**Update Instructions**

1. Go to [**www.dragonflymax.com**](http://www.dragonflymax.com)
2. Log in\ Sign in using your established Log-In and Password you originally created.
3. If your forgot your password, click the reset password button and have a new reset code texted to you and create a new password **(Write all this info down for future reference)**. The School Code if needed is: **XUJTB7**
4. Once logged into your account, Click on the “Get Started” percentage **(%)** button and **Update** any medical and insurance information that may have changed\added since last year as well **SIGN** electronically **ALL** the required sections\forms for the current or upcoming school year. Once you have completed the Medical & Demographics Section, hit the **DONE** button in the top left box and move to the next section in RED. Complete the process by signing the remaining 8 sections in Red until they have turned GREEN.
5. When you complete each section correctly, aGREEN check mark will appear out beside the completed section and will say **APPROVED.**
6. You have finished your part when 9 of 10 sections are completed and in GREEN. At that point, the online portion of the required paperwork is done minus the physical exam form completed and turned in to the Athletic Trainer for final clearance approval.
7. \*If you have not gotten your updated sports physical completed for the upcoming school year, you will have to get that done immediately before you will be allowed to participate in sports and make sure that form is on file with the Athletic Trainer in Room #425.

**Bottom Line: (2 requirements to get you going and ready for participation)**

1. You must update and have electronically signed 9 of 10 sections in your Dragon Fly Max profile for the current or upcoming school year.
2. You must have an annual, updated physical on file with the Athletic Trainer in Room #425-Athletic Training Facility.

**Need additional help?**

**Click on the Red Circle on the screen. This button is the Help Desk with DragonFly Max. They can assist you with any problems you may encounter. You can also contact our Athletic Training Facility Office at 229-276-3430- Ext #2303. We will be glad to help you.**