

## **Registration for Cooperative Sharing Agreements**

All co-op sharing agreements must be done via the new online process. Below are details for completing and submitting the agreements online. Cooperative Sharing Agreements for the 2015-16 school year are to be submitted by May 15, 2015.

To create a sharing agreement form, the HOST school's athletic director must login to the Cooperative Sharing Agreement link on the IGHSAU website (located under the Administrator tab then under Forms-Online tab). The username and password will be the same one used for accessing your Online Forms.

### **Directions for HOST school to create/renew Co-op Sharing Agreements for 2015-16 school year:**

1. Go to the IGHSAU website ([ighsau.org](http://ighsau.org)).
2. Select the "Administrators" tab at the top of the main page.
3. Select "Forms - Online". Then select the "Cooperative Sharing Agreements" link.
4. Enter your username and password (same username and password used for accessing your IGHSAU online forms).
5. When the Cooperative Sharing Agreement page opens, make sure the correct athletic director and email is listed for your school. If it is not correct, click "Edit Here" and make the corrections.
6. If it is correct, click on the highlighted link "Fill out a NEW Application".
7. On the Application for Cooperative Sharing page will be drop-down menus to select the school(s) involved in your Cooperative Sharing Agreement and select the sport you will be sharing. The host school only must select the schools involved in the sharing agreement and the sport the agreement is for. If any Cooperative Sharing Agreement has different schools sharing different sports, you will need to complete a new sharing agreement for each. (Example: If you only share soccer and volleyball with School A, you can select both sports on the same agreement. HOWEVER, if you share soccer with School A and School B, and you share volleyball with School A, then you must submit separate agreements for soccer (you, School A and B) and volleyball (you and School A).
8. Enter your electronic signature and click "Submit".
9. A page will appear thanking you for filling out the Cooperative Sharing Agreement. This page will show the email address of the athletic director at the school(s) involved in the agreement. You need to click on the email address, which will create an email notifying the school of the sharing agreement application and the need for their electronic signature.

10. Once the email has been sent to the other school(s) involved, you can select one of three options on the page:

- a. The first option "View your Cooperative Sharing Agreement form" will direct you back to the initial page that will list any current agreements involved in and will now show your pending agreement you just submitted and its current status.
- b. The second option "Fill out a New Cooperative Sharing Agreement form" will direct you to a form in which you can fill out an agreement for a new sharing agreement.
- c. The third option "Return to the Main Menu" will direct you back to your member school link home page.

11. Once the other school(s) involved in the agreement has added their electronic signature, you will receive an email that the school has "signed" the sharing agreement. You will receive a link to submit your application to the IGHSAU by selecting the link "Click Here to View your Form". (FYI: If you are sharing with more than one school, you will need to wait for signatures from ALL sharing schools prior to submitting the agreement to the IGHSAU.)

12. The completed form with all the appropriate electronic signatures will be listed. You must check the box that states: By checking this box, you are verifying that the superintendents from all schools involved have approved this sharing agreement. Then select "Submit Application to the IGHSAU" at the bottom of the screen.

13. A notification will appear that you have submitted your application to the IGHSAU for approval and to check the status of your application by logging into the IGHSAU Coop Sharing Agreement Portal.

14. When the IGHSAU approves your application there will be an alert on the home page of your IGHSAU Coop Sharing Agreement Portal that tells you: the application has been approved, the date of the approval and a link to view the approved application.

**Directions for Schools Involved in Co-op Sharing Agreements *(Not the Host School)*:**

1. Go to the IGHSAU website ([ighsau.org](http://ighsau.org)).
2. Select the "Administrators" tab at the top of the main page.
3. Select "Forms - Online". Then select the "Cooperative Sharing Agreements" link.
4. Enter your username and password (same username and password used for accessing your IGHSAU online forms).
5. When the Cooperative Sharing Agreement page opens, make sure the correct athletic director and email is listed for your school. If it is not correct, click "Edit Here" and make the corrections.
6. You will see an alert that your electronic signature is needed on a sharing agreement application with the link "Review the Form and Add your Signature".

7. By clicking on the link it will direct you to the application to review and add your electronic signature.
8. Hit "Submit Signature" at the bottom of the page.
9. You will receive notification that your signature was added to the application.
10. Once the IGHSAU has approved your application, an alert will be on your IGHSAU Coop Sharing Agreement Portal indicating: the application has been approved, the date of the approval and a link to view the approved application.

**REMINDER:** If any Cooperative Sharing Agreement has different schools sharing different sports, the host school will need to complete a new sharing agreement for each. (Example: If you only share soccer and volleyball with School A, you can select both sports on the same agreement. HOWEVER, if you share soccer with School A and School B, and you share volleyball just with School A, then you must submit separate agreements for soccer (you, School A and B) and volleyball (you and School A).

**Directions for Schools Involved in Whole Grade Sharing:**

If your school is whole grade sharing with another school, you need to select the "This is a Whole Grade Sharing Agreement" box. You then need to follow the same steps as the Cooperative Sharing Agreement process, however this will help us track if your agreement is a Cooperative Sharing Agreement or a Whole Grade Sharing Agreement.

If you need to dissolve an approved Cooperative Sharing Agreement, please contact Lisa Brinkmeyer at the IGHSAU for further instruction.

Classifications are determined for all cooperative programs and 28E (Whole Grade Sharing) agreements by totaling the enrollment figures of the previous year's BEDS Document figures to determine the enrollment for classification purposes. This policy applies to the IGHSAU sharing programs, whether they previously existed, or whether they will be first year programs for the 2015-16 school year.

Thank you for your cooperation. If you have questions concerning Cooperative Sharing Agreements, please contact Lisa Brinkmeyer at 515-288-9741 or [lisa@ighsau.org](mailto:lisa@ighsau.org).

Lisa Brinkmeyer  
Assistant Director