



## **OZEE MARKETS BOOKING MANAGER**

User Guide to Set-up your Markets for Online Booking

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## 1.INTRODUCTION

As a market organiser you will find Ozee Markets Booking Manager much easier and straight-forward to use with all the necessary features and functionality.

Ozee Markets Booking Manager helps you save time by eliminating the burden of paperwork and creates an organised markets management and booking confirmation system.

## 2. GLOSSARY

**A. Market Organiser:** They are the managers and administrators for the markets, who rent out stall locations, enforce rules, manage payments and keep records.

**B. Stall Holders:** Business and vendors who are looking for a market stall to sell their products.

**C. Verification Code:** This is sent to you to confirm your contact details during registration.

**D. Markets:** These are markets uploaded and managed by the market organisers

**E. Real-time availability:** you can distinguish the stall availability by a color indicator

**F. Market Map:** this is the layout of the market to check the availability of stalls in the market.

### 3. MARKET INTRODUCTION

Ozee Markets Booking Manager will manage all your market and stallholder data. This application automates all aspects of market stall management from stall availability, descriptions, booked stalls, stall pricing, stall bookings, payments and schedules. Market stall bookings can be managed and reported including booking listings to check at your markets.

**Note:** Please Login and set-up your market through the desktop version of <https://www.ozeemarkets.com.au> for a better experience.

Step 1: Visit Ozee Markets Booking Manager at

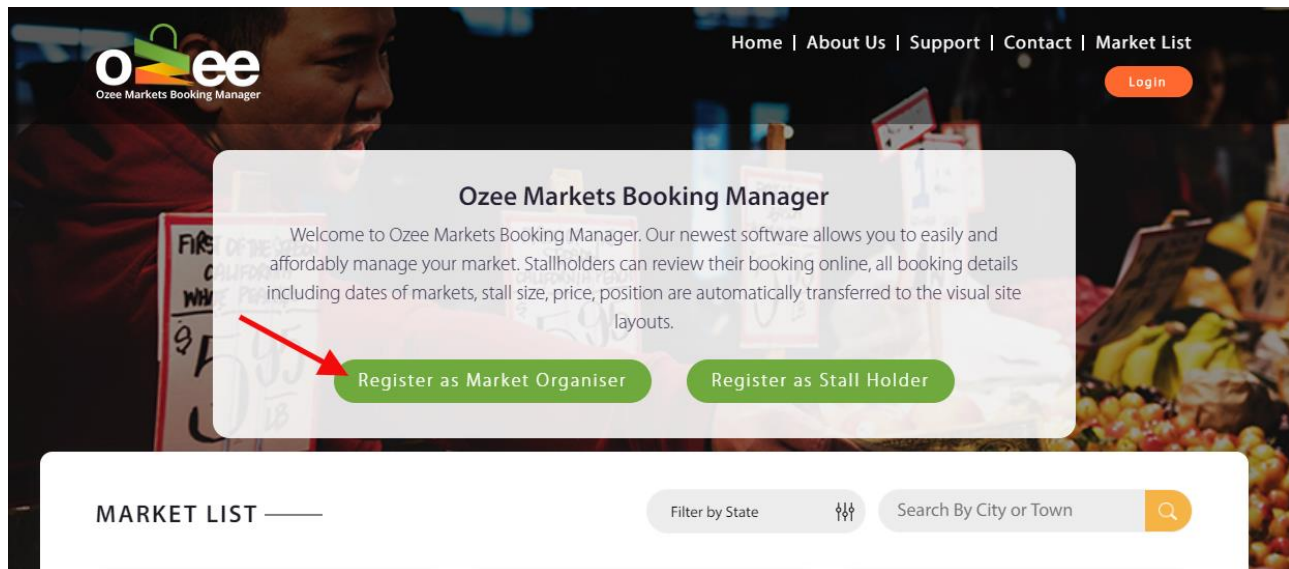
<https://www.ozeemarkets.com.au>

Step 2: Proceed to **3.1 New Registration** if you are a new organiser. Or **skip to 3.2** if you are already registered.

### 3.1 New Registration

**Step 1: The website will open in your browser and you will see the options for registering as either a:**

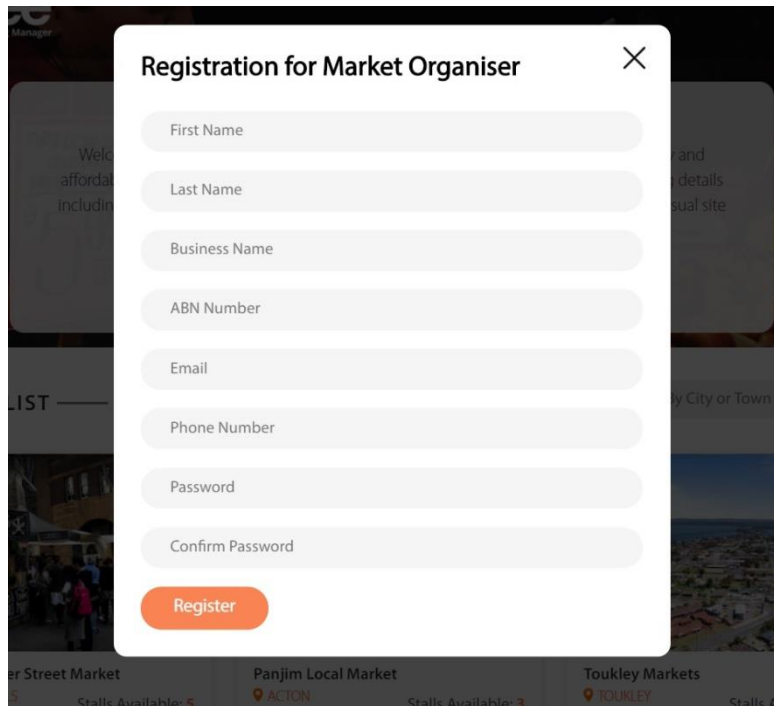
- Market Organiser – Manages and organises the market event days
- Stall Holder–Books a stall as a vendor to sell products in the markets



**Step 2: Click *Register as a Market Organiser***

**Step 3: Please complete the form with your personal information like first name, last name, business name, ABN number, email address, phone number, and to set-up your password.**

**[Note:** All information on the form is mandatory except for the Business Name and ABN Number which you can add this later if this information is not yet available].



The image shows a 'Registration for Market Organiser' form overlaid on a blurred background of a market website. The form has a title bar with a close button (X). It contains the following fields: First Name, Last Name, Business Name, ABN Number, Email, Phone Number, Password, and Confirm Password. At the bottom of the form is an orange 'Register' button. The background shows a market listing with images and text like 'Panjim Local Market' and 'Toukley Markets'.

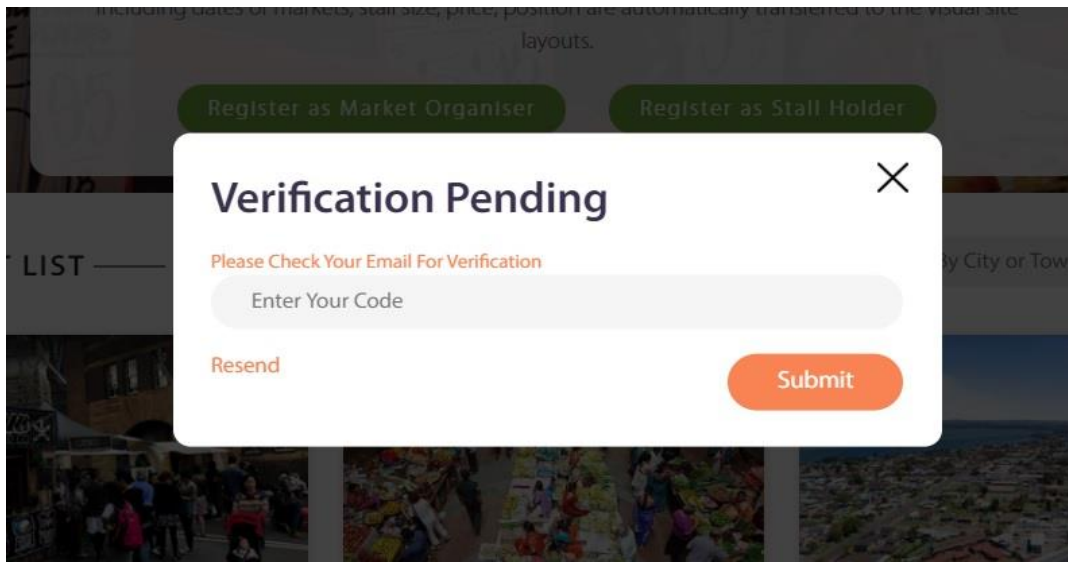
Please note the web form uses Google reCAPTCHAv3 against SPAM submissions bots.

~ **All information on the registration form is mandatory except for the Business Name and ABN Number.**

You can update this information later.

**Step 4: Once the registration form is complete, click *Register*.**

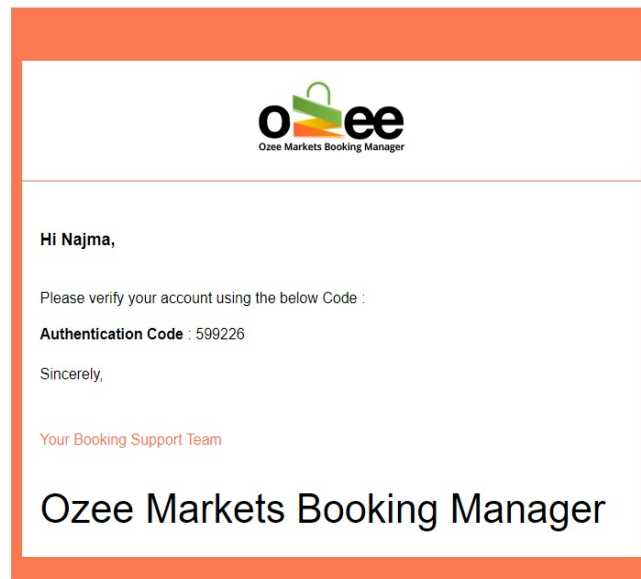
Step 5: You will see the below image pop-up on your screen asking for verification code.



Step 6: Go to your email inbox and wait for your Market Organiser registration email and Verification Code Email with your code.



Step 7: Once you have received your Verification Code Email, the message will look like this below:



Step 8: Now enter the verification code and Click ***Submit***.

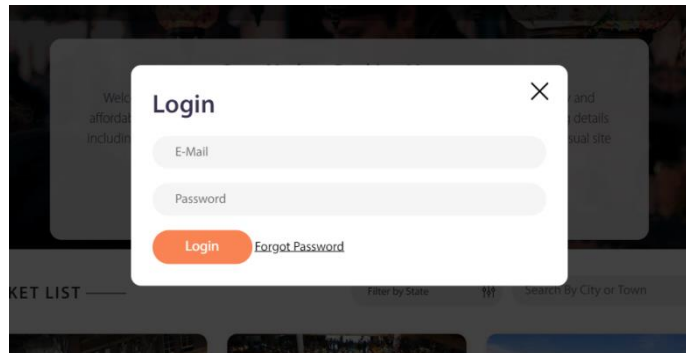
Step 9: Now you are ready to use the system! You will be presented with a login screen

### 3.2 Login

Step 1: Now that you have registered as a market organiser on the system, please login to your account using your registered email and password.

Step 2: And click ***Login***.





## 4. INTERFACE

This is the screen that will be displayed after you are logged in.

A collapsible  
dashboard navigation  
panel which you can  
choose to view or  
hide

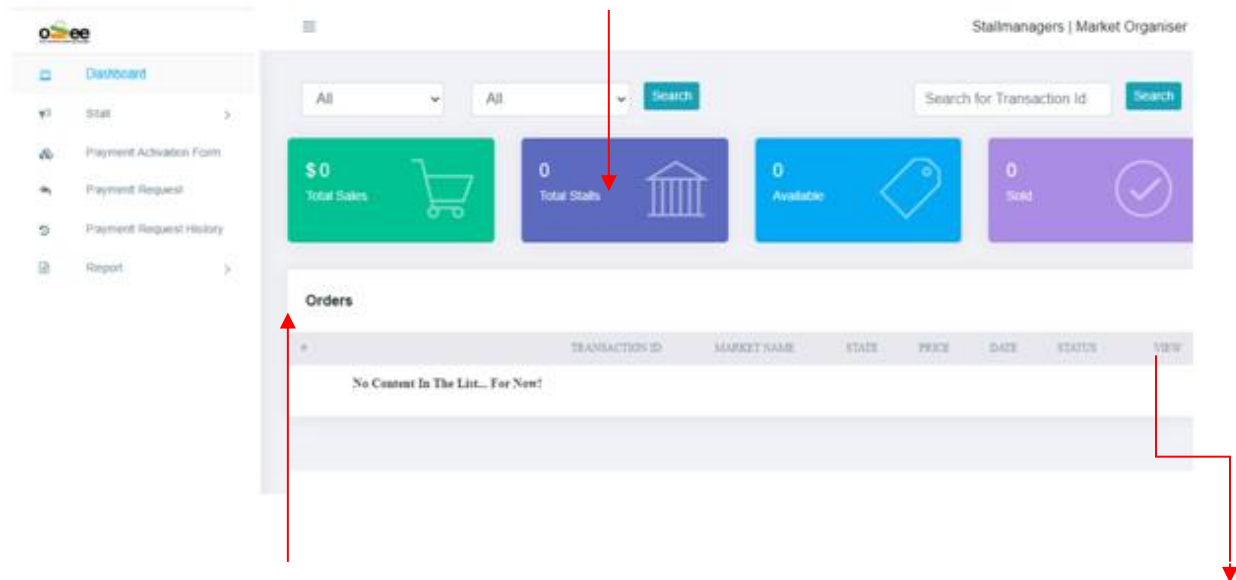
The total sales  
revenue you  
have.

The total stall  
you own

No. of Stalls  
those are  
still not  
booked.

The stalls  
that are sold





A list of all your market stall  
booking orders are displayed here

You can view  
individual  
booking  
transaction  
details.

**Total sales:** The total sales revenue you accumulated for the period.

**Total stalls:** The total stalls you have for the market/s for the scheduled future.

For Example: When you have a Stall # 1 open for two different weekend dates, the number of stalls reported is counted as two.

**Available:** The number of stalls still available for booking.

For Example: When you have a stall open for two different dates, and the stall on the first date is sold or the date has passed; the available stall will be one.

**Available stalls = Total stalls – Sold stalls**

**Sold:** The number of stalls that have been booked and paid online.

**Once you have your orders, They will be displayed under the orders list and you can view them either by**

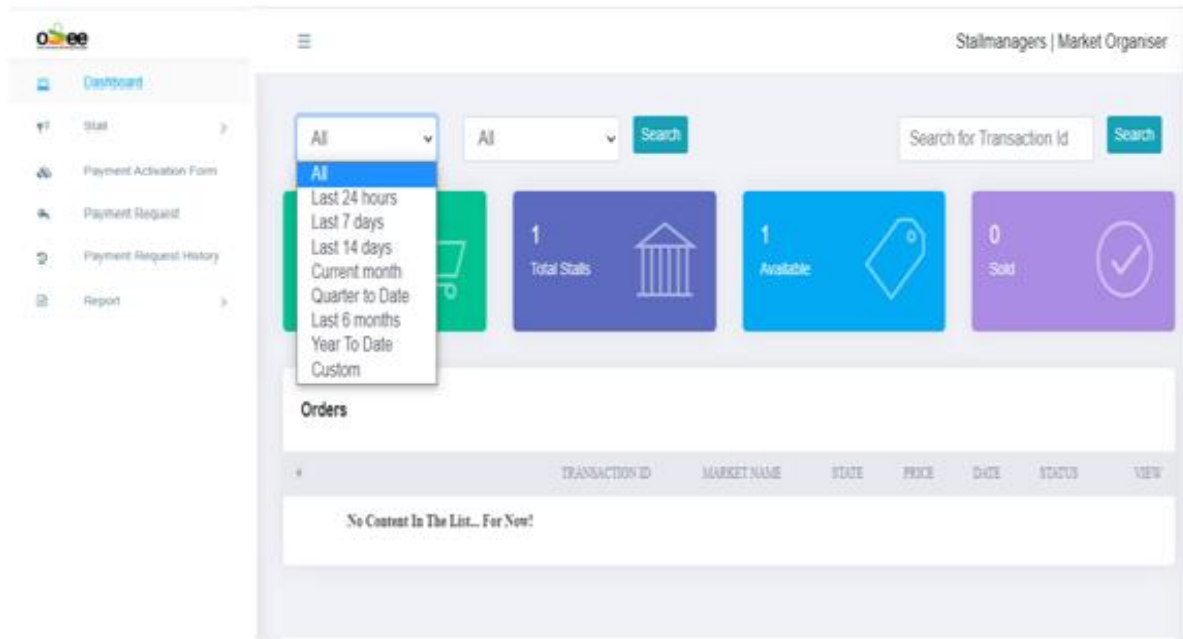
- **Filter by time period:** This will Show you only the orders that were placed in that specific time frame.
- **Filter by Market name** (If you are managing multiple markets)
- **Search with the booking transaction ID**

Filter by time

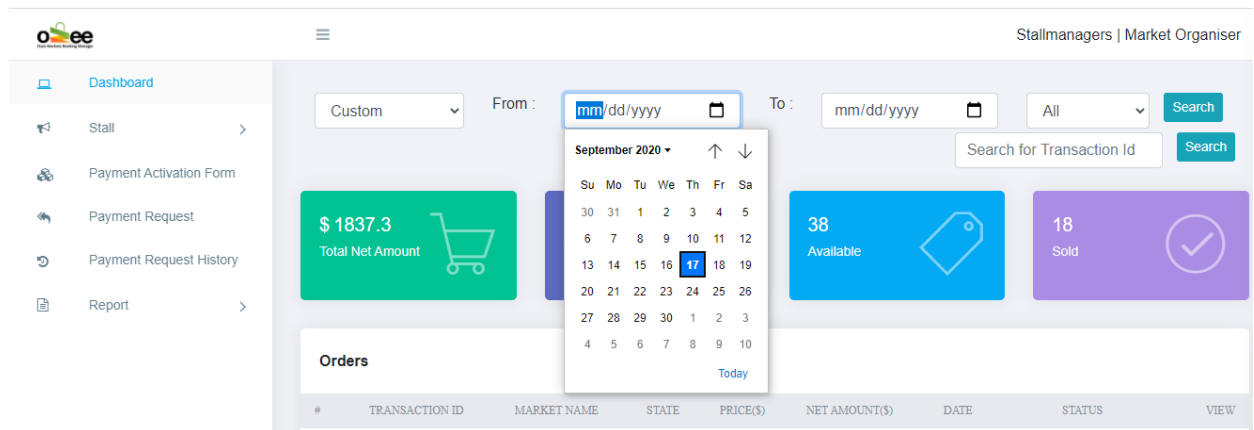
Filter by market

Search by transaction ID





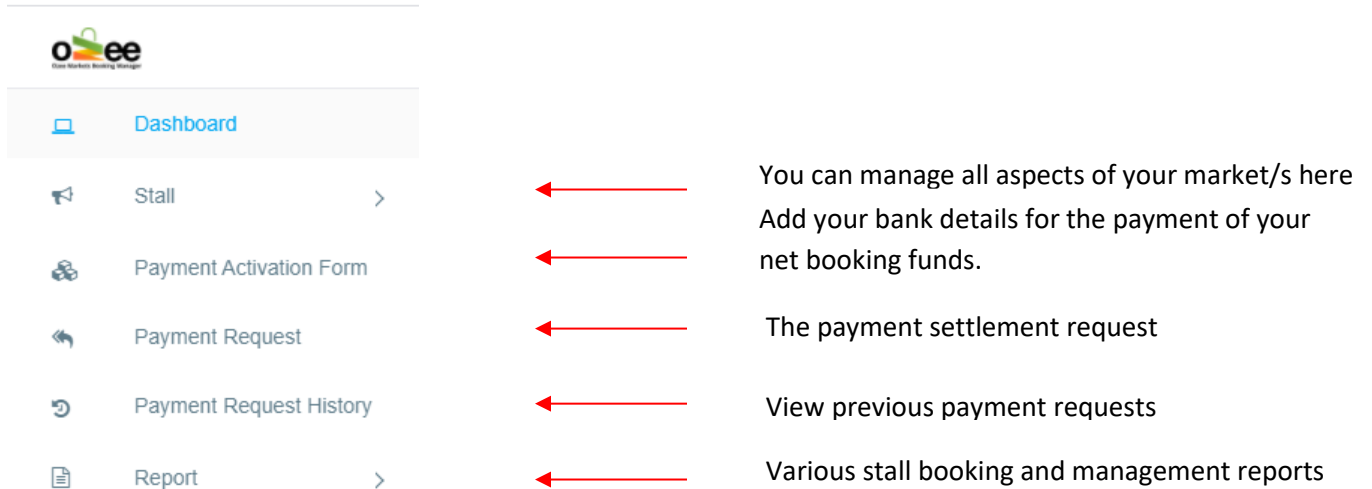
**You can Filter for a defined date range by choosing *Custom*.**










**Select a start date and an end date from the calender and hit *Search*.**

## Dashboard

This is the collapsible dashboard which you can choose to view or hide from where you have access to all the management sections.



The screenshot shows the Ozee Markets Booking Manager interface. On the left is a sidebar with the following items:

-  **Ozee**  
Ozee Markets Booking Manager
-  **Dashboard**
-  Stall >
-  Payment Activation Form
-  Payment Request
-  Payment Request History
-  Report >

Red arrows point from the following text descriptions to the corresponding items in the sidebar:

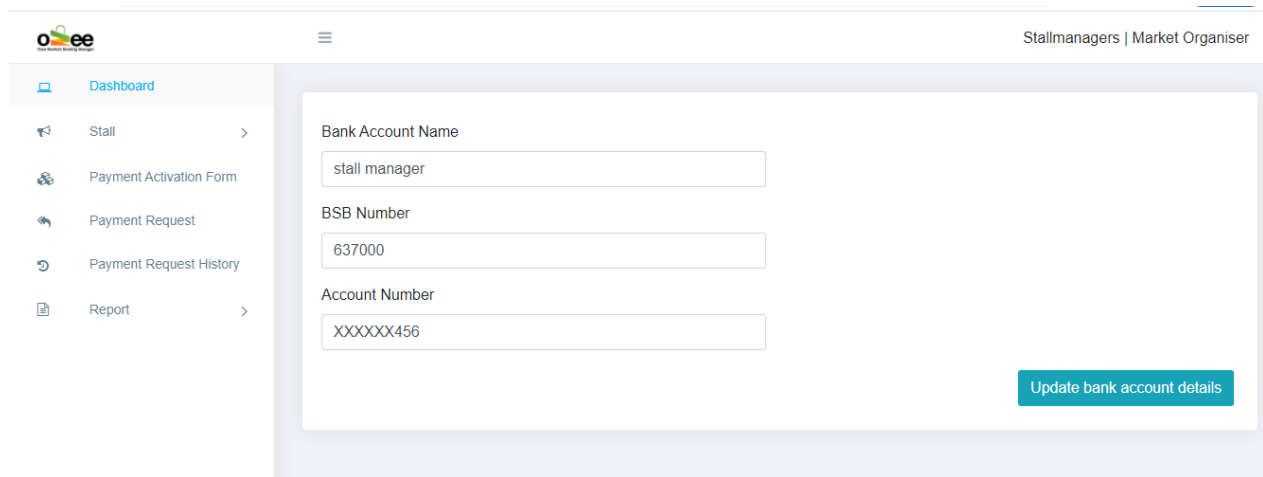
- Stall >: You can manage all aspects of your market/s here  
Add your bank details for the payment of your net booking funds.
- Payment Activation Form: The payment settlement request
- Payment Request: View previous payment requests
- Payment Request History: Various stall booking and management reports

## 5. FOLLOW THESE STEPS TO SET UP YOUR MARKET/S

The first step to adding your market is to set your payment activation form.

### 5.1 Payment Activation

Step 1: Click *Payment Activation Form* on your left Dashboard navigation panel. The following web form will be displayed.



The screenshot shows the 'Payment Activation Form' in the Ozee Markets Booking Manager. The interface includes a top header with the Ozee logo and a user role indicator 'Stallmanagers | Market Organiser'. A left-hand navigation menu lists 'Dashboard', 'Stall', 'Payment Activation Form', 'Payment Request', 'Payment Request History', and 'Report'. The main content area contains three input fields: 'Bank Account Name' (filled with 'stall manager'), 'BSB Number' (filled with '637000'), and 'Account Number' (filled with 'XXXXXX456'). A teal button labeled 'Update bank account details' is positioned at the bottom right of the form.

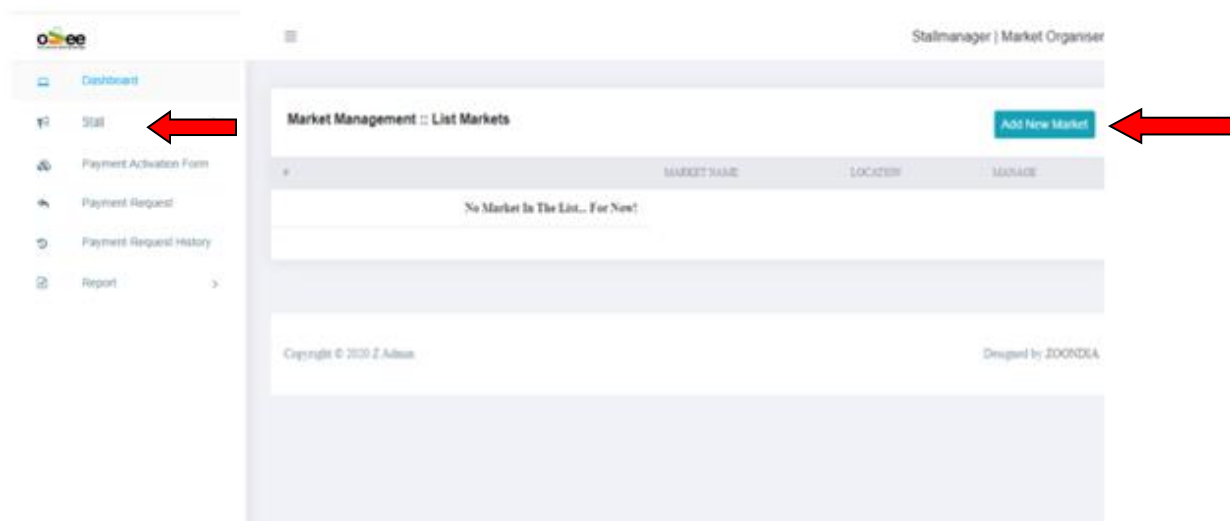
Step 2: Enter your bank account name, BSB number and Account number. Note we use PIN Payments (<https://pinpayments.com/>) to securely transfer your net accumulated stall booking funds collected in your behalf to your designated bank settlement account upon your payment request. To ensure the highest level of security in the process

PIN Payments will contact you for Identify Verification on your first request for payment. Subsequent payments will be processed as normal.

Step 3: Click ***Update Bank Account Details.***

## 5.2 Next set-up your Market

Step 1: On the dashboard on the left side. Click on ***Stall > Manage Market.***




Step 2: Click ***Add New Market***

Step 3: You will now see this web form on your screen. You can now add the

- **Market Name** – The market name you use in promoting this market venue
- **Date Range** – The date range indicates the dates when your market will be operating. For example, you might select every Saturday or every 4<sup>th</sup> Sunday of the month.
- **Select the State and City/Town** from the dropdown for the location of your market
- **Street Address** – provide a street address for the market venue location
- **Meta Title** – This title is essential for your market listing in search engine results.
- **Meta Description** – This is the description that will show up in the search engine results.
- **Meta Key Value** – Input your unique value statement that will attract stall holders and the public to your market. The information you provide for the Meta Title, Meta Description and Meta Key Value helps your potential customers find your market while searching on the Internet.
- **Short Description** – When a web visitor selects your market, this brief description of your market is displayed.



- **Long Description** – This is the detailed description of your market which will be displayed on your market profile page. Remember to include all important details for potential Stall Holders and the public.



Dashboard
Stall
Payment Activation Form
Payment Request
Payment Request History
Report

Stallmanagers | Market Organiser

### Stall Management :: Create Market

MARKET DETAILS
STALL DETAILS
PREVIEW

Market Name

Date Range

Short Description

Upload Agreement Document
 No file chosen  
Maximum Size of 2MB, PDF

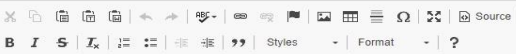
Location Image
 No file chosen  
Maximum Size of 700k, JPG, PNG

Layout Image
 No file chosen  
Maximum Size of 700k, JPG, PNG

Meta Title

Meta Description

Long Description





State

City

Street Address

Upload Rules Document
 No file chosen  
Maximum Size of 2MB, PDF





Meta Key Value

#### Stall List

|                                  | * | STALL ID | PRICE | TITLE | AVAILABLE STALL | STALL SOLD | STATUS | MANAGE |
|----------------------------------|---|----------|-------|-------|-----------------|------------|--------|--------|
| No Stall In The List... For Now! |   |          |       |       |                 |            |        |        |

**Step 4: At this stage, you will now add the images needed to publish your market for online stall booking.**

**Step 5: Add a promotional image, make sure it is a good picture of your market in either jpg or png image file format for viewers and interested stall holders. Please ensure that your photo image of your market has a file size of not more than 700kb.**

**Step 6: Click on *Choose Files* to upload the market image. It will be used for your market profile page and for the Market Listing.**

**Make sure it reflects a promotional image you would like viewers to see of your market. You can choose a web-ready image previously saved in your computer to upload.**

**Step 7: Next add an image for your market stall layout in either jpg or png image file format. Please ensure that your market stall layout image has a file size of not more than 700kb in either jpg or png image file format. The layout image is used for selecting and booking stalls within your market.**

Step 8: Click on ***Choose Files*** to upload the market stall layout. You can select a web-ready image previously saved in your computer.

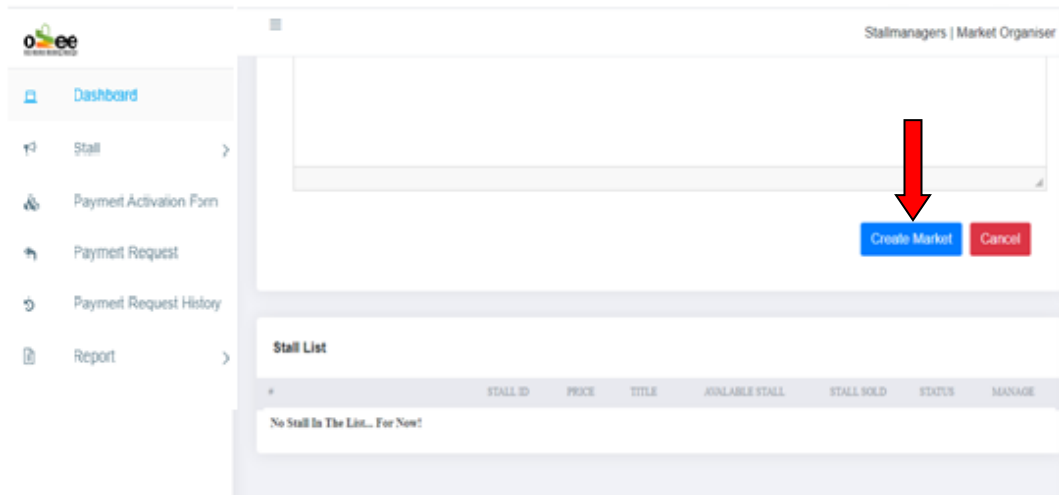
Step 9: Upload the Market Agreement document with your local council or property owner to allow the operation of your market in the defined location. This document will be used by Ozee Market Administration to approve the listing of your market ready to accept and process Stall Holder bookings online.

Step 10: Click on ***Choose Files*** to upload.

Step 11: Upload your Market Rules & Regulations Document that you want all your stall holders to read and agree to follow while they operate their stall in your market.

Step 12: Click on ***Choose Files*** to upload.

Step 13: When all the required details on the web form are complete, Click ***Create Market***.

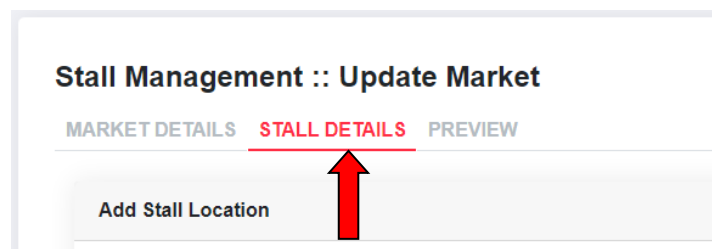


The Ozee Markets Booking Manager will build the market functions to allow you to complete the set-up of your stall information and pricing.

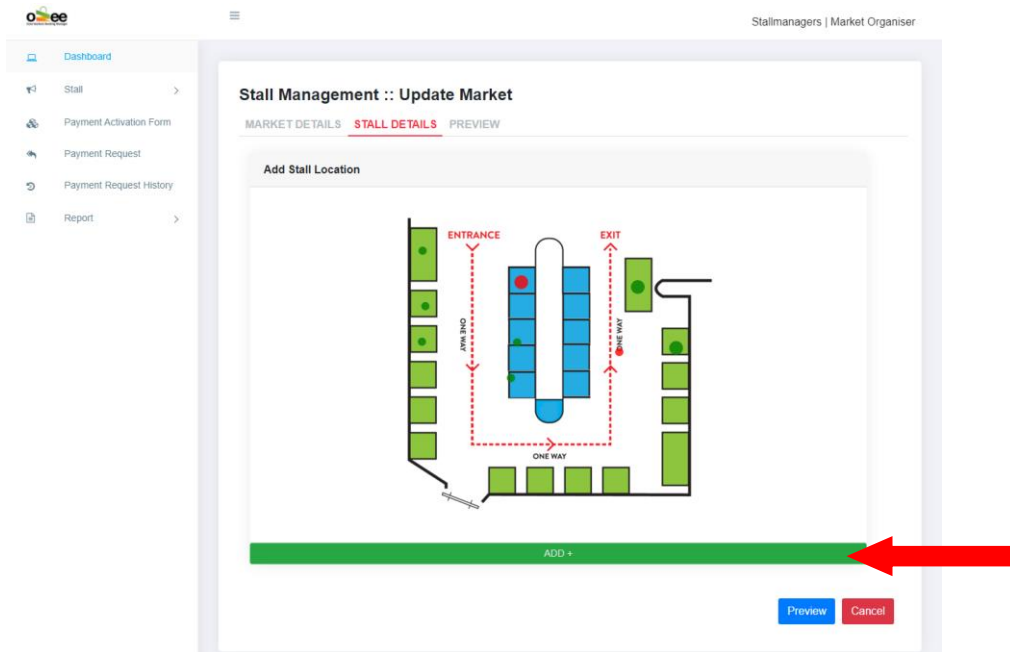
The next steps are to add stall booking details.

### 5.3 Create or Assign Stall Details

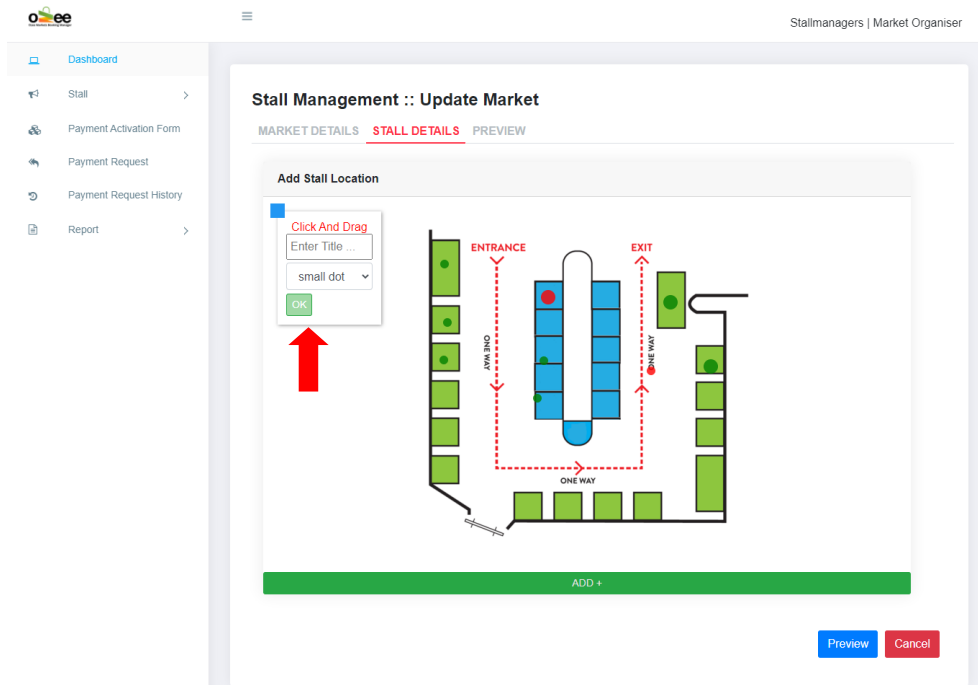
You will see the Market Stall layout image you previously uploaded on your screen. If you had previously logged out of the booking system, you could return to the map layout to add more stall details by Clicking on the *Stall Details* tab.



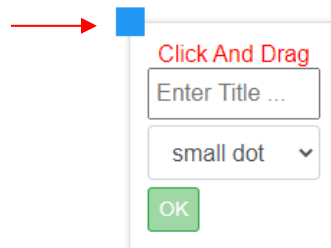
**Step 1: To add stall details, Click on *ADD+* on the green bar below.**



Now, you will see a small pop up on the image you uploaded.



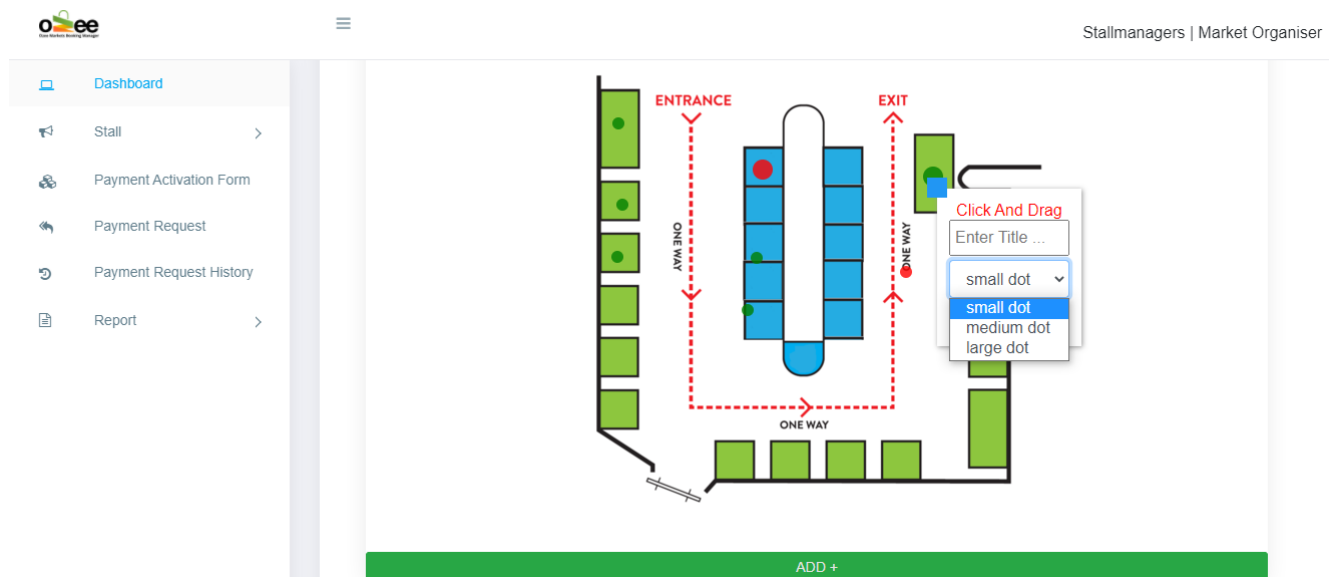
**Note:** Please set-up your market stalls using the desktop version of <https://www.ozeemarkets.com.au> for a better and more precise experience and avoid using mobile device for these steps.



Step 2: Enter the stall title/number (i.e. Stall # 1) and the size of the stall dot for the layout (not the actual stall size) as *small dot*, *medium dot* or *large dot*.

Note: This will be used to display the size of the stall dots in the layout image.

Step 3: Now **Click and Drag** by the blue square of the pop-up and place it upon your desired stall layout location. Use the blue square as the marker to drop the stall dot exactly over the stall location on the map layout.




Step 4: Click **OK**. You may add more stall titles by repeating steps 1 to 4



You can now see the stall list at the end of the page.

Now you need to set the price, stall description and categories for your market stalls.



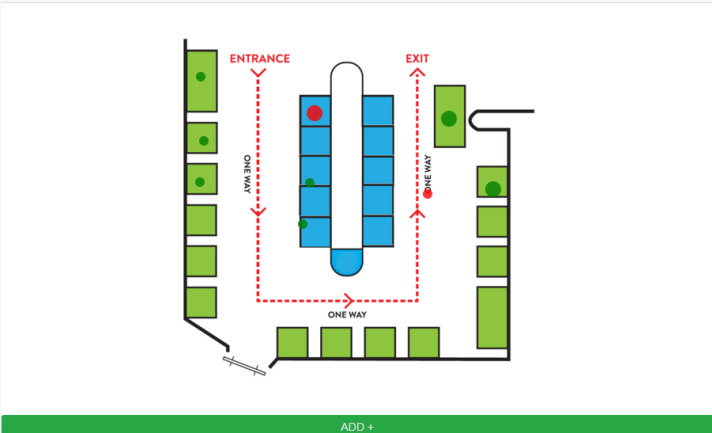
- Dashboard
- Stall
- Payment Activation Form
- Payment Request
- Payment Request History
- Report

Stallmanagers | Market Organiser

Stall Management :: Update Market

MARKET DETAILS
STALL DETAILS
PREVIEW

Add Stall Location







ADD +

Preview
Cancel

Stall List

Update Stall

|                          | # | STALL ID | PRICE | TITLE   | AVAILABLE STALL | STALL SOLD | STATUS   | MANAGE  |
|--------------------------|---|----------|-------|---------|-----------------|------------|----------|---|
| <input type="checkbox"/> | 1 | TES0004  | 22    | Stall 4 | 4               | 5          | Active   | <input checked="" type="checkbox"/>  |
| <input type="checkbox"/> | 2 | TES0005  | 150   | Stall 5 | 9               | 9          | Sold Out | <input type="checkbox"/>             |
| <input type="checkbox"/> | 3 | TES0007  | 130   | New 1   | 5               | 4          | Active   | <input checked="" type="checkbox"/>  |
| <input type="checkbox"/> | 4 | TES0010  | 12    | Stall 6 | 4               | 0          | Active   | <input checked="" type="checkbox"/>  |

Step 5: Click *Update Stall*

The newly added stall will show up in the stall list.

Step 6: Click on the edit Icon under Manage

You will see an 'Update Stall Details' information form pop-up on your screen.

Update Stall Details Stall No: NIG0005

Area

eg:width(m)Xheight(m)

\$ Price

\$ Enter Price (\$)

Title

Stall 54

Status

InActive

Valid Dates

30-12-2020 - InActive  
09-01-2021 - InActive  
31-12-2020 - InActive  
01-01-2021 - InActive

Description

Stall Categories

Homemade Bath & Beauty Products  
Crafts & Handmade Items  
Baked Goods and Breads  
Home-Canned Goods and Jams

Close

Update Stall

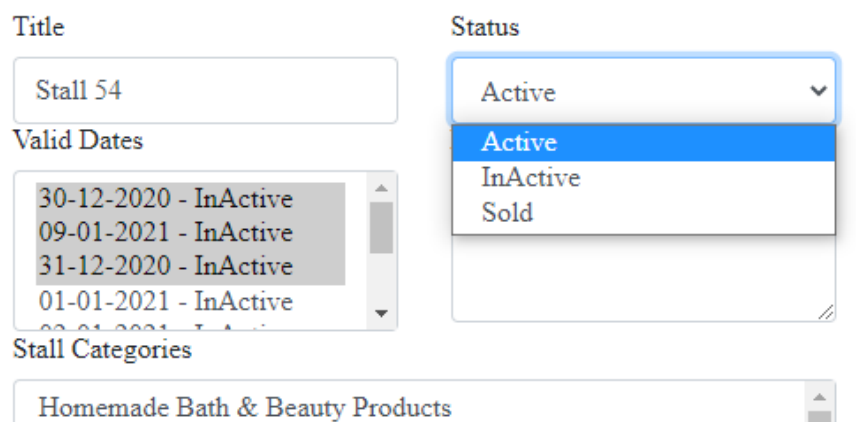
Step 7: In the area box, **enter the physical size dimensions for your stall area in meters (i.e. 2x2 metres).**

Step 8: **Enter the booking rate or price for the stall.**

Step 9: **Select the valid dates for the stall. This will be the market dates that this stall will be available for booking.**

Step 10: **Provide a short description. This will be helpful for the user to find about specifics about the stall location.**

Step 11: **Select an 'Active' Status from the dropdown. This will indicate that the stall is available in the market for booking and payment processing. Leave the status as 'Inactive' for the dates that you may have a reservation for that stall position from one of your Stall Holders. If you have prearrangements and received payments for the stall, change the Status to 'Sold' for the appropriate paid or sold market dates.**



The screenshot shows a form with the following fields:

- Title:** A text input field containing "Stall 54".
- Status:** A dropdown menu with "Active" selected. The dropdown list shows "Active", "InActive", and "Sold".
- Valid Dates:** A list of dates with their status: "30-12-2020 - InActive", "09-01-2021 - InActive", "31-12-2020 - InActive", and "01-01-2021 - InActive".
- Stall Categories:** A text input field containing "Homemade Bath & Beauty Products".

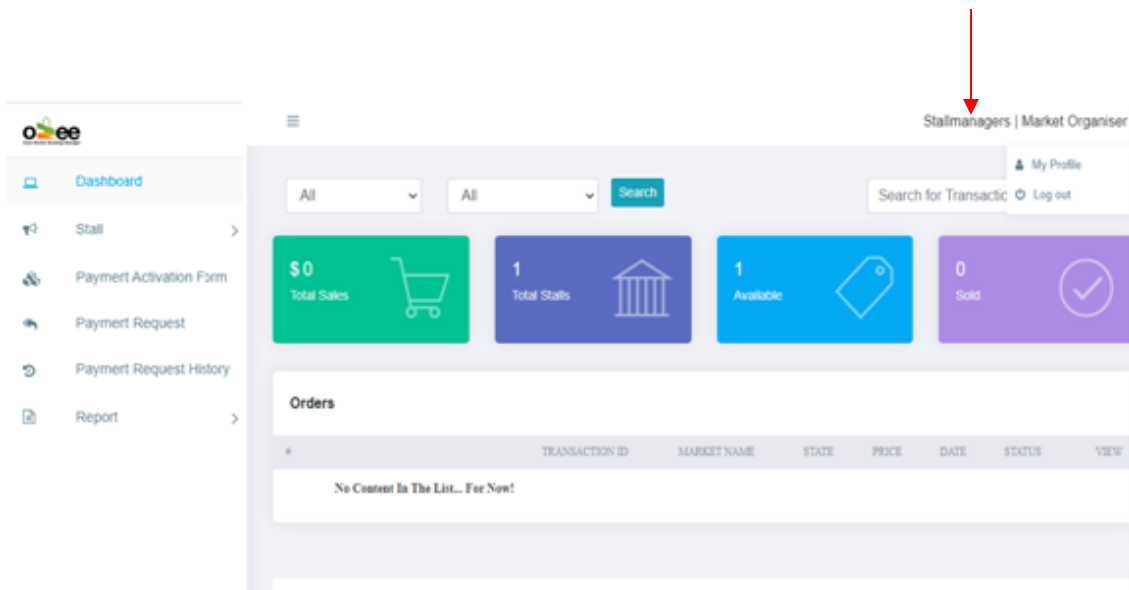
Step 12: **Select the category or categories of the product/s that you will allow to be sold in that stall position.**

Step 13: **Click *Update Stall*.**

## 6. MANAGE YOUR PROFILE

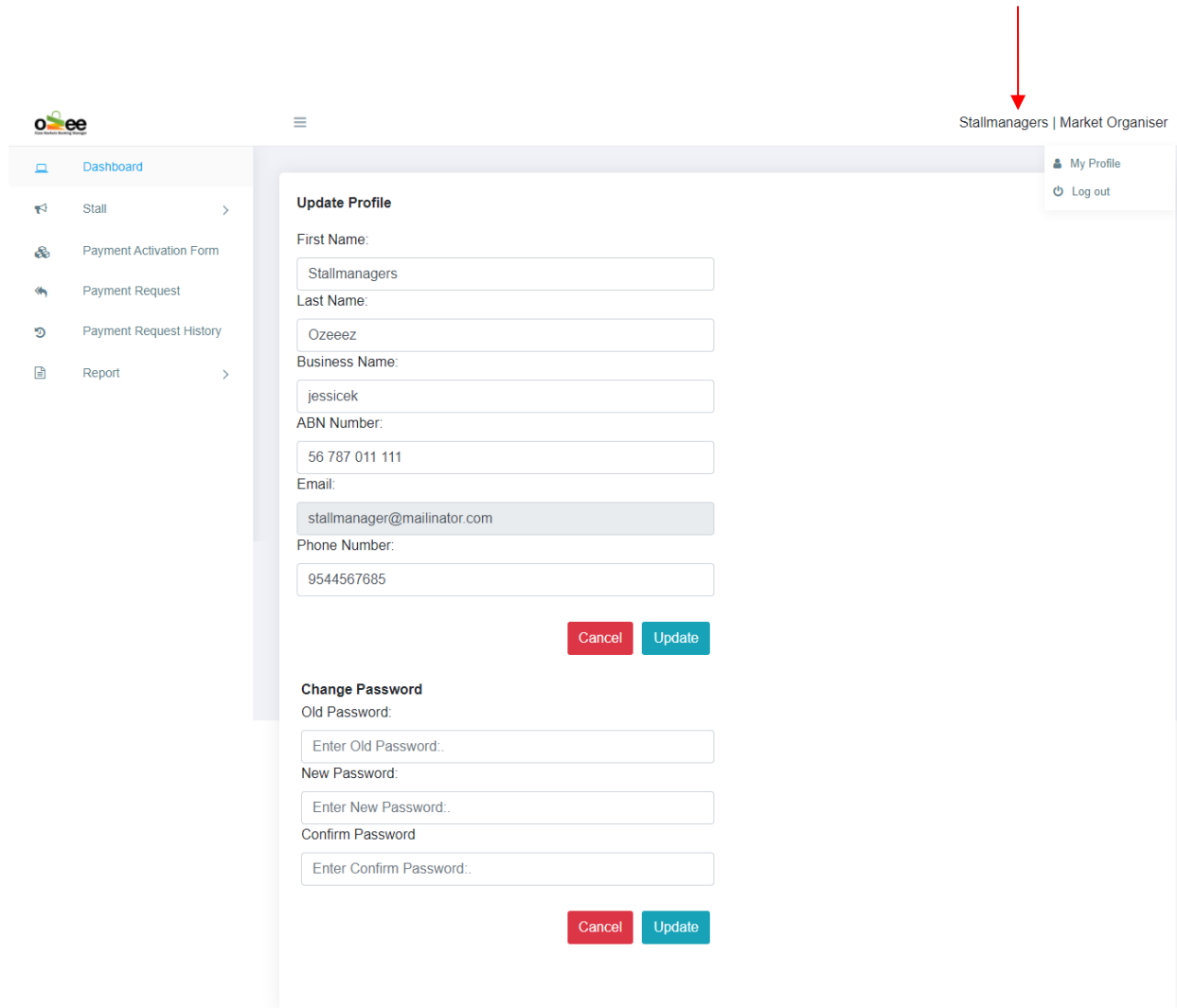
You can edit your profile details anytime you want from the dashboard itself.

Step 1: **Click on your username from the dashboard.**



Step 2: **Click *My Profile*. And you will see this page on your screen.**

Step 3: **Enter your changes to your profile details and click *Update*.**



The screenshot shows the 'Update Profile' form in the Ozee Markets Booking Manager. A red arrow points to the 'Stallmanagers | Market Organiser' header in the top right corner. The form is divided into two sections: 'Update Profile' and 'Change Password'.

**Update Profile**

First Name:

Last Name:

Business Name:

ABN Number:

Email:

Phone Number:

**Change Password**

Old Password:

New Password:

Confirm Password:

**Step 4: You can change and update your password with a new password and click *update*.**

