



Spirit of Atlanta uses a software platform called DragonFly MAX to maintain records and information used by our medical team to ensure all members receive the best possible care at all times. This application is HIPAA compliant and safely secures your medical information.

DragonFly MAX is offered as a website you can access via computer or tablet. There is also a free DragonFly app for iPhone and Android if you prefer. Please note that some of the information/forms cannot be filled out on your phone and require you to use a computer or tablet.

Please follow the steps below to access your account:

1. Visit [DragonFlyMAX.com](https://DragonFlyMAX.com).
2. Click "Login/Sign-Up" at top of the screen.
3. Type in your e-mail address or phone number (whatever you originally used to create the account) and password.

*Can't remember your password? Click, "Forgot Your Password" to reset it.*

You will need to fill out the following 3 things:

-Medical Demographic Information for 2020-2021

-2021 Health History Form

-2021 Pre-Participation Physical

Start with your Medical Demographic Information at the top of your dashboard. This should all be completed and filled in from last season. Everything marked with a red asterisk next to it is required information. Please review and update your address, phone number, emergency contacts, INSURANCE CARD WITH PICTURES, medications, and health history questions).

See below for FAQ's regarding the demographic section:

**What should I enter as my grad year?** The year you age out from drum corps.

**Who should I put as my emergency contact?** You must have at least one emergency contact. We recommend putting in 2 in case we cannot reach the first one. Please enter information for a parent/guardian.

**Do I have to submit an insurance card?** YES! Health insurance is required to participate in Spirit of Atlanta Drum and Bugle Corps. You must type in your

## Dragonfly Instructions for Returning Members

insurance information and also upload a picture of the front and back of your insurance card. Make sure the pictures are in good lighting, do not show glare, and include all information on the card. If you do not have insurance, contact Jenna immediately ([jchinburg@spiritdrumcorps.org](mailto:jchinburg@spiritdrumcorps.org)). She will assist you in finding options to apply for temporary health insurance for the summer.

**Do I have to fill out the medical questions in the demographic section even though I filled out the Health History form?** Yes, DragonFly MAX requires all of the general medical questions (general info, heart health, bone and joint, and medical questions) to be filled out prior to letting you move forward with the rest of the forms. We understand some of these questions are redundant, but cannot alter these pre-set demographic requirements.

**Where do I upload my physical once I have it signed by my doctor?** Please DO NOT upload your physical form in the demographic section where it says “Physical Form – Optional”. We want the physicals uploaded in the forms section under the title “2021 Pre-Participation Physical.” Once you click on that, it will prompt you to attach a form.

**Do I have to upload my birth certificate?** No, we do not need your birth certificate.

**Do I have to submit my immunization records?** No, this is not required, however, it is helpful for our team to have this information if available. We understand not everyone has access to these records or has not been immunized.

\*\*\*Once you're done with your Medical Demographic information, you can move forward with uploading your forms.\*\*\*

Under “Things to Do For You at Spirit of Atlanta,” there will be a circle with a % that says “Prep for 2021-22.” Click “Get Started.”

You will see a status of completion for Medical Demographic Information (not done, incomplete, complete – this should be green and say “complete.”)

Now, you can fill out the 2021 Health History Form. This must be filled out and signed by your parent/guardian if you are under the age of 18. When you click on the form, you have 3 options: Fill Out Electronically, Upload the Document, Print a Blank Copy. Choose which option you prefer. Click Fill Out Electronically to type your answers directly into the form. Or print a blank copy, handwrite your answers, and upload.

Finally, upload the 2021 Pre-Participation Physical. Remember, this exact form must be printed and brought with you to the doctor's office and the form must be signed by a doctor (MD or DO). We prefer that you print the physical form sent via e-mail instead of the one uploaded in DragonFly due to formatting.

## **Dragonfly Instructions for Returning Members**

Once all your forms are uploaded, the Spirit of Atlanta medical team will review your information and reach out to you with any questions or concerns. If we do not feel as though you are medically fit to participate, we will contact you. If we believe additional work-up is necessary based on the information provided and/or based on the doctor's recommendations from your physical, we will let you know what additional steps are required prior to the start move-ins.

If you have any questions or have difficulty with DragonFly, reach out to Jenna Chinburg, Medical Program Manager. ([jchinburg@spiritdrumcorps.org](mailto:jchinburg@spiritdrumcorps.org))