



DragonFly MAX is an electronic health record designed to save you time, ensure the athlete is healthy and ready to participate in athletic competition at Mill Creek HS. We focus on the details so you can focus on what matters...safe and healthy athletes.

**PARENTS are to create an account for your child and complete your child's Athletic Participation Form:**

1. Go to [www.dragonflymax.com](http://www.dragonflymax.com), click "LOG IN/SIGN UP" to begin creating your student's account.
2. On the sign-up page, click "Sign Up for Free".
3. Follow the prompts to create your Parent Account with your email address or phone number.
4. Enter your student's School Code (PYGG2W) when prompted and confirm it is Mill Creek High School.
5. Now Click "Add a Child" in the DragonFly Max, then follow the prompts to create your child's profile and complete his/her participation forms, including uploading any necessary documents.
6. Take the copy of the attached Medical History/Physical Examination Form to your physician. After your physician completes the form, upload it to your child's profile (instructions to help with uploading documents on back).
7. Be sure that all forms are electronically signed off. After completing all forms, you can review his/her profile OR add another child's profile.

**\*\* YOUR CHILD IS NOT ELIGIBLE TO CONDITION, TRYOUT, PRACTICE OR COMPETE IN ANY SPORT UNTIL YOU HAVE REACHED 100% COMPLETION OF YOUR PROFILE.\*\***

*Now that you're done, on your phone, download DragonFly MAX from the APP Store or Google Play and sign in.*



**SCHOOL NAME: MILL CREEK HIGH SCHOOL**  
**SCHOOL CODE: PYGG2W**

## **Instructions for uploading your child's Physical Form:**

You can either upload the form online while logged into your DragonFly account on your computer or through the DragoFly app using your cell phone's camera.

### **Online using a computer:**

- Scan your completed physical form using a scanner and save it on your computer using a unique file name. It can be saved as a pdf or jpg.
- While logged into DragonFly and under athlete requirements select "PHYSICAL EXAMINATION FORM" requirement.
- Select "Upload a New Copy."
- Enter the date you had your physical by selecting the appropriate month, day, and year from the drop down menu.
- Click "Drag + drop here" to open the browser on your computer to find your physical file to upload.
- Click "Upload" for your physical form to upload.
- You will get a "Pending Approval" notice once your file is uploaded.

Administrators at the school will be notified once file is uploaded and will have to check physical for completion before approving. Once approved, athlete will be cleared for this requirement.

### **Using DragonFly App on your cell phone (camera):**

- Log into your account and select "tap here to complete school's paperwork"
- Select "PHYSICAL EXAMINATION FORM" requirement.
- Select "Upload a New Copy." You can only upload a picture from your phone not a pdf file.
- Select the date you had your physical by selecting the appropriate month, day, and year from the drop down menu.
- Click "Drag + drop here/click to browse."
- Select "Take Photo" to access camera to take picture of physical form or select "Photo Library" if you want to upload a picture of the physical that has already been made.
- Click "Upload" for your physical form to upload.
- You will get a "Pending Approval" notice once your photo is uploaded.

Parents will keep original of their child's completed physical form. No paper work will be turned in to the Mill Creek Athletic Department. Only the scanned copy of the completed physical form will be on file with the student athlete's DragonFly account.