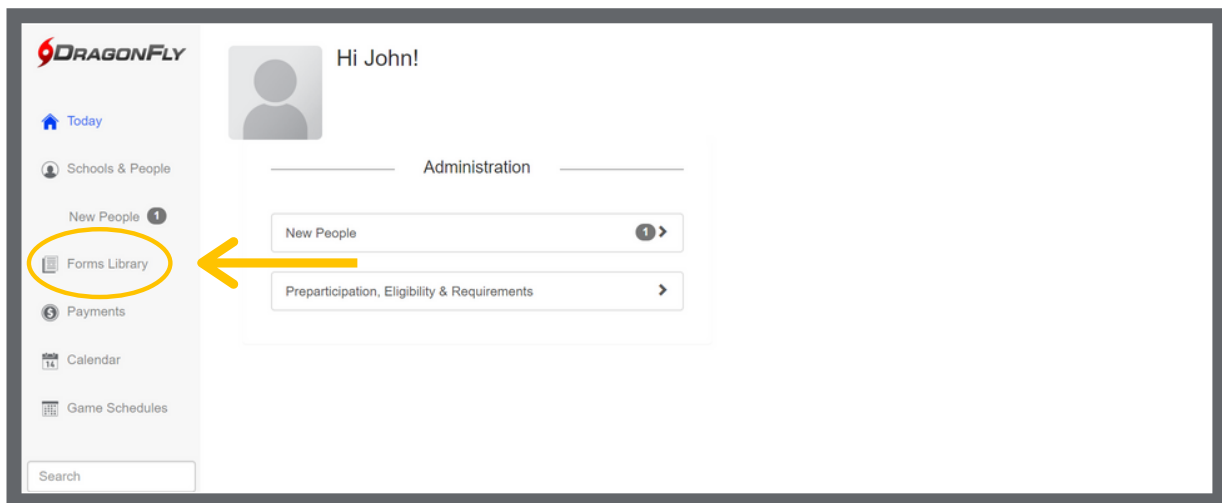




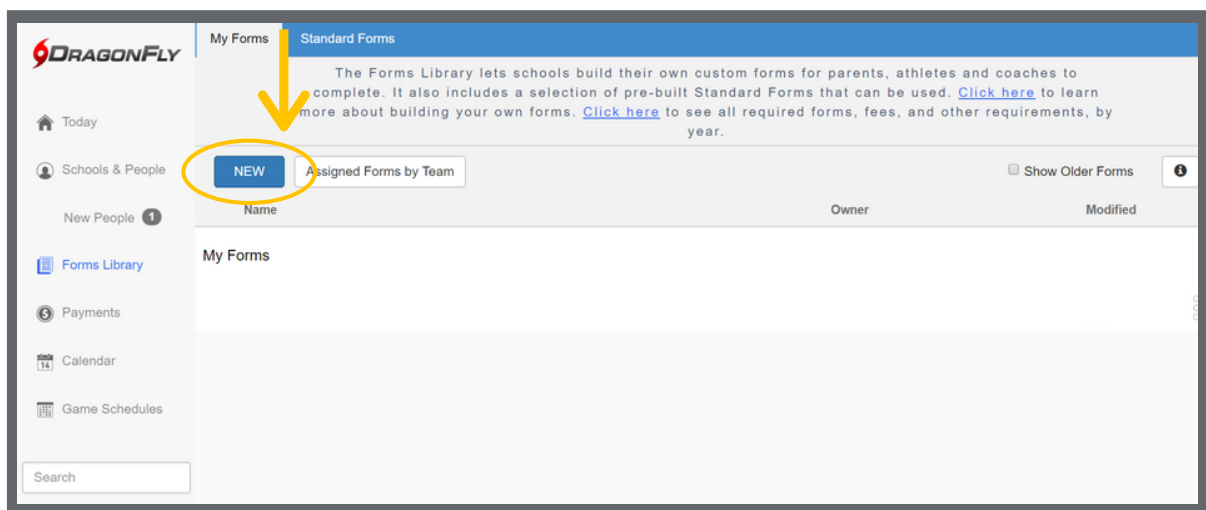
SET UP CUSTOM REQUIREMENTS

Use our Custom Form Builder to create requirements unique to your school or team.

Step 1: Sign in to DragonFly on your web browser and select 'Forms Library' in the left-side menu.



Step 2: Click the 'NEW' button to create and assign a new custom form.





Step 3: You will now see the Custom Form Builder. Type or copy/paste your text to create your form. Use the toolbar at the top to insert your school logo and change the font, size, color and alignment of your text. Use the 'Insert Field' menu to create custom fields, like a signature box.

Step 4: Once you have completed your custom form, click the 'Assign' button in the top right corner.



Step 5: Assign this form to athletes, coaches, individual teams or all teams at your school. Choose the school year or select 'Not Related to Eligibility'.

Transportation Form
All changes saved

Assign Transportation Form

Step 1: What school should do the requirement?
Wohler High School (UPNL8T)

Step 2: Who should do the requirement?
Athletes
Coaches

Step 3: What teams?
☐ All Teams
☐ Band Varsity
☐ Baseball JV
☐ Baseball Varsity
☐ Dance JV
☐ Dance Varsity
☐ Debate
☐ Football Varsity

Step 4: When should the requirement be done?

Cancel

Step 6: You should now see your new custom form in your Forms Library under the 'My Forms' tab. To edit this form, select the three dots to the right.

DragonFly Academy

My Forms

Standard Forms

The Forms Library lets schools build their own custom forms for parents, athletes and coaches to complete. It also includes a selection of pre-built Standard Forms that can be used. [Click here](#) to learn more about building your own forms. [Click here](#) to see all required forms, fees, and other requirements, by year.

NEW Assigned Forms by Team

Show Older Forms

Name	Owner	Modified
Transportation Form 2020	Wohler High School Pleasantville, GA	3/25/20 1:36 PM



Step 7: Your new custom form will also appear in your 'Setup Eligibility and Requirements' list if you assigned it as a requirement.

The screenshot shows the DragonFly Academy web interface for Wohler High School. The main navigation bar includes 'People', 'Setup Teams', 'Setup Eligibility & Requirements' (selected), 'Vault', 'Setup School', and 'Public Directory'. The 'Setup Eligibility & Requirements' section is active, showing a table of requirements for athletes for the 2020-2021 academic year. A yellow arrow points to the 'Transportation Form' requirement.

Type	Name	Required	Assigned By
Requirements for Wohler High School for Athletes for 2020-2021			
Birth Certificate	Birth Certificate	Required	Wohler High School
All Sports Participation Fee \$200.00 Good for one year Multi-Sport Discount	All Sports Participation Fee \$200.00 Good for one year Multi-Sport Discount	Required	Wohler High School
Insurance Card	Insurance Card	Required	Wohler High School
Transportation Form	Transportation Form	Required	Wohler High School