Arbiter to Dragonfly Migration

STEP 1: Share Dragonfly Access

First, you must share access to your Dragonfly Account with FMX. Thankfully, Dragonfly has made this easy with a built-in checkbox.

Sharing Steps

	Sample Sch	ool Select Another Organizati	on		🛱 Print 🕺 Šý Signup Handout
🏫 Today	ORG CODE ABC2DE ACA	AD YEAR 2022-23 FORMS LINK http://dragonf	lymax.com/forms/ABC2DE		
Schools & People		Set Up Eligibility & Requirements	Vault Set Up School	Public Directory	
New People	This is where the basi	c setup of your organization	happens. This include	s providing basic contact info, useful publ	c links, adding academic system
Forms Library			integrations,		
Vault		+ Add Color			
School Funds	Invesion Configuration				
🕒 My Money	Invoice Configuration	r			
Calendar	Default Payment Tern	n [
Game Schedules	Default Payment Tern				· · · · · · · · · · · · · · · · · · ·
Assignments	Note	s Payment Term Notes			
🔳 Cards & Events	Data Sharing				
E Reporting	Share Data With VNI	N ()			
Search	Share Data With FM				
0					

- 1. Navigate to "Set Up School" under the "Schools & People" page
- 2. Click the Checkbox "Share Data with FMX"
- 3. Copy the "Org Code" and send it to your FMX account manager (AM)
- 4. Repeat for additional schools if necessary

Notify FMX to Start the Integration

After completing this step, please wait up to one week for FMX to start the data sync from Dragonfly to FMX. FMX will also create new custom fields on your FMX site to house Dragonfly-specific data fields during this time.

STEP 2: Match Building Names

Next, you must match each Building • in FMX to a School Name • in Dragonfly.

Update Building "Name"

To do so, be sure the "Name" of that Building

matches EXACTLY to the School Name
in Dragonfly

High Schoo	I						AD	
Buildings 🔉 📕 High	School > E	dit						
				Edit	Equipment	LII Reports	More	
Building								I
	🗚 Name	High School		Must match '	"School Name"	in Dragonfly		
	Tax rate	5.7500 (Default)	 %					
	Address							
	Phone							

Troubleshooting Non-Matching Buildings

If the School Name
for an event does NOT match any Building
in FMX, that Schedule
Request will be created using a default Building
such as "Not Specified." You can view the
School Name
for any event in the custom field, "Dragonfly Host School Name." This is an
indicator that the desired Building
is not matched correctly and must be adjusted in order
to be added to future events.

NOTE: This will only apply to HOME games. AWAY games will always use the default building.

Ð	Soccer Game				AD
~	Requests > 🔊 Soccer Game				
A	STATUS Finalized & upco DATE Thu, Jun 22, 2023	ming Assig	Respond	(Cancel	More
□	Admin openeo	I this request			ľ
Ð	June 22, 2023 @ 11	28 AM			Edit
\$	Request type	🔊 Dragonfly - Away Game			
	Event name	Soccer Game			
1000	Buildings	Not Specified			
~	Other resource	Athletic Field			
α	Event time	Thu, Jun 22, 2023, 12:00pm - 1:00pm			
Ê	Dragonfly Host School	High School			
ß	Name				
4	Upcoming reminder				
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STEP 3: Map Resources & Locations

Similarly to Step 2, each Resource / Location • in FMX must be mapped to a Facility Name • in Dragonfly.

Update Custom Field, "Dragonfly Facility Name"

Rather than updating the Resource / Location • "Name" field (like you did with buildings in Step 2), instead, each Resource / Location • will map to a Facility Name • using the new custom field, "Dragonfly Facility Name." If this custom field does not yet exist, it must be created by you or a team member at FMX.

9 Baseball Diamond



Resources & Locations > **Q** Baseball Diamond > Edit

Details Logs Equipme	ent	
	Edit More	
Dragonfly Facility Name	Baseball Diamond Must match "Facility Name" in Dragonfly	
Attachments		

Ensure Building Match

It is important to note that the integration can ONLY use a Resource / Location • if the Building • they belong to ALSO matches what is in Dragonfly (see Step 2 above).

Troubleshooting Non-Matching Locations

If the Facility Name
for an event does NOT match any Resource / Location
in FMX, that Schedule Request will fill in the Facility Name
as "Other resource." This is an indicator that the desired Resource / Location
is not matched correctly and must be adjusted to be added to future events.

NOTE: This will only apply to HOME games. AWAY games will always use "Other resource."

Ð	Soccer Game			AD
~	Requests > 🔊 Soccer Game			
	STATUS Finalized & upco DATE Thu, Jun 22, 2023	ming Assign Respon	Cancel	More
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	Event name	Soccer Game		
	Buildings	📕 High School		
	Other resource	Athletic Field		
Q	Event time	Thu, Jun 22, 2023, 12:00pm - 1:00pm		
Ê	Dragonfly Host School	High School		
ß	Name			
4	Upcoming reminder			
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OPTIONAL: Bulk Updating Resources

If you would like FMX to bulk update the "Dragonfly Facility Name" custom field on each Resource / Location
so they match the Facility Name
in Dragonfly, you may follow these steps:

1. Export a list of every Resource / Location • you would like to have updated to a CSV

Þ	Resources &	& Locations			Add resource	AD	
F			Q T. Saved	T Filter	Clear Clear	ettings	
▣	X Location X Barcode	Schedulable Name \$	Building ≑	Resour	Raw Data Growtnetke Growtnetke Growtnetke		
⊙ ♀		Baseball Diamond	Campus	Athletic	▷ PDF I Barcodes III		:
•			Campus	Athletic	a Avery 29 100 ∰ Raw Data ∭ Avery 22805 ₩ Avery 22806	Ð	
م 11					 Avery 42895, 5155, 5195, 8195, 15695, 18695, 88695, 48335, 38667, 42995, 18294 Avery 5160 Address Labels Avery 6462, 6464 Marey 650, 6576, 6590, 6791, 22828 		
₽3 †		9 Outdoor Pool Lanes	Campus	Athletic	Avery 6572, 6578, 6581, 96578, 6793 Avery 94106 Brother DK-11201 Address Labels DuraLabel Supply 4* x4* Direma 14 (2* x 4)*		:
«م) «ما	E 125 0 26 of 26	Soccer Field	Campus	Athletic		0 f 1	:

2. On that CSV file, update the "Dragonfly Facility Name" column with what each Resource / Location - is titled in Dragonfly

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A	В (•	v		w		×			Y										
Name	Building	Dragonfly Fac	ility Name	10)															
Baseball Diamond	Campus				6	81485														
Football Stadium	Campus				6	81482														
Outdoor Pool Lanes	Campus				6	81481														
Soccer Field	Campus				6	81484														
Tennis Court	Campus				6	81483														
Track & Basketball Courts	Campus				6	81480														
Auditorium	Main Building				6	80885														
Boardroom	Main Building				6	81490														
Cafeteria	Main Building				6	81491														
Club House	Main Building			_	6	81495														
Computer Lab	Main Building				6	81488														
Conference Room A	Main Building				6	80792														
Conference Room B	Main Building				6	81489														
Group Work Station	Main Building			_	6	81496														
Gymnasium	Main Building				6	81479														
Indoor Pool Lanes	Main Building				6	81486														
Kitchen	Main Building				6	80868														
Lecture Hall 101	Main Building				6	81487														
Lecture Hall 102	Main Building			_	6	81492														
Lounge	Main Building			_	6	81493														
Meeting Room	Main Building				6	81494														
Room 1	Main Building				6	90599														
Work Stations	Main Building				6	81497														
Conference Room	North Building			_	6	84588														
Lounge	West Building			-	6	84589														

3. Save the updated file as an Excel File.

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Make a copy		Dragonfly Facility Name	ID										
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to octango	9	Room 1	690599										
Print	9 92P	Viork Stations	681497										
and the second s		Lounge	684589										

4. Share that file with your Account Manager (AM)

NOTE: This service is only available ONE time, so please be sure all necessary changes are included in the shared file. Any additional updates will need to be made manually on your FMX site.