



Instructions

1. Go to www.dragonflymax.com
2. [If you have an account already please go to step 21.](#)
 - a. If you will be an upcoming 9th grader and already have an Account at Old Town you do not need to create a new account. You need to add a school and choose Ridgeland High School and the sport you will be a part of next year before going to step 21
3. Click on Login/Sign Up
4. Click on Sign Up for Free
5. Enter your First Name, Last Name, Email or Cell #, and a password
6. Check I'm not a Robot
7. Submit
8. A popup asks if you entered your name, click on it's me
9. A verification code will be sent to the email address or cell # you entered.
10. Enter the code in the Temporary Verification ID box and click on submit
11. Scroll down through the Terms of Use and click on accept
12. Click on to get Started. Get hooked up to a school.
13. Click on Next
14. Enter your school Code **(56Y95A)** for **Ridgeland High School** and Click on Go
 - a. If your Child attends Olde Towne Middle School use school code **(URT7JV)**
15. Click on Join a School
16. Click on Add a Child
17. Enter the First Name and Last Name of your child and click on Next
18. Enter the school Code again
19. Select your child's sport and click on next
20. Choose Submit paperwork
21. Click on Needs Update in the box showing the school name where the Contact Info is located
22. When adding relatives limit to 3 relatives including parent/guardian
23. Enter N/A if there is no cell phone or email for the relative
24. Complete Insurance, General Info, Heart Health, Bone & Joint, and Medical Questions.
25. When Finished Click on Done
26. If you need to go back to complete the Medical Info, click on Needs Update in your child's medical info box.
27. Click on get Started
28. You must complete the following forms: Electronic Signature Agreement, Consent to Disclosure and Use of Personal Health Information, Participation and Treatment Consent, MHSAA Student Participation Clearance Form, MHSAA Concussion Information Form, Athletic Health History, Physicals and Madison County Drug form need to be updated and/or uploaded.
29. When you select the form choose Fill out Electronically, verify all information for accuracy and enter any needed information. Submit. Be sure to date documents when requested in the signature field.