

Dear Parents:

I have put together instructions and pictures of what to look for when uploading sports physicals to Dragonfly. There are a few consistent problems that I am seeing and I hope these instructions will help clarify some of those problems.

First, please know that the sports physical has 2 sides: the front side is the PREPARTICIPATION PHYSICAL EVALUATION FORM and the back is the actual SPORTS PHYSICAL EXAMINATION. Please make sure that on the front of the evaluation form that there is a date in the top right corner and that the athlete and parent have both signed/dated the bottom of the form.

Second, when you log into Dragonfly, you will come to your athlete's profile; click on your players name to continue to complete their eligibility.

Third, there are 2 SEPARATE BUTTONS to upload the sport's physical; one button is labeled 'Preparticipation Physical Evaluation Form' (front of physical form) and the second button is labeled 'Sports Physical Examination' (the back of the physical form). You will click each button and upload the respective page. Once that happens, I will typically receive a notification that there are 'New Documents Pending' and I will click on your athlete's name and approve the documents if they are uploaded under the correct title and there are signatures/dates in the proper places.

I hope this helps! If you are still confused, please don't hesitate to email me with your questions!

GO SAINTS!

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