

To: All OHSAA Officials
From: The OHSAA Officiating Department
Re: DragonFly Transition Update – Claim Your Officiating Account
Date: June 20, 2023

As our state continues the transition to DragonFly for OHSAA games and officiating assignments, as first announced in the memo found [here](#), OHSAA officials are now welcomed to claim their account in the DragonFly system if they have not already. Additional DragonFly training resources for officials, including training videos for the items listed below, can be found in the 'Officials' section at <https://www.dragonflymax.com/ohio>. Our office will be offering virtual training of the items listed below if any OHSAA official needs further guidance. An invitation will be emailed as these virtual sessions are scheduled. As a reminder, officiating permit renewals for the 2023-24 school year will remain in myOHSAA and became available June 1.

IMPORTANT! The email address you should use to claim your DragonFly account should match your email address in myOHSAA.

Here's How to Claim Your OHSAA Account

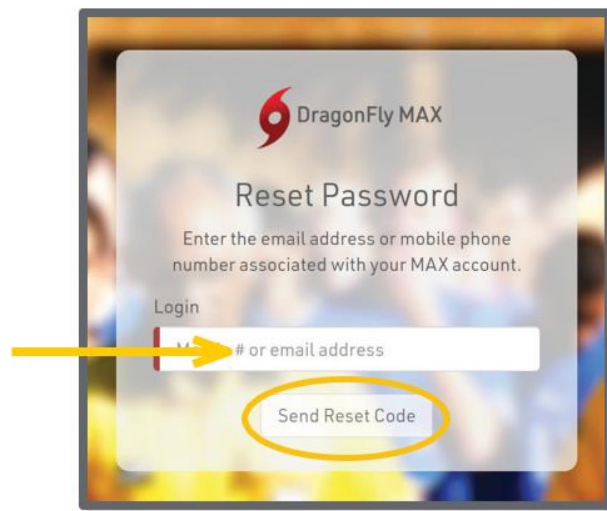
1. To claim your OHSAA account, visit <https://max.dragonflyathletics.com/maxweb/max-cover/login/forgot-pass> for the 'Forgot My Password?' webpage.
2. Enter the email address associated with your myOHSAA account and click 'Send Reset Code.' A verification code will be sent to your email inbox.

Important: Be sure that the email address you enter is exactly as it is listed above. Double check for correct spelling, no spaces, and complete email domain.

Example:

✗ ~~dragonfly~~@dragonflyathletics

✓ dragonfly@dragonflyathletics.com



3. In the first field, **enter the reset code** you received via email. In the second field, **enter the new password** you wish to use. Then select 'Change Password.'

Your password should now be changed. Please visit the [DragonFly Max website](#) and log in as normal.

Important: Notice there are two fields. The system may auto populate your username in the first field. Be sure to delete your username if that happens. Make sure you type the reset code in the first box (we recommend copying the code from your email and pasting it into the first field) and your new password in the second box.



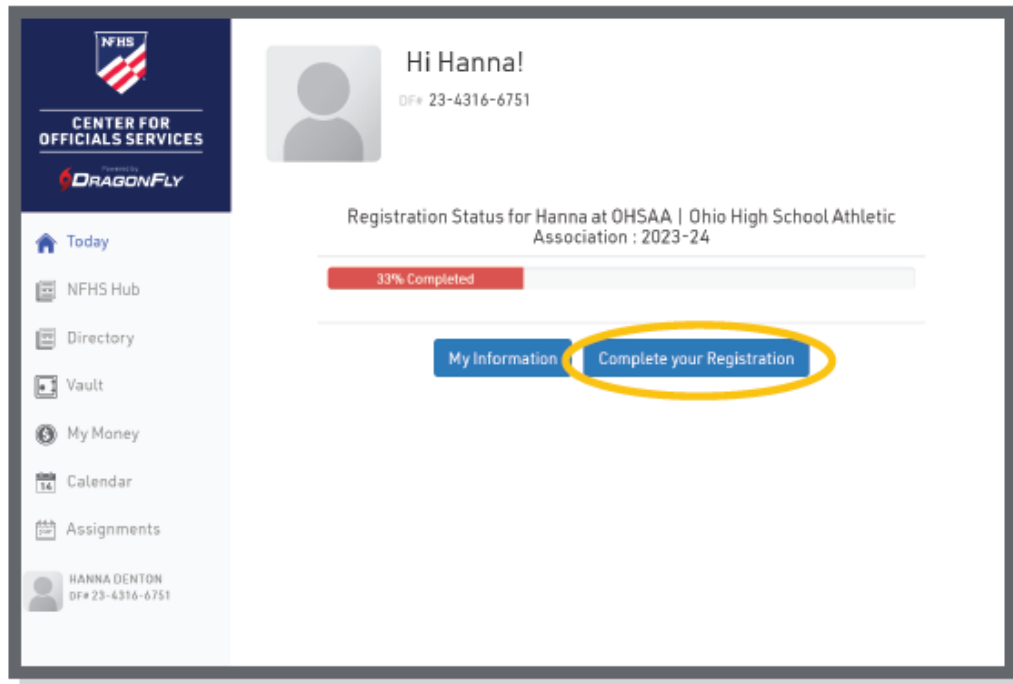
The image shows a screenshot of a web form titled "DragonFly MAX". Below the title, it says "Check your messages at wade@dragonflyathletics.com for a password reset code, and enter a new password below." The form has two main input sections: "Password Reset Code" and "New Password". The "Password Reset Code" section has a text input field containing "Reset code sent to wade@dragonflyathletics.c". The "New Password" section has a text input field containing "New Password" and a blue "Show" button to its right. Below these fields are two buttons: "< I Didn't Get My Code" and "Change Password". The "Change Password" button is circled in yellow. Two yellow arrows point to the input fields: one to the "Password Reset Code" field and one to the "New Password" field.

Note: If you encounter an error or you don't see an email reset code in your inbox, please check your junk or spam filter, or go to the section "Why Am I Not Getting a Reset Code?" [here](#). If you are using a school or corporate email, you may need to request your IT Department to whitelist emails from help@dragonflyathletics.com.

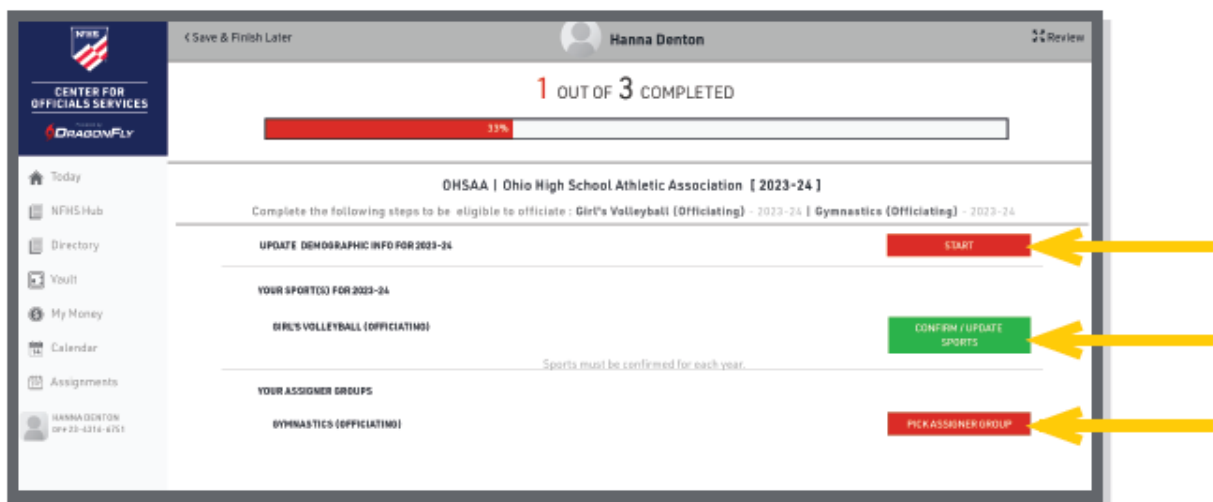
FOR HELP CONTACT SUPPORT@DRAGONFLYATHLETICS.COM

Here's How to Choose Your Assigner

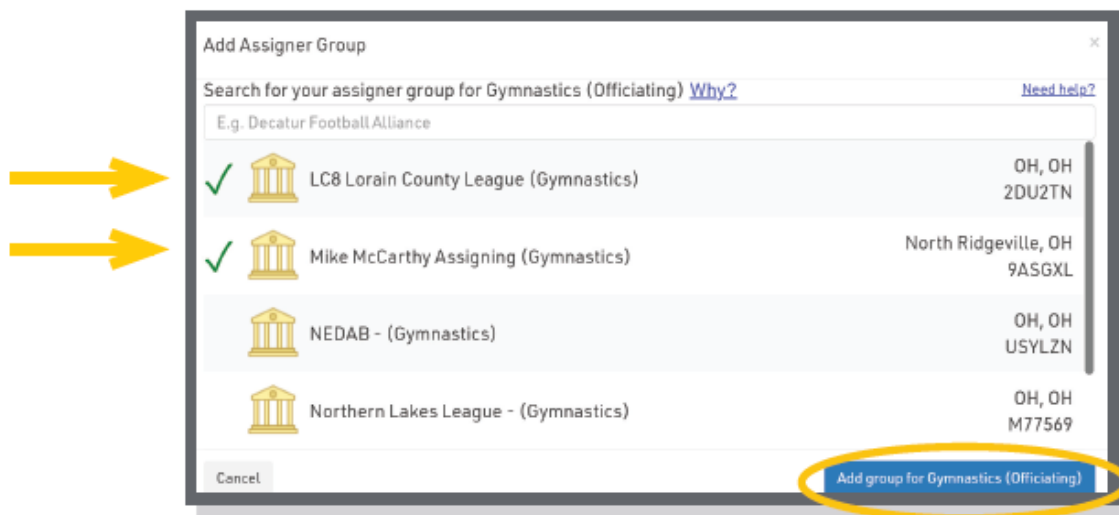
1. Log in to your DragonFly Max account at [DragonFly Max website](#), review and accept the Terms of Service. On the Today page, click the **'Complete Your Registration'** button on your OHSAA Registration Status.



2. Complete the sections on this page including **Demographic Information, Confirm/Update Sports, and Pick Assigner Group.**

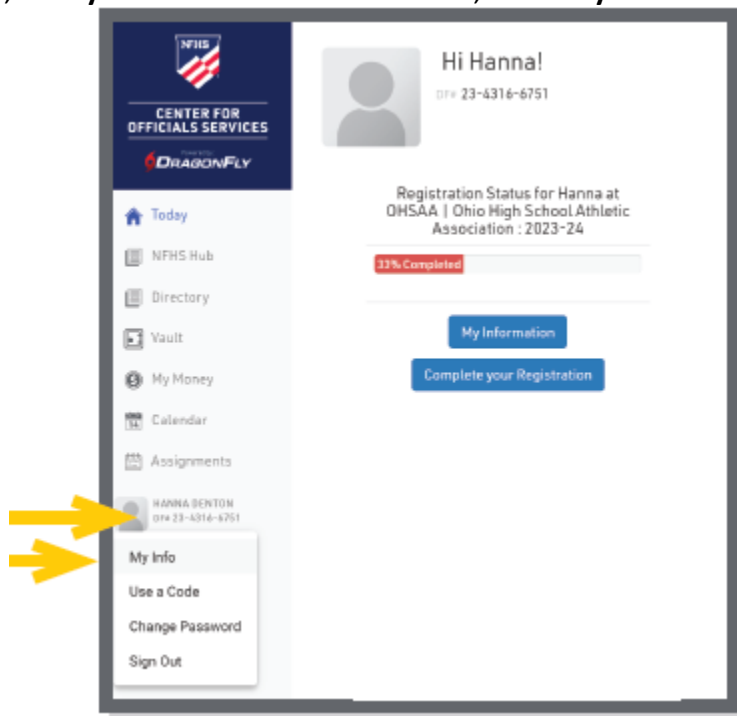



In the 'Pick Assigner Group' section, select up to 3 group(s) and click '**Add Group**'. Please contact your assigner if you are unsure what they have named their group.

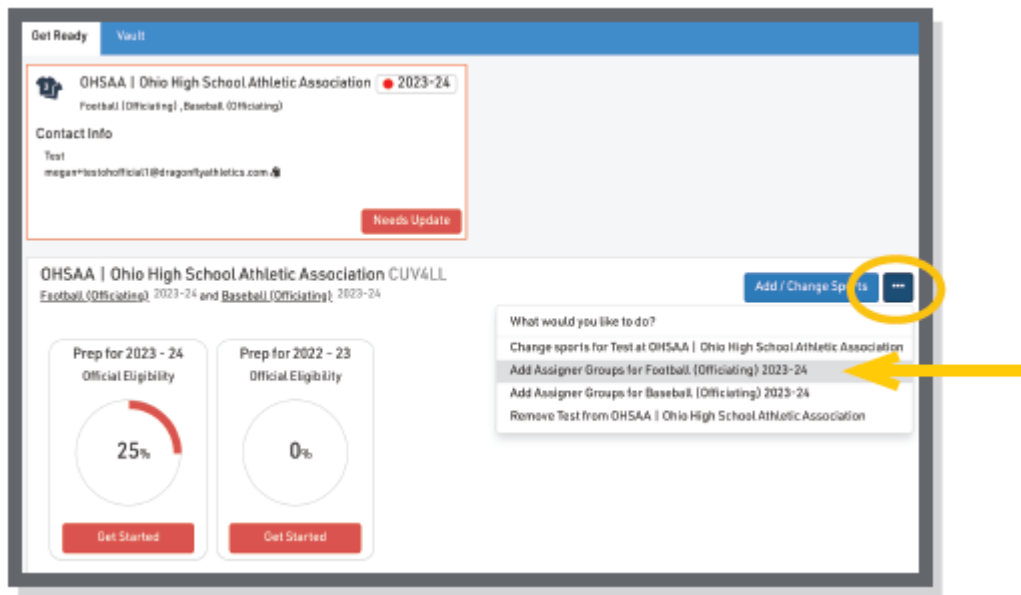


Adding Additional Assigning Groups at Anytime

3. On the Today page, click your name on the bottom left, then '**My Info**'.

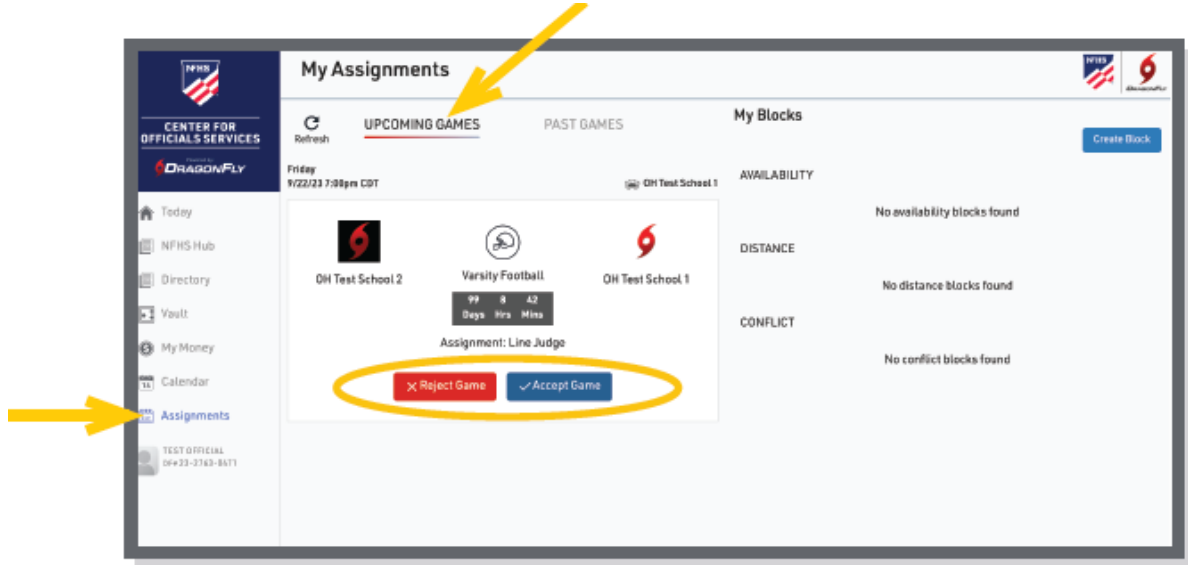


4. Select the  button on the right side, then select **'Add Assigner Groups'** from the 'What would you like to do?' dropdown menu.



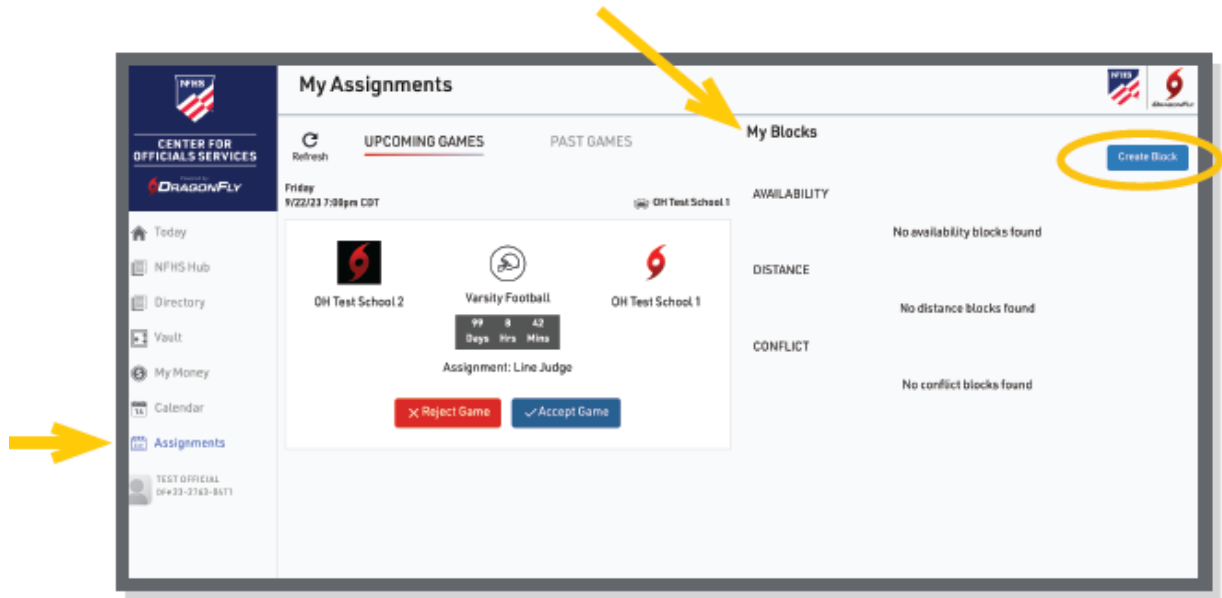
Here's How to View Assignments

1. Click **'Assignments'** on the left navigation menu.
2. Under the **UPCOMING GAMES** tab, you'll see any games that were accepted in Arbiter prior to May 27 for playing dates July 1 and forward, or any assignments that are pending your approval. Click either **'Reject Game'** or **'Accept Game'**.



Here's How to Block Dates and Times

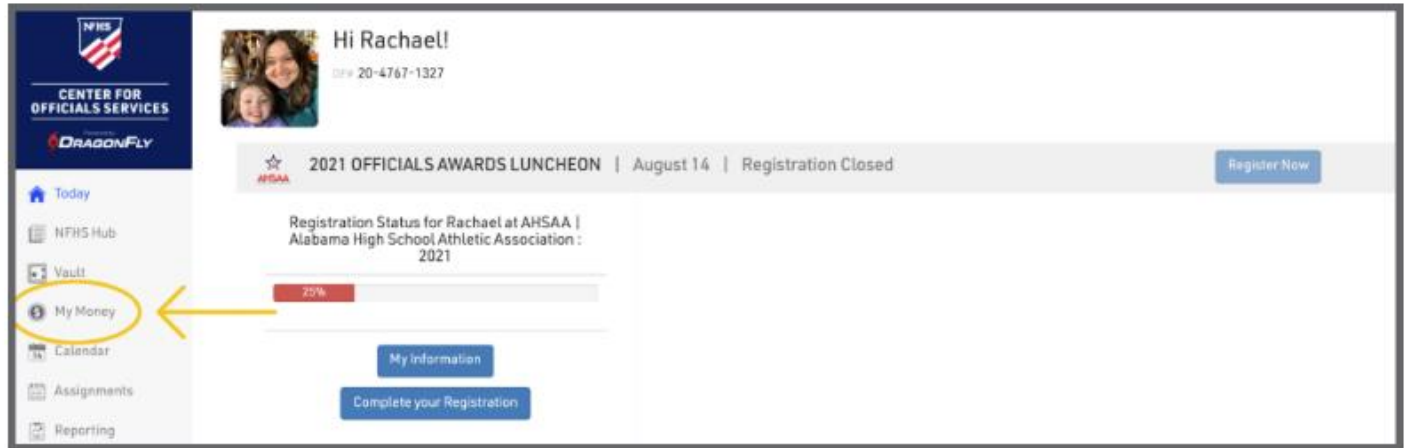
1. Click **'Assignments'** on the left navigation menu.
2. Under the **My Blocks** heading, click the **'Create Block'** button. Follow the prompts.
For more information, including instructions for setting up conflict blocks on the mobile app, click [here](#).



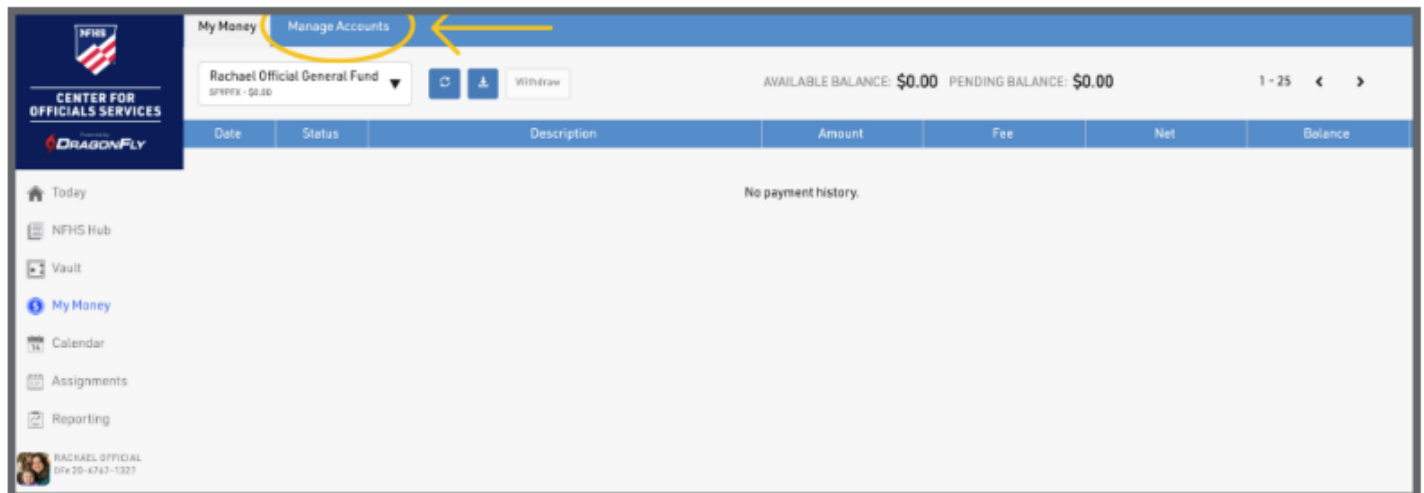
Here's How to Link Your Bank Account and Receive Payments

A video outlining the process below is available at <https://youtu.be/TUxbeiUc15A>.

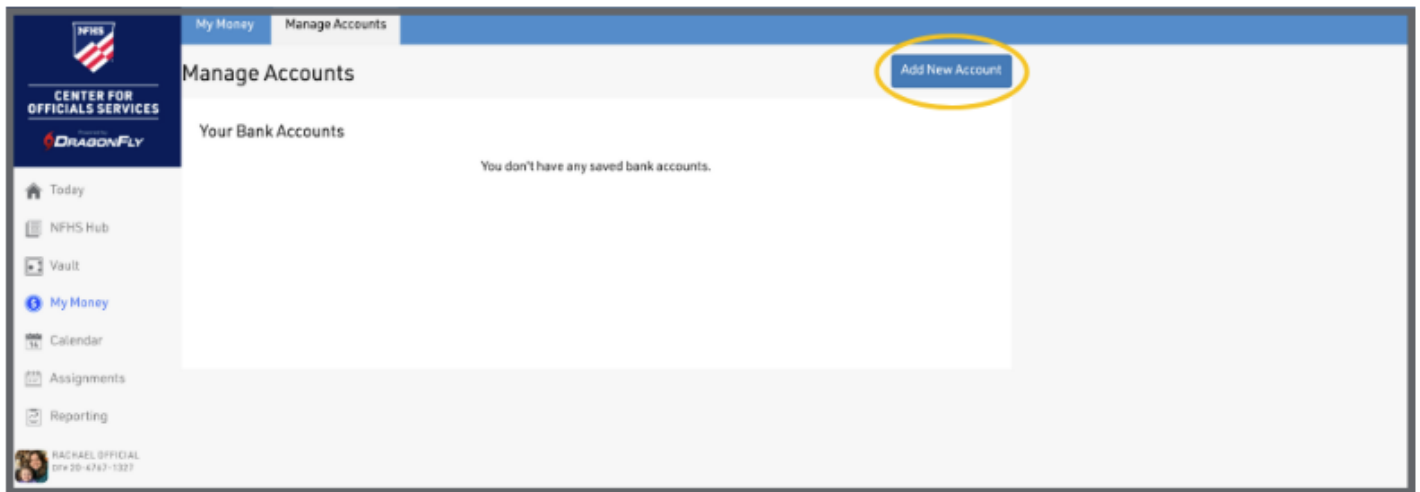
1. Log in to your DragonFly Max account at [DragonFly Max website](#), click the **'My Money'** link from the left-side menu.



2. Select the **'Manage Accounts'** tab at the top of the screen. If you have any incoming payments, each will be visible in the 'My Money' section, with your account balance at the top.



3. Select the '**Add New Account**' button to set up your bank account. The DragonFly system supports both checking and savings accounts.



4. Input and save your **bank account information, tax information, physical address and mailing address**. Note: DragonFly collects your tax information to issue your IRS Form 1099 each year. [Click here for information about our security practices and military-grade encryption](#) to keep your data safe.

A screenshot of a modal form titled 'Add a new bank account' overlaid on the DragonFly interface. The form contains several input fields: 'Name on Account' (filled with 'Orval Brewer'), 'Bank Name' (filled with 'USAA'), 'Routing Number' (filled with '123456789'), 'Verify Routing Number' (filled with '123456789'), 'Account Number' (filled with '123456789012'), and 'Verify Account Number' (filled with '123456789012'). Below these is a 'Nickname' field (filled with 'USAA Checking Account'). A section titled 'Tax Info' follows, with 'First Name' and 'Last Name' fields, both containing the placeholder text 'Enter first name' and 'Enter last name' respectively. At the bottom right of the form are 'Cancel' and 'Save' buttons. The background shows parts of the 'Manage Payment Methods' and 'Payment Method' sections of the application.

5. DragonFly will verify that you have access to the bank account by making two micro-deposits into your bank account. These small amounts are under a dollar each and they will appear in your online bank statement or bank account ledger with the description 'DragonFly Athlet Amts'.

4 SEP	Dragonfly Athlet Amts	Uncategorized	+\$0.91
4 SEP	Dragonfly Athlet Amts	Uncategorized	+\$0.71

Note: The micro-deposits will be reversed and withdrawn from your account in one sum after your account has been verified.


11 SEP	Dragonfly Athlet Amts	Uncategorized	-\$1.62
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Please allow 24-48 hours for the micro-deposits to appear in your bank account BEFORE entering any information. Attempting to enter any numbers for micro-deposits more than 10 times will lock your account and when locked, you will have to delete your payment account and start over.


If you delete your payment account for any reason, the original micro-deposits will no longer be valid, and you will therefore have to wait for the new deposits to appear in your bank account.

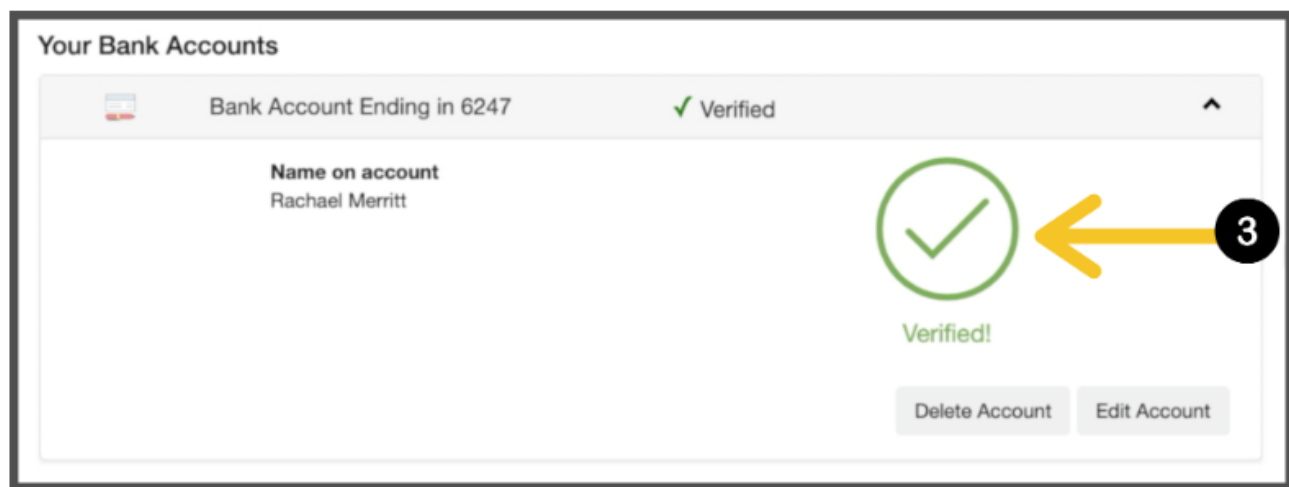
6. Once you see the micro-deposits in your bank account, return to your **Payment Methods** screen where you can enter each amount and verify that you have access to your bank account.

Your Bank Accounts

	Bank Account Ending in 6247	Waiting on micro-deposit verification Click to verify	▼
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Your Bank Accounts

	Bank Account Ending in 6247	Waiting on micro-deposit verification Click to verify	▲
Name on account Rachael Merritt		Enter micro-deposits	
		Amount 1	<input type="text" value="0.71"/>
		Amount 2	<input type="text" value="0.91"/>
		<input type="button" value="Submit Verification"/>	



7. Select '**My Money**' at the top of the screen. This is where you will see a ledger of all your payments and withdrawals.

My Money Manage Accounts		Hugo Berry General Fund 520272 - SALJ08.06		AVAILABLE BALANCE: \$43,208.06 PENDING BALANCE: \$0.00		1 - 25 < >	
Date	Status	Description	Amount	Fee	Net	Balance	
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$40.00	\$0.00		\$43,208.06	
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,168.06	
Mar 18 2021	COMMITTED	11/17/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,128.06	
Mar 18 2021	COMMITTED	11/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,088.06	
Mar 11 2021	COMMITTED	10/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40,000.00	\$0.00		\$43,048.06	
Mar 11 2021	COMMITTED	Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football)	\$200.00	\$0.00		\$3,048.06	
Mar 10 2021	COMMITTED	10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,848.06	
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,828.06	
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/28/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,808.06	
Mar 09 2021	COMMITTED	Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football)	\$40.00	\$0.00		\$2,768.06	
Feb 11 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers MS (Varsity Baseball)	\$80.00	\$0.00		\$2,748.06	

8. You can click on a **transaction** to view more details in the **right-side panel**.

My Money Manage Accounts		Hugo Berry General Fund 520272 - SALJ08.06		AVAILABLE BALANCE: \$43,208.06 PENDING BALANCE: \$0.00		1 - 25 < >	
Date	Status	Description	Amount	Fee	Net	Balance	
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$40.00	\$0.00		\$43,208.06	
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,168.06	
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Mar 18 2021	COMMITTED	11/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,088.06	
Mar 11 2021	COMMITTED	10/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40,000.00	\$0.00		\$43,048.06	
Mar 11 2021	COMMITTED	Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football)	\$200.00	\$0.00		\$3,048.06	
Mar 10 2021	COMMITTED	10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,848.06	
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,828.06	
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/28/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,808.06	
Mar 09 2021	COMMITTED	Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football)	\$40.00	\$0.00		\$2,768.06	
Feb 11 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers MS (Varsity Baseball)	\$80.00	\$0.00		\$2,748.06	
Feb 10 2021	COMMITTED	Official - Hugo Berry - 12/31/1969 - TB - MS Test School 1 vs DF-Association School L1 DO	\$80.00				
Feb 09 2021	COMMITTED	Official - Hugo Berry - 09/30/2020 - Test Rogers School AL vs Test Rogers School 2 and 1 off	\$306.86				
Feb 04 2021	COMMITTED	02/03/2021 - Official - TBD vs TBD (Varsity Chess)	\$45.00				

Transaction Details	
Total	\$40.00
Payee:	User Profile Not Verified
Payment Type:	mastercard
Credit Card Ending:	4444
Expiration Date:	04/2044
Hugo Berry: Game Fee - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$40.00
Description:	DF# 20-1718-3184
Hugo Berry: Travel - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$0.00
Description:	DF# 20-1718-3184
Hugo Berry: Per Diem - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$0.00
Description:	DF# 20-1718-3184
Hugo Berry: Other - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$0.00
Description:	DF# 20-1718-3184

9. To transfer funds to your bank account, select the '**Withdraw**' button.

The screenshot shows the 'My Money' section of the NFHS DragonFly portal. At the top, there's a header for 'Hugo Berry General Fund' with a balance of \$43,208.06. A yellow circle highlights the 'Withdraw' button, with a yellow arrow pointing to it. Below the header is a table with columns: Date, Status, Description, Amount, Fee, Net, and Balance. The table lists various transactions, including official duties and referee fees, all with a status of 'COMMITTED'.

Date	Status	Description	Amount	Fee	Net	Balance
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$40.00	\$0.00		\$43,208.06
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,168.06
Mar 18 2021	COMMITTED	11/17/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,128.06
Mar 18 2021	COMMITTED	11/21/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,088.06
Mar 11 2021	COMMITTED	10/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40,000.00	\$0.00		\$43,048.06
Mar 11 2021	COMMITTED	Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football)	\$200.00	\$0.00		\$3,048.06
Mar 10 2021	COMMITTED	10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,848.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,828.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/28/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,808.06
Mar 09 2021	COMMITTED	Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football)	\$40.00	\$0.00		\$2,768.06
Feb 11 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers MS (Varsity Baseball)	\$80.00	\$0.00		\$2,748.06

10. Enter the amount you want to withdraw then select your bank account from the drop-down menu. Select the 'Request' button to finalize your request. You will receive a confirmation email with your withdrawal details.

The screenshot shows the 'Request Payout' dialog box overlaid on the transaction table. The dialog has a title 'Request Payout' and a current balance of \$43,208.06. It contains two input fields: 'Amount to Draw' with a value of \$2,000.00 and 'Deposit Into' with a dropdown menu showing 'Hugo Savings'. At the bottom of the dialog are 'Cancel' and 'Request' buttons, with the 'Request' button circled in yellow. The background table is partially visible, showing the same transaction data as the previous screenshot.

11. It will take 3-5 business days for the funds to transfer to your bank account. **Note: There are no fees for officials to transfer funds to their bank account.**