



# CO-OP RENEWAL INSTRUCTIONS

## BEFORE STARTING THE RENEWAL PROCESS:

- **All schools in the co-op should first confirm with each other (and applicable school boards) about their intent to renew the co-op as-is without any changes.**
  - If any new schools are to be added to the agreement or any existing schools are to be removed from the agreement, that will constitute a new co-op, and the school must submit a New Co-op Interest Form in the school's IESA Member Center.
    - Information on how to access that form can be found at the end of these instructions.
- Co-op renewals must be completed by a school administrator (ie: superintendent, principal, AD) using the administrator password.
  - Prior to logging in, make sure to have the administrator password. The activities password will not allow access to co-op renewal contracts.
- Our system is set to renew all co-ops for the required two school years. If the schools wish to extend their renewal beyond the minimum two-year period, the schools will need to complete the online renewal as instructed below, and once submitted, the host school should email Amanda Powell (amanda@iesa.org) to advise of how many additional years the schools would like to extend the co-op.

## Step 1

Go to the IESA homepage at [www.iesa.org](http://www.iesa.org). Click on **School & Officials Login** located at the top of the page. On the next page, select your school name (city first) from the left-hand dropdown menu. A school administrator should login using your school's **administrator password**.

Once logged in, locate your school's co-op summary below the Activity Tracker.

The screenshot shows the IESA website interface. At the top, there is a 'Menu' tab and a 'Log Out' button. Below this is a navigation bar with buttons for 'Activity Tracker', 'Registration', 'Entry Centers', 'Your School', 'Resources', 'Email Center', and 'Officials Search'. Underneath the navigation bar are two links: '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 the messages is an image of an 'IESA Replica Trophy'. Below the messages is a banner that says 'TROPHY WINNERS: Order replica trophies TODAY!'. At the bottom left of the screenshot, the 'Activity Tracker' link is highlighted, and a red arrow points to it.

## Step 2

This section includes an overview of all co-op activity for your school.

Co-ops in which your school is the **host** school will appear in the top block.

- If your school is a host school in a co-op, the status of your own school and each sub school's renewal approvals will be listed in this section.

### You are Co-op Host for these schools

Activity	Type	School	Expires	Status
Boys Baseball	HOST		2025-2026	<a href="#">RENEW</a>
	GUEST		2025-2026	
	GUEST		2025-2026	
	GUEST		2025-2026	
Boys Basketball	HOST		2025-2026	<a href="#">RENEW</a>
	GUEST		2025-2026	
	GUEST		2025-2026	
Girls Volleyball	HOST		2025-2026	<a href="#">RENEW</a>
	GUEST		2025-2026	
	GUEST		2025-2026	

### You are Co-op Guest with these schools

Activity	Type	School	Expires	Renewal
Girls Basketball	HOST		2026-2027	
	GUEST		2026-2027	
Scholastic Bowl	HOST		2025-2026	
	GUEST		2025-2026	<a href="#">RENEW</a>
Girls Softball	HOST		2025-2026	
	GUEST		2025-2026	<a href="#">RENEW</a>
Boys Wrestling	HOST		2025-2026	
	GUEST		2025-2026	<a href="#">RENEW</a>

Co-ops in which your school is the **sub (guest)** school will appear in the bottom block.

- If your school is a sub school in a co-op, only the status of your own school's renewal and that of the host school will be displayed on your school's Member Center page.

Links to renew expiring co-ops will appear on the right.

2025-2026	<a href="#">RENEW</a>
2025-2026	
2025-2026	
<b>Expires</b>	
2026-2027	
2026-2027	

Co-op activities will **not** display a link to renew until the listed expiration period is ending.

- ie: When renewing in Spring of 2026 for co-ops that expire in 2025-2026, you will not be given an option to renew a co-op that expires in 2026-2027 or beyond. Links to renew those co-ops will be made accessible when those terms are ending.

When renewing a co-op with multiple gender levels (ie: Cross-Country, Golf, Bowling, Track & Field), you will need to click each "RENEW" link and submit approval for each gender level separately.

### Step 3

The renewal contract page will list all of the details of the co-op, as well as the terms that will continue to govern the co-op after the renewal is approved.

**Contract for Renewal of a Cooperative Agreement**

**SCHOOL** hereby agrees to renew their existing cooperative agreement under the following terms.

Activity	Renewal Deadline	Term Start	Term End
Boys Baseball	<b>DEADLINE</b>	START SCHOOL YEAR	END SCHOOL YEAR
Additional schools in this coop	ADDITIONAL SCHOOL		

- Membership and applicable activity fee(s) for the co-op activity must be paid to the IESA annually by **EACH** school in the co-op by the applicable **RENEWAL DEADLINE**.
- The above school understands that the renewal period is for a minimum of two school years. (Additional years may be added by request to the IESA office after the above renewal is marked as submitted.)
- The renewal must be accepted by the renewal deadline listed.
  - Renewal may be accepted by a school or district administrator **ONLY**. (Superintendent, principal, athletic director, etc.)
- The IESA will refer to only the **HOST SCHOOL** in ALL online and printed materials.

Administrator Name

Administrator Role

Administrator Email

Date & Time Signed MM/DD/YYYY HH:MM:SS

By clicking "Agree to Renew", **SCHOOL** agrees to the conditions stated above.  
The renewal will be final pending IESA approval. Notification will be sent when IESA review is complete.

Upon reading and agreeing to the terms listed, the school administrator will enter their first and last name, role, and email address. An automatic date/timestamp will be added when the contract page is opened.

Once all information is entered, click on "Agree to Renew" to submit the school's approval of the renewal contract.

### Step 4

Once the renewal contract has successfully been submitted, the "RENEW" link will be replaced by the text "PENDING CONFIRMATION".



2025-2026	<a href="#">RENEW</a>
2025-2026	
2025-2026	

2025-2026	<b>PENDING CONFIRMATION</b>
2025-2026	<b>PENDING CONFIRMATION</b>
2025-2026	<b>PENDING CONFIRMATION</b>

**\*\*\*Renewal contracts are not automatically approved. The IESA reviews all renewal submissions. After IESA approval, each school will receive an approval email.\*\*\***

## FINALIZED RENEWAL AGREEMENT

Upon approval of the co-op renewal, the co-op section of the school's Member Center page will update to display the new end school year of the agreement and display a link to view the finalized renewal contract for your school.

You are Co-op Host for these schools				
Activity	Type	School	Expi	atus
Boys Baseball	HOST		2027-2028	<a href="#">CONTRACT</a>
	GUEST		2027-2028	CONFIRMED
	GUEST		2027-2028	CONFIRMED
	GUEST		2027-2028	CONFIRMED
Boys Basketball	HOST		2027-2028	<a href="#">CONTRACT</a>
	GUEST		2027-2028	CONFIRMED
	GUEST		2027-2028	CONFIRMED

At the bottom of the approved contract page, it indicates that the renewal was approved by the IESA Executive Director. This page may be retained for your records.

### Contract for Renewal of a Co-operative Agreement

\_\_\_\_\_ hereby agrees to renew their existing co-operative agreement under the following terms.

Activity	Renewal Deadline	Term Start	Term End
Boys Baseball	DEADLINE	START SCHOOL YEAR	END SCHOOL YEAR

Additional schools in this co-op \_\_\_\_\_

- Membership and applicable activity fee(s) for the co-op activity must be paid to the IESA annually by **EACH** school in the co-op by the applicable **RENEWAL DEADLINE**.
- The above school understands that the renewal period is for a minimum of two school years. (Additional years may be added by request to the IESA office after the above renewal is marked as submitted.)
- The renewal must be accepted by the renewal deadline listed.
  - Renewal may be accepted by a school or district administrator **ONLY**. (Superintendent, principal, athletic director, etc.)
- The IESA will refer to only the **HOST SCHOOL** in ALL online and printed materials.

Administrator Name \_\_\_\_\_

Administrator Role \_\_\_\_\_

Administrator Email \_\_\_\_\_

Date & Time Signed \_\_\_\_\_

**This contract has been approved by Nicole Schaeffbauer, IESA Executive Director.**

## ADDITIONAL INFORMATION

- The approved renewal contracts for your school's active co-ops will be available to view until the co-op is up for renewal again.
- If an extension of the minimum two-year term is requested, the IESA office will first confirm the renewal as listed on the renewal contract, and then a separate email will be sent to all schools in the co-op to advise that the system has been updated to add the additional years to the agreement.



# 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" link on the right. Below this is a row of dark blue buttons: "Activity Tracker", "Registration", "Entry Centers", "Your School", "Resources", "Email Center", and "Officials Search". A red arrow points to the "Your School" button. Below the navigation bar are two yellow 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 large image 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 says "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 with the following content:

- Header: **Co-ops (Cooperative Teams)**
- Text: To create a co-op, begin by logging in to the Member Center and submitting [this form](#) (indicated by a red arrow)
- Section: **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' with the following sections:

- KEEP THE FOLLOWING IN MIND WHEN CONSIDERING FORMING A CO-OP:**
  - All schools entering into a cooperative agreement must renew their membership through the IESA website. Entry fees must be paid by the posted entry deadline for each activity, each year of the agreement.
    - Please review the IESA Fee Schedule (<https://www.iesa.org/activities/fees.asp>) for Entry Fee information.
  - Co-op agreements are in place for a minimum of two (2) years. (One-year co-ops are NOT offered.)**
  - The 7th and 8th grade enrollment of each school in the co-op will be added together to determine classification.
  - Only the designated host school will be listed in activity assignments and will receive physical/electronic communication.
- For additional information on requirements for co-ops, including FAQs, IESA by-laws, etc., review the links below.**
- Co-op Agreement Forms**
  - [PDF](#) Co-op Information
  - [PDF](#) Co-op Agreement FAQ
- Co-op Agreement Request Form**
  - Your School: [Redacted]
  - Your Name: [Text Box]
  - Your Role: [Text Box]
  - Your Email: [Text Box]
  - Other School(s) (list any other school expected to also be in the co-op): [Text Box]
  - Activity (if co-opping in more than one, list all): [Text Box]
  - Have school boards met to discuss co-op formation? Yes  No
  - Submit** (indicated by a red arrow)

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.