



NEW CO-OPS

INSTRUCTIONS FOR STARTING A NEW CO-OP

BEFORE STARTING A NEW CO-OP:

- Information on requirements for a new co-op can be found at the link below.
 - <https://www.iesa.org/documents/coops/IESA-CoopInformation.pdf>
- A co-op qualifies as new if the schools involved are not currently in an IESA co-op for the activity or they are but will be removing or adding another school to the existing agreement.
- Activities with separate entries for genders (Golf, Cross-Country, Bowling, and Track & Field) must include both genders in the cooperative agreement. There are no exceptions, including if there are no participants for that gender in a given season.
- Activities with separate entries for grade levels (Girls Basketball, Boys Basketball, Girls Volleyball, and Track & Field) must include all grade levels in the cooperative agreement. There are no exceptions, including if there are no participants for a grade level in a given season.
- Each school in the co-op must pay for both IESA membership and all applicable activity fees for each year of the co-op, regardless of interest.
 - Co-ops in Golf, Bowling, and Speech are the only exceptions to this requirement. For those activities, each school must pay for membership dues, but only the host school pays the entry fees for the activity.

Step 1

To start a new co-op, a school administrator must submit a request for access to the co-op paperwork by completing a short form via the school's IESA Member Center.

Once logged in using the school's administrator password, click on the tab labeled "Your School".

The screenshot shows the IESA Member Center website. At the top, there is a navigation bar with a "Menu" tab on the left and a "Log Out" button on the right. Below this is a row of dark blue tabs: "Activity Tracker", "Registration", "Entry Centers", "Your School", "Resources", "Email Center", and "Officials Search". A red arrow points to the "Your School" tab. Below the tabs are two orange buttons: "REGISTER FOR TEXT ALERTS" and "CONCUSSION CERTIFICATION". The main content area is titled "Important Messages" and contains a list of links: "Membership Survey", "Indicate your emerging activities", "Submit a Good Sportsmanship Report", and "Submit your Activity Participation/Fee information". To the right of this list is a graphic of a trophy labeled "IESA Replica Trophy". At the bottom of the page, there is a blue banner that reads "TROPHY WINNERS: Order replica trophies TODAY!". The footer of the page includes the text "Activity Tracker".

Step 2

Below the "Important Messages" portion of the page, locate and click the "Co-ops (Co-operative Teams)" link under the "Administrative Links" heading.



The co-op page will show a summary of any co-ops into which your school is currently entered (if applicable), and directly above that will be a link to the form to complete before moving forward with a new co-op.

The screenshot shows the "Co-ops (Cooperative Teams)" page. At the top, it says "To create a co-op, begin by logging in to the Member Center and submitting [this form](#)". Below this is a table titled "You are Co-op Host for these schools".

Activity	Type	School	Expires	Status
Boys Baseball	HOST	[Redacted]	2025-2026	
	GUEST	[Redacted]	2025-2026	

Step 3

After reviewing the information at the top of the form, fill in all fields at the bottom of the form, and click "Submit" once completed.

The screenshot shows the "Co-op Agreement Request Form". At the top, it says "KEEP THE FOLLOWING IN MIND WHEN CONSIDERING FORMING A CO-OP:" followed by a list of requirements. Below this is a section for "Co-op Agreement Forms" with links to "Co-op Information" and "Co-op Agreement FAQ". The main form has the following fields:

- Your School: [Redacted]
- Your Name: [Text Input]
- Your Role: [Text Input]
- Your Email: [Text Input]
- Other School(s) (list any other school expected to also be in the co-op): [Text Input]
- Activity (if co-opping in more than one, list all): [Text Input]
- Have school boards met to discuss co-op formation? Yes No

A red arrow points to the "Submit" button at the bottom right of the form.

The submitted form will be emailed to Amanda Powell at the IESA office, and once received, she will send the requestor an email advising of the next steps and include all necessary documents to be completed.