



Dragonfly Basic Information

****What is Dragonfly?**

Dragonfly is the Alabama High School Athletics Association hub for high school and middle school athletics paperwork, including health related, personal identification and athletics eligibility paperwork. Essentially Dragonfly is the server for the “athletic file” on your student athlete from the duration of their interscholastic career from 7th grade through 12th grade.

****What do I have to turn in on Dragonfly in order for my child to be eligible to compete?**

There are 7 documents total that must be uploaded, to be approved by school Dragonfly administrators, in order for your child to be deemed eligible to compete in athletics.

UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2021-2022	START
PREPARTICIPATION PHYSICAL EVALUATION FORM	START
PHYSICAL EXAMINATION	START
BIRTH CERTIFICATE	START
NFHS SPORTSMANSHIP CERTIFICATE	START
CONCUSSION INFORMATION	START
PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START

- 1) Updated Medical and Demographic info for the current year
- 2) Preparticipation Physical Evaluation Form
- 3) Physical Examination Form
- 4) A copy of your child’s birth certificate
- 5) A certificate earned upon completion of the NFHS Sportsmanship class online
- 6) Concussion information paperwork
- 7) Participant Agreement, Consent, Release and Venue paperwork



****All of the links / blank copies for these documents and paperwork are already preloaded on Dragonfly for your convenience.****

****The following are screenshots of each document for reference as to what each document looks like on the Dragonfly website.****

1) Updating Medical and Demographic info for the current year

2) Preparticipation Physical Evaluation Form

ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION
Preparticipation Physical Evaluation Form
Revised 2018

Revised 2018

History
Name _____ Sex _____ Age _____ Date _____
Address _____ Date of birth _____
School _____ Grade _____ Phone _____
Sport _____

Explain "Yes" answers below:		Yes	No
1.	Has a doctor ever restricted/denied your participation in sports?	☐	☐
2.	Have you ever been hospitalized or spent a night in a hospital?	☐	☐
	Have ever had surgery?	☐	☐
3.	Do you have any ongoing medical conditions (like Diabetes or Asthma)?	☐	☐
4.	Are you presently taking any medications or pills (prescription or over-the-counter)?	☐	☐
5.	Do you have any allergies (medicine, pollens, foods, bees or other stinging insects)?	☐	☐
6.	Have you ever passed out during or after exercise?	☐	☐
	Have you ever been dizzy during or after exercise?	☐	☐
	Have you ever had chest pain or discomfort in your chest during or after exercise?	☐	☐
	Do you tire more quickly than your friends during exercise?	☐	☐
	Have you ever had high blood pressure?	☐	☐
	Have you ever been told that you have a heart murmur, high cholesterol, or heart infection?	☐	☐
	Have you ever had racing of your heart or skipped heartbeats?	☐	☐
	Has anyone in your family died of heart problems or a sudden death before age 50?	☐	☐
	Does anyone in your family have a heart condition?	☐	☐
	Has a doctor ever ordered a test on your heart (EKG, echocardiogram)?	☐	☐
7.	Do you have any skin problems (itching, rashes, staph, MRSA, acne)?	☐	☐
8.	Have you ever had a head injury or concussion?	☐	☐

3) Physical Examination Form

Preparticipation Physical Evaluation

Rule 1, Sec. 14 — In order for a student to be eligible for interscholastic athletics, there must be on file in the Superintendent's or Principal's office a current physician's statement certifying that the student has passed a physical exam, and that in the opinion of the examining physician (M.D. or D.O.) the student is fully able to participate in interscholastic athletics (Grades 7-12). The AHSAA Physicians Certificate (Form 5 Rev. 2018) must be used. **A physical exam will satisfy the requirement for one calendar year through the end of the month from the date of the exam.** For example, a physical given on May 5, 2018, will satisfy the requirement through May 31, 2019.

Name : _____
DOB : _____

Physical Examination

	LIMITED	Physical Examination	
		Normal	Abnormal Findings
Height _____			
Weight _____			
BP _____ / _____			
Pulse _____			
Vision R 20 / _____ L 20 / _____			
Corrected: ☐ N ☐			
Cardiovascular			
Pulses			
Heart			
Lungs			
Skin			

Revised 2018

4) A certificate earned upon completion of the NFHS Sportsmanship class online



5) Concussion information paperwork

ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION Concussion Information Form (Required by AHSAA Annually.) 2021-22 School Year

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Headaches • "Pressure in head" • Nausea or vomiting • Neck pain | <ul style="list-style-type: none"> • Amnesia • "Don't feel right" • Fatigue or low energy • Sadness |
|--|---|

6) Participant Agreement, Consent, Release and Venue paperwork



Participant Agreement, Consent, Release, And Venue

This completed form must be kept on file by the school. This form is valid for the **2021-22 school year**.

Part 1. Student Agreement, Consent, And Release (to be signed by student at the bottom)

I know of no reason why I am not eligible to represent my school in interscholastic athletic competition. If accepted as a representative, I agree to follow the rules of my school and AHSAA and to abide by their decisions. I know that athletic participation is a privilege. I know of the risks involved in athletic participation and choose to accept such risks, including the contracting of infectious diseases or viruses. I hereby authorize the use or disclosure of my individually identifiable health information should treatment for illness or injury become necessary. I also authorize physicians or other designated medical professionals associated with the AHSAA to review my individually identifiable health information and/or a video live feed of a health-related inspection/exam for the purpose of determining my eligibility to participate in certain athletic events. I further authorize the disclosure of my individually identifiable health information by any physician performing such examination to appropriate AHSAA and/or school officials or other health care officials involved in determining eligibility for participation in athletic events. I hereby consent to the disclosure by my school to AHSAA, upon its request, and hereby grant AHSAA the right to review all records including my SSID number relevant to my athletic eligibility including, but not limited to, my official transcripts, and records relating to enrollment and attendance, academic standing, age, discipline, residence and physical fitness. This Consent includes granting AHSAA the right to review all records otherwise protected by the Family Educational Rights Privacy Act and all official transcripts provided to my school from any school that is in the Youth Services Department District. I hereby grant the released parties the right to photograph and/or videotape me and further to use my name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising, promotional and commercial materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

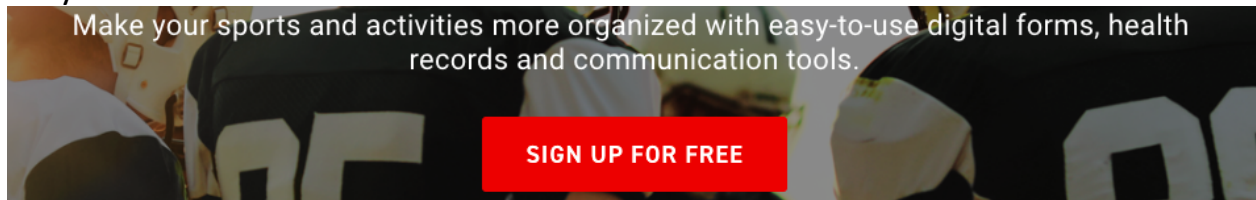
Part 2. Parental/Guardian Agreement, Consent, And Release (to be completed and signed by a parent(s)/guardian(s) at the bottom; where divorced or separated, parent/guardian with legal custody must sign.)



Dragonfly How To:

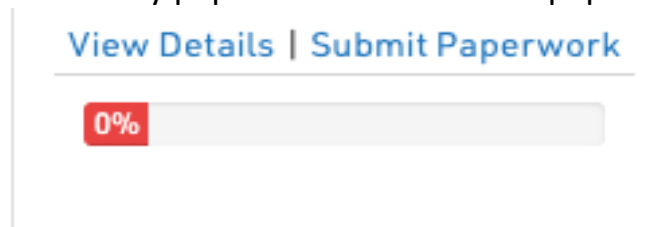
The following is a step by step guide that will guide you from Dragonfly sign up to the last steps of uploading all 7 necessary documents previously mentioned.

Sign up: Go to dragonflymax.com on any computer to sign up for a free account for your child



Follow the prompts upon logging in for the first time which will allow you to select Fultondale High School (EEG6QD) and then select your role as a parent. You will then add your child as an athlete at Fultondale High School and select the sport(s) that your child is wanting to compete in. Once this process is complete the athletic director or administrator will approve your Dragonfly account for Fultondale HS and you can then proceed to complete all required paperwork.

Beginning Paperwork: You will see the following on screen prompt allowing you to begin filling out the necessary paperwork. Click submit paperwork.



The following screen will then show. This is the screen that will be your hub for reviewing the paperwork and documents that have been submitted, approved, declined and that still need to be turned in. The percentage bar at the top of the screen needs to be at 100% before your child can be deemed eligible.

0 OUT OF 7 COMPLETED

0%	
Orange Beach High School [2021-2022]	
Complete the following steps for Clair to be eligible to play : Softball - Varsity - 2021	
UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2021-2022	START
PREPARTICIPATION PHYSICAL EVALUATION FORM	START
PHYSICAL EXAMINATION	START
BIRTH CERTIFICATE	START



1) Update Medical & Demographic Info for the current year

Beginning: Click the red “Start” button beside “Update Medical & Demographic info”.

UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2021-2022

START

You will need to fill in all information as accurately as possible before clicking “Done” in the top right corner on the final page of the document.

2) Preparticipation Physical Evaluation Form

Beginning: Click the red “Start” button beside “Preparticipation Physical Evaluation Form”. The following prompt will appear.

****Fill out Electronically** – Click this button to allow you and your child to fill out the form on the computer without having to print anything off. It must be signed by you and your child electronically at the bottom!

****Upload the document** – Click this button to allow you and your child to submit the form, either electronically or the printed copy of the form that you have filled out.

****Print a blank copy** – Click this button to allow you and your child to print out a hard copy of this document, fill it out and then submit it. It must be signed by you and your child at the bottom!



3) Physical Examination

Beginning: Click the red “Start” button beside “Physical Examination”. The following prompt will appear.

Upload the Document

Print a Blank Copy

****Upload the document** – Click this button to allow you and your child to submit the form after printing it off and getting it filled out by the physician that conducts your child’s physical examination.

****Print a blank copy** – Click this button to allow you and your child to print out a hard copy of this document, fill it out and then submit it. It must be completely filled out and signed by the conducting physician at the bottom.

4) Birth Certificate

Beginning: Click the red “Start” button beside “Birth Certificate”. The following prompt will appear.

Upload the Document

Print a Blank Copy

****Upload the document** – Click this button to allow you and your child to submit a photocopy of your child’s legal birth certificate.

****Print a blank copy** – This button does nothing here as there is nothing to print.

5) NFHS Sportsmanship Certificate

Beginning: Click the red “Start” button beside “NFHS Sportsmanship Certificate”. The following prompt will appear.

You can find this course at <http://nfhslearn.com/courses/sportsmanship-2>

Once the athlete has completed the course, they will be awarded a certificate that they can download. Once they have this certificate, that certificate can then be uploaded to DragonFly MAX to satisfy the eligibility requirements for the athlete.

Upload the Document

Print a Blank Copy

You will need to click the link given in the box. This will take you to the NFHS website. There you will need to register for an NFHS account, which is free, by clicking in the top right corner of the screen shown below.

Sign In

Register

COURSES

NFHSLEARN FOR YOU ▾

USER LOOKUP

HELP



After following the prompts to register for an account on NFHS, you will need to click on “Courses” in the top-middle of the page shown below.

COURSES

NFHSLEARN FOR YOU ▾

USER LOOKUP

Now scroll down to the bottom portion of the available classes to find “Sportsmanship”, shown below, and click on it.



Sportsmanship

Elective Course

Student, Coach, Parent, Administrator, Official, Performing Arts

Free



In the middle of the page, you will see a drop down menu titled “Select your state”, shown below. You’ll also see a button beside that saying “Order Course”. Select Alabama in “Select your state” and then click the “Order Course” button.

A screenshot of a web form. On the left is a light gray dropdown menu with the text "Please Select Your State" and a downward arrow. To its right is a small gray square button with a black dollar sign "\$". Further right is a large blue rectangular button with the white text "Order Course".

After following the prompts to order the course, you will be able to purchase the course for free and take the course. After finishing the course, you will receive an electronic certificate showing that the course was completed. This should have your child’s name on it. After downloading the certificate to your computer, you will go back to Dragonfly, and click the “Upload this Document” button on the “NFHS Sportsmanship Certificate”. After uploading the certificate, you can move on to the next part.

6) Concussion Information

Beginning: Click the red “Start” button beside “Concussion Information”. The following prompt will appear.

A screenshot showing three blue rectangular buttons stacked vertically. The top button contains the white text "Fill Out Electronically". The middle button contains the white text "Upload the Document". The bottom button contains the white text "Print a Blank Copy".

****Fill out Electronically** – Click this button to allow you and your child to fill out the form on the computer without having to print anything off.

****Upload the document** – Click this button to allow you and your child to submit the form, either electronically or the printed copy of the form that you have filled out.

****Print a blank copy** – Click this button to allow you and your child to print out a hard copy of this document, fill it out and then submit it.



7) Participant Agreement, Consent, Release and Venue paperwork

Beginning: Beginning: Click the red “Start” button beside “Participant Agreement, Consent, Release and Venue paperwork”. The following prompt will appear.

Fill Out Electronically

Upload the Document

Print a Blank Copy

****Fill out Electronically** – Click this button to allow you and your child to fill out the form on the computer without having to print anything off.

****Upload the document** – Click this button to allow you and your child to submit the form, either electronically or the printed copy of the form that you have filled out.

****Print a blank copy** – Click this button to allow you and your child to print out a hard copy of this document, fill it out and then submit it.