

APPROVE YOUR STUDENTS

Students need approval to join your school and teams on DragonFly — which you can do easily with a few clicks.

Step 1: Log in to DragonFly and view your notifications on the Today page under the 'Administration' heading. Click on 'New People'. You can also access this list by clicking on 'New People' in the left-side menu

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Search	

Step 2: This will open the Eligibility Checklist with new students highlighted at the top. Click on a name to open the student's profile.

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	DragonFly High School Select Another School Hartselle, AL SCHOOL CODE 767RXH ACAD YEAR 2019 FORMS LINK http://dragonflymax.com/forms/767RXH												
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Step 3: You will see a yellow bar and approval notification with 'Approve' and 'Delete' buttons to the right. Click the 'Approve' button.



Step 4: Select the team(s) that the student will join by clicking the green arrow next to the team name. Be sure the requested team(s) match the approved team(s), then select 'Approve'.

