

# CESA Registration Instructions

Welcome to the Classics Elite Soccer Academy, please refer to this information sheet while registering your child with CESA. This will take you step by step through the registration process.

1. Log onto [www.classicseelite.com](http://www.classicseelite.com) and select the “Registration” on the left menu then click on the link for your appropriate play level.
2. Click on “Registration tab” at the top next to Gaming & Tournament.
3. Check player registration
4. Enter Username/Password if know then click “Login Button”.
5. If you don’t know your Username/Password click on “Forgot Username/Password” email Dee McIntyre at [kdlc@mesquitefloors.com](mailto:kdlc@mesquitefloors.com) and she will get you the information.
6. All Family Info will pop-up. If all Player’s and Parent’s are enter click “Continue”. If you do not see all family members that need to be in the system please add player or parent and then click “Continue”.
7. Click “Register as Player” on player’s that will be playing.
8. Select the appropriate play level from the drop down menu.
9. Verify all information is correct, if not please correct it then click on “Save”.
10. Verify Player/Player’s are in the list of “Registration Just Created” then click “Continue”.
11. Read ELA “Parent Handbook Acknowledgement” and check “I Accept” then click “Agree & Continue”.
12. Click “No Payment, Continue” CESA does not collect payments through Affinity, you will need to fax or drop off at the CESA Office the appropriate payment form in the Parent Handbook or you can find it on the Fee Policy Page of the website.
13. Click “Print Receipts & Forms” and “Print ELA” for your records.
14. Once all that is done the Online Registration should be complete.
15. Sign and give your team manager the prefilled medical release.
16. If you choose to file for financial aid, then complete the form and send in all documentation to the CESA office at 11503 Jones Maltsberger Suite 183 San Antonio, Texas 78216 or fax to 830-393-0182.
17. To finish the Registration process you will need to complete the appropriate ACH Form or Credit Card Form and fax it to Dee McIntyre office at 830-393-0182. If you prefer you can mail it to the CESA office at 11503 Jones Maltsberger Suite 183 San Antonio, Texas 78216.

If you have any questions or problems please email or call Dee McIntyre at [kdlc@mesquitefloors.com](mailto:kdlc@mesquitefloors.com) or 210-279-3550.