

## **Online Coop Submission Instructions:**

- Log on to the AD login page
- Scroll to the bottom under “Other Forms” and click on “NSAA Cooperative Sponsorship Agreement Forms”
- Click on “Begin Working on a NEW Cooperative Sponsorship Agreement”
- Fill in all of the boxes and hit “Save & Continue”  
*NOTE: Clicking Save & Continue will take you to your school's Resolution Form that will need to be completed AND will alert the schools you selected above for this co-op that they need to review this form and complete their portion as well.*
- Once you have clicked “Save & Continue” on the previous screen, the main paperwork will be complete. You will need to fill out the next screen specific to your school and the other schools will get an alert on their AD page to fill out their own form specific to their school.
- Once both schools have completed their forms, the school that began the process (the head school) will need to submit the final completed form.  
*NOTE: The head school AD will get a notice on their login page that the other school has completed the paperwork.*