

# DragonFly Max Instructions

## First-Time User

Crossings Christian School has partnered with DragonFly Max as we are redesigning athlete-centered electronic medical records and working to enhance communications with athletes, parents, coaches, and administrators.

To complete the online forms, please follow these easy steps:

**Step 1:** Visit [www.dragonflymax.com](http://www.dragonflymax.com) and click on “Log In/Sign Up” (Red Button).

**Step 2:** Click “Sign Up for Free” (Blue Button). Create your Parent Account (not an account for your child). Verify your account and enter the Verification Code sent to your text message or email and agree to the Terms of Service. (Be sure to check your junk folder for this code, too.)

**Step 3:** Select “Parent” from the menu and enter the School Code when requested: **X6CTCG** (Do not copy/paste the code. It will only recognize the code if it's typed in, not copied.)

**Step 4:** Click on “Add Child” after creating your account as the parent. Follow the prompts.

**Step 5:** Click “Submit Paperwork” to complete all of your child’s required medical, demographic, and insurance information. After completing each form, it will turn green and say **Done**. You should complete 6 of the 7 forms. **THE ONLY FORM YOU WILL NOT COMPLETE ONLINE IS THE PHYSICAL EXAMINATION FORM.** This needs to be completed by a physician and uploaded.

**Step 6:** If you have more than one child, click the back arrow at the top of the page by your child’s profile, then click Add Child and repeat step 5.

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## Returning Student-Athletes

**Step 1:** Visit [www.dragonflymax.com](http://www.dragonflymax.com) and click on **Login/Sign-Up (Red Button)**.

**Step 2:** Enter your username and password. If you cannot remember your password, please see instructions below for resetting.

**Step 3:** Under your child's name, click **View Details**.

**Step 4:** On the bottom half of the page, it will say Prep for 2020-21. Click the red button that says **Get Started**.

**Step 5:** Under Update Medical & Demographic Info, please open and complete if it says Incomplete OR if you have moved, changed phone numbers, or your child has new medical history.

**Step 6:** Click on each form that says **Not Done**. Click Fill Out Electronically and complete it. Then click Complete and Close.

**Step 7:** Once you have completed each form, it will say **Done**. You should complete 6 of the 7 forms. THE ONLY FORM YOU WILL NOT COMPLETE ONLINE IS THE PHYSICAL EXAMINATION FORM. This needs to be completed by a physician and uploaded.

\*\*It is OSSAA state policy that every student-athlete must have a new physical after May 1, 2020 to be eligible to play in the 2020-2021 school year.

**Step 8:** If you have more than one child, click the back arrow at the top of the page by your child's profile, then repeat steps 3-7.

## Password Reset

If you cannot remember your password, please do not make a new account. Follow these instructions for resetting your password:

**Step 1:** Visit [www.dragonflymax.com](http://www.dragonflymax.com) and click on **Login/Sign-Up (Red Button)**.

**Step 2:** Click **Forgot your password?**

**Step 3:** Enter the email address or mobile # that you used to create the account. Push Send Reset Code.

**Step 4:** Check your email or text for the reset code. *Please remember to check your junk email if you do not receive within a few minutes.*

**Step 5:** Return to the DragonFly Max website to enter the reset code and enter a new password.