



Ashford High School Athletics Eligibility Instructions



There are several forms and documents required for participation in sports at AHS. These forms are required by the Alabama High School Athletics Association in order for your child to be eligible to participate in any practice or game. This year, we are going to be completing those forms online. These forms, your child's physical, birth certificate, and sportsmanship course certificate need to be filled out/uploaded BEFORE you can practice. The instructions for the sportsmanship course as well as the login instructions are included with this letter. This is the first year for this program, so if there are ANY questions, contact Danielle Helms, Athletics Director, at 899-5411 ext 1028 (Ext 1011 in the summer) or helms.danielle@hchoe.us, and I will help you with anything you may need. If you do not have access to a computer/internet, call or email to schedule a time to come fill out the forms. Below are detailed instructions for completing the requirements. Most of the forms need to be signed by the parent **AND** the athlete, so you will need to have your child with you when you complete the forms.

Login and Register:

Follow the easy steps below to get started using DragonFly MAX.

1. Visit www.dragonflymax.com, click "**Login/Sign-up**" and follow prompts to the sign-up page.
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 child's School Code (**NCF3QK**) when prompted and confirm this is the correct school.
5. Click "**Add A Child**" in the DragonFly MAX web site, then follow the prompts to create your child's profile and complete his/her participation forms, including uploading any necessary documents. Some forms require parent and student signatures, so you and your child will need to be present during form submission.

Enter Your Child's name as it appears on his/her birth certificate

Enter the school code (**NCF3QK**)

Choose the team your child has made (Please only choose the sport your child has currently been selected for. If your child makes an additional team, we can add that later)

Click "**Submit Paperwork**"

Click "**Prep for 2019-20**"

Get Started

Update Medical Demographic Information—Complete this form to the best of your knowledge.

(If you don't have immunization info, it and some other info will allow you to leave blank or skip)

Participant Agreement, Consent, Release, and Venue—Read and Sign the form

Concussion Information—Read and Sign the form

Student Athlete Contract—Read and sign

AHS Social Media Policy for Athletes—Read and sign

Spectator Code of Conduct—Read and sign (Parents)

Preparticipation Physical Evaluation Form—If your child got his/her physical with us, click "My School will complete this requirement". If not, upload the physical.

Physical Examination—If your child got his/her physical with us, click "My School will complete this requirement". If not, upload the physical.

Birth Certificate—Click "Upload the Document" and upload your child's Birth Certificate. If your child has previously played a sport at AHS, you may select "My School will complete this requirement" and we will upload it.

NFHS Sportsmanship Certificate:

If you have **previously** played a sport at AHS, select "My School will complete this requirement" and we will upload it.

If this is **your child's first season**, you will need to follow the instructions for completing the course and then go in and upload the completion certificate. Completion Instructions are on the attached form.

6. After completing your child's forms, you can review his/her profile OR add another child's profile.