

GEORGIA LOCAL ASSOCIATION STAFF REGISTRATION

Follow these step-by-step instructions to register as a staff member and official on your computer's web browser.

Step 1: Visit <u>dragonflymax.com/officials</u> and click the 'Log In' button.



Step 2: Enter your first name, last name, email address and password, then click 'Submit' to create your free account. Check your email for a verification code, then enter that code on the next screen.





Step 3: After accepting the Terms of Service, you will land on the 'Today' page. Click on the 'Get Started' button in the center of your screen.

	Hi John!
🏫 Today	
Calendar	Let's connect you to your school, state association or group. Get Started
JOHN THOMPSON	

Step 4: Select 'Staff' and then 'Other School Admin' before clicking the 'Add Other Admin' button in the bottom-right corner.

9 Drag	Join Your School or State Association	
🏫 Today	What do you do at your school or state association?	
14 Calenda		
JOHN THO	Athlete Parent Staff Official	

 Control of the second se	Add Another School What do you do at your school or state association? What do you do at your school or state association? Athletic Directs Other School Admin Coach Athletic Trainer Medical Staff
RACHAEL MERRITT	Cancel



Step 5: Type the name of your local or regional association in the search bar, then click on your association from the list. Then select the 'Join' button in the bottom right corner.

	Add Another School	×
GDRAGONFLY	Search for your school or state association. If you have a code, type it here.	Need help2
Y Today	Southern Eagle Baseball Assn. (Baseball)	GA, GA GNG72S
Schools & People	Southern Eagle Basketball Association (Basketball)	GA, GA R23ZEL
Forms Library	Southern Eagle Football Association (Football)	GA, GA S6R6WB
Payments	Southern Eagle Softball Association (Softball)	GA, GA BWLDKQ
Game Schedules	I can't find my organization	
earch	Cancel	Join
RACHAFL MERRITT		

Step 6: Review your information and if correct, click 'Save'. If you're the first person to join your association on the platform, DragonFly will verify your identity. If you're not the first person, you will see a list of people at your association who can approve your request.

CENTER FOR	Joining Southern Eagle Football Association (Football) (S6R6WB) as Other School Admin	×
	REVIEW YOUR INFORMATION	
🏠 Today	Rachael Merritt	
Schools & People	Southern Eagle Football Association (Football) (S6R6WB)	
New People 3	Other School Admin	
Forms Library		
S Payments		
14 Calendar		
Game Schedules	Cancel	Save



Step 7: Now that you're connected to your local association as a staff member, you will need to add the 'Contest Official' role to your account. To do this, click on your name in the left-side menu, then select 'My Info' from the drop-down menu.

	Hi John!
🏫 Today	
Calenda -	
My Info	
Change Password	
Sign Out	

Step 8: Select the 'Connect to School or Association' button in the top right corner.

- - -

NFHS	C John Thompson	+ Connect To School Or Association
CENTER FOR OFFICIALS SERVICES	Get Ready Vault	
Today Calendar Calendar	AOA Arkansas Officials Association 2202 AHSAA - Alabama High School Athletic Association 2020 FB703 - Decatur (Football) 2020 MOA - Montana Officials Association 2020 Pool: Anaconda 2020 Baseball, Football, Soccer, UNK Contact Info John Annie Thompson BRUBE anniethompson@email.com 4796559053	
	AOA Arkansas Officials Association C9CMTL	



Step 9: Select 'Official', then click the 'Add Contest Official' button.

R FOR SERVICES	Add Another School What do you do Athlete	Parent
		What do you do at your school or state association?

. . .

Step 10: Search for 'Georgia High School Association' and highlight this organization from the list. Then click the 'Join' button.

ENTER FOR IALS SERVICES	Search for the association where you officiate. If you have a code, type it here.	Need help?	
RAGONF.	Georgia		
day	GHSA - Georgia High School Association	Thomaston, GA RXNNV2	
lendar	I can't find my organization		
IN THOMPSON			
IN THOMPSON			



Step 11: Select all of the sports you officiate from the list, then click 'Add'.



Step 12: Search for and choose your local associations for each sport and click the 'Add' button.

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Step 13: Review your selections and if everything is correct, click the 'Save' button. If you need to make a change, click the 'Cancel' button.

Join	ing GHSA - Georgia High School Association (RXNNV2) as Contest Official	
	REVIEW YOUR INFORMATION *	
	John Thompson	
	GHSA - Georgia High School Association (RXNNV2)	
	Atlanta Area Basketball (Basketball) 3JSMSF	
IPSON	Atlanta Peachstate Football (Football) LBATPX	
	Contest Official	
	Basketball	
	Football	
Car	Save	

Step 14: You will be redirected to your profile page, where you will see a progress bar for your Official's Registration with the GHSA. To complete your registration, click the red 'Get Started' button.





Step 15: Complete the requirements and fees in your registration checklist. When you have submitted all items, your progress bar will turn green and show that you're 100% complete.

NFHS	C Save & Finish Later	John Thompson	25 Review
CENTER FOR OFFICIALS SERVICES		1 OUT OF 2 COMPLETED	
		50%	
🎓 Today		GHSA - Georgia High School Association [2020-2021] Complete the following steps to be eligible to officiate : Basketball Football	
Lalendar			ADD / CHANGE SPORTS
	VPDATE DEMOGRAPHIC INFO FOR 2020-2021		DONE
JOHN THOMPSON	PAY GHSA - GEORGIA HIGH SCHOOL ASSOCIATION F	EES	
	ALL SPORTS - OFFICIALS REGISTRATION FEE ALL SPORTS - OFFICIALS PASS (OPTIONAL)	\$32.00 \$15.00	PAYNOW
l			

For additional tutorials on viewing your officials and assigning games, visit <u>DragonFly Academy for Local Associations</u>.

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