

## **RCA Athletic Paperwork and DragonflyMax**

1. All Athletes, and potential athletes, must be enrolled on DragonFlyMax to participate in RCA Athletics. DragonflyMax is the program RCA uses to process all required athletic paperwork. You can create your account online. There are instructions below to help you create your account. I have also created a 3 part video series to help you create your account, add your child, and how to upload your required paperwork. You can access those videos by clicking the links provided. NOTE: It is HIGHLY RECOMMENDED that you use a laptop or desktop browser to get onto DragonflyMax instead of your phone. It is more user friendly.

2. All forms turned in before April 1st in a given year will expire on May 31 of that year. Athletes will not be eligible to attend any practices, games, and/or strength and conditioning after May 31 until all required paperwork has been turned into and approved on DragonflyMax. All forms turned in after April 1st in a given year are good until May 31 of the next school year. The exception to this is physicals. Physicals are good for one year, or for the entire next school year if received after April 1st. (Examples: Physicals turned in on Aug. 20, 2023 are good until Aug. 19, 2024/ Physicals turned in on April 12th, 2024 are good until May 31, 2025).

3. All required documents and/or forms must be filled out on DragonflyMax. Pictures can be uploaded for some of the requirements as well. The only exception to this is the physical which must be printed out and filled out by a medical professional and then uploaded to DragonflyMax. A PDF of the Athletic Physical is available online. Directions to do the paperwork is in the links provided. If you require assistance in getting the paperwork uploaded do not hesitate to contact the Athletic Director.

If you have any questions or concerns please do not hesitate to email me at [athletic.director@rcaknights.org](mailto:athletic.director@rcaknights.org).

## **Instructions for Dragonfly Max**

1. Visit dragonflymax.com and click the 'Log In/Sign Up' button.
2. Click 'Sign Up for Free' then follow the prompts to create your Parent account with your own email address. NOTE: please do not create an account with your child's name or contact information — you will get the chance to add your child soon.
3. Verify your account with the verification ID sent to your email address.
4. Click 'Connect to your school' to select 'Parent' as your role and search for your child's school.
5. After selecting your child's school, click 'Join' to request access. An administrator at your school will approve your request.
6. Click 'Set up your children' and follow the prompts to add your kid(s) and fill out their participation forms.
7. You can access and upload documents via your phone's browser but it is more user friendly to use a browser on a laptop or desktop.

### **VIDEO HELPS**

[How to create a parent account on Dragonfly and add your child](#)

[How to navigate your dragonfly account and submit your paperwork](#)

[How to submit your child's physical](#)