

Northgate Athletic Paperwork

is Digital with



Coweta County require all athletes to have a full physical packet on file with the school before they condition, tryout, practice, or compete with a sports team. A **“FULL” physical packet consists of a complete Physical, notarized CCSS Authorization Form, and 6 participation forms (3 CCSS Forms & 3 GHSA Forms) found on Dragonfly ONLY.** To help make this easier for parents and coaches, East Coweta is utilizing DragonFly MAX to help ensure our athletes are healthy and ready to participate in athletic competition.


Follow the steps below to get started using DragonFly MAX.

Parents new to Northgate Athletic Paperwork/Dragonfly - A -.

Parents needing to update Northgate Athletic Paperwork for the new school year - B -.

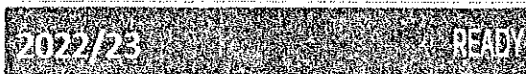
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Parents New to Northgate Athletic Paperwork and Dragonfly

1. Download the DragonFly MAX app  from the App Store or Google Play.
 - To do this on your computer, visit www.dragonflymax.com.




2. Tap “Get Started” and “Sign Up for Free” then follow the prompts to create your **Parent Account** with your email address or phone number.
 - 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. Tap “Connect to your school” to select “Parent” as your role and search for the school by school name or by entering the Northgate School Code OC2ZG9.
5. Tap “Join” to request access. An administrator from the athletic department will approve your request.
6. Click “Set up your children” and follow the prompts to create your child’s profile.
7. Complete his/her participation forms electronically and upload the complete physical and both sides of the notarized CCSS Authorization Form.
 - Bring your Complete Physicals and CCSS Authorization Forms to the Athletic Office or Front Office and the Athletic Department will upload them for you.
 - **DO NOT GIVE YOUR PHYSICAL OR AUTHORIZATION FORM TO THE COACH!**
8. When you are finished, you will see a Green “Ready” Bar or a Red “Not Ready - %” Bar. If your paperwork is “Not Ready”, tap on the bar to finish.



9. After completing your child’s forms, you can review his/her profile OR add another child.

Parents needing to update Northgate Athletic Paperwork for the new school year.

1. Log into your DragonFly account on the DragonFly MAX app .
 - a. To do this on your computer, visit www.dragonflymax.com.
2. Click "View Details"
3. Tap "Get Started" in the Prep for 2022-23 box.
4. If your mailing address, insurance information, or Emergency Contact has changed. Please update that information by clicking on the Update Medical & Demographic info for 2022-32.
5. Upload both sides of a new CCSS Authorization Form signed after April 1, 2022.
 - a. Bring your Complete CCSS Authorization Forms to the Athletic Office or Front Office and the Athletic Department will upload it for you.
 - b. **DO NOT GIVE YOUR AUTHORIZATION FORM TO THE COACH!**
6. Complete his/her participation forms electronically.
7. Upload updated physical if you have one.
 - a. Bring your Complete Physicals to the Athletic Office or Front Office and the Athletic Department will upload them for you.
 - b. **DO NOT GIVE YOUR PHYSICAL TO THE COACH!**
8. When you are finished, you will see a Green "Ready" Bar or a Red "Not Ready -%" Bar. If your paperwork is "Not Ready", tap on the bar to finish.



If you have any questions, please call the school at

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