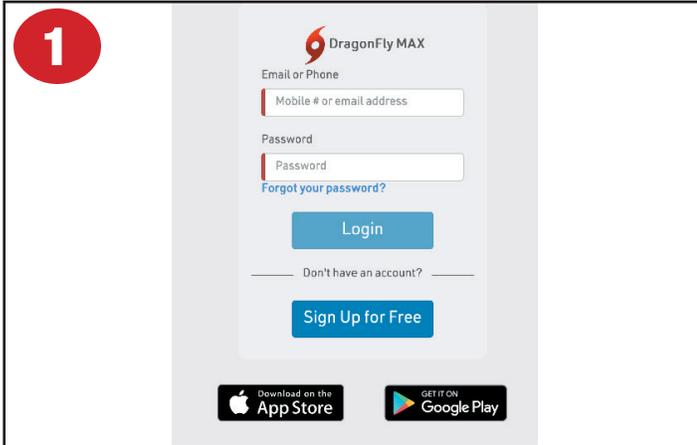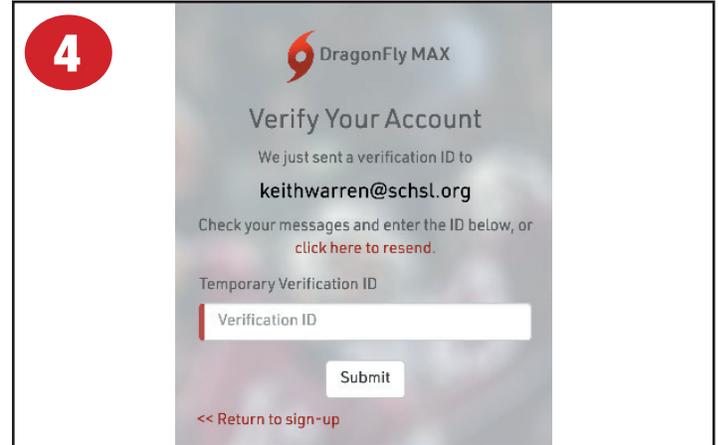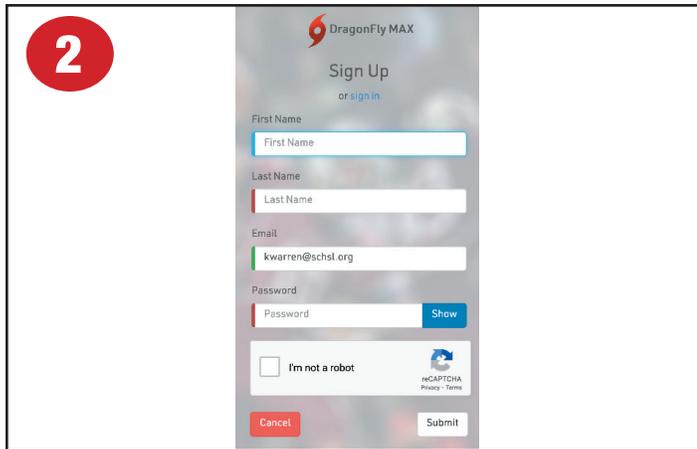# Getting Started with DragonFly
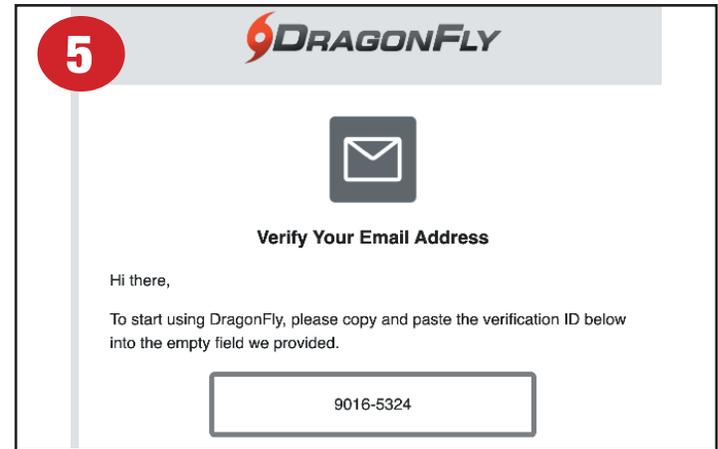
1

To create an account in DragonFly, open your web browser on your computer and go to https://www.dragonflymax.com. Click the Login/Sign Up button. Click Sign Up for Free

2

Complete the Sign Up form by entering the information requested. Click I'm not a robot. Click Submit.

3

DragonFly wants to make sure that people creating accounts use their own name, not the names of their children. Click It's Me.
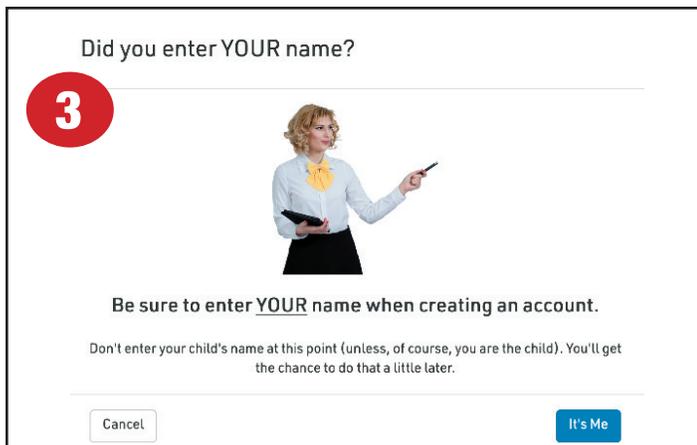
4

To make sure you are the owner of the email account you used when signing up, a code will be sent to your email address. Open your email and look for an email from DragonFly.
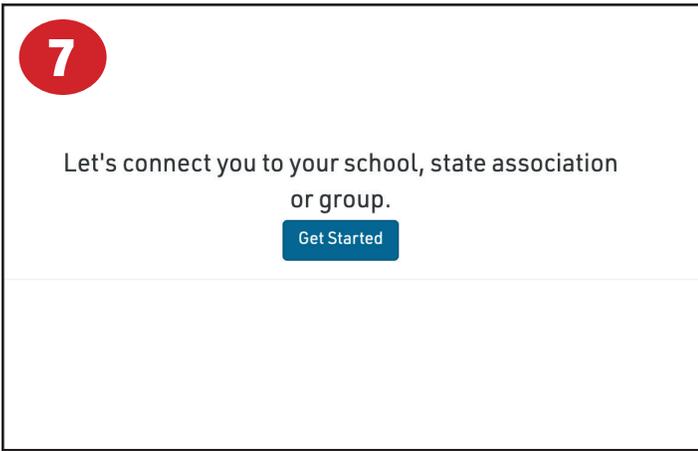
5

Copy the code from the email sent from DragonFly, then enter it in the appropriate field on the DragonFly page. It will be labeled "Verification ID."
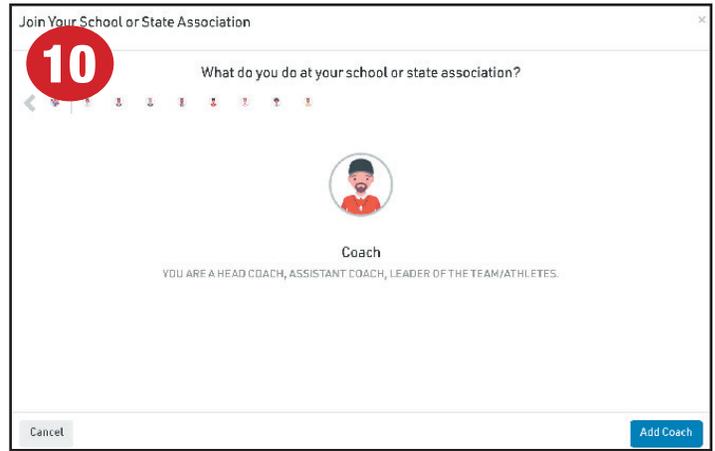
6

You will need to agree to the terms of service to continue.

7

Let's connect you to your school, state association or group.

Get Started

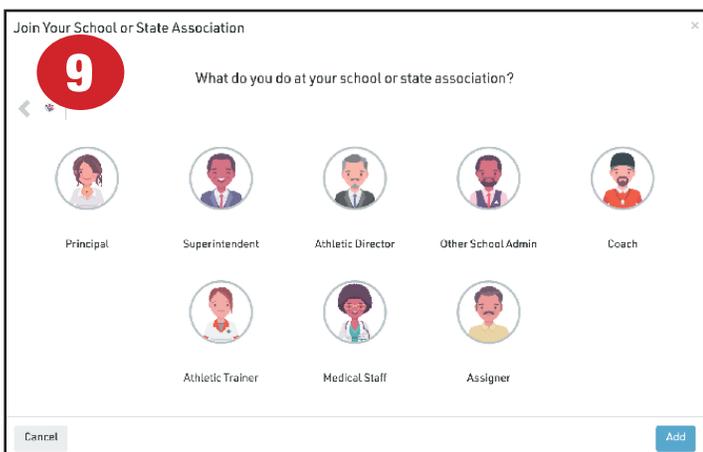Part 1 of the signup is now complete. In step 2, you will need to connect to your school. Click Get Started.

10

Join Your School or State Association

What do you do at your school or state association?

Coach

YOU ARE A HEAD COACH, ASSISTANT COACH, LEADER OF THE TEAM/ATHLETES.

Cancel   Add Coach

After you have made your selection, you can confirm it by clicking on the Add Coach (or other staff) button.

8

Add Another School

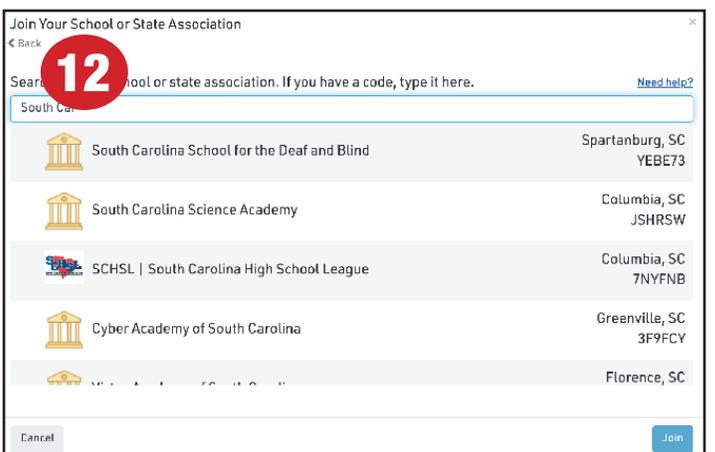What do you do at your school or state association?

Athlete   Parent   Staff   Official   Other School Role

Cancel   Add

You will need to select your role at the school. If you are a coach, or administrator, select Staff.

11

Join Your School or State Association

Back   Pick your state.

Ohio   Oklahoma   Oregon   Pennsylvania

Rhode Island   ✓South Carolina   South Dakota   Tennessee

Texas   Utah   Vermont   Virginia

Cancel   Pick South Carolina

Select South Carolina in the State window.

9

Join Your School or State Association

What do you do at your school or state association?

Principal   Superintendent   Athletic Director   Other School Admin   Coach

Athletic Trainer   Medical Staff   Assigner

Cancel   Add

Then click on the appropriate icon. It should match your primary job function at the school.

12

Join Your School or State Association

Back

Search   hool or state association. If you have a code, type it here.   Need help?

South Ca

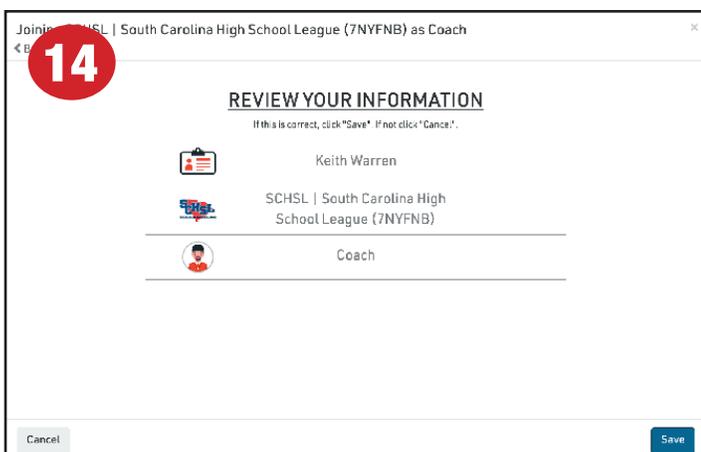|		
🏛	South Carolina School for the Deaf and Blind	Spartanburg, SC YEBE73
🏛	South Carolina Science Academy	Columbia, SC JSHRSW
SCHSL	SCHSL	South Carolina High School League	Columbia, SC 7NYFNB
🏛	Cyber Academy of South Carolina	Greenville, SC 3F9FCY
🏛		Florence, SC

Cancel   Join

You will then need to select your school. In the search field, start typing the name of your school. Possible matches will appear in the list below. You can keep typing until your school appears.
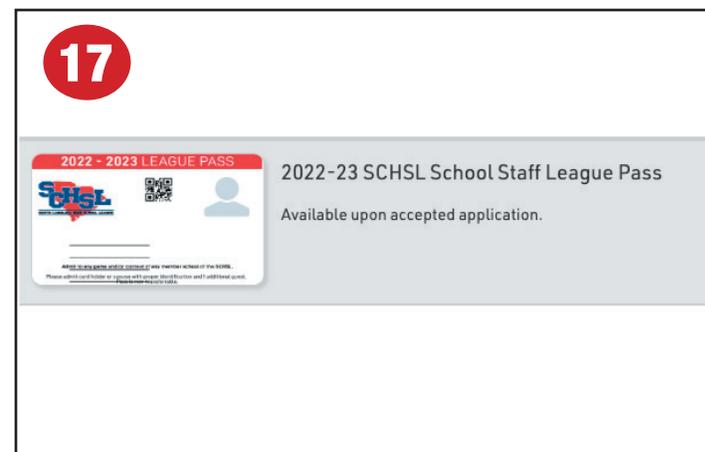
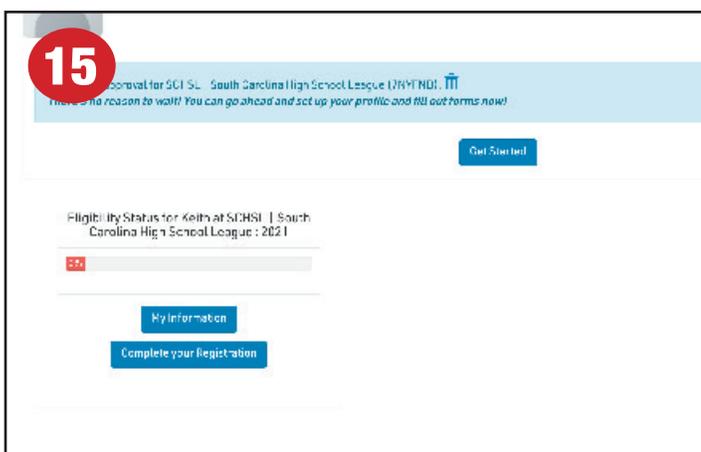When your school appears, select the school name.

On the Today page, you will see a dotted line box with the label Request A Card. Click the Request A Card icon to start the application for a League Pass.
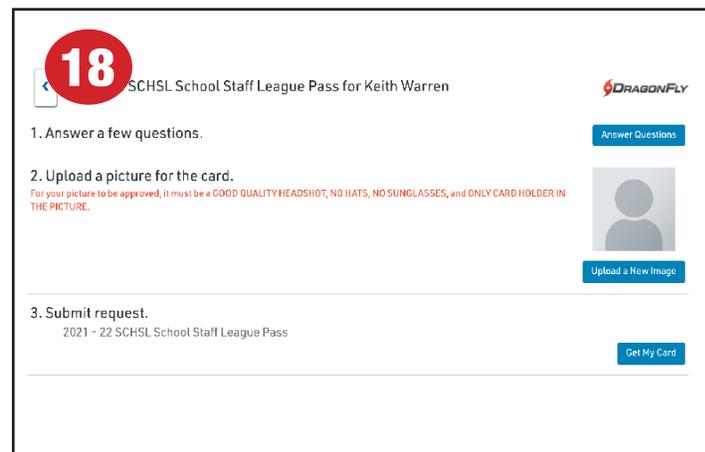

Then review the information and click Save if it is correct.

Select the 2022-23 SCHSL School Staff League Pass option.

Your school will have to approve your request to join the school. You can however, request the pass while waiting on the approval.

You will need to fill out the form and upload a photo of yourself. Click the Answer Questions button to open the form.
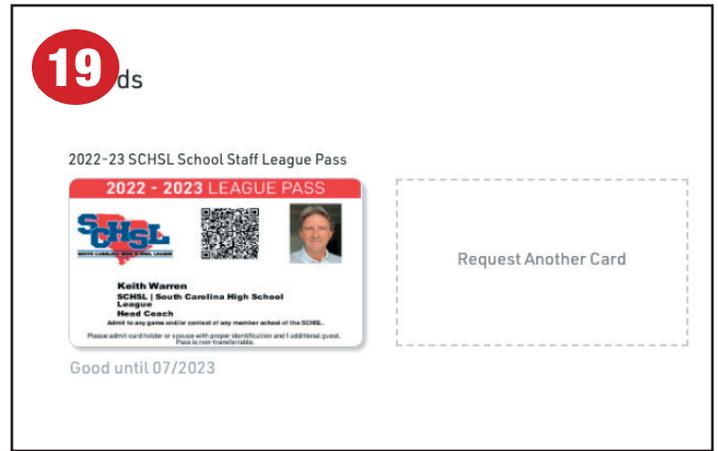
Fill in all of the fields on the page that appears. You will need to search for *your* school near the bottom of the form. When finished. Click Sign & Complete.
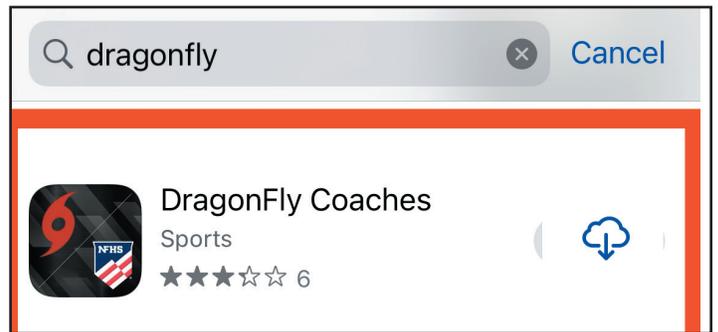

You will then need to upload a photo of yourself. This should be a current photo that is cropped tightly around your face. Upload it using one of the two methods provided.

When complete, you will get a notification. Download the DragonFly app to your iPhone or Android phone to receive the pass. **Your school must approve the pass.**

You will see a representation of the pass on your today page. It should be watermarked PENDING. When approved, the watermark will be removed.

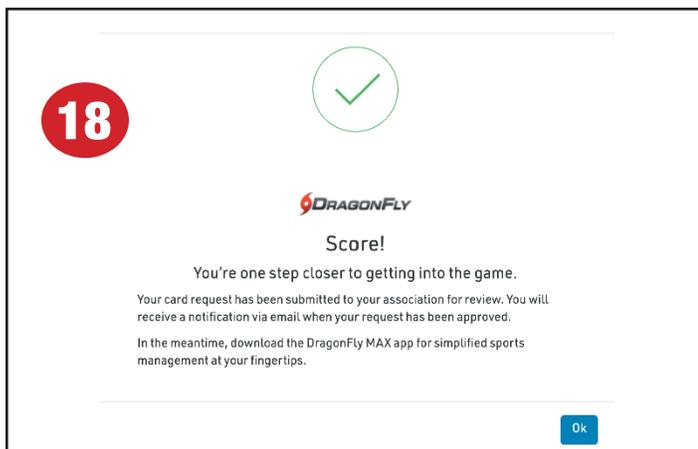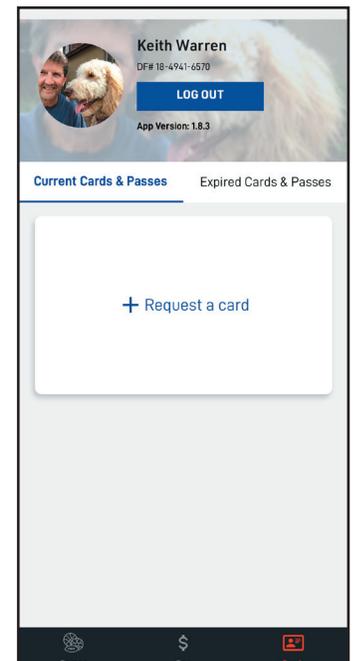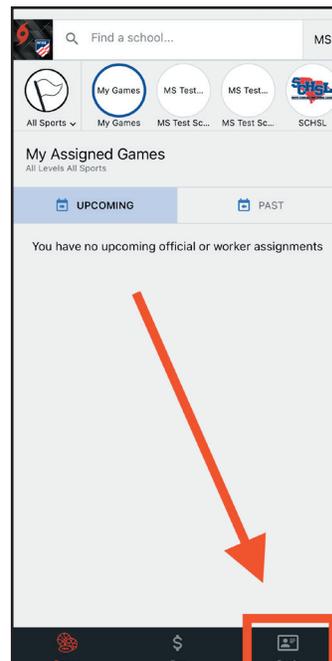
You can request the card using the new DragonFly Coaches app. Download from the app store for iOS and Android. You can also apply for the pass using this app, if you already have a DragonFly account.

To view the pass, you will need to open the DragonFly app on your smartphone. Look at the bottom of the screen and click on the Cards link. The pass will then appear. You can rotate the screen horizontally to fill the screen. New This Year is the ability to validate the pass by swiping the pass.