

This is a 20 minute (or less) process. Please follow these instructions.

1. Go to dragonflymax.com
2. Scroll to the bottom of the page and click “DO MY FORMS.”
3. Click “CREATE YOUR ACCOUNT & COMPLETE FORMS.”
4. Click “Sign up for Free.”
5. Enter your name (parent name) and use your cell phone number. Email gets lost in a lot of filters.
6. For your password, we encourage you to use: Oms1234!
7. You will have to accept the terms of service.
8. The school code is: WU5N5F
9. Click “Add a Child” to begin.
10. The school code is: WU5N5F
11. Click all the sports your child intends to play and submit.
12. Under your child’s name, click “Submit Paperwork.”
13. The first thing you will have to do is “Update Medical & Demographic Info for 2018-19.” This will require an insurance card.
14. As you answer each question, the numbers in the red boxes at the top will decrease. When they have counted down completely, go to the next section.
15. You only have to answer required questions (Not immunization/vaccination questions)
16. Then complete each step in order.
17. You will do everything EXCEPT Physical Examination, Birth Certificate, and NFHS Sportsmanship Certificate.