

# Cooperative Team Application

Last Modified: 9/22/2023

1. Navigate to: <https://schools.wiaawi.org/Forms/Coops>

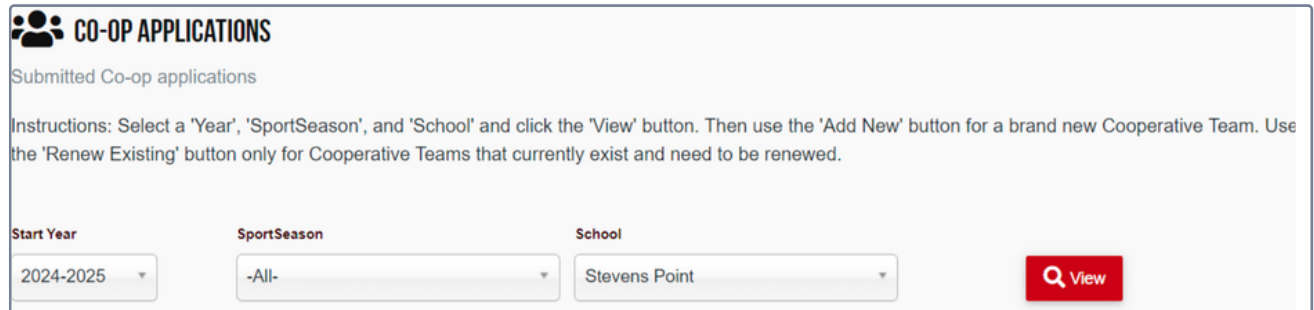
OR

Login to the School Database: <https://schools.wiaawi.org>

Using the menu select **Forms > Schools > Cooperative Team Application**

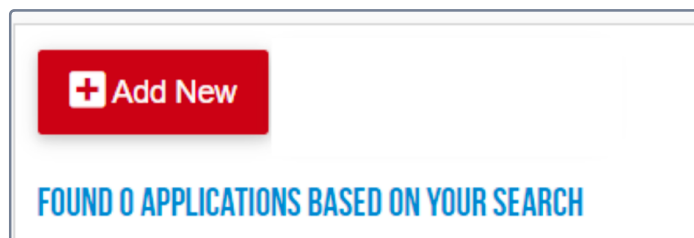


2. Select a **Year**, **SportSeason**, and a **School** from the drop downs and then click the **View** button.



3. From the buttons at the top, click on **Add New**. Any existing electronic applications for this selection will appear in the list.

**NOTE:** If you add a school(s) to an existing Co-op this requires a NEW Co-op application form to be completed (it is NOT a renew).




The calendar season based on the selection made (Fall, Winter, Spring) must be open in order for these buttons to appear. Deadlines:

- Fall Sports: October 1

- Winter Sports: February 1
- Spring Sports: May 1

4. The Cooperative team application will open. Complete all fields as directed.


**APPLICATION - NEW COOPERATIVE TEAM SPONSORSHIP**


**WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION**  
**Not For Football - See Separate Application**  
**NOTE: All fields are required in order to save or submit the application**

When finished supplying all fields click the **Save Co-op App** button at the bottom of the form.



5. The form will appear in your list. In addition, each school & contact added will receive an email requesting signatures for the application.

Show: 50
Search:

SCHOOL	SPORT	GENDER	START	END	STATUS	
Stevens Point	Baseball	Boys	2024	2025	Pending Signatures	 Review

6. Add Signatures, either by selecting the Cooperative Team Application from the list and clicking the **Review** button as shown above or by using the link in the received email.

A new cooperative team application involving your school has been submitted and requires your signature

**Signing for School:** Stevens Point

**Effective Year:** 2024-2025

**Sport:** Baseball

**Gender:** Boys


**Please review and sign the document at this link:** [HERE](#).

#### Sample Email

7. At the bottom of the form under the section **Cooperative Team Signature Document**, click the **Signature Form** button and download the Signature page. Obtain the signatures and return to the form to upload them with the application for your school.

### COOPERATIVE TEAM SIGNATURE DOCUMENT


Instructions: Using the document obtained by clicking the 'Signature Form' button, please download and obtain the signatures as requested for your school. After gathering the signatures please upload the document on this page below and click 'Save Signatures'.

 Signature Form



Select a File:

File Selected:

 Save Signatures

8. To upload the signatures click the **Choose File** button and select the signature document from your computer / device. Then click the **Save Signatures** button.

Select a File:


File Selected: CoopSigDoc.pdf

 Remove

 View

 Save Signatures


The form will lock to display the signatures provided.

 Signature Form


**SIGNATURE DOCUMENT WAS SUBMITTED**

**Submitted Date**

6/5/2023

 View Signatures

9. Once all signatures have been provided the Contact School will be allowed to submit the application. Click the **Submit to WIAA** button to send the finished application to the WIAA Office.

 **SUBMIT TO WIAA**

10. The form has now been submitted and will be reviewed by the WIAA Office and Board of Control by the dates provided at the bottom of the form.

**YOUR APPLICATION HAS BEEN SUBMITTED TO THE WIAA OFFICE**

**Date Submitted: 6/5/2023**

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You may check the Board of Control action status October 24, 2023, March 5, 2024, May 17, 2024