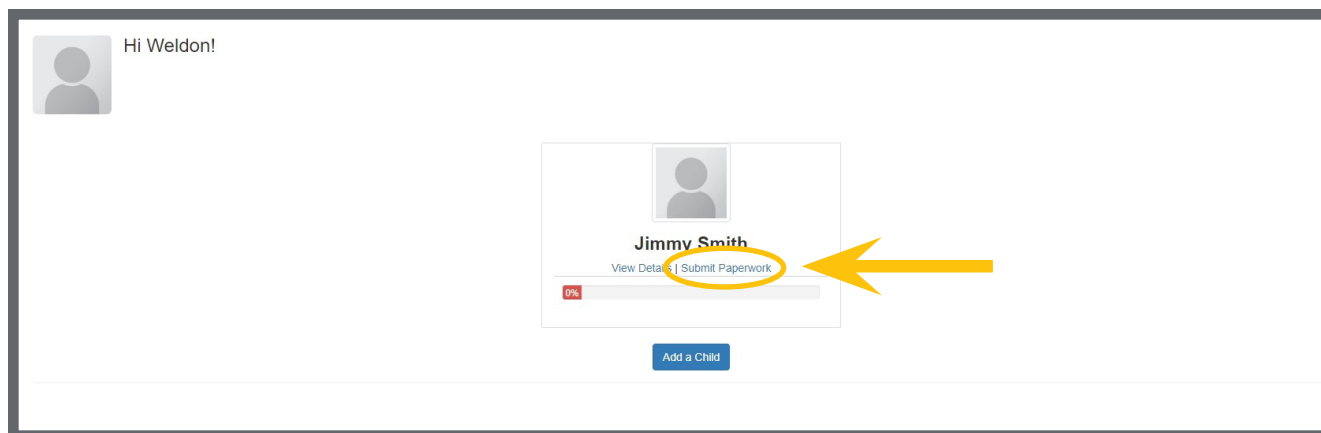




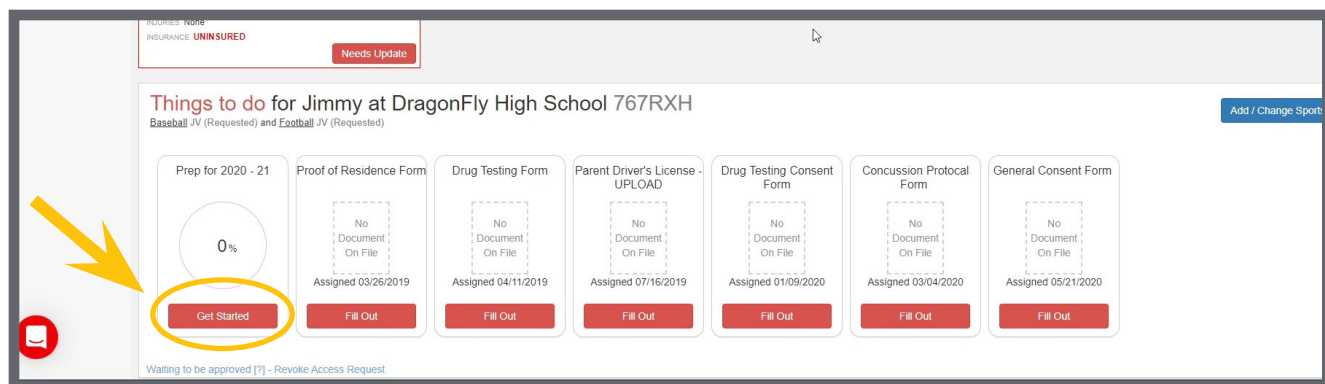
SUBMIT FORMS ON THE WEB

Fill out and submit your child's pre-participation paperwork to be eligible for sports and activities.

Step 1: Click 'Submit Paperwork' under your child's name on the 'Today' screen. This will open their profile.



Step 2: Scroll down to the section that says 'Things to do' and you should see a progress box for the school year. Click 'Get Started.'





Step 3: This will open a checklist of all the items you need to complete in order for your child to be 100% ready and eligible. Click the 'Start' button to the right of each item to fill out the information.

0 OUT OF 9 COMPLETED

0%

DragonFly High School [2020-2021]

Complete the following steps for Jimmy to be eligible to play: Baseball - JV | Football - JV

UPDATE MEDICAL & DEMOGRAPHIC INFO FOR 2020-2021	START
PARTICIPANT AGREEMENT, CONSENT, RELEASE, AND VENUE	START
CONCUSSION INFORMATION	START
PREPARTICIPATION PHYSICAL EVALUATION FORM	START
PHYSICAL EXAMINATION	START
BIRTH CERTIFICATE	START
NFHS SPORTSMANSHIP CERTIFICATE	START
DRUG TESTING CONSENT FORM	START
COVID-19 SCREENING FORM	START

Some items will be pretty straight-forward - like the Medical and Demographic section, where you simply fill out all the fields on your screen.

Done Jimmy Smith Saving...

Contact Info Insurance General Info Heart Health Bone And Joint Medical Questions

Athlete's Contact Info

First Name * Jimmy Last Name * Smith

Address * 555 Test Address

City * Hartsville State * Alabama Zip * 55555

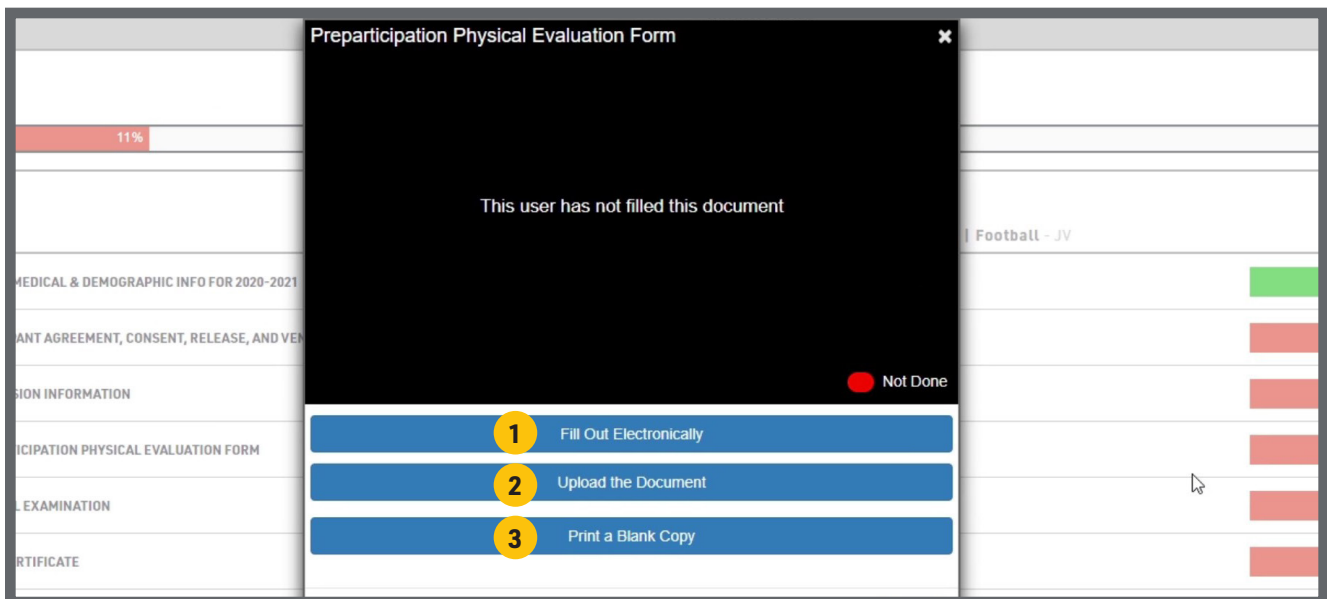
Gender * Male DOB * 2013 June 12

Phone* Email*
Phone* Email*

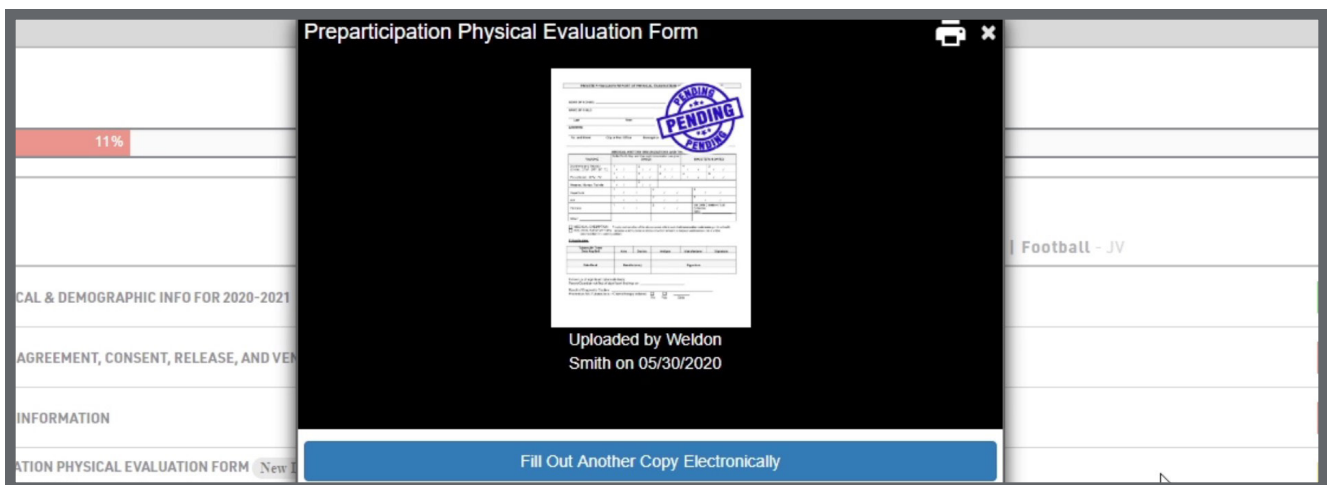


Other items will open a pop-up window, giving you a few options:

1. Fill out an electronic form
2. Upload a form from your computer that you've either scanned or taken a picture of
3. Print the form so that you or your medical provider can fill it out and then come back and upload it
4. Select a form that you have previously filled out that hasn't expired yet

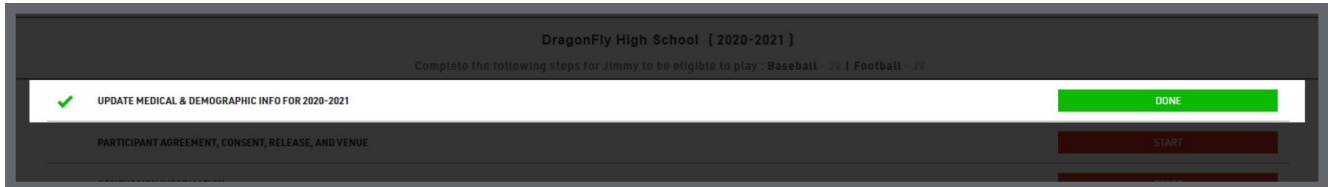


You can revisit it in the checklist, and you will see your form in the black box of the pop-up window, with an indicator that tells you the status of that item.





As you complete each item on the checklist, it will turn **green** and the progress bar at the top of the screen will start to move toward 100%.



Your progress bar may not get to 100% and green at first, even though you've completed all the items in your checklist. This is because some items need approval from an administrator at your school. Items that are pending approval will be **yellow** in the checklist until they're approved.

