



## New to ACA Directions or Upcoming 7th Grade Families

### Dragonfly Max Instructions

Parents,

All AHSAA and ACA athletic and band forms are to be completed online through a program called Dragonfly Max. All information must be filled out (unless otherwise noted) for those in grades 7th-12th who are new to ACA, are rising 7th graders for the 2022-2023 school year or didn't play on a Middle School, Junior Varsity or Varsity team during the 2021-2022 school year.

**No student athlete or band member will be allowed to participate in any practices at Alabama Christian Academy until Dragonfly is 100% complete.**

#### **Parents of new athletes:**

1. Visit [www.dragonflymax.com](http://www.dragonflymax.com)
2. Click on **"Login/Sign Up"** in the upper right hand corner of the screen
3. Click **"Sign Up for Free"**
4. Complete the Sign-Up form **as the parent with your information.** (child added later)
  - First Name
  - Last Name
  - Email address or Mobile Number
  - Create a password
  - Check "I'm not a robot" (You may have to pick some pictures to prove it.)
  - Click "Submit" button
5. Once you click submit, you will be sent a verification code. This code will arrive in one of two ways:
  - Text Message (if you used a Mobile number to sign up)
  - Email (if you used an email to sign up)
6. After entering your verification code, your account is created.
7. **Create Your User Profile**
  - Select your Role: **Parent**
  - Connect to your school: search for **"Alabama Christian Academy"** select it from the list (verify city and state to make sure you are selecting the correct school)
  - Click **"join"**
  - Review your information and make sure everything is correct
  - Click **"save"**

## 8. Add Athletes/Band Member

- Add a child
  - Enter first and last name
  - Search for child's school: **"Alabama Christian Academy"**
  - Select from the list
  - Select "Join"
  - Choose the Sports/Band in which your Child plan on participating and then click the **"Add"** button.
  - Now your child is connected to your dragonfly account.
  - Under your child's name click on **"Submit Paperwork"**
  - Under "Things to Do" on "Prep for 2022-23", click "Get Started".
- **Electronically sign the required forms:**

1. Update Medical & Demographic Info (This information will be used to populate information on remaining forms to reduce input of redundant information.)
2. After finishing each section, you will click done at the top left and then you can go to the next section.

**a. Skip the Immunization section. This is not necessary**

### **ALABAMA CHRISTIAN ACADEMY REQUIRED FORMS:**

3. Electronic Signature Agreement
4. Consent to the Disclosure of and use of Personal Health Information
5. Athletic Travel Permission Form
6. Catastrophic Injury Waiver and Consent for Sports Participation & Medical Treatment

### **AHSAA REQUIRED FORMS FOR ELIGIBILITY:**

7. Pre-participation Physical Evaluation Form (This is the 1<sup>st</sup> page of the printed Pre-participation Physical Form – MUST be filled out electronically.
8. Physical Examination - **This MUST be on the AHSAA Approved Form** (This is the 2<sup>nd</sup> page of the printed Pre-participation Form)
  - a. Upload the 2<sup>nd</sup> page of the Pre-participation form that has been **signed and dated by and MD or DO doctor (we cannot accept physicals signed by Nurse Practitioners)** for approval or simply turn in the completed physical (front and back pages) to the athletic office and we will approve and upload for you.
9. Birth Certificate
10. NFHS Sportsmanship Certificate (**see instructions below**)
11. Concussion Information
12. Participant Agreement, Consent, Release, and Venue

**ONLY Band/Colorguard Required Forms:** ONLY students participating in band and colorguard will need to fill out these additional forms in addition to the other required items listed above. These forms will only appear if you have listed band as your activity you are participating in.

1. ACA Band program field trip permission form
2. ACA Marching Band Uniform Care Guide

# NFHS SPORTSMANSHIP COURSE

All 7th grader and new to ACA students **MUST** take this course

1. Go to: [www.nfhslearn.com/courses](http://www.nfhslearn.com/courses)
2. Click on **Register** (top right corner and set up your account)
3. Complete registration and verify email. **The athlete must register using their own name.** The certificate that prints at the conclusion of the course will have that name on it. If it has the parent's name on it they will have to complete the course again.
4. Once registered, click on the **Courses** tab at the top of the screen.
5. Search for **Sportsmanship**.
6. Click on **View Course**.
7. **Order** the course. (it is free)
8. Select state – **Alabama**
9. Click on **Checkout**
10. The order summary is displayed
11. Click **Continue**
12. Receipt is displayed
13. Click on “**Click Here**” to access your course.
14. Click on **Begin Course**. (The first time you log in it makes you click through a tutorial of how the site works).
15. Print certificate at completion and return to the athletic office OR click download and save to your computer and upload it to dragonfly MAX.