

Erin Tidwell

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Helpful Hints:

- Complete dragonfly documents on a computer vs. a desktop. The app is not user friendly nor is the interface of the website from a phone.
- Use an email that is frequently used and one that parents have access to. Compliance documents should be completed with parents, not by the student athlete alone.
- Reach out if you have questions, Dragonfly can be daunting and unfriendly for someone who does not use the interface everyday. Please don't hesitate to ask questions.
- No paper copies are permitted. If you are unsure or are having difficulty uploading the documents, please email the documents to etidwell@cullmancats.net
- If you are a middle school athlete and are going to be part of a high school team (ex. track, cross country, swim and dive, etc.) please only connect yourself to the middle school, Mrs. Tidwell will connect you to the Cullman High School and the appropriate sport.
- Work in the school year that your child is currently in, for example for the remainder of the school year please use the **2023-2024** portal. For next year, please use the 2024-2025 portal.
- Each January the athletic department brings in doctors from our community to perform the physical exam needed for participating in athletics. The date for the next physical is January 29, 2025. As the date approaches, there will be more information released but feel free to mark your calendars.

Step 1: As a parent please complete the following ***with*** your student athlete:

- Go to Dragonflymax.com
- Click "Login/Sign-Up" at the top of the screen.
- Click "Sign Up for Free" and click the appropriate information as you are prompted.
- When you are prompted to enter a school, type Cullman High School in the search bar or you may use the code: **TFSFKZ**
- When you are prompted to select a sport scroll to the bottom and select the following for teams. Please do not choose the team your athlete is trying out for, only choose this.
 - o **CHS Athlete**
 - o **Middle School Tryout**
- Click Save.
- You now have an account in Dragonfly! Keep going to step 2.

Step 2: Fill out forms for tryouts. The three documents required for tryouts are: Physical Examination, concussion information, and participant agreement. All other documents will be required if your student-athlete makes the team.

Click “Fill Out Forms.”

- Fill out the medical demographic information tab, as well as the other following tabs: Insurance, General Info, Heart Health, Bone and Joint, Medical Questions
- Click your 2023-2024 progress ring. Then read and electronically sign the following documents:
 - **Concussion Information form**
 - **Participant Agreement, Consent, Release form.**
- Physical Examination—A current physical completed by a doctor on the approved AHSAA physical form. Once completed, upload to your Dragonfly account. The front side of the physical goes in the Preparticipation Physical Form slot. The back side goes in the Physical Examination slot.
 - If you are unable to upload the physical or are having trouble please email your form to etidwell@cullmancats.net
- Stop here until you know if your student-athlete has made the team.

Step 3: If your student athlete makes the team, the remainder of the forms must be completed in Dragonfly.

- The links to the forms are in dragonfly and will take you to the information/courses that you will need.

Step 4: Wait

- If your student-athlete makes the team and you have completed your forms in dragonfly. You are done! Your coach will reach out to you if there is anything else you may need to complete or if additional information is required.