

## ATTENTION RUGBY MIDDLE SCHOOL PARENTS

DragonFly makes sports and activities more organized with easy-to-use digital forms, health records, and team communication.

### CREATE AN ACCOUNT:

1. Visit [dragonflymax.com](http://dragonflymax.com) and click the 'Log In/Sign Up' button.
2. Click 'Sign Up for Free', then follow the prompts to create your PARENT account with your own email address.
  - a. Note: please do not create an account with your child's name or contact information- you will get the chance to add your child soon!
3. Verify your account with the verification ID sent to your email address.
4. Click 'Connect to your school' to select 'Parent' as your role and search for your child's school. **Rugby Middle School Code: PGJD6N**
5. After selecting your child's school, click 'Join' to request access. An administrator at your school will approve your request.
6. Click 'Set up your children' and follow the prompts to add your kid(s) and fill out their participation forms.

### TIPS FOR GETTING STARTED:

1. Under the 'Today Tab'- View Details Click 'Get Started' at the top left for '23-24'
2. Fill in Demographics Information.
  - a. Note: Graduation Year is the prospected graduation date from high school.
  - b. \*Insurance Information, Birth Certificates, and Immunization Documentation forms are **NOT** required.
3. Physical Upload:
  - a. - If you have a copy of your child's current physical, you can upload it to their profile. An administrator will review and approve pending it is on the correct paperwork. If you have already turned in your child's physical to the school, it will be uploaded for you once you have created an account.
  - b. Note: This will fulfill the requirement for NCHSAA PPE Physical Examination Form AND the NCHSAA PPE Medical Eligibility Form.
4. Forms that MUST be completed:
  - a. NCHSAA PPE Health History Form
  - b. NCHSAA Gfeller-Waller Concussion Information
  - c. Parent Consent for Medical Examination and Treatment

[NCHSAA Physical Paperwork Link](#) or Scan QR Code:

