

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.

| 9 | DRAGONFLY | Hi John! |
|----|------------------|--|
| 1 | Today | |
| 9 | Schools & People | Administration |
| 6 | New People | New People |
| | Payments | Preparticipation, Eligibility & Requirements |
| Ē | Calendar | |
| | Game Schedules | |
| Se | earch | |

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

| | My Forms | Standard Forms | | |
|------------------|----------|--|--|--|
| Today | | The Forms Library lets schools build their own c complete. It also includes a selection of pre-built S more about building your own forms. <u>Click here</u> to se ye | custom forms for parents, athletes and Standard Forms that can be used. <u>Clic</u> be all required forms, fees, and other n ear. | coaches to <u>k here</u> to learn requirements, by |
| Schools & People | NEW | Assigned Forms by Team | | Show Older Forms |
| New People 1 | Name | | Owner | Modified |
| Forms Library | My Forms | | | |
| Payments | | | | ę |
| 14 Calendar | | | | |
| Game Schedules | | | | |
| Search | | | | |



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.

| < | Unt All ch | itled nanges | save | d | | | | | | | | | | | | | | | | | | | | | Assig | n | |
|---|---------------|-----------------|------|---|---|------|-----|---|---------|---|---|---|---|----|---|----|---|---|-----|---------|-------------------|-----|---------|---|-------|---|--|
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| | | | | | | | | | | | | | | | | | | | | | | | 1 | | | | |

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

| All ch | nspor hanges | tatio | n For | m | | | L Assign |
|--------|-----------------|-------|-------|---|------|---|----------|
| r | B | I | U | 8 | 14 • | TI • Arial • A • 🗄 🚝 E • 🎟 • 🖃 - 🕄 Sinsert Field • Preview: 🗋 🗔 | B |
| | | | | | | | |
| | | | | | | WOHLER HIGH SCHOOL | |
| | | | | | | TRANSPORTATION CONSENT FORM | |
| | | | | | | I 《 (1) Parent First Name »* 《 (1) Parent Last Name »* hereby give my permission for my child | |
| | | | | | | to travel by school bus to fromevents with drivers | |
| | | | | | | from the school. In the event no one can meet the bus at the designated stop, you have permission to drop him/her off. | |
| | | | | | | Permission to travel is given from through | |
| | | | | | | | |
| | | | | | | Parent/Guardian Signature | |
| | | | | | | Parent/Guardian day phone | |
| | | | | | | In granting permission, I hereby expressly waive my claim for liability against the school, the Board of | |
| | | | | | | Education, including its employees and representatives and release them from liability in connection | |



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'.

| < | Transportati All changes sa | ion Form | (| Assign Transportation Fe | orm | Assign | |
|---|--------------------------------|----------|-----------------------|--|----------------------------------|------------------------|---|
| 5 | ⊃∎ B I | U Ø | 14 • TI • | Step 1: What school shou Wohler High School (UPNL | Id do the requirement? .8T) * | ew:] 🖶 📑 | |
| L | | | \rightarrow | Step 2: Who should do the requirement? | e Step | 3: What teams? | _ |
| | | | | | | All Teams | |
| | | | | Athletes | | Band Varsity | |
| | | | 1.1 | 🏋 Coaches | | Baseball JV | |
| | | | | | | Baseball Varsity | |
| | | | fro | | | Dance JV | 2 |
| | | | U.S. | | | Dance Varsity | |
| | | | Pe | | | Debate | |
| | | | | | | Football Varsity | |
| | | | Pa | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | Step 4: When should the r | equirement be done? | | |
| | | | ln s | Not Related to Eligibility | Required for 2019-2020 | Required for 2020-2021 | 4 |
| | | | Ed wit my ma | | | 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.

| | My Forms | Standard Forms | | | | | | |
|------------------|----------|---|---|--------------------|-----|--|--|--|
| Today | | 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. <u>Click here</u> to learn more about building your own forms. <u>Click here</u> to see all required forms, fees, and other requirements, by year. | | | | | | |
| Schools & People | NEW | Assigned Forms by Team | | Show Older Forms | 0 | | | |
| New People | Name | | Owner | Modified | _ | | | |
| Forms Library | My Forms | | | | | | | |
| Payments | Trar | asportation Form 2020 | Wohler High School Pleasantville, GA | 3/25/20 1:36 PM | 000 | | | |
| 14 Calendar | | | | | | | | |
| Game Schedules | | | | | | | | |
| Search | | | | | | | | |



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

