How to process Agreement Renewals

OPTION 1:

**Don’t** change the dates of the agreement expiring to the new DPA dates. Instead, follow these instructions to make a copy of the expiring agreement to serve as a template for the new renewal entry.

Click on **Your District’s Agreements** and then select **View Expiring Agreements**.
Locate the resource you want to renew and click on the Copy link.

Fill out the form and under Status, select:

- **Renewal: Pending (Not Public)** if you don’t want it to show publicly, or
- **Renewal: Pending (Public)** if you want it to show publicly.

Most fields will be blank until the new DPA is signed.
Once the new DPA is signed, go to Your District’s Agreements and select Manage Agreements from the drop-down menu. Locate the Renewal: Pending resource. Click on Change Agreement Type and follow prompts to add the new signed DPA.

DON’T FORGET to set the old agreement to an inactive status.

OPTION 2:

For Alliances’ with the Agreement Renewal functionality turned on, please review TECHNICAL GUIDE: Renewal Email Notifications.