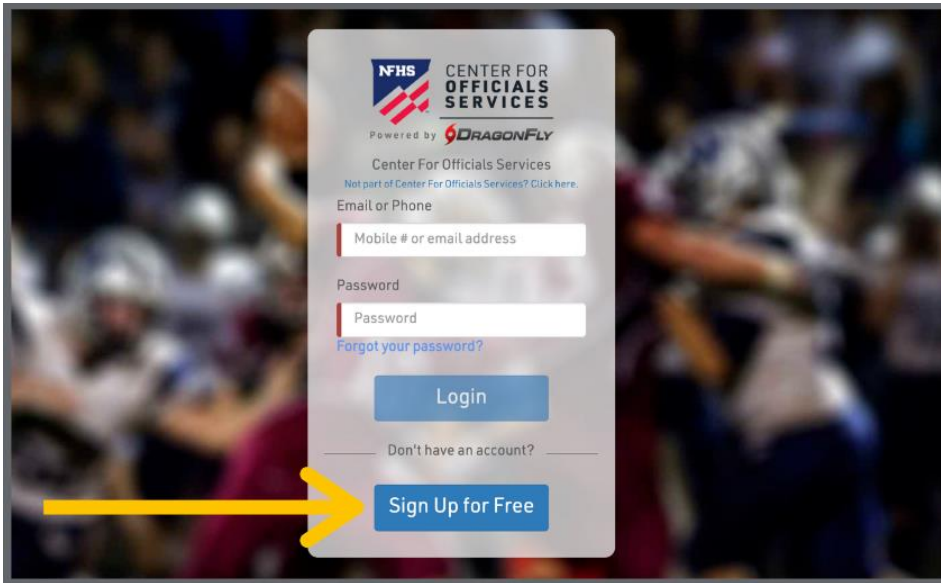


Here's How to Create Your OHSAA Account

1. To create your OHSAA account, visit <https://max.dragonflyathletics.com/maxweb/max-cover/login> and select the 'Sign Up for Free' button.

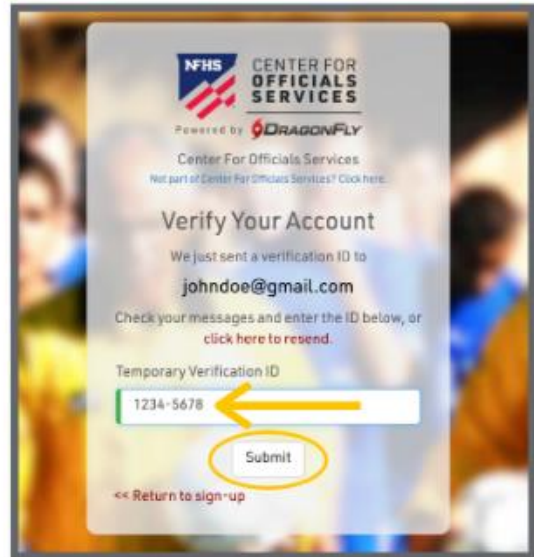
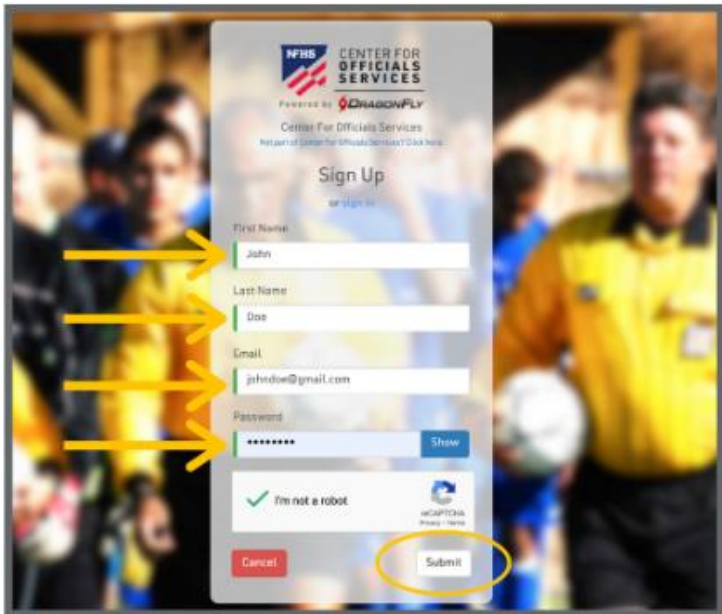


2. Enter your first name, last name, email address and password, then click 'Submit' to create your free account. Check your email for a verification code, then **copy and paste that code** into the field on the next screen.

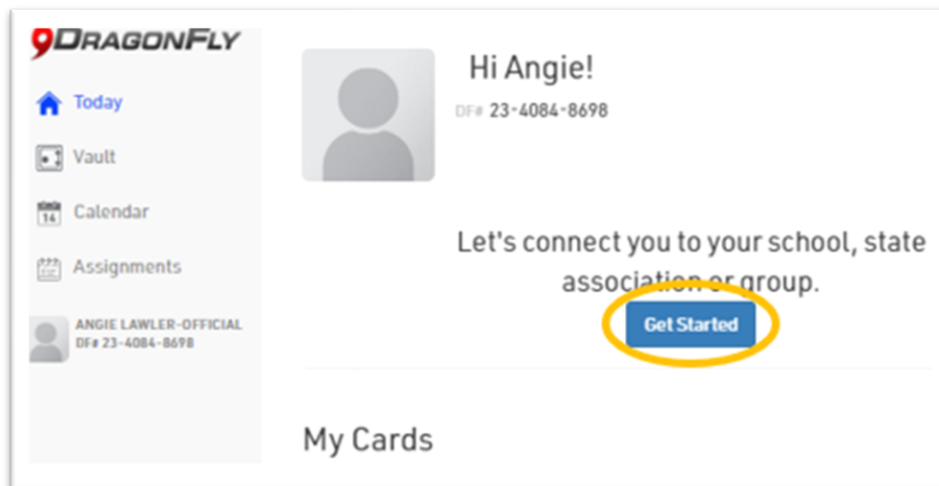
Important: Be sure that the email address you enter is exactly as it is listed in myOHSAA. Double check for correct spelling, no spaces, and complete email domain.

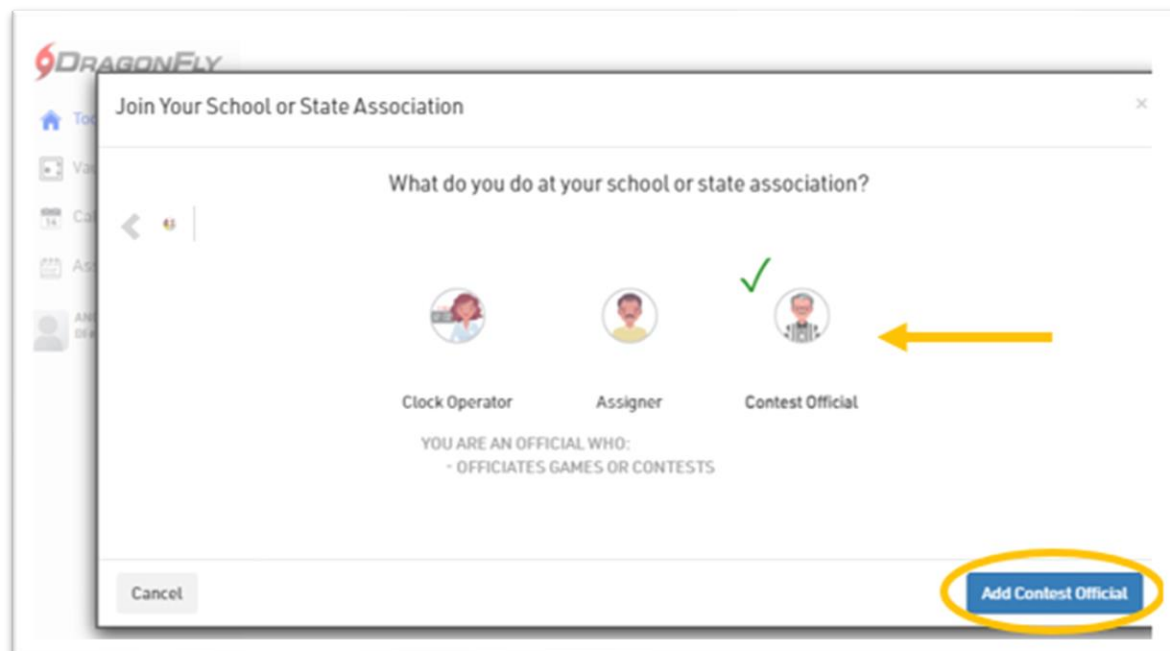
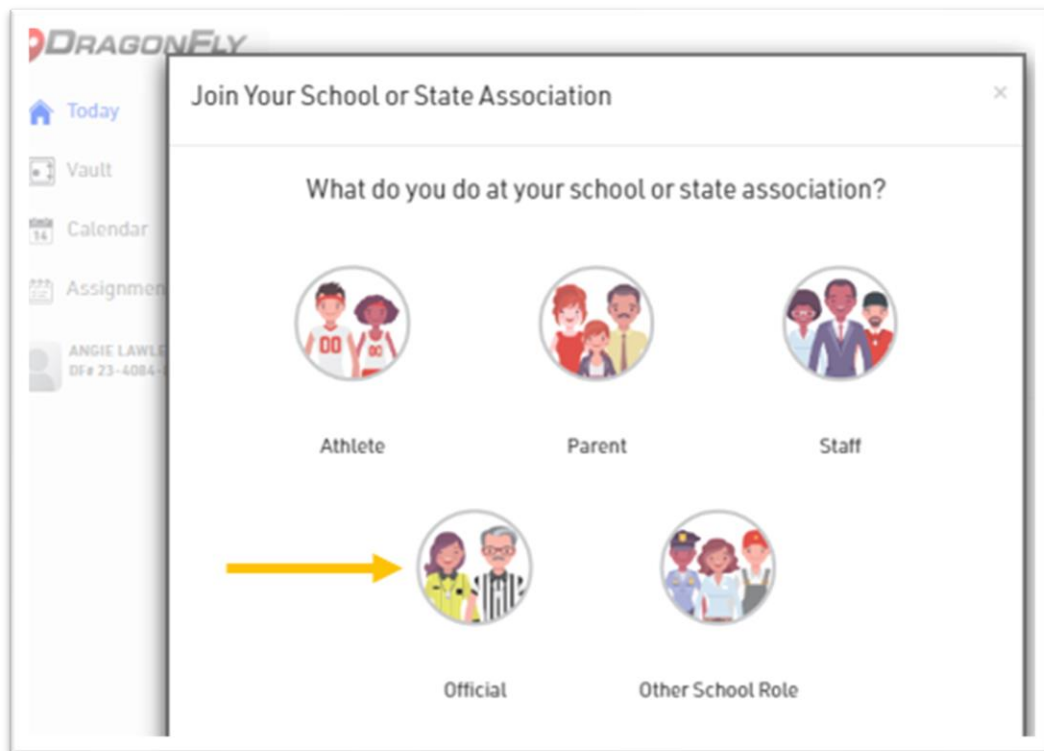
If you encounter an error or you don't see an email in your inbox, please check your junk or spam filter. If you are using a school or corporate email, you may need to request your IT Department to whitelist emails from help@dragonflyathletics.com.

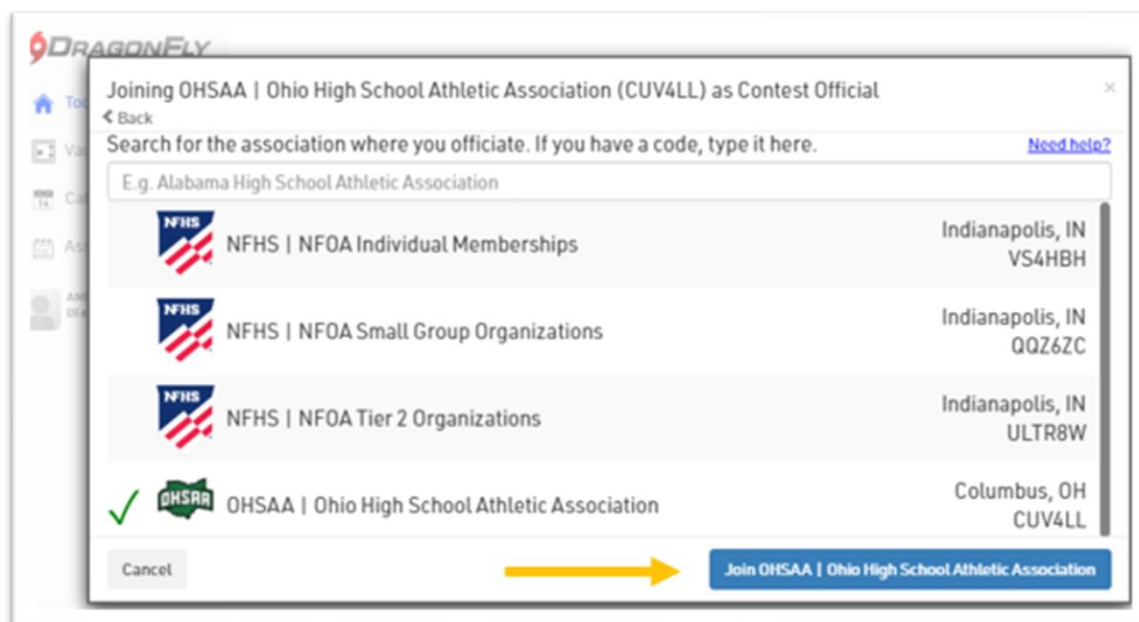
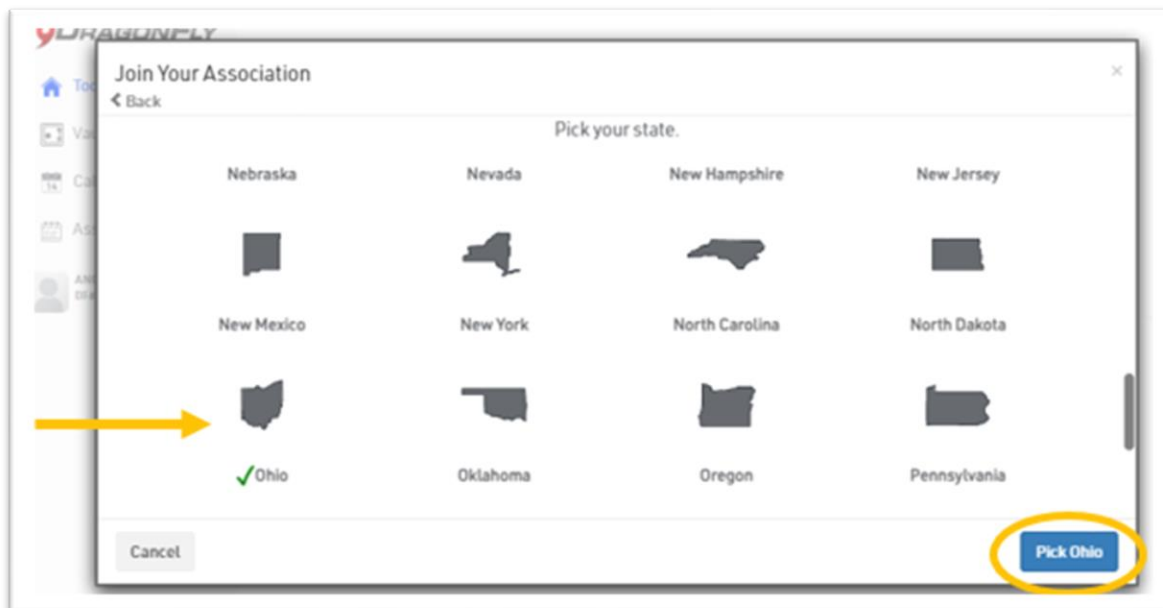
HELP CONTACT SUPPORT@DRAGONFLYATHLETICS.COM



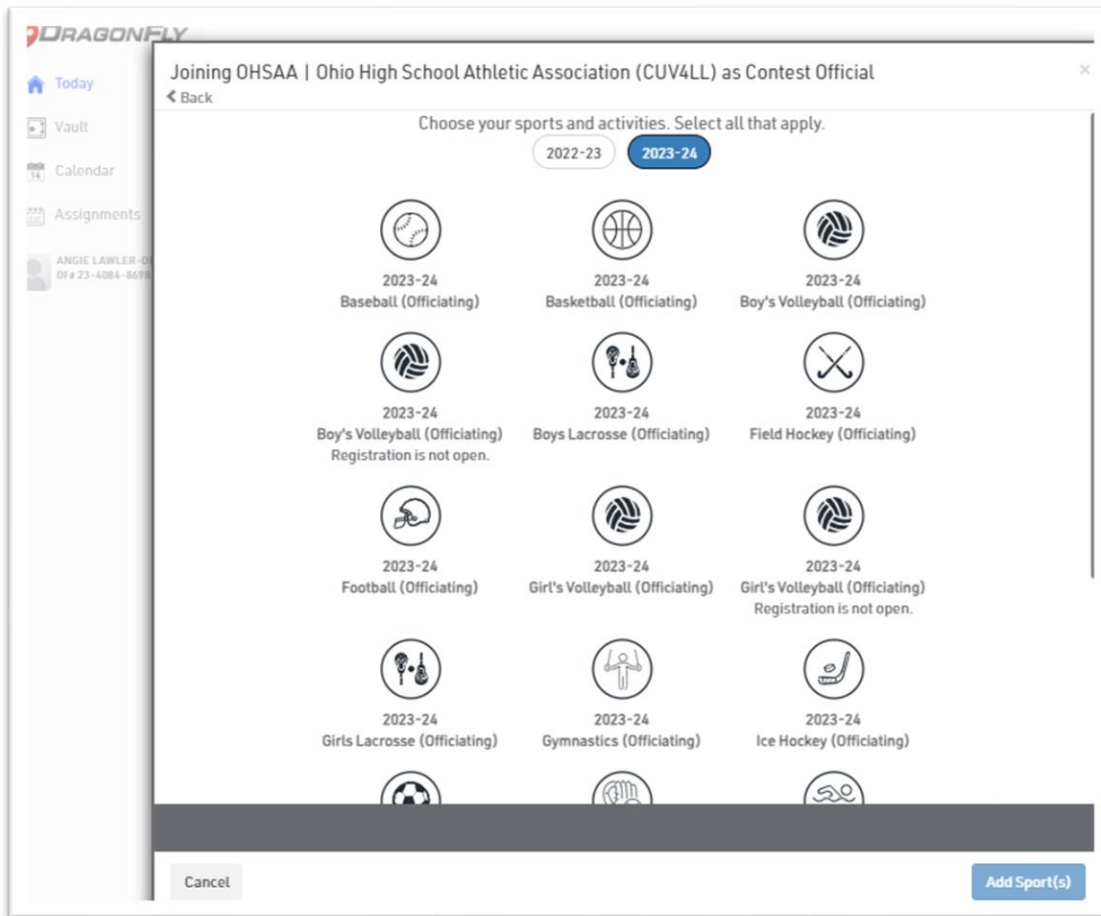
3. After reviewing and accepting the Terms of Service, you will land on the 'Today' page where you can click the **'Get Started'** button to select your official role, state association, sport(s) and assigners.



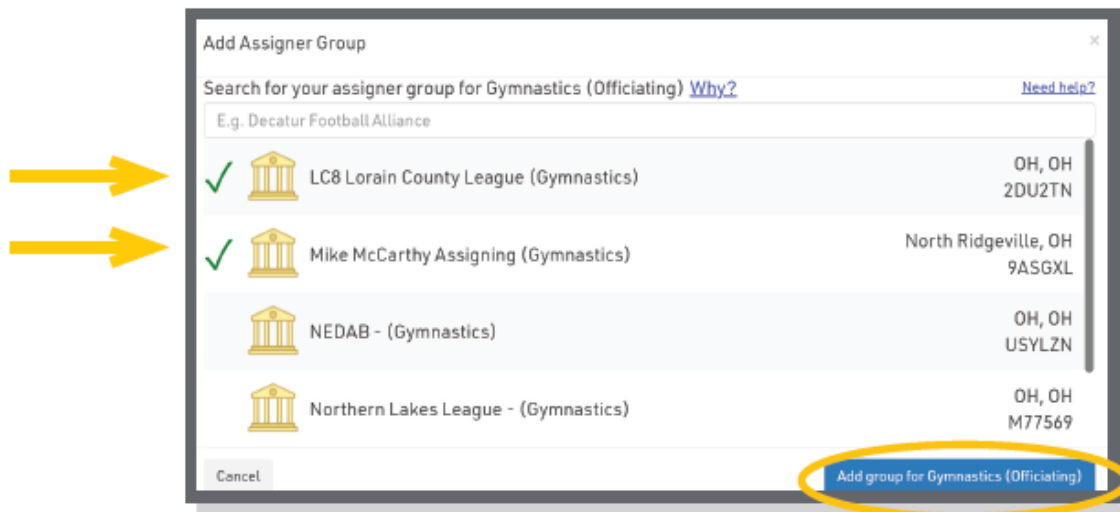




4. Select each sport that you will have an OHSAA permit in for the current school year, and your assigners by sport.



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



Here's How to Sign Up for a Course

Once you have logged into your DragonFly account, go to the "Today" tab on the left-hand side. Once there, select the "Complete your Registration" button under the box labeled "Ohio High School Athletic Association: 2023-24".

CENTER FOR OFFICIALS SERVICES
Powered by **DRAGONFLY**

Hi **Terrell!**
DF# 24-8477-2759

Registration Status for Terrell at OHSAA | Ohio High School Athletic Association : 2023-24
67% Completed

My Information
Complete your Registration

Registration Status for Terrell at NFHS | National Federation of State High School Associations : 2023-24
50% Completed

My Information
Complete your Registration

My Cards

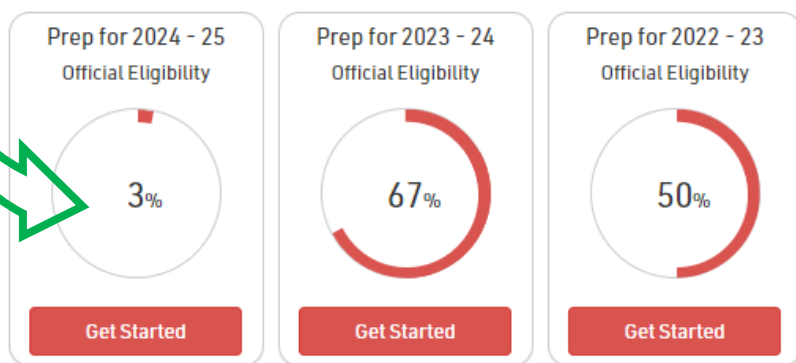
Request a Card

Show More

You will then select the box that is titled “Prep for 2024-25 Official Eligibility”

OHSAA | Ohio High School Athletic Association CUV4LL

[Baseball \(Officiating\) 2023-24](#), [Baseball \(Officiating\) 2024-25](#), [Basketball \(Officiating\) 2023-24](#), [Basketball \(Officiating\) 2024-25](#), [Boy's Lacrosse \(Officiating\) 2023-24](#), [Boys Lacrosse \(Officiating\) 2024-25](#), [Field Hockey \(Officiating\) 2023-24](#), [Field Hockey \(Officiating\) 2024-25](#), [Football \(Officiating\) 2023-24](#), [Football \(Officiating\) 2024-25](#), [Girl's Volleyball \(Officiating\) 2023-24](#), [Girls Lacrosse \(Officiating\) 2023-24](#), [Golf \(Officiating\) 2023-24](#), [Golf \(Officiating\) 2024-25](#), [Gymnastics \(Officiating\) 2023-24](#), [Soccer \(Officiating\) 2023-24](#), [Soccer \(Officiating\) 2024-25](#), [Softball \(Officiating\) 2023-24](#), [Softball \(Officiating\) 2024-25](#), [Swimming & Diving \(Officiating\) 2023-24](#), [Swimming & Diving \(Officiating\) 2024-25](#), [Track & Field \(Officiating\) 2023-24](#), [Track & Field \(Officiating\) 2024-25](#), [Wrestling \(Officiating\) 2023-24](#) and [Wrestling \(Officiating\) 2024-25](#)



There will be a list of requirements that need to be met before you are able to go to the final step, which is payment. Your screen will look like this:

Save & Finish Later Terrell Test Official 1 Review

3 OUT OF 8 COMPLETED

38%

OHSAA | Ohio High School Athletic Association [2024-25]

Complete the following steps to be eligible to officiate : **Football (Officiating)** - 2024-25

| | |
|--|-------------------------|
| ✓ UPDATE DEMOGRAPHIC INFO FOR 2024-25 | DONE |
| YOUR SPORT(S) FOR 2024-25 | |
| FOOTBALL (OFFICIATING) | CONFIRM / UPDATE SPORTS |
| Sports must be confirmed for each year. | |
| OHSAA HANDBOOK FOR OFFICIALS | START |
| ✓ OHSAA OFFICIATING QUESTIONS FORM | APPROVED |
| CONCUSSION IN SPORTS | START |
| INTRO TO FOOTBALL OFFICIATING EDUCATION COURSE <small>REQUIRED FOR FOOTBALL (OFFICIATING)</small> | START |
| OHSAA FOOTBALL EXAM <small>REQUIRED FOR FOOTBALL (OFFICIATING)</small> | START |
| PAY OHSAA OHIO HIGH SCHOOL ATHLETIC ASSOCIATION FEES | REVIEW AND PAY |
| <small>FOOTBALL (OFFICIATING) - FOOTBALL OFFICIAL REGISTRATION FEE - 2024-25</small> \$60.00 | |

2 OUT OF 3 COMPLETED

67%

OHSAA | Ohio High School Athletic Association [2023-24]

Concussion Renewal: DragonFly will link to your NFHS account.

- Enter your email
- It will automatically upload your concussion in sports certificate.

Please note: If you do not have an NFHS account, you will need to complete the concussion certification process before renewing.

Sport Selection: There will be a pop-up box for you to select the sport(s) you are interested in officiating. ONLY select those sports that you want to be eligible in.

Please note: If you would like to remove a sport from your account, you will need to contact Keaton Jones (kjones@ohsaa.org) to do so. **DO NOT** pay for a sport that you would like to be removed.

OHSAA Handbook For Officials: You will be directed to a new page in order to view the OHSAA Handbook. **Viewing the handbook is required** before you are able to sign your name and continue with the renewal process.

Once you have completed all of the required steps and pay the renewal fee, your **“Official Eligibility”** circle will be green, and you will be ready to go for the OHSAA 2024-2025 athletic season!

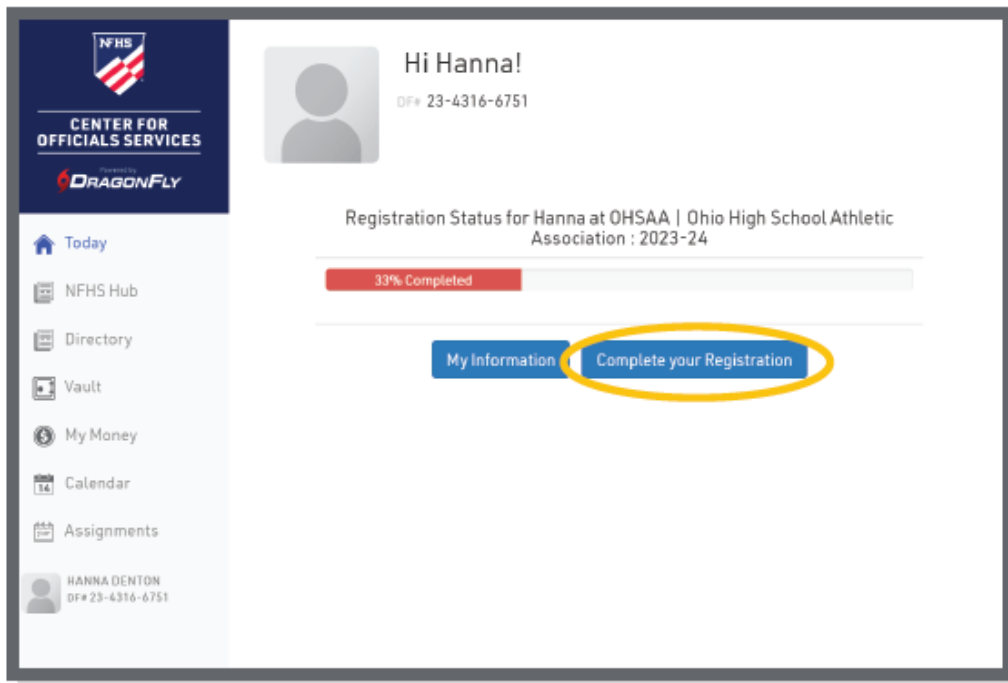
Official Eligibility



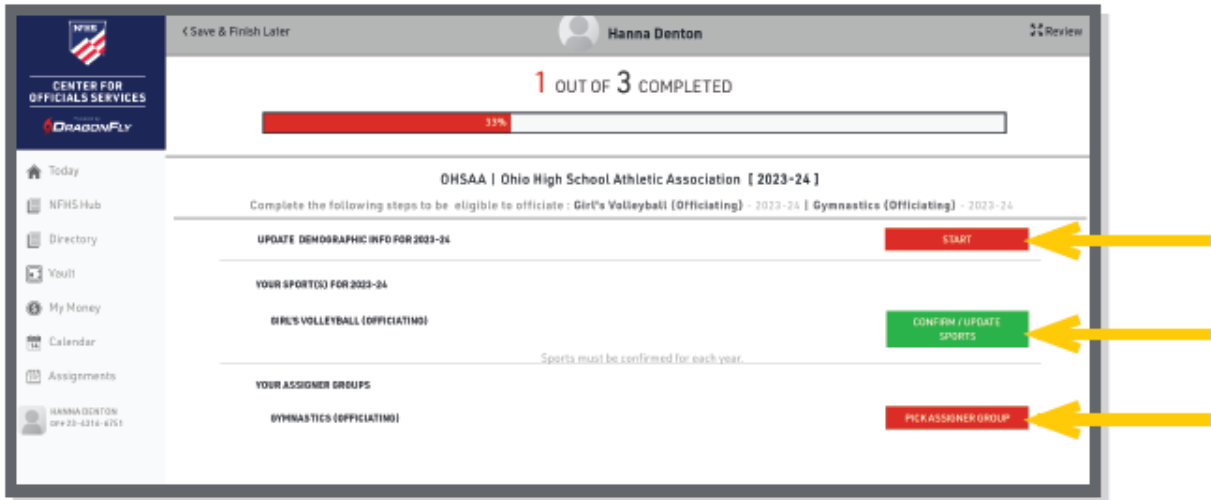
Please Note: The NFHS Registration will appear as 50% complete by default. The OHSAA doesn't require this registration, so please disregard it on your home page. **All that we require is completion of the OHSAA registration.**

Here's How to Add Your Information and Additional Assigner Groups

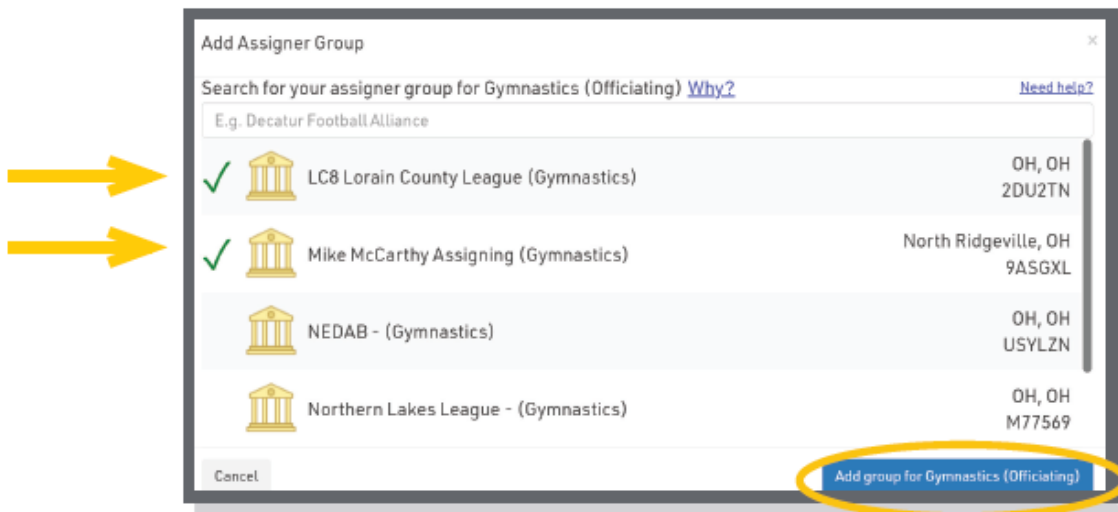
1. Log in to your DragonFly Max account at [DragonFly Max website](#). On the Today page, click the 'Complete Your Registration' button on your OHSAA Registration Status.



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

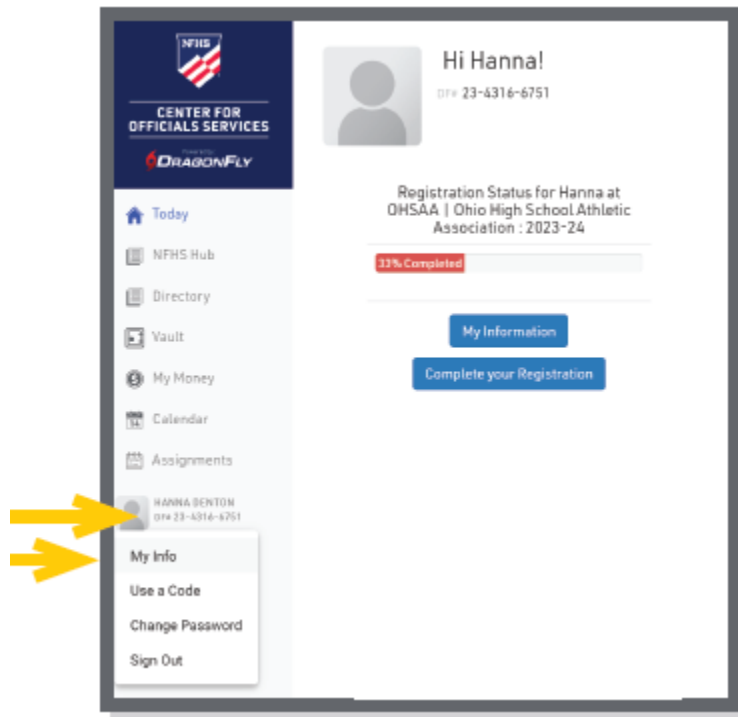



In the 'Pick Assigner Group' section, select up to 3 group(s) and click 'Add Group'. Please contact your assigner if you are unsure what they have named their group.

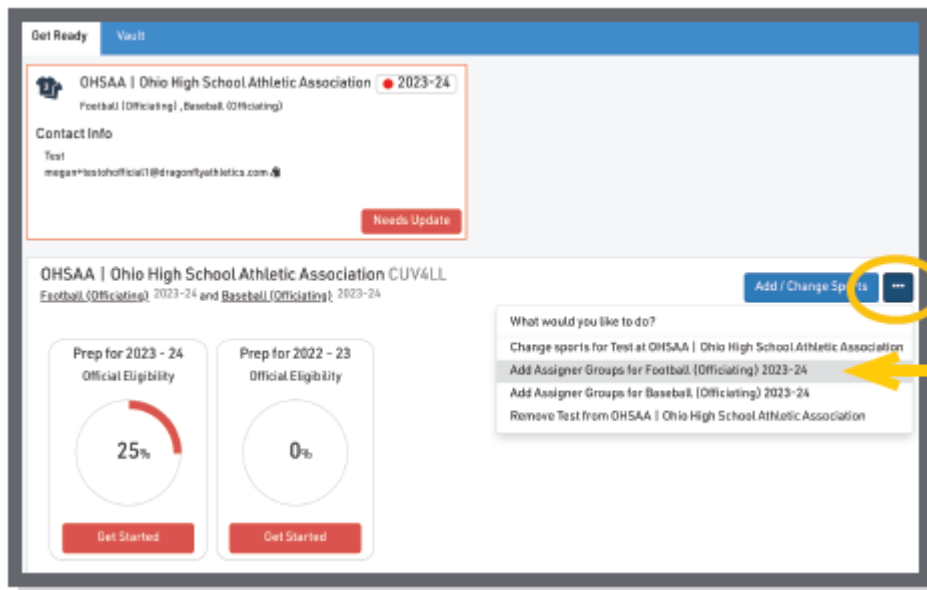


Adding Additional Assigning Groups at Anytime

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

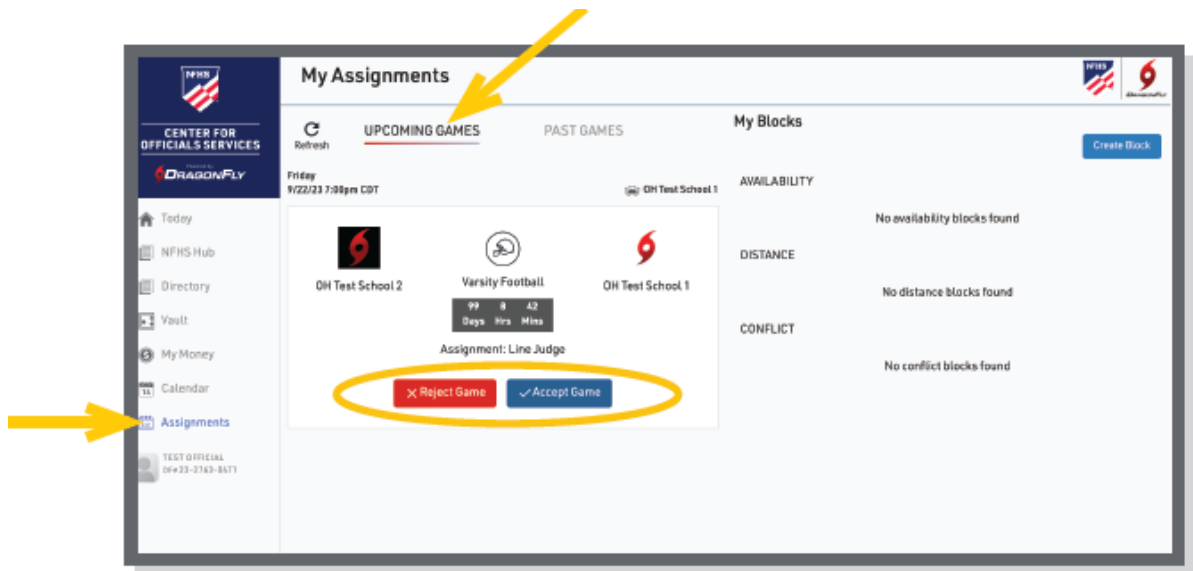


4. Select the  button on the right side, then select **'Add Assigner Groups'** from the 'What would you like to do?' dropdown menu.



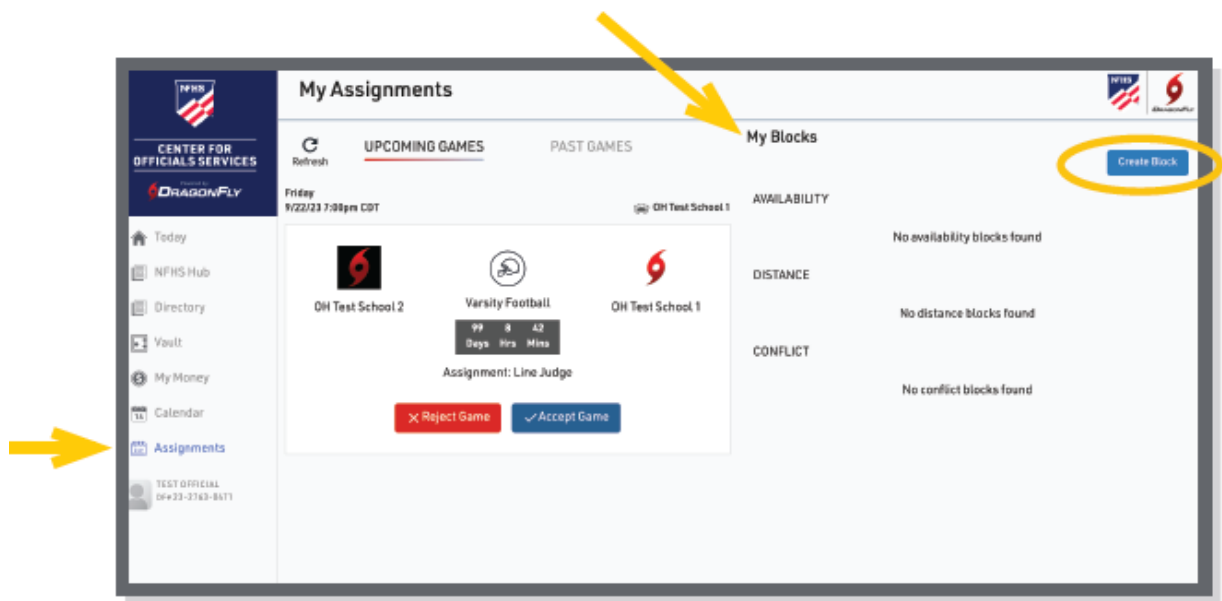
Here's How to View Assignments

1. Click **'Assignments'** on the left navigation menu.
2. Under the **UPCOMING GAMES** tab, you will see any assignments that are pending your approval. Click either **'Reject Game'** or **'Accept Game'**.



Here's How to Block Dates and Times

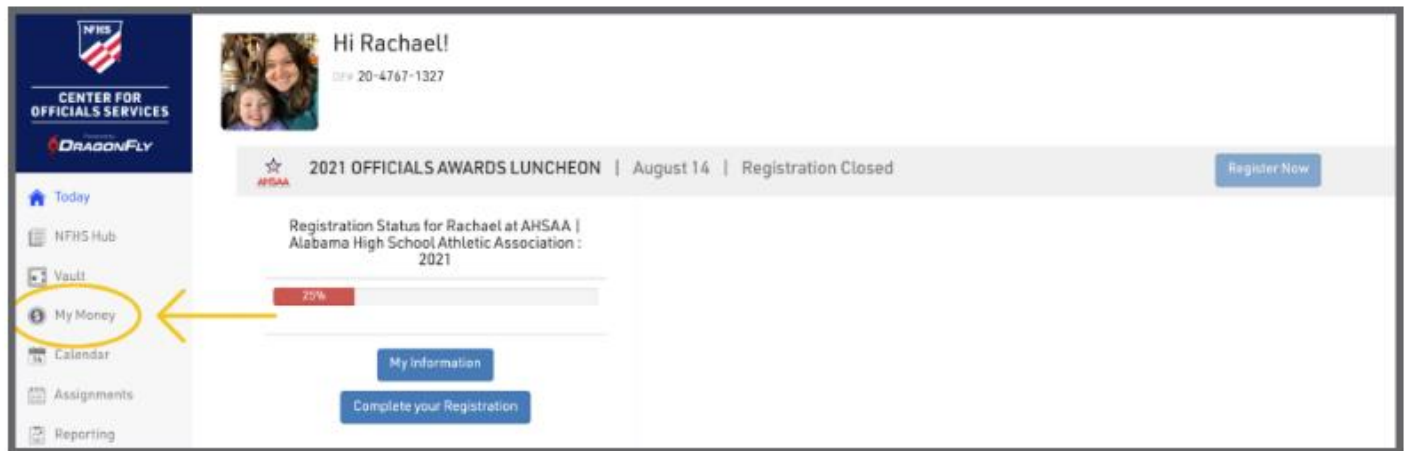
1. Click **'Assignments'** on the left navigation menu.
2. Under the **My Blocks** heading, click the **'Create Block'** button. Follow the prompts. For more information, including instructions for setting up conflict blocks on the mobile app, click [here](#).



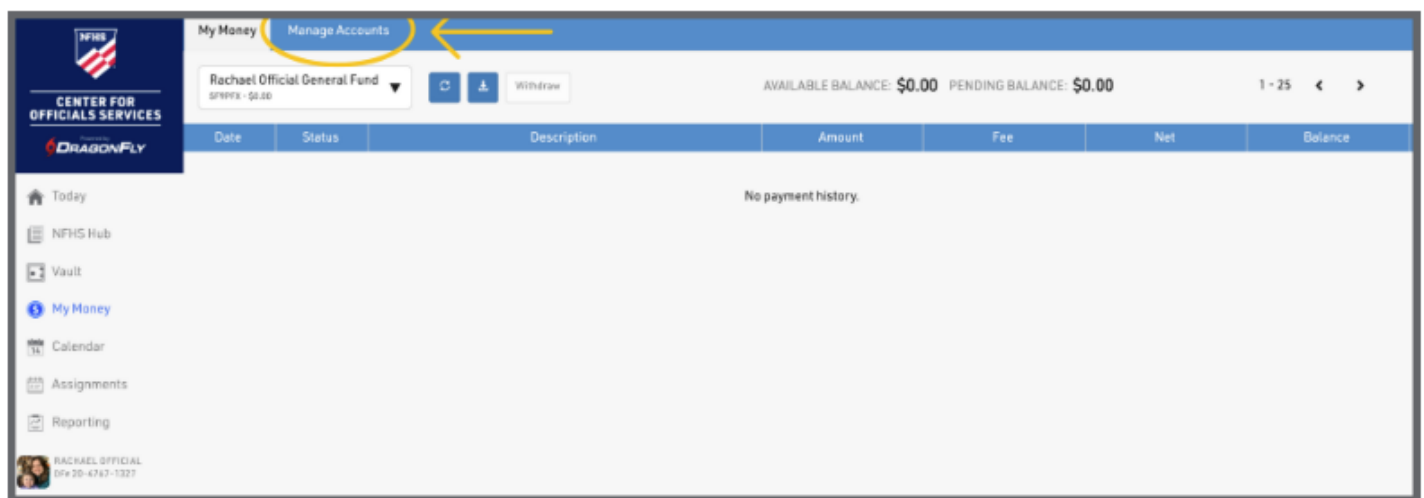
Here's How to Link Your Bank Account and Receive Payments

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

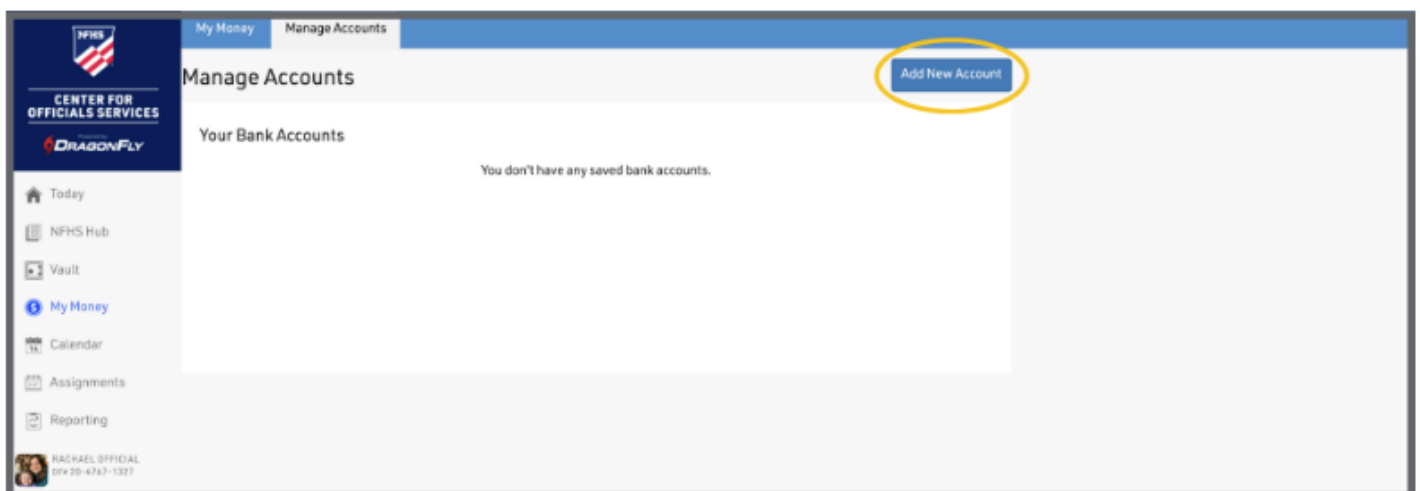
1. Log in to your DragonFly Max account at [DragonFly Max website](#), click the **'My Money'** link from the left-side menu.



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.

Orval Brewer General Fund

Add a new bank account

Name on Account: Orval Brewer

Bank Name: USAA

Routing Number: 123456789

Verify Routing Number: 123456789

Account Number: 123456789012

Verify Account Number: 123456789012

Nickname: USAA Checking Account

Tax Info

First Name: Enter first name

Last Name: Enter last name

Tax Entity: [Empty]

Cancel Save

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 |

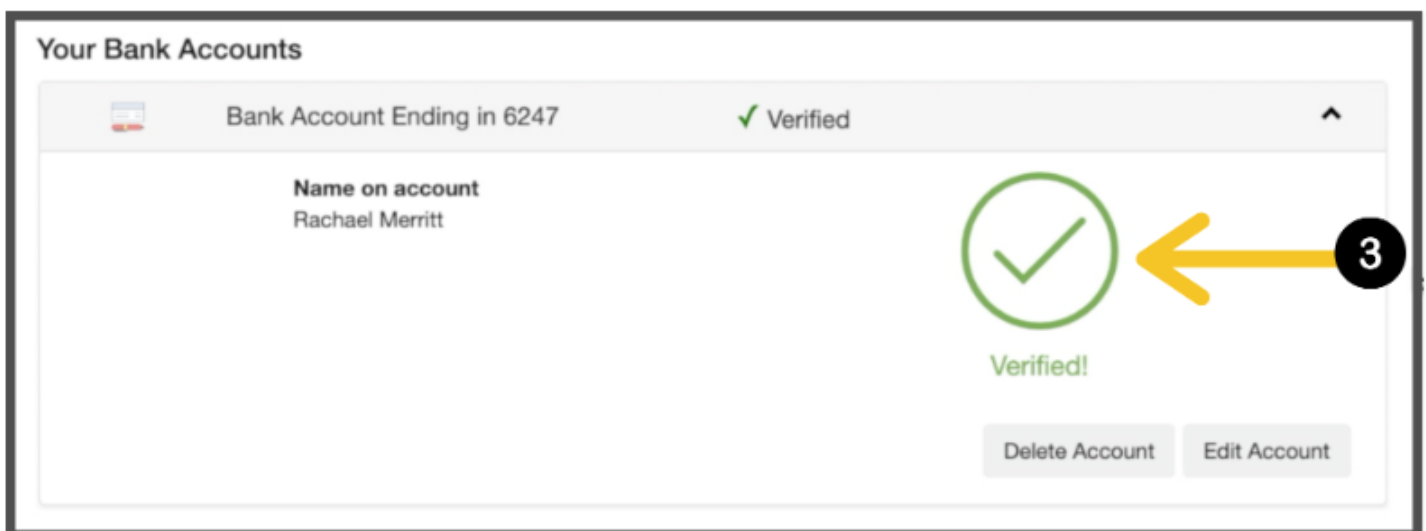
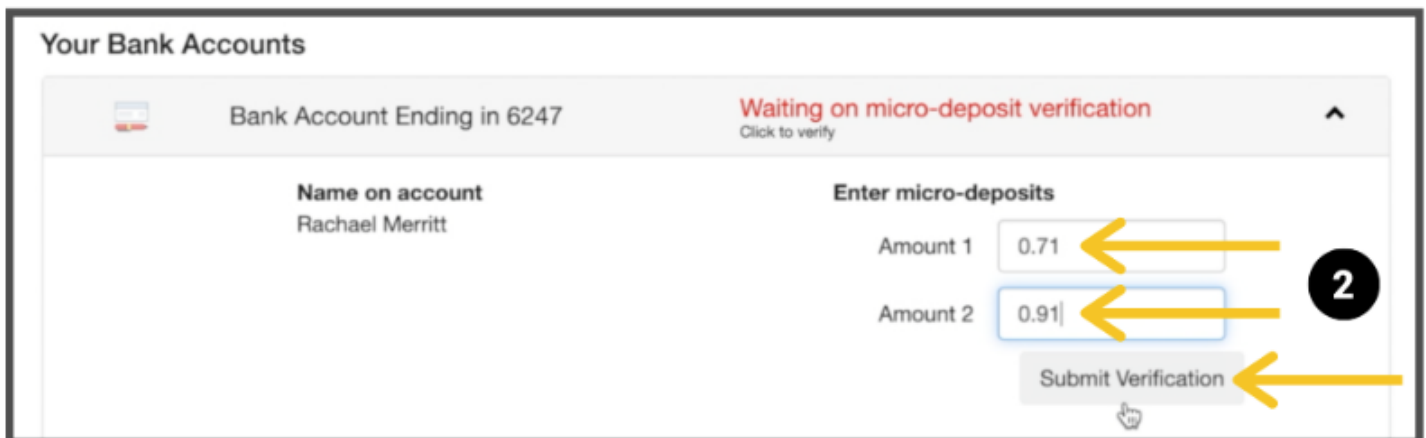
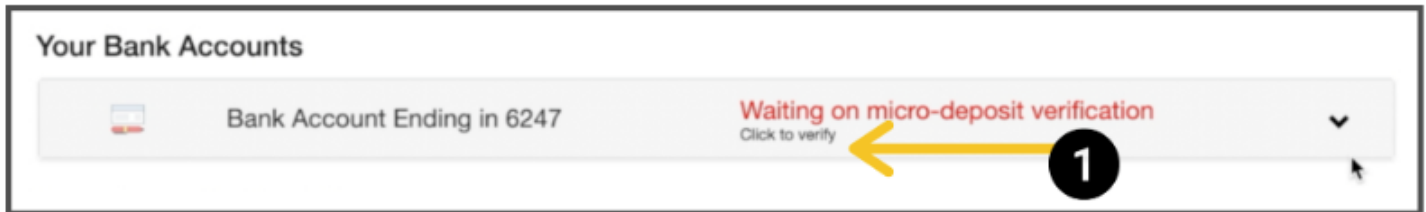
Note: The micro-deposits will be reversed and withdrawn from your account in one sum after your account has been verified.

| | | | |
|-----------|---------------------------------------|---------------|---------|
| 11 SEP | Dragonfly Athlet Amts | Uncategorized | -\$1.62 |
|-----------|---------------------------------------|---------------|---------|

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.



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 - \$43,208.06

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 | | \$2,788.06 |
| 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 - \$43,208.06

AVAILABLE BALANCE: \$43,208.06 PENDING BALANCE: \$0.00 1 - 25 < >

| Date | Status | Description | Amount |
|-------------|-----------|---|-------------|
| May 26 2021 | COMMITTED | Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test School 1 (JV Baseball) | \$40.00 |
| Mar 18 2021 | COMMITTED | 11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games | \$40.00 |
| Mar 18 2021 | COMMITTED | 11/17/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games | \$40.00 |
| Mar 18 2021 | COMMITTED | 11/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games | \$40.00 |
| Mar 11 2021 | COMMITTED | 10/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games | \$40,000.00 |
| Mar 11 2021 | COMMITTED | Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football) | \$200.00 |
| Mar 10 2021 | COMMITTED | 10/26/2020 - Referee - TBD vs TBD (Varsity Football) | \$20.00 |
| Mar 10 2021 | COMMITTED | Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football) | \$20.00 |
| Mar 10 2021 | COMMITTED | Official - Hugo Berry - 10/28/2020 - Referee - TBD vs TBD (Varsity Football) | \$20.00 |
| Mar 09 2021 | COMMITTED | Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football) | \$40.00 |
| Feb 11 2021 | COMMITTED | Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers MS (Varsity Baseball) | \$80.00 |
| Feb 10 2021 | COMMITTED | Official - Hugo Berry - 12/31/1949 - TB - MS Test School 1 vs OF - Association School LT DO | \$80.00 |
| Feb 09 2021 | COMMITTED | Official - Hugo Berry - 09/30/2020 - Test Rogers School AL vs Test Rogers School 2 and 1 of | \$306.86 |
| Feb 04 2021 | COMMITTED | 02/03/2021 - Official - TBD vs TBD (Varsity Chess) | \$65.00 |

Transaction Details

Total

\$40.00

Payor: 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.

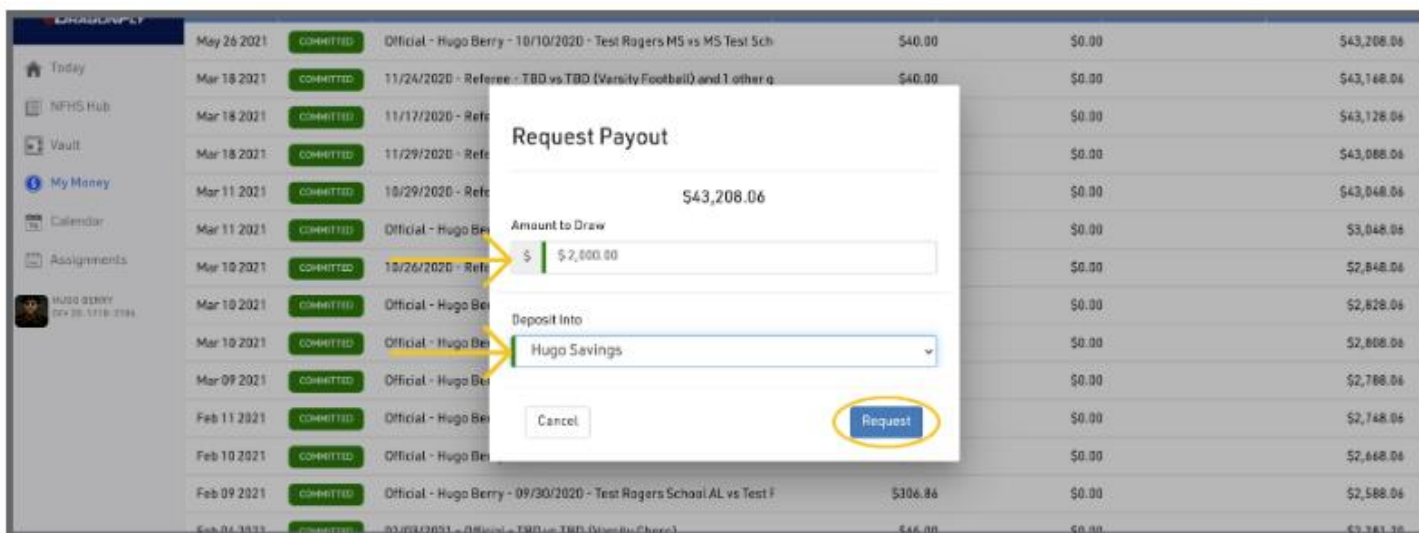
My Money Manage Accounts

Hugo Berry General Fund 520272 - \$43,208.06

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 | | \$2,788.06 |
| 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.



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.**

FOR HELP CONTACT SUPPORT@DRAGONFLYATHLETICS.COM