

DELAWARE OFFICIALS: GET STARTED

Follow these instructions to register with the DIAA and your local officials association.

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

.



Step 2: Select 'Sign Up for Free' and then enter your first name, last name, email address and password. 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 reviewing and accepting the Terms of Service, you will land on the 'Today' page where you can click the 'Get Started' button to connect to your state and local associations.

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

Step 4: Select 'Official' and then select all roles that apply to you: contest official, assigner and clock operator.

Join Your School or St	ate Association				×	
	What do you do	o at your school or state a	ssociation?			
Athlete	Parent	Staff	Official	Event Worker or Volunteer		
lenda -ev orev	< u	What do you do a	t your school or s	state association?		
			9			- 11
		Clock Operator	Assigner	Contest Official		
	Cancel					Add





Join DIAA | Delaware Interscholastic Athletic Association

Cancel



Step 7: Choose all of your sports from the list. When you have selected a sport, you will see a green checkmark and it will be added to the list at the bottom of the window. Then click the 'Add Sports' button.

	Choose your	sports and activities. Sele	t all that apply.	
	\bigcirc	۲	\bigcirc	
	Baseball	Basketball	Field Hockey	
	\bigcirc			
	Football	Golf	Lacrosse	
		٢		
	Soccer	Softball	Swimming	
		Football		
Cancel				Add Football

Step 8: Search for and choose your local association(s) for each sport.

Back	
Search for your local association or group for Football Why?	Need he
E.g. Decatur Football Alliance	
V 🏥 Delaware Local Association (Football)	Dover, DE 9MAG9
Delaware Local Association (Football) X	



Step 9: Review your information. If everything is correct, click the 'Save' button. If you need to make a change, select the 'Back' button.

REVIEW YOUR INFORMATION If this is correct, cilck "Save". If not cilck "Cancel".	
John DragonFlyTest	
DIAA Delaware Interscholastic Athletic Association (XLMV2Q)	
Delaware Local Association (Football) 9MAG9T	
Contest Official	
Football	

Step 10: You will be redirected to your 'Today' page. Select the 'Complete your Registration' button.





Step 11: You will now see your registration checklist, which shows you a progress bar and each item you need to complete to be eligible to officiate for the school year. Select the buttons to the right of each item to start.

9DragonFly	≺ Save & Finish Later	John DragonFlyTest	\$\$Review
Today		0 OUT OF 4 COMPLETED	
JOHN DRAGONFLYTEST	0%	DIAA Delaware Interscholastic Athletic Association [2020-2021]	
		Complete the following steps to be eligible to officiate : Football	ADD / CHANGE SPORTS
	UPDATE DEMOGRAPHIC II	NFO FOR 2020-2021	START
	NFHS CONCUSSION IN SPO	ORTS COURSE CERTIFICATE	START
	DELAWARE 2020 FOOTBAL REQUIRED FOR FOOTBALL	LL RULES EXAM - PART 1	NOT DONE
	DELAWARE 2020 FOOTBAI REQUIRED FOR FOOTBALL	LL MECHANICS EXAM - 4 GAME OFFICIALS	IOT DONE (OPTIONAL)

Step 12: If you need to upload a sports certificate, first visit the link to the course in the overlay window. Once you are finished with the course, select 'Upload the Document' and select the file from your computer or mobile device.

loday	NPH3 (concussion in Sports Course Certificate	
		This user has not filled this document	
	0%	i Not Done	
OHN DRÁGONFLYTERT			
	_		20-2021]
	_		init
	_		ADD / CHANGE SPORTS
	100.17		CTATT
	UPDAL		START
	NFHS (START
	DELAW	HS Concussion in Sports Course Certificate NOT TO BE COMPLETED AS AN	NOT DONE
	REQUE	CTRONIC FORM Please upload your certificate after the completion of the NFHS Concussion in Sport Course. You can find the course at:	NULDUNE
	REQUIR	https://nfhslearn.com/courses/61151/concussion-in-sports	NOT DONE (OPTIONAL)
	DELAW	Upload the Document	NOT DONE ZODTIDNALL
	REQUIRE		NOI DUNE (OPTIONAL)
	PAY DL	Print a Blank Copy	
	ALUS		REVIEW AND PAY
	cara	Done	



Step 13 : If you have a rules exam on your registration checklist, click the 'Not Done' button and you will be prompted to sign in to the NFHS Exam System with your NFHS login and password. This process will link your test results with your registration.

9DragonFly	K Save & Finish Later John DragonFlyTest	Review
▲ Today ■ Calendar	0 OUT OF 4 COMPLETED	
JOHN DRAGONFLYTEST	DIAA Delaware Interscholastic Athletic Association [2020-2021] Complete the following steps to be eligible to officiate : Football	CHANGE SPORTS
	UPDATE DEMOGRAPHIC INFO FOR 2020-2021	START
	NFHS CONCUSSION IN SPORTS COURSE CERTIFICATE	START
	DELAWARE 2020 FOOTBALL RULES EXAM - PART 1 REQUIRED FOR FOOTBALL	NOT DONE
	DELAWARE 2020 FOOTBALL MECHANICS EXAM - 4 GAME OFFICIALS REQUIRED FOR FOOTBALL	INE (OPTIONAL)
	Continue Continue	
	Signing In N Redirecting to exam n User name//Email Remember me Forgot Password? Register Next	



Step 14: Once you have completed all items on your registration checklist, your progress bar will be green with 100%. Select 'Save & Finish Later' in the top-left corner to return to your profile.

K Save & Finish Later		John DragonFlyTest	2CReview
	4	OUT OF 4 COMPLETED	
			100%
DI <i>A</i>	A Delaware Inte	rscholastic Athletic Association [2020-2021]	1
	Complete the fol	lowing steps to be eligible to officiate ; Football	ADD / CHANGE SPORTS
UPDATE DEMOGRAPHIC INFO FO	R 2020-2021		DONE
NFHS CONCUSSION IN SPORTS C	DURSE CERTIFICATE		DONE
DELAWARE 2020 FOOTBALL RULI REQUIRED FOR FOOTBALL	S EXAM - PART 1		DONE
DELAWARE 2020 FOOTBALL MEC REQUIRED FOR FOOTBALL	HANICS EXAM - 4 GAME OF	FICIALS	DONE
DELAWARE 2020 FOOTBALL MEC REQUIRED FOR FOOTBALL	HANICS EXAM - 5 GAME OF	FICIALS	DONE
PAY DIAA DELAWARE INTERSC	IOLASTIC ATHLETIC ASSO	CIATION FEES	
ALL SPORTS - NFHS OFFICIALS	REGISTRATION FEE	\$17.00	DONE
FOOTBALL - DIAA OFFICIALS RE	GISTRATION FEE	\$18.00	

Step 15: If you have any requirements to fulfill for your local association, you will see a 'Prep for 2020-2021' box with an incomplete progress circle and a red 'Get Started' button. Select 'Get Started' and you will be guided through another registration checklist. If this section is green and 100%, then you have no requirements for your local association.

	Delmarva Football Officials Association 8RZFQ3	•
	Prep for 2020 - 21	
	0%	
0	Get Started	
-	Waiting to be approved [7] - Revoke Access Request	



Step 16: If you selected 'Assigner' as one of your roles when you created your account, you will have access to the game schedule and assigning tools in the 'Game Schedule' menu on your Today page.





Step 17: Visit the App Store (Apple) or Google Play (Android) on your phone to download the DragonFly Max app and sign in with the email address and password you used to create your account. The app is where you will access your game assignments.



