**School Rep Check List**

☐ Determine if you need IEL insurance or if your school will provide it

☐ Create online account

☐ Change Password on Account (temporary password received in an email)

☐ Pay Invoice for School Membership ($150/school)

☐ Pay Invoice for School Insurance, if necessary ($200/school) or have the school send the proof of insurance form to the Show Secretary

☐ Submit the signed School Membership Form to the Show Secretary

☐ Submit the School Rep Form either electronically or a signed PDF