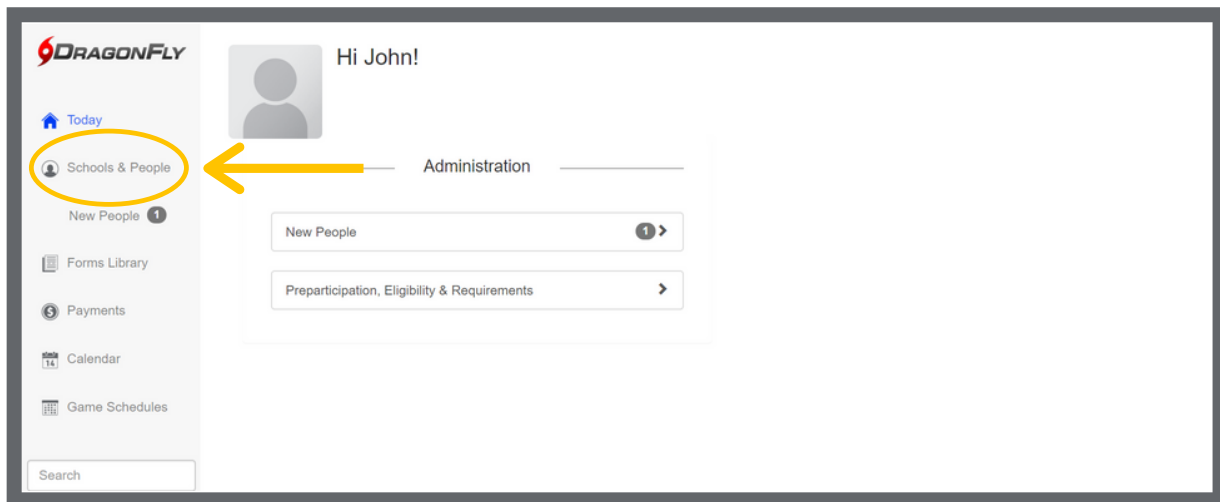




APPROVE FORMS & REQUIREMENTS

Once parents start filling out forms for your students, you'll need to review and approve each document.

Step 1: Log in to DragonFly and select 'Schools and People' from the side menu.



Step 2: When an item or document needs your approval, you'll see a red exclamation point icon in the checklist. Click on this icon.

Name	Participa	Concussi	Drug Tes	Summer E	PlayOff F	Preparticip	Physical Examination	Birth Cer	NFHS Sp
Axl Diddley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jul 07 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jesse Doe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jul 16 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cedric DragonFly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Radney Elem	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leif Erickson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travis Evans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jun 03 2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Benny Flowers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stan Games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	May 20 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Step 3: The document will open in an overlay with details on the left. Review the document, then use the buttons at the bottom to take action.

Matthew Wilson

Physical

PROFILE INFORMATION

NAME: Matthew Wilson
DATE OF BIRTH: 20 Oct 1985
CITY: West Palm Beach
STATE: FL
ORG: DragonFly High School (767RXH)

EFFECTIVE DATE

EFFECTIVE DATE:
THIS DOCUMENT WILL EXPIRE ON

NEW DOCUMENT

ELIGIBILITY STATUS

Document was
submitted on Jan 14 2020

PREPARATION, PHYSICAL EVALUATION
PHYSICAL EXAMINATION FORM

Approve Reject Approve with Comments or Corrected Date Fill Out, Upload or Select a Document Show Requirement History

When rejecting a document, it's best to provide a reason in the text box. This will help parents and students provide the correct paperwork next time.

Matthew Wilson

Birth Certificate

Rejecting Birth Certificate for Matthew Wilson

Please enter a brief comment describing to the parent or athlete why this document is not acceptable.

Name on birth certificate does not match the student's name.

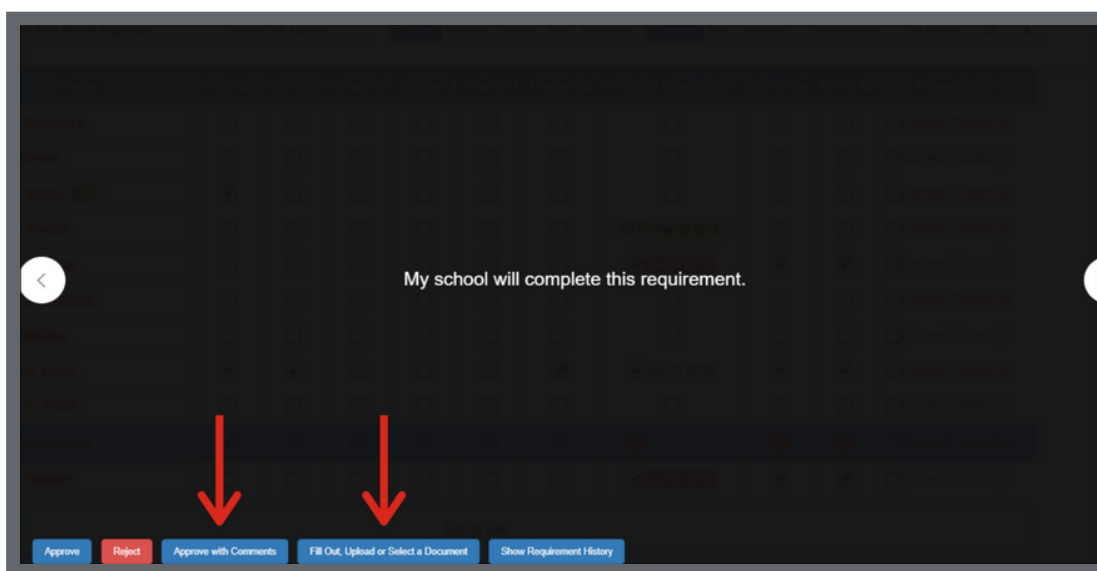
Cancel Reject

My school will complete this requirement.

Approve Reject Approve with Comments Fill Out, Upload or Select a Document Show Requirement History



Some parents may select 'My school with complete this requirement' for an item that the school is handling, like mass physicals. If you have the document on file, click 'Approve with Comments'. You can also click 'Fill Out, Upload or Select a Document' to add this item to DragonFly.



Step 4: Once you have approved pending documents, you will see completed checkboxes for these items on the eligibility checklist.

Name	Participa	Concussi	Drug Tes	Summer E	PlayOff F	Preparticip	Physical Examination	Birth Cer	NFHS Sp
Sam Shepherd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Simms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Swope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Feb 18 2019	<input type="checkbox"/>	<input type="checkbox"/>
Dizzy Vicious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Jul 09 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brandon Wallace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koa Wallace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sammy We	<input checked="" type="checkbox"/> Jan 08 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Jul 01 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rodney Wh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew Wilson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Jan 08 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>