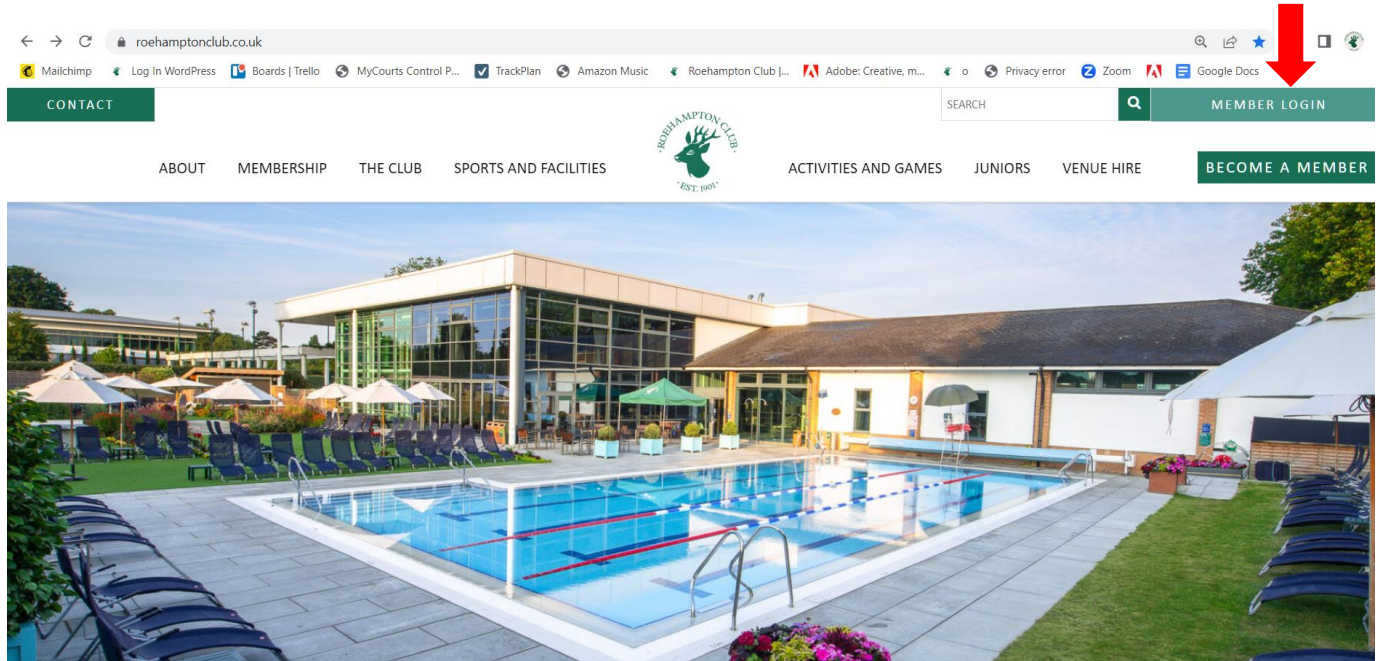


## New functions in Members' ESP Elite Live accounts via the Members' website

As well as booking Social Scene events, dining tables, fitness classes, courts, coaching and overnight electric vehicle charging, Members can also top up their Top Up Levy account and now review their spending via the Members' website and their ESP Elite Live account page.



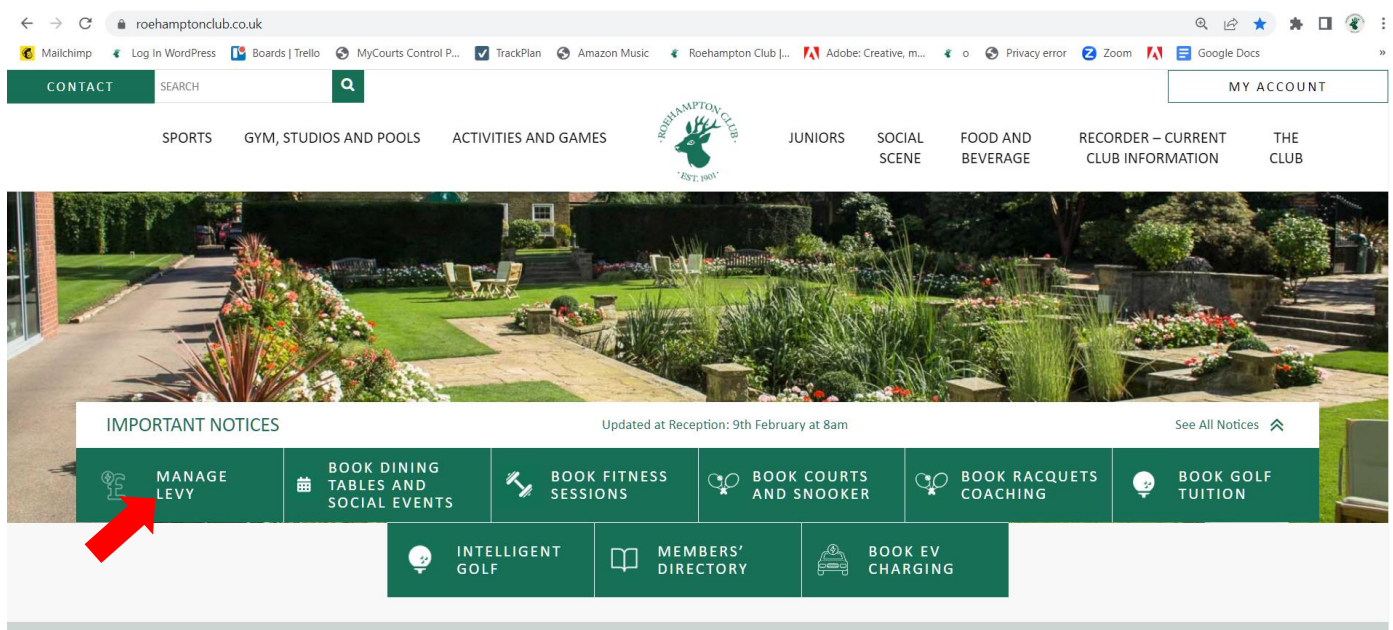
Go to [www.roehamptonclub.co.uk](http://www.roehamptonclub.co.uk) and click MEMBER LOGIN in the top right-hand corner to log into the Members' website.



If you have not yet registered to use the Members' website or need help with logging in, please email [marketing@roehamptonclub.co.uk](mailto:marketing@roehamptonclub.co.uk)

## MANAGE TOP UP LEVY

From the Members' website homepage click the green booking button MANAGE LEVY



From your ESP ELITE LIVE account page click the blue LEVY TOP UP Manage button:

The screenshot shows the Roehampton Club homepage. At the top left is the club logo. The main content area is titled 'MARK MANAGER'. Below this is the 'FRONT DESK' section, which contains two buttons: 'Make A Booking' and 'LEVY TOP UP : £20.00'. A red arrow points to the 'LEVY TOP UP : £20.00' button. Below the 'FRONT DESK' is the 'MESSAGES' section, which shows a progress bar at 0% and a table with columns for Date, From, Message, and Options. At the bottom is the 'LATEST NOTICES' section.

This brings up the page where you can top up your levy – click the amount in the green box that you would like to top up and follow the instructions to the payment page:

The screenshot shows the 'SELECT LEVY TOP UP PRODUCT' page. It features a list of four options, each with a green bar and a grey bar below it. The options are: A. Levy Top Up 20.00, B. Levy Top Up 50.00, C. Levy Top Up 100.00, and D. Levy Top Up 200.00. A red arrow points to the green bar of the first option, 'A. Levy Top Up 20.00'. Below each green bar is a grey bar with the text 'Click here to view Levy Top Up statement'.

To view your current Levy Account, click any of the grey bar buttons.

The screenshot shows the 'SELECT LEVY TOP UP PRODUCT' page. It features a list of four options, each with a green bar and a grey bar below it. The options are: A. Levy Top Up 20.00, B. Levy Top Up 50.00, C. Levy Top Up 100.00, and D. Levy Top Up 200.00. A red arrow points to the grey bar of the first option, 'A. Levy Top Up 20.00', which contains the text 'Click here to view Levy Top Up statement'.

You should see this screen detailing your levy amounts and spending:

The screenshot shows a web browser window with the URL `e-s-p.com/elitelive/book_activity2.php`. The page title is "SELECT LEVY TOP UP PRODUCT". A modal window is open, displaying a table with the following data:

Date	Transaction	Description	Credits	Spend
18/01/23		Annual Levy (Expires 01/01/24)	200.00	
18/01/23		Levy Spend (Expires 18/01/28)		
		Brought Forward	20.00	
Amount left to spend				220.00

## REVIEW FOOD AND BEVERAGE RECEIPTS, LEVY STATEMENTS AND LEISURE RECEIPTS

Click the 'hamburger' navigation – the three horizontal black bars on the left-hand side of the screen:

The screenshot shows the main interface of the website. A red arrow points to the hamburger menu icon (three horizontal black bars) in the top-left corner. The page content includes sections for "MARK MANAGER", "FRONT DESK" (with "BOOKINGS" and "LEVY TOP UP : £20.00" buttons), and "MESSAGES".

In the side navigation, click the blue DOCUMENTS button:

The screenshot shows the side navigation menu on the left side of the website. A red arrow points to the "Documents" button, which is highlighted in blue. The main content area on the right is the same as the previous screenshot, showing the "MARK MANAGER", "FRONT DESK", and "MESSAGES" sections.

Click FANDBRECEIPTS to view your Food and Beverage Receipts:

The screenshot shows the Roehampton Club website's 'DOCUMENTS' section. At the top left is the club's logo. Below it, the text reads 'DOCUMENTS' and 'Below is a list of documents available to download and view'. A list of folders is displayed: 'FANDB RECEIPTS', 'LEVY STATEMENTS', and 'LEISURE RECEIPTS'. A red arrow points to the 'FANDB RECEIPTS' folder. At the bottom, there is a footer with 'Address', 'Phone and Email', 'Useful Links', and 'Social Media' sections.

Click the Bar Receipt you would like to view:

This screenshot shows the 'DOCUMENTS' section with the 'FANDB RECEIPTS' folder expanded. A list of receipts is shown, with a red arrow pointing to 'BarReceipt-F706446.rcp'. To the right, a preview window titled 'RoehamptonClub Customer File - Receipt' displays the receipt details. The receipt lists items such as Seasoned Fries, Beef Burger, Margherita Pizza, Kids Beef Burger, Add Cheese, Add Fajitas, Add Smk Ham, Add Roquito Pepper, Add Olives, Vegan Pizza, Hawaiian, Pepperoni Pizza, ChickenProsciutto, Add Bacon, Add Mduja Sausage, Add Jalapeno, and Seasoned Fries. It also shows a balance of 100.00 and a total amount to spend of 24.65.

To view your Levy Statement, click StatementOfLevyAccount.pdf to download your statement:

The screenshot shows the 'DOCUMENTS' section with the 'LEVY STATEMENTS' folder expanded. A document titled 'StatementOfLevyAccount.pdf' is visible, with a red arrow pointing to it. The document is dated '01/02/23 at 09:33'. The rest of the page layout is consistent with the previous screenshots.

On a PC this will download and show the file in the bottom left-hand corner of the screen.

Roehampton Club Homepage

### DOCUMENTS

Below is a list of documents available to download and view

- FANDB RECEIPTS
- LEVY STATEMENTS
- StatementofLevyAccount.pdf  
01/02/23 at 09:33
- LEISURE RECEIPTS

Powered by ESP Leisure Ltd

**Address**  
Roehampton Club  
Roehampton Lane  
London SW15 5LR

**Phone and Email**  
020 8480 4200  
admin@roehamptonclub.co.uk

**Useful Links**  
Privacy Policy  
Careers  
Contact Us

**Social Media**  
f i t in

INVESTORS IN PEOPLE Gold  
Site By Propeller

Levy Statments\_St...pdf

Click the PDF file to open your Levy Statement:

**Roehampton Club**  
Roehampton Lane, London, SW15 5LR  
Tel: 020 8480 4200 | Fax: 020 8480 4265  
Email: admin@roehamptonclub.co.uk | Web www.roehamptonclub.co.uk

### LEVY STATEMENT

1st February 2023

Marc Newey  
Roehampton Club  
ROEHAMPTON LANE  
London  
SW15 5LR

Page Number 1

Membership No 5349/1  
Addr Code NEWEM01

Date	Transaction	Description	Credits	Spend
10/01/23		Levy Spend (Expires 10/01/28) Brought Forward	93.70	

93.70

**Amount Left To Spend** 93.70

This Statement is for your records only and requires no payment to be made.

Click LEISURERECEIPTS and choose the Retail Receipt for items and activities purchased at Reception that you wish to review:

e-s-p.com/elite/ive/player\_attachments.php

Mailchimp Log In WordPress Boards | Trello MyCourts Control P... TrackPlan Amazon Music Roehampton Club |... Adobe: Creative, m... Privacy error Zoom Google Docs

Roehampton Club  
ESTD 1961

Roehampton Club Homepage

### DOCUMENTS

Below is a list of documents available to download and view

- FANDB RECEIPTS
- LEVY STATMENTS
- LEISURE RECEIPTS
- RetailReceipt-L534898.rcp**  
09/02/23 at 11:20

Powered by ESP Leisure Ltd

#### Address

Roehampton Club  
Roehampton Lane  
London SW15 5LR

#### Phone and Email

020 8480 4200  
admin@roehamptonclub.co.uk

#### Useful Links

Privacy Policy  
Careers  
Contact Us

#### Social Media

[f](#) [i](#) [t](#) [in](#)

Roehampton Club Customer File - Receipt

Roehampton Club  
Leis Recep

Tel. 020 8480 4200 Vat No. 603176567

Name :Newey/Marc  
Fri 10/06/22 07:30-08:29  
Studio 1 Homestay  
1 FT10- Pilates 1-2- 50.00

1 BAL DUE 50.00  
CLASS 50.00  
CHANGE 0.00

BOOKING RECEIPT - DO NOT DISCARD !

Vat Rate	Excl.	VAT	Incl.
20.00	41.67	8.33	50.00

You have been served by Marian  
Terminal "08" RC\_LEISREC\_T01

22 L00493131 07 13:40 10/06/22

Thank You  
For Your Custom  
Please Call Again

If you have any queries, please speak to a member of the Reception Team or email [marketing@roehamptonclub.co.uk](mailto:marketing@roehamptonclub.co.uk)