release, And Venue, Preparticipation Physical Evaluation Form.
12. **UPLOAD** - Physical Examination (back page only), Birth Certificate, NFHS Sportsmanship Certificate **MUST** be uploaded. You may take a picture or scan these documents. Do NOT mark that the school will upload any documents because none of these documents are accepted at the school. They must all be submitted electronically in Dragonfly.

If your child needs to complete the NFHS Sportsmanship program,

- Go to <https://nfhslearn.com/courses/37000/sportsmanship>
- Create an account in the name of the athlete
- Search "Sportsmanship," order the course and check-out (it costs \$0.00)
- Go back to "Dashboard" and choose "My Courses" then click on the sportsmanship course to complete the program
- Upon completion, you will have the choice to view your certificate, take a picture of it or download it
- Upload the certificate to Dragonfly

Questions?

Email Coach Nivens - mnivens@shelbyed.org