

#### **CREATE YOUR ACCOUNT ON MOBILE**

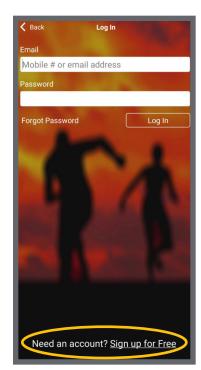
**Step 1:** Visit the App Store or Google Play to download the DragonFly MAX app.





Step 2: Tap 'Get Started' and then 'Sign Up for Free.'









**Step 3:** Fill in each field with your information. Make sure you use your own name here, and not the name of a child or student. If you're a parent, don't worry; you'll have the chance to add your child later.



**Step 4:** Next check your messages to get your verification code and then enter that in the verification field.





# **Step 4:** Read the terms and conditions, and hit accept. Now you're on DragonFly. Welcome to the team!

Except for automatic collection of users' IP addresses for the support of internal operations, we do not solicit or knowingly collect personal information from children under the age of 13. Parents/guardians, educators and other adult users may voluntarily submit inquiries to us in conjunction with DF. As a parent, you have the legal right to review and secure correction of personal information that we have obtained from your child under the age of 13. You also have the right to withdraw or limit your previous consent to our collection and use of the personal information of your child under the age of 13 in order to exercise these rights, parents should contact us by email at the contact information provided below. We will not release any personal information of children under the age of 13 to persons claiming to be those children's parents without verification that the child's parent is requesting the information. Additionally, minors may remove their own posts at any time.

- 5. Changes to this Privacy Policy. We may update this Privacy Policy to reflect changes to our information practices. If we make any material changes we will provide notice on our website, and we may notify you by email (sent to the email address specified in your account) prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices. If you continue to use the Services after those changes are ir effect you agree to the revised policy.
- 6. Complaints and More Information. DF will follow the rules as set forth in this Privacy Notice. If you want more information, have a privacy request, or if you believe your privacy rights have been violated, please contact us at:

Our Privacy Officer:Brandy WhiteOffice Address:P.O Box 1153 Hartselle, AL 35640Office Phone:256-888 -9699Email:Privacy@DragonFlyAthletics.com







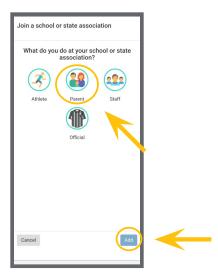
## **CONNECT TO YOUR SCHOOL ON MOBILE**

**Step 1:** Tap the hurricane icon on the Today page and then select the icon that says 'Connect to your school!'



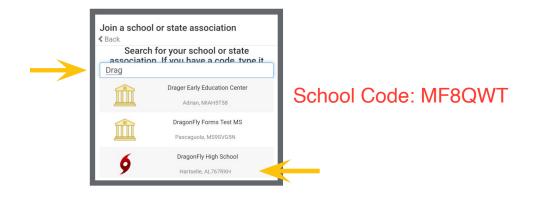


Step 2: Choose 'Parent' as your role, and then tap 'Add.'

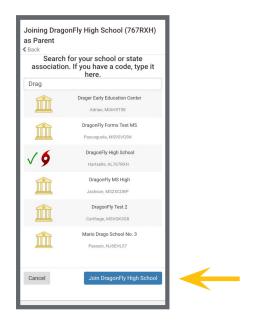


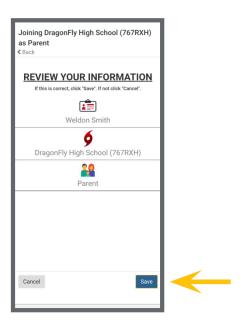


**Step 3:** Type the name of your school in the search bar and select the correct school from the list that will appear. Be sure to check the city and state so that you're selecting the correct school.



**Step 4:** Then, select the school name and tap the 'Join' button at the bottom of the screen. Review your information, and if everything is correct, hit the 'Save' button.

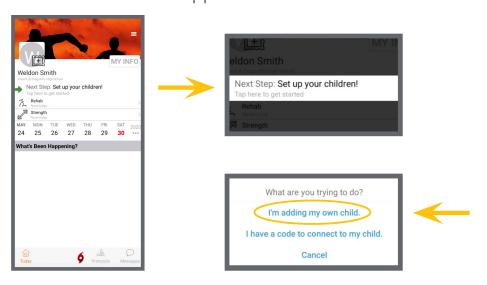




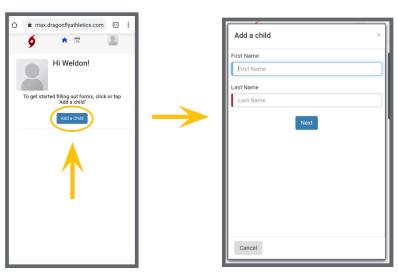


#### ADD YOUR CHILD ON THE APP

**Step 1:** Tap the section that says 'Set up your children!' Select 'I'm adding my own child' from the menu that will appear at the bottom of the screen.



**Step 2:** Tap the 'Add a Child' button and then enter your child's name.





**Step 3:** Search for your child's school, select their school from the list, and tap 'Join.'



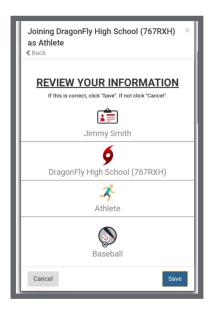


**Step 4:** Now, you'll need to select all of your child's sports and activities. A green check mark will appear next to all of the teams you've selected from the list. When you're done, hit the 'Add' button.

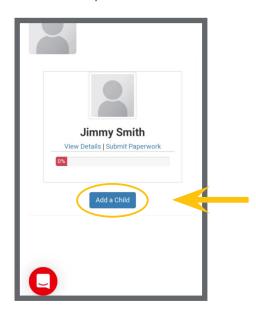




**Step 5:** Review your child's information, and if everything is correct, tap Save. Now your child is connected to your dragonfly account with their school and teams.



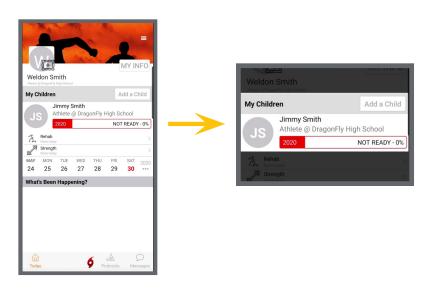
If you need to add another child, simply tap the 'Add a Child' button and you'll be guided through the same process.



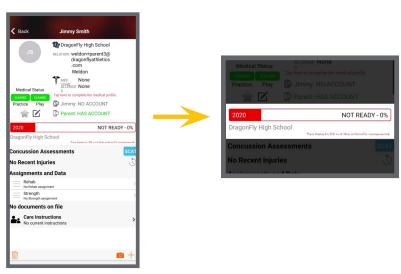


## SUBMIT FORMS ON THE APP

**Step 1:** Tap your child's name on the 'Today' screen.

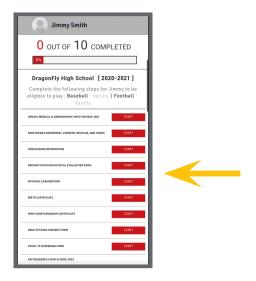


**Step 2:** Tap the progress bar on their profile for the school year.

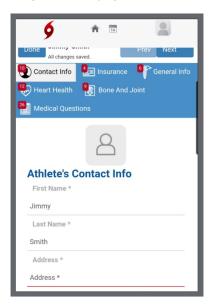




**Step 3:** This will open up a checklist of all the items you need to submit in order for your child to be 100% ready and eligible. Tap the 'Start' button to the right of each item to fill out the information.



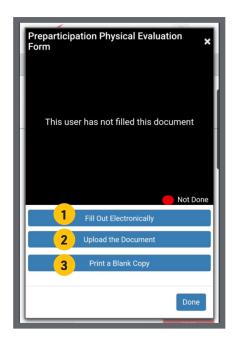
Some items will be pretty straight-forward - like the Medical and Demographic section, where you simply fill out all the fields on your screen.





Other items will open a pop-up window, giving you a few options:

- 1. Fill out an electronic form
- 2. Upload a form from your computer that you've either scanned or taken a picture of
- 3. Print the form so that you or your medical provider can fill it out and then come back and upload it
- 4. Select a form that you have previously filled out that hasn't expired yet



You can revisit it in the checklist, and you will see your form in the black box of the pop-up window, with an indicator that tells you the status of that item.



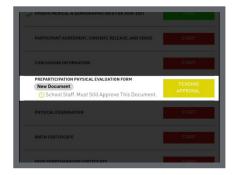


As you complete each item on the checklist, it will turn green and the progress bar at the top of the screen will start to move toward 100%.





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.



Once you've completed all your items in the checklist, you're good to go.