



Go Comets!

DragonFly MAX is an electronic health record designed to save you time and ensure the athlete is healthy and ready to participate in athletic competition. South Gwinnett Athletics also uses DragonFly MAX to organize the paperwork for athletics to make sure athletes are eligible to participate in athletics. In order for your child to be eligible to participate in sports at South Gwinnett High School, you will need to make an account on Dragonfly and fill out some forms.

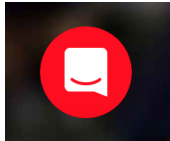
- ✦ Visit www.dragonflymax.com and click Login or Sign-Up For Free to create your account. For best results, please sign up on a desktop and download the app to your phone for future use.
- ✦ Follow the prompts to create your **Parent Account** with **your** email address or phone number.
- ✦ When prompted, enter the school code **ZGKPBL** for South Gwinnett High School.
- ✦ After you add your child, follow all prompts to create your child's profile.
- ✦ Complete all participation forms and upload required documents.

The Physical Examination Form and Medical Eligibility Form must be signed by the doctor and uploaded into Dragonfly.

Your child's account is not complete until all forms are completed and your physical and insurance information is approved by the Athletic Office

Step by Step Dragonfly Instructions for Parents

IF you need assistance at any time, there is a chat feature on the website located in the bottom left corner that looks like the picture below.



1. Go to www.dragonflymax.com
2. Click *Login/Signup*
3. If you have previously made an account, please login using your information. If you do not remember your password, please click *forgot password* and follow the prompts. **DO NOT CREATE A NEW ACCOUNT IF YOU HAVE ONE.** Once Signed in, if you have already added your child, you may skip to step 13. If your child is not connected please continue with the next step
4. If you do not have an account, click *SIGN UP FOR FREE.*
5. Parents and Guardians: enter your name and information and hit submit
6. You will be sent a verification email or text message. Verify your account. And you will be logged in to your account at the following page.
7. Click *parent* and continue



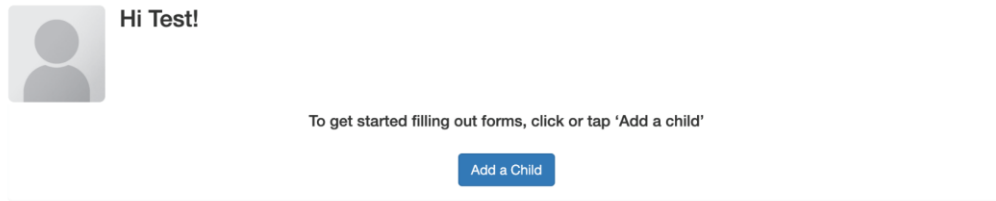
Hi Test!

Let's connect you to your school, state association or group.

[Get Started](#)

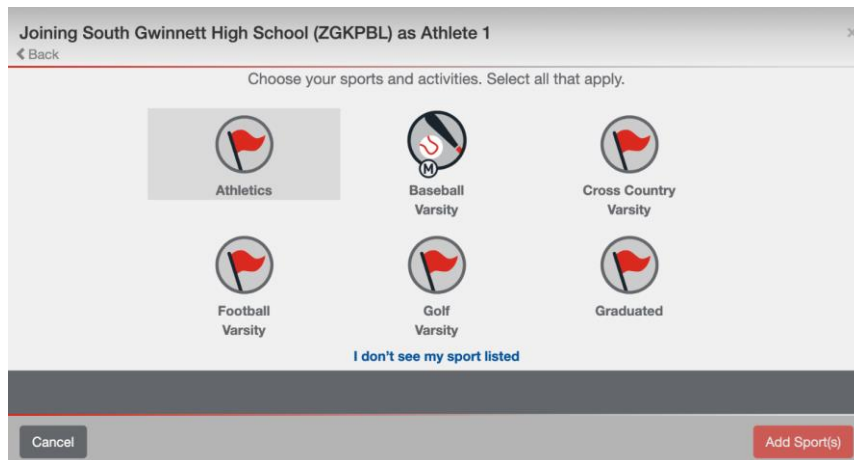
8. Click *Get Started* and type in the school code **ZGKPBL** for South Gwinnett High School

9. Your new dashboard should look like this



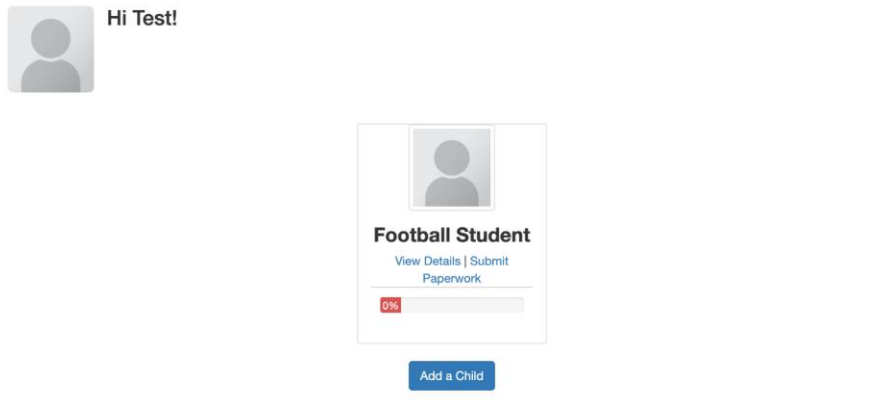
10. Click *Add a Child* and enter their first and last name and enter the school code **ZGKPBL**

11. Click the sports your child plays when you get to the screen below. (the list scrolls)

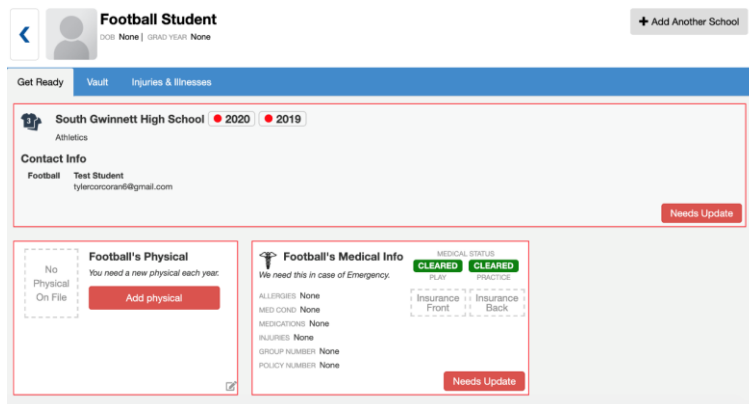


12. Review the information and click save

13. Your new dashboard will look like the picture below

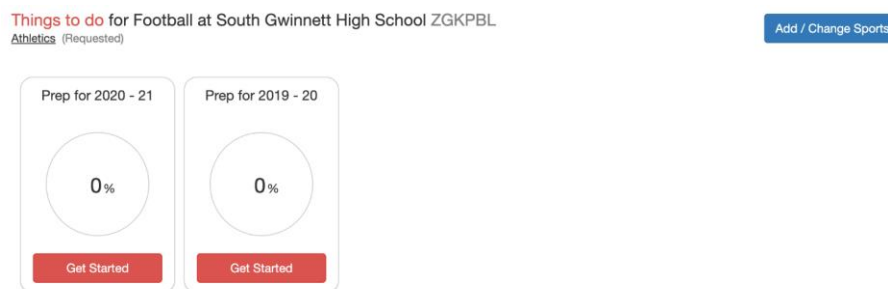


14. Click your Child/Athlete and you will be brought to the Student's dashboard below



15. Scroll down until you see "Things to do" which looks like the picture below

16. Click get started for the school year your child is participating in. (If filing out in Spring 2020 for Football, Volleyball, or Softball in 2020, click "Get Started for Prep for 2020-2021")



Waiting to be approved [?] - Revoke Access Request

17. Please fill out all required forms

18. Once completed, it will say 100% completed on the athlete dashboard