

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.

	Hi John!
Today Schools & People	Administration
New People	New People
 Porms Library Payments 	Preparticipation, Eligibility & Requirements
Calendar	
Game Schedules	
Search	

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.

9	DragonFly High School Select Another School Hartselle, AL SCHOOL CODE 767RXH ACAD YEAR 2019 FORMS LINK http://dragonflymax.com/forms/767RXH													
People	Setup Teams Setup Eligibili	ty & Require	ments	Setup School Public Directory										
Q	Viewing: 2019 Athlete Eligibility+	Viewing	g: All Sports	•	Athletes Paret	nts Coact	nes Staff Ev	eryone Everyone New A	Approved	Create Athlete				
	Name	Participa	Concuss	i Drug Te	si Sumner E P	PlayOff F	Preparticip	Physical Examination	Birth Cer	1 NFHS Sp				
	Axl Diddley							1 Jul 07 2019						
	Jesse Doe							Jul 16 2019						
	Cedric DragonFly				Need	ls		01 2019						
	Radney Elem				Appro	val			Needs Approval	☑				
	Leif Erickson							2020	Ò					
	Travis Evans							Jun 03 2019						
	Benny Flowers			-										
0	<u>Stan Games</u>							May 20 2019						



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.



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.

latthew Wilson	Birth Certificate											
	Rejecting Birth Certificate for Matthew Wilson									×		
Total: Matthew Wilson Dati of entries 20 Oct 1996 COTY: View Have Beach Datis: Degraphing High School (VSTRO+) The schelles is not on one of your teams	Please enter a Name on birth	brief comment descri	bing to the e	parent or a	athiete why th	nis docume	nt is not acco	eptable.	Cancel	Reject		
ELIGIBILITY STATUS												
This document was submitted on Jan 14 2020 by Marcy Zehnder	<				My scł	iool will	complete	this requirement				
NEW DOCUMENT												
NEW DOCOMENT												
DOCUMENT INFORMATION												
NVME: Birth Certificate												
Startino 14 Jan 2020 List moories DATE: 14 Jan 2020 SIGNEDUPLOADED BY: Marcy												



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.

9	DragonFly High School Select Another School Hartselle, AL SCHOOL CODE 767RXH ACAD YEAR 2019 FORMS LINK http://dragonflymax.com/forms/767RXH													
People	Setup Teams Setup Eligibility & Requirements Va			Vault	Setup School Public Directory									
Q	Viewing: 2019 Athlete Eligibility+		/iewing: Baseball+		Athletes Parents		hes Staff Ev	eryone Everyone New A	Approved	Create Athlete				
	Name	Participa	Concuss	i Drug Te	si Sumner E	PlayOff F	Preparticip	Physical Examination	Birth Ce	n NFHS Sp				
0	Sam Shepherd													
	Jeff Simms													
	John Smith 👥													
	Chris Swope							12 Feb 18 2019						
	Dizzy Vicious							Jul 09 2018						
	Brandon Wallace													
	Koa Wallac													
	Sammy We Jai	n 08 20	08 2020					✔ Jul 01 2019						
	Rodney Wh		_		_									
•	Matthew Wilson							Jan 08 2020						