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How do I set up and fund my DragonFly Cash Account?

How do I set up and fund my DragonFly Cash Account?

Schools and associations that want to pay officials and game workers can add money to their cash account by ACH transfer or check.



Written by Ryan Smith. Updated over a week ago

Your DragonFly Cash Account is where your organization's money is securely stored in the platform. If you've already set up and funded your Cash Account, <u>click here for</u> <u>instructions on paying your officials and game workers.</u>

1. <u>Log in to DragonFly</u> on your computer's web browser and select '**School Funds**' or '**Organization Funds**' in the left-side menu.

Vault New People School Funds Preparticipation, Eligibility & Requirements	Constant Today Schools & People New People Forms Library	Hi John! DF# 19-7435-7929	
My Money Preparticipation, Eligibility & Requirements		New People	16 >
		Preparticipation, Eligibility & Requirements	>

2. Select 'Manage Accounts' from the top menu bar.

	Fees Manage Accounts Invoices
🏫 Today	NEW
Schools & People	Name
New People 16	🚍 Parking Passage
🗐 Forms Library	E Volleyball Spirit Pack Fee
Vault	
(School Funds	E Football Participation Fee

3. Select the 'Add New Account' button in the top-right corner.

Fees	Manage Accounts	Accounts	Invoices				
	age Accounts			_	-	\rightarrow	Add New Account
Manage	your organizational a	ccounts and pay	nent metnoas nere	2.			
You	r Credit And Debi	t Cards					
			You don	't have any saved	cards.		
Your	Bank Accounts						
	Bank Acco	unt Ending in	5247	✓ Verified			~
Your	DragonFly Cash	Accounts					
	DragonFly Hi Football Cash	-			Acct #: 5U5WR7	Payments Disal	bled \$0.00 🗸

4. Choose the **'Bank Account'** button. This will be the funding source for your DragonFly Cash Account. If you <u>funded your account by mailing a check to</u> <u>DragonFly</u>, skip to step number 7 below.

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RAGONFLY	Fees	Manage Accounts	Accounts	Invoices				
Today	Mana	Add a new	v paymer	nt method		×	A	dd New Accoui
Schools & People	Manage y			Bank Account				
New People 16	Your		~	Credit Card				
Forms Library								
Vault	Your			DragonFly Cash Account				
School Funds	Your		ł	Manual Receipts Account				
My Money				Card Reader Group				~
Calendar	Your							
Game Schedules					Cancel	Create		
Assignments		Football Lash A	Account		_	_	Payments Disabled	\$0.00 🗸

5. Complete each field with your bank account info. Be sure to select which people at your organization will have access to the account. You can give access to certain roles, like all Administrators, but we recommend giving access only to authorized individuals. Type an individual's name to select their DragonFly account and grant access. Select '**Save**' when completed.

Fees Manage Accounts Accounts Invoices	
Manage Accounts	Add bank account
Manage your organizational accounts and payment methods here.	Account Holder Personal Business
Your Credit And Debit Cards You don't ha	Account Type Checking Savings
Your Bank Accounts	Name on Account
Bank Account Ending in 6247 √ Ve	Business Name DragonFly High School
	Account Details
Your DragonFly Cash Accounts	Bank Name Regions Bank
DragonFly High School	Routing Number 000000789
Football Cash Account	Verify Routing 000000789
DragonFly High School	Number
Girl's Soccer	Account Number 10000000000
DragonFly High School	Verify Account Number
Hartselle High School General Fund	Nickname Operating Account
Visor High School	Who can use the For DragonFly High School (767RXH)
Varsity Baseball	account? Select groups allowed to use the account.
Visor High School	John Smith) × Select another individua
Visor High School General Fund	
Your Manual Receipts Accounts	Cancel Save
DragonFly High School	

DragonFly will verify that you have access to the bank account by making two microdeposits into your bank account. These deposits will occur within 24-72 hours of setup. The amounts are under a dollar each and they will appear in your bank account journal with the description '**DragonFly Athlet Amts**'.

4 SEP	Dragonfly Athlet Amts	Uncategorized	+\$0.91
4 SEP	Dragonfly Athlet Amts	Uncategorized	+\$0.71

Note: Keep in mind that the micro-deposits will be reversed and withdrawn from your account in one sum after your account has been verified.

11 SEP	Dragonfly Athlet Amts	Uncategorized	-\$1.62

6. Once you see the micro-deposits in your bank account within 24-72 hours of setup, return to your '**Manage Accounts**' screen in DragonFly where you can enter each deposit amount and verify that you have access to the bank account.

Your Bank	Accounts	
	Bank Account Ending in 6247	Waiting on micro-deposit verification
Your Bank	Accounts	
	Bank Account Ending in 6247	Waiting on micro-deposit verification
	Name on account Rachael Merritt	Enter micro-deposits
	nachael wiemu	Amount 1 0.71 2
		Amount 2 0.91
		Submit Verification
		LED .

Your Bank	Accounts		
	Bank Account Ending in 6247	✓ Verified	^
	Name on account Rachael Merritt		fied! ete Account Edit Account

7. Now that you verified your funding source, direct your attention to the '**Your DragonFly Cash Accounts**' section. A Cash Account is where you can load funds onto the platform and organize your funds by sport, team, school, or organization. <u>Click here to watch a quick explainer video and learn more</u>.

You will see a default '**General Fund**' cash account that has been provided for your organization. Select the **drop-down arrow** and '**Edit Cash Account**' button to edit the name and permissions of this cash account.

Fees M	lanage Accounts	Accounts	Invoices				
Manage	Accounts					A	dd New Account
Manage your	r organizational acc	ounts and payn	nent methods he	re.			
Your Cr	edit And Debit	Cards					
Tour or		Carus	You di	on't have any sav	ed cards.		
Your Ba	ink Accounts		100.0	in thate any sat			
			0.47	6			
-	Bank Accou	nt Ending in 6	5247	✓ Verified			~
Your Dr	agonFly Cash A	Accounts (
	DragonFly High	School					40.00
	Football Cash A	Account			Acct #: 5U5WR7	Payments Disabled	\$0.00
	The following peop	ole have access	to view the fund	s.	The following people	e can pay with the funds.	
•	Other School Admi	n at DragonFly	High School		Other School Admin	at DragonFly High Schoo	ol
					Edit Cash Account	Delete Football Cash	Account
							Account

8. Select '**Yes**' to enable your cash account as a payment source. Be sure to add which individuals and/or roles at your organization will have access to both view and

pay with the cash account. Once finished select the 'Save' button.

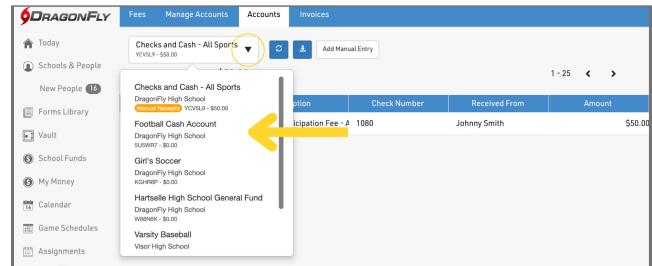
		A accounts	Edit Hartse	lle High School General Fun	d	×
 Schools & People 	Manage Accounts		Owner			
New People 16				DragonFly High School	~	
Forms Library		DragonFly High School Hartselle High School Ge	Name	Hartselle High School General Fund		
Vault	The fe	bllowing people have access	Who can view this account?	For DragonFly High School (767RXH)	-	
School Funds		School Admin, Coach, Athle		Search individuals		
My Money Image: Calendar	Schoo		Enable as a	Yes No		
Game Schedules			payment source?			
Assignments		Visor High School	Who can pay with this account?	For DragonFly High School (767RXH) Administration , Coach	•	
Cards & Events		Varsity Baseball	account.	John Smith × Select another individua		I
Search		Visor High School	Who can pay with this	For DragonFly High School (767RXH)		
JOHN SMITH DF# 19-7435-7929		Visor High School Genera	account?	Administration, Coach John Smith × Select another individua	•	
	Your Ma	nual Receipts Account				_
		DragonFly High School Checks and Cash - All Spr	uuu		Cancel	Save

You will now need to preload your cash account with funds by either ACH transfer from your bank account, or by <u>mailing a check to DragonFly</u>. **Both funding methods are free.**

9. To fund your cash account by ACH transfer, select **Accounts** in the blue menu at the top of the screen.

Fees Manage Accounts Invoices	
Manage Accounts Manage your organizational accounts d payment methods here.	Add New Account
Your Credit And Debit Card	
You don't have any saved cards.	
Your Bank Accounts	
■ Bank Account Ending in 6247 Verified	~

10. Select the **drop-down menu** to choose which cash account you want to view and fund. Once you select your cash account, you will see your available balance and a journal of all transactions.



11. Select the 'Transfer Funds' button in the top-right corner of your cash account.

	Fees M	lanage Accounts	Accounts Invo	ces				
Today		Football Cash Account						
Schools & People New People 16	AVAILABLE BALANCE: \$0.00 PENDING BALANCE: \$0.00						< >	
Forms Library	Date	Status	Description	Amount	Fee		Net	
Vault	No payment history.							
School Funds								

12. Select the funding source for your transfer and complete each additional field before selecting the '**Next**' button.

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1 - 25 < >
Balance

13. Review the transfer summary and then select the '**Transfer**' and '**Confirm**' buttons to submit the funds transfer to your DragonFly Cash Account.

CE: \$0.00		Proceed with Transfer?	
NCE: \$36 ,	Transfe	Are you sure you want to transfer \$5000.00 to AHSAA General Fund?	
ext	Transfe	2 Confirm Cancel	Transf
	From To	Alabama High School Athletic Association General Fund AHSAA General Fund	
P	Total:	\$5000.00).00
В).00
B			0.00
P			0.00
P).00
Te).00
P	Back	Transfer \$5000.00	0.00
D).00

12. To fund your cash account by check, **mail your check** to DragonFly Athletics, P.O. Box 1153, Hartselle, AL 35640. **Be sure to include <u>the funding sheet</u>**. If you need a copy of DragonFly's W-9, <u>click here</u>.

Did this answer your question?





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