**Dragonfly Instructions**

**Madison Middle School**

1. Go to **www.dragonflymax.com**
2. Click "**Get started today**"
3. On the sign-up page, click "**Sign Up for Free**".
4. Follow the prompts to create your Parent Account with **YOUR NAME** and **Your email address** or **phone number**. You will have to make up a password. You will get an email or a text message with a code to enter at this point so be sure you use an email or phone number that you can get access to immediately.
5. Click “**Accept**” to accept the terms and conditions.
6. Click on the box “**To get started, Get hooked up to a school**”
7. Click on the “**Parent**” circle
8. Click “**Next**”
9. Enter School Code **CPRALD** when prompted and confirm this is the correct school.
10. Click “**Join a school**”
11. Click "**Add A Child**"
12. Enter your **CHILD**’s First and Last Name. Click “**Next**”
13. Enter the School Code again **CPRALD.** Click “**Go**”
14. Here you will select each sport your child is interested in playing. Click the box next to each activity.
15. Click “**Submit Paperwork**” to begin entering your child’s information
16. Scroll to the bottom of the page and click “**Get Started**” under **Prep for 2019-20**
17. Click the red button next to **Update Medical and Demographic Info for 2019-20**
18. Here you will use the tabs at the top of the page to complete this entire section.
19. Complete Contact Info, Insurance, General Info, Heart Health, Bone and Joint, and Medical Questions as truthfully as possible. Click “**Done**” at the top of the page when complete.
20. Many of the forms can be filled out electronically. After you click on the Red “**Not done**” button to the right, click “**Fill out Electronically**” and follow the directions for each section. Where the form asks for signatures, you simply type your name or the student’s name in that blank the way he or she would sign the form. Click “**Complete and Close**” at the end of each section. That section should then show a Green “**Approved**” button on the right.
21. The section “**Physical Examination Form**” will require you to have a photo of your child’s recent Physical form. You will upload a copy of the physical form on the website. You must enter the date of the physical at this time.
22. **NFHS Sportsmanship Certificate**-If your student/athlete has completed STAR Sportsmanship, your coach will complete that section of your profile. If they have NEVER completed the STAR Sportsmanship, they will need to use the link provided and complete the NFHS Sportsmanship Course. If your child has participated in any activities at MMS or MCHS, they should have the STAR Sportsmanship on file.