

# Registering with NCHSAA/Dragon Fly

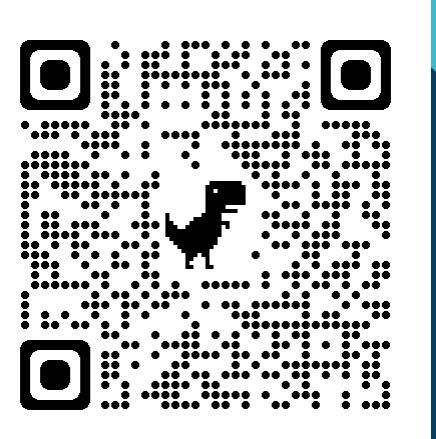


# Create an Account on DragonFly MAX

## 1. Go to-

<https://max.dragonflyathletics.com/maxweb/max-cover/login>

- a. Create an account if you do not have one.
- b. Verify your account through the email link by copying and pasting the verification ID.
- c. Read and accept the Terms of Service



# Sign up for the NCHSAA

Log in to your DragonFly MAX account.

1. Select the “Get Started” button.
  - A. Enter all appropriate personal and emergency contact information, upload photo.
2. Select “Official” then “Contest Official”.
3. Select “North Carolina”.
4. Select “NCHSAA | North Carolina High School Athletic Association” and select the “Join NCHSAA”

# Sign up for the Carolina's Umpire Association

1. Select 2025-26 Baseball and select “Add Baseball 2025-26”.
2. Select “Carolinias Umpire Association | Gary Swanson (Baseball)”
3. Review the information and if it is correct select “Save”
4. Open the “My Information” tab and update the “Contact Info” section and “General Info” sections.
  - a. In the General Info section enter **0** in the “How many years have you been officiating (for any sport)”
  - b. Select **NO** for “Have you ever been a registered official with the NCHSAA. By selecting this it will remove the \$36 NCHSAA registration fee automatically.

The screenshot displays a registration interface for the NFHS Center for Officials Services, powered by DragonFly. It shows three steps of a registration process:

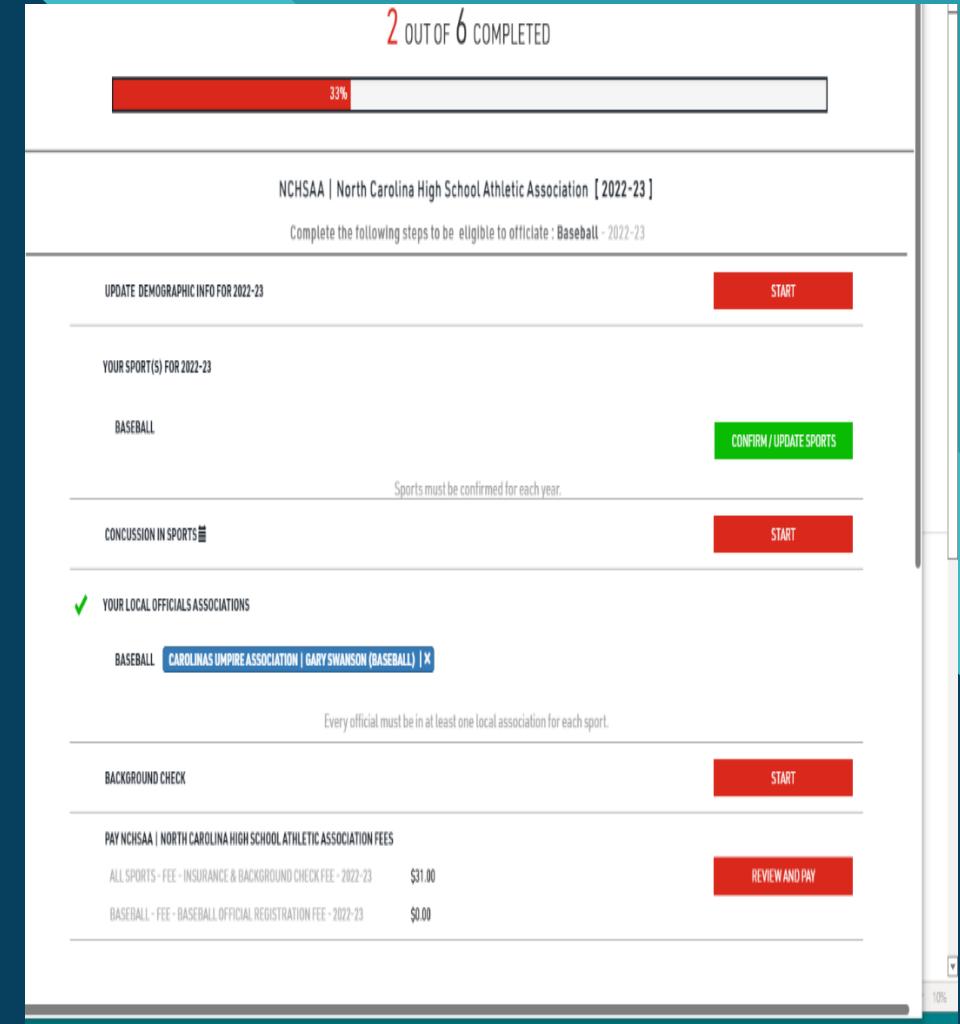
- Step 1:** Profile setup. It shows a placeholder profile picture for 'Hi Robert!', DF# 22-2855-1385. The registration status is 33% completed. A 'Complete your Registration' button is visible.
- Step 2:** Registration status for NCHSAA. It shows the status for Robert at NCHSAA | North Carolina High School Athletic Association : 2022-23, which is 50% completed. A 'Complete your Registration' button is visible.
- Step 3:** Eligibility status for the Carolina's Umpire Association | Gary Swanson (Baseball) : 2022-23, which is 0% completed. A 'Complete your Registration' button is visible.

The sidebar on the left lists navigation options: Today, NFHS Hub, Directory, Vault, My Money, Calendar, and Assignments. The user's profile information is also listed: ROBERT BOYLINGTON, DF# 22-2855-1385.

# Sign up for the Carolina's Umpire Association

After you pay the insurance and background fee you will be able to complete the “Background Check” section.

To be assigned games through CUA, each umpire must pay an association booking fee of \$80. This fee is paid to Gary Swanson and is due January 24<sup>th</sup> . Checks should be made out to CUI. For electronic payment email Gary.



The screenshot shows a progress bar at the top indicating '2 OUT OF 6 COMPLETED' with a 33% completion rate. Below the progress bar, the text 'NCHSAA | North Carolina High School Athletic Association | 2022-23' is displayed, along with a note: 'Complete the following steps to be eligible to officiate: Baseball - 2022-23'. There are two main sections: 'UPDATE DEMOGRAPHIC INFO FOR 2022-23' and 'YOUR SPORT(S) FOR 2022-23'. Under 'YOUR SPORT(S) FOR 2022-23', 'BASEBALL' is selected, and a 'CONFIRM / UPDATE SPORTS' button is present. A note below states: 'Sports must be confirmed for each year.' Below this is a section for 'CONCUSSION IN SPORTS' with a 'START' button. The next section is 'YOUR LOCAL OFFICIALS ASSOCIATIONS', which shows 'CAROLINA UMPIRE ASSOCIATION | GARY SWANSON (BASEBALL)' with an 'X' button to remove it. A note says: 'Every official must be in at least one local association for each sport.' The final section is 'BACKGROUND CHECK' with a 'START' button. At the bottom, a table shows fees: 'ALL SPORTS - FEE - INSURANCE & BACKGROUND CHECK FEE - 2022-23' is \$31.00, and 'BASEBALL - FEE - BASEBALL OFFICIAL REGISTRATION FEE - 2022-23' is \$0.00. A 'REVIEW AND PAY' button is located to the right of the fees.

Fee Type	Amount
ALL SPORTS - FEE - INSURANCE & BACKGROUND CHECK FEE - 2022-23	\$31.00
BASEBALL - FEE - BASEBALL OFFICIAL REGISTRATION FEE - 2022-23	\$0.00

# Eligibility

- As you complete assignments, the percentage of completion will be reflected on the screen below. When the dials indicate 100% you are complete.

DragonFly is the site where you will complete the following requirements:

- Background check
- Concussion test
- NCHSAA state presentation
- NFHS rules test

NCHSAA | North Carolina High School Athletic Association HTECJB

Baseball 2022-23

Prep for 2022 - 23  
Official Eligibility

33%

Get Started

Prep for 2022 - 23  
Contest Official Eligibility

50%

Get Started

Carolinas Umpire Association | Gary Swanson (Baseball) W72X3M

UNK

Prep for 2022 - 23  
Official Eligibility

0%

Get Started

Prep for 2022 - 23  
Contest Official Eligibility

0%

Get Started

# Center for Officials Services



# DragonFly Center for Officials Services



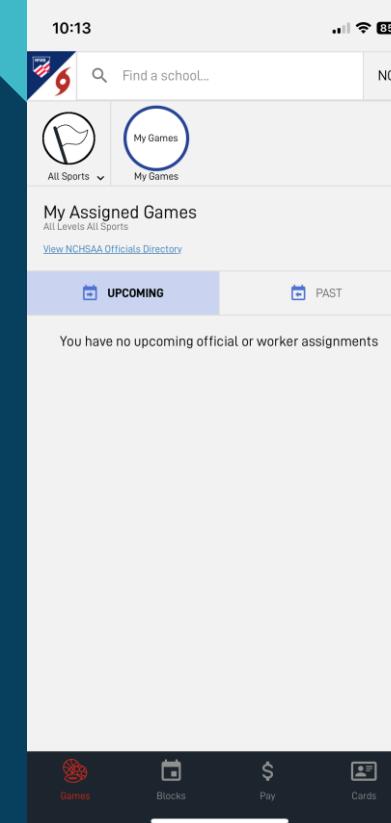
CENTER FOR  
OFFICIALS SERVICES

- Download the appropriate app for your device from the store.
- This is the only source of scheduling (game assignments/blocks) and processing payments for the 2026 season.
- Enable notifications to be alerted to game assignments, changes and cancelations.



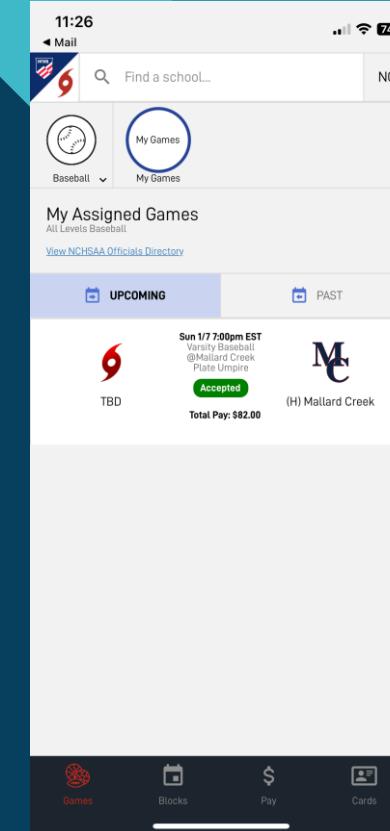
# DragonFly Center for Officials Services

- Home Screen.
  - View upcoming and past games.
  - Menu is at the bottom
    - Games-this is the opening screen
    - Blocks-this is where you will enter block off dates, mileage limits and school conflict of interests.
    - Pay-This is where you will be able to receive and withdraw payments.
    - Cards-Officials ID cards will appear here.



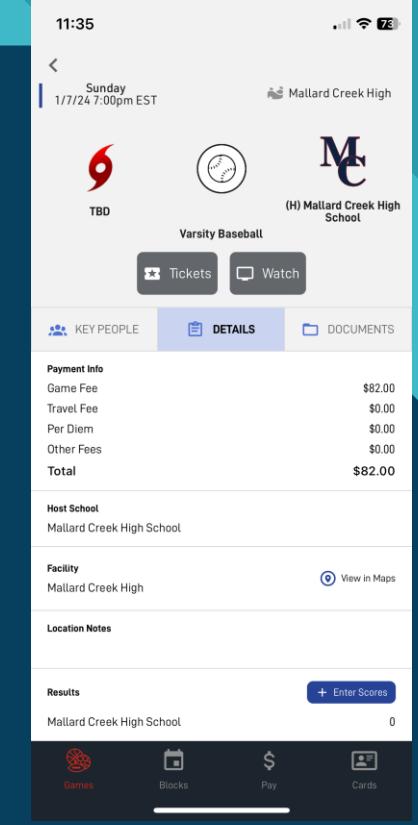
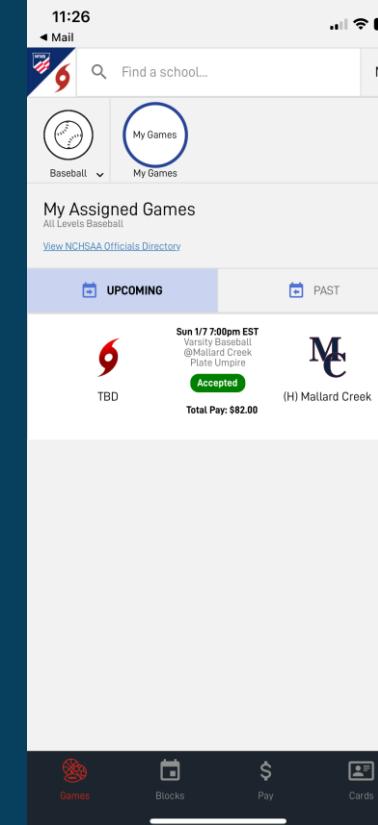
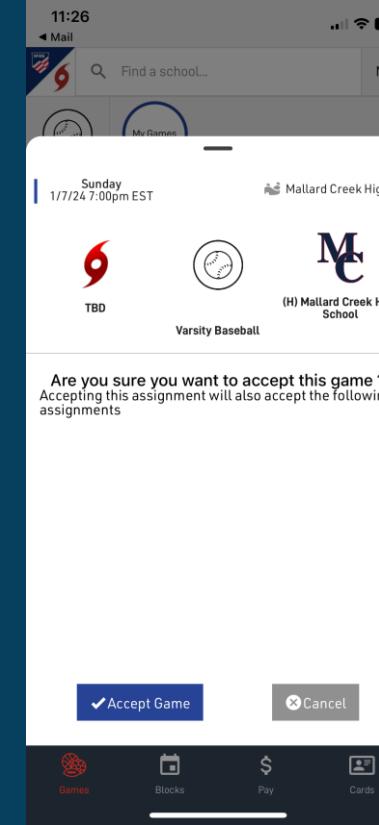
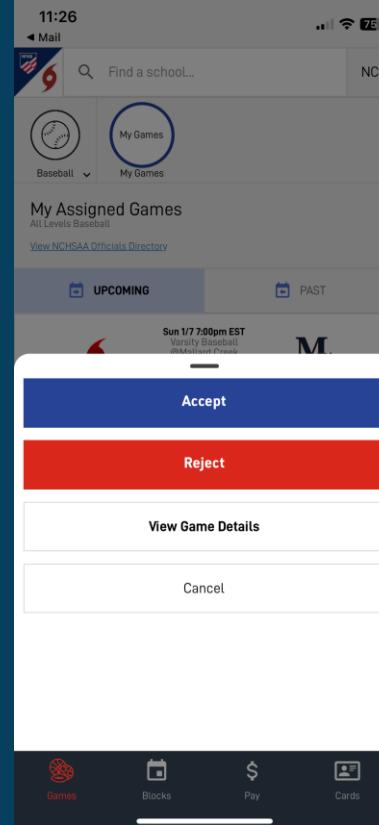
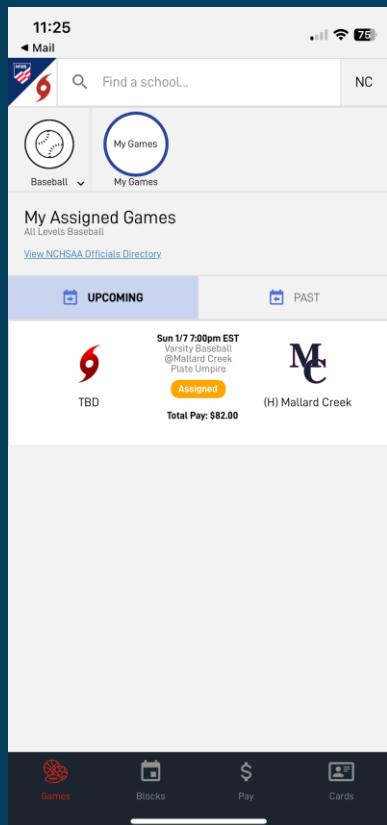
# Main/Home Screen

- Games Menu
  - View upcoming and past games.
  - Accept game assignments . Accept game assignments promptly.
  - **Do not decline an assigned game without an immediate phone call (no texts) to Gary (not Frank or Jim).**
  - Enter and submit ejection reports for NCHSAA Varsity and JV games (these are a public record)



# Accepting Games

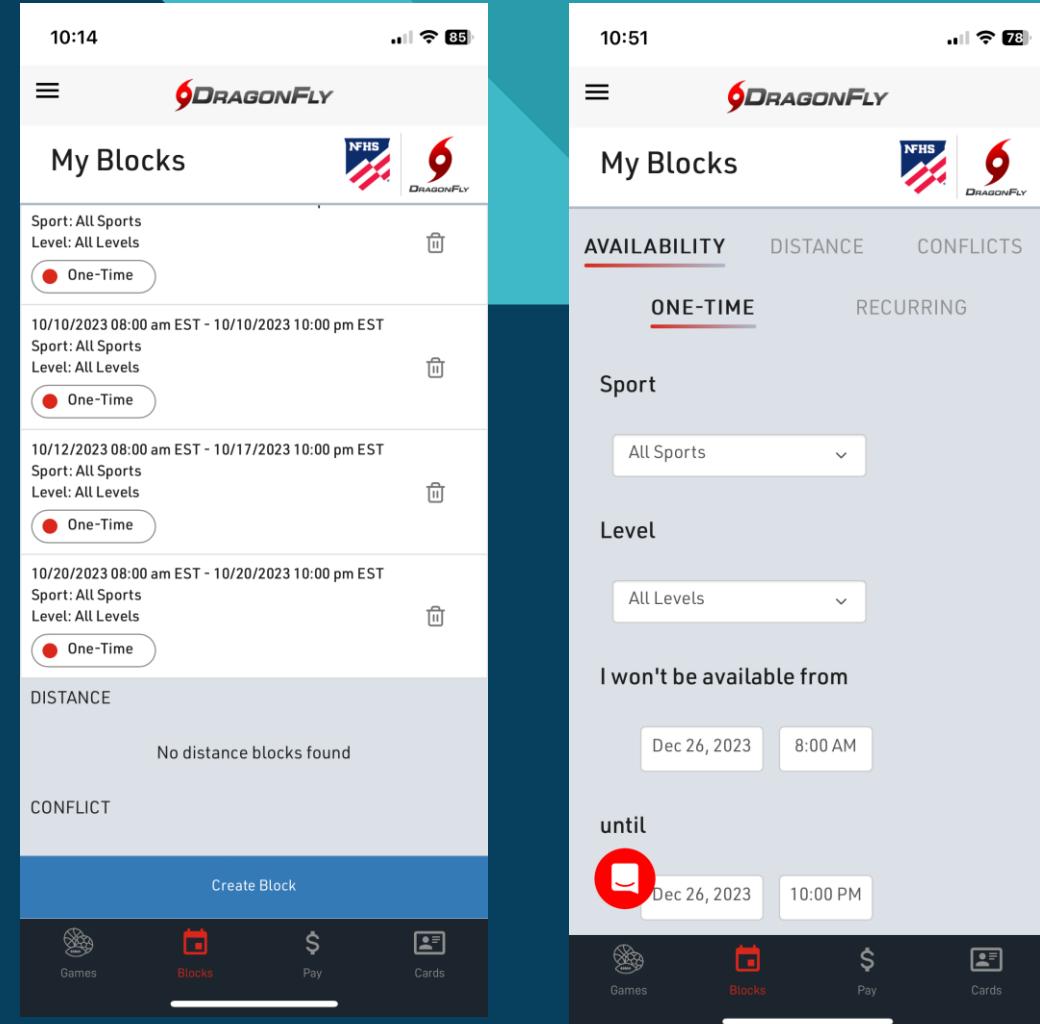
- A game is assigned to you.
- Select the assignment and click “Accept” then verify the acceptance
- The game is accepted .
- Once accepted you can view the game details .



# Availability

## • Blocks Menu

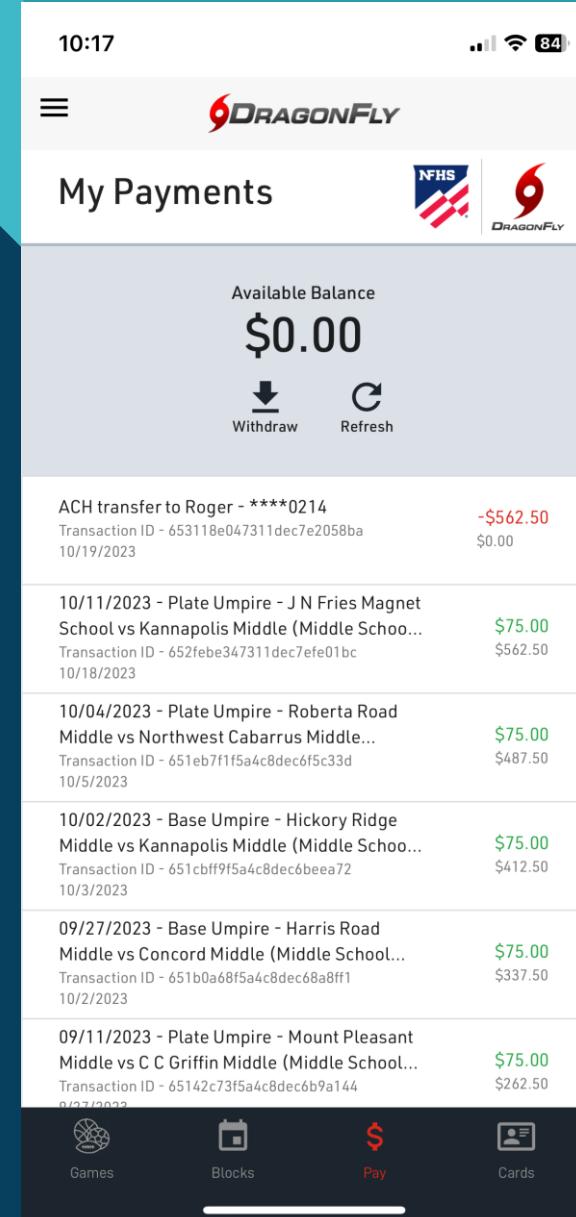
- Use the blue “**Create Block**” at the bottom.
  - Dates and times-Can be a single day, period or a reoccurring block.
    - If you know dates in advance (birthdays, vacations, conferences, anniversaries, etc.) get them in early.
  - Distance (mileage) limitations
  - Conflicts of Interest



# Payments

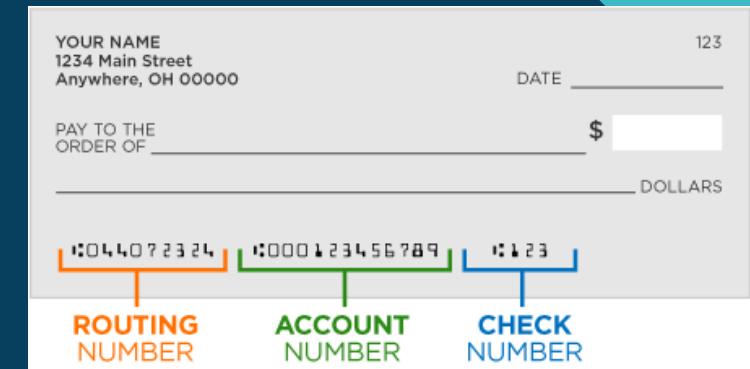
## • Pay Menu

- This is where you can see the money that has been paid to you by the schools and withdraw it.
- All games will be paid via DragonFly for the 2026 season.
  - These games will need to be accepted on DragonFly to process the payments by the schools.
  - Each umpire needs to have a DragonFly Pay account set up and verified. NO ACCEPTANCE, NO PAY ACCOUNT=NO MONEY



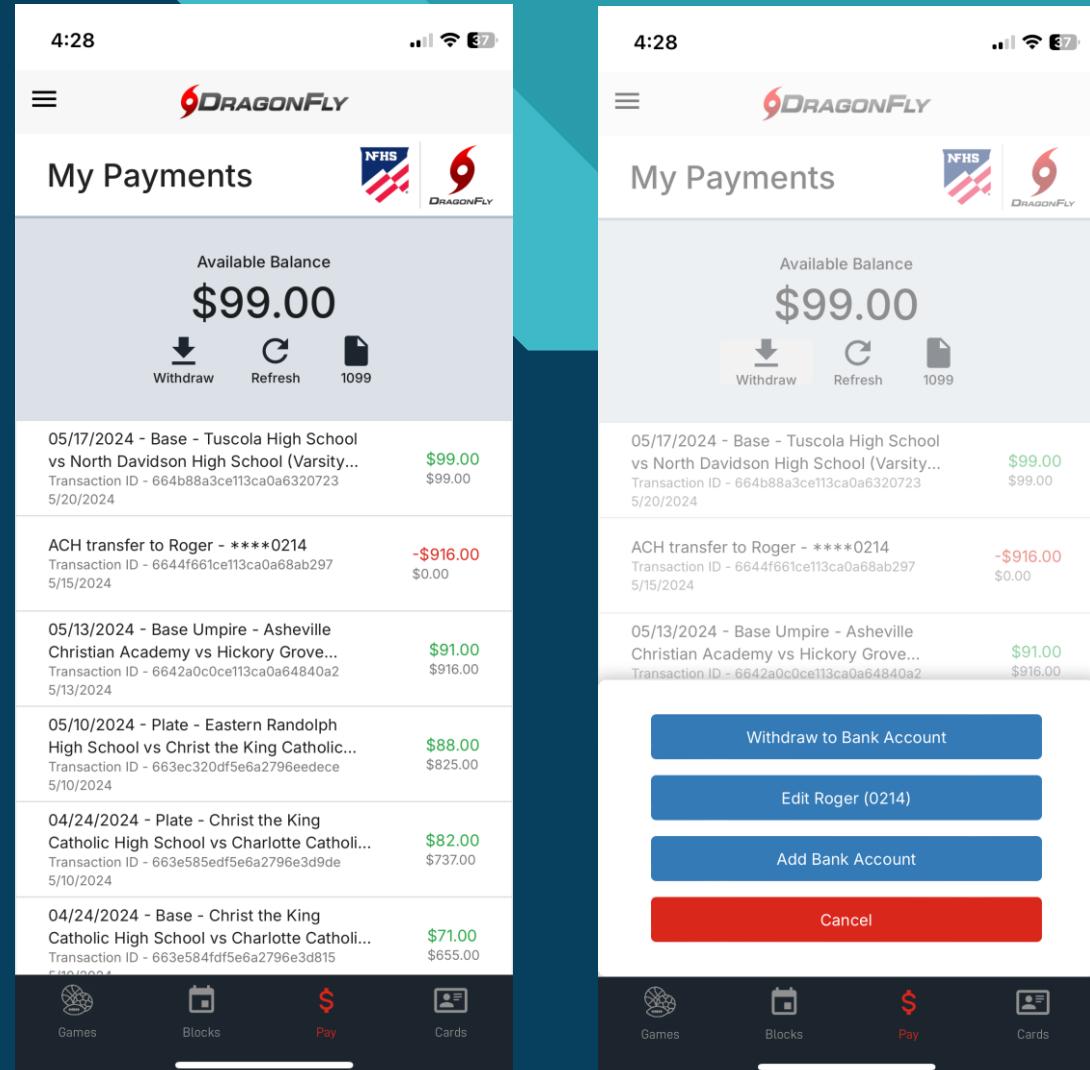
# Set up My Payments

- You will need to link your bank account to DragonFly.
- Select the “Withdraw” option and follow the set-up instructions.
  - You will need your account number and routing number.
- After you complete this, DragonFly will make two small deposits and one withdrawal. You will need to enter the amounts on the app to verify your account.
- 4 withdrawals/transfers per month are \$0/free. Additional transfers are \$5 each.
- Money is typically available in 2-3 business

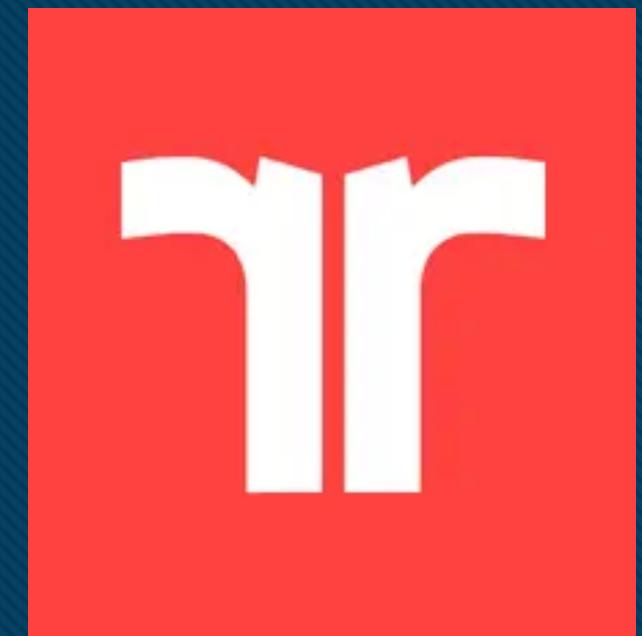


# Withdrawals

- Go the “Pay” tab and that will show the payment status and the available balance
- Select “Withdraw”, select the account, enter the amount to withdraw and enter request
- 4 withdrawals/transfers per month are \$0/free. Additional transfers are \$5 each.
- Money is typically available in 3-5 business days.



# Team Reach



# Team Reach

- From your device app store, you will need to download and install the Team Reach application
- This will be the app that is used for group messaging throughout the season.
- The Group Code is **Cuaumpires**

