



## **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 market management features and functionality.

Ozee Markets Booking Manager helps you save time by eliminating the time-consuming burden of manual 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:** Sellers 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 and store all your market and stallholder data. This application automates all aspects of market stall management from stall availability, descriptions, booked & available stalls, stall pricing & discounting, stall booking records, successful payments, and market calendar schedules. Market stall bookings are managed and reported including booking listings to check during your market dates.

**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

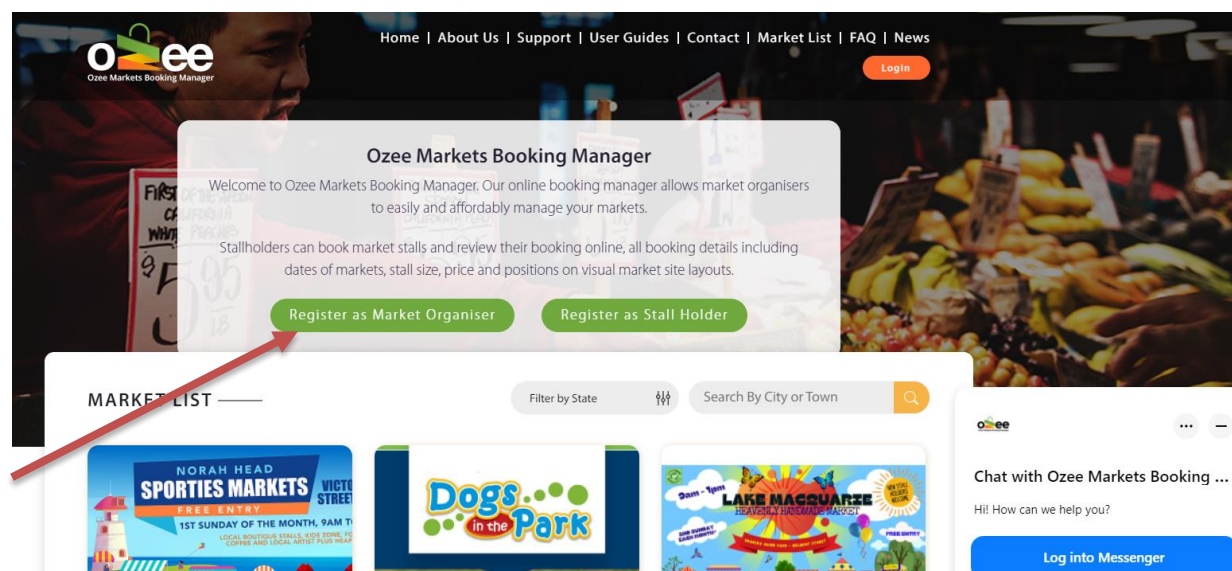
<https://www.ozeemarkets.com.au>

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

### 3.1 New Registration

**Step 1:** The website will open in your browser to display 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

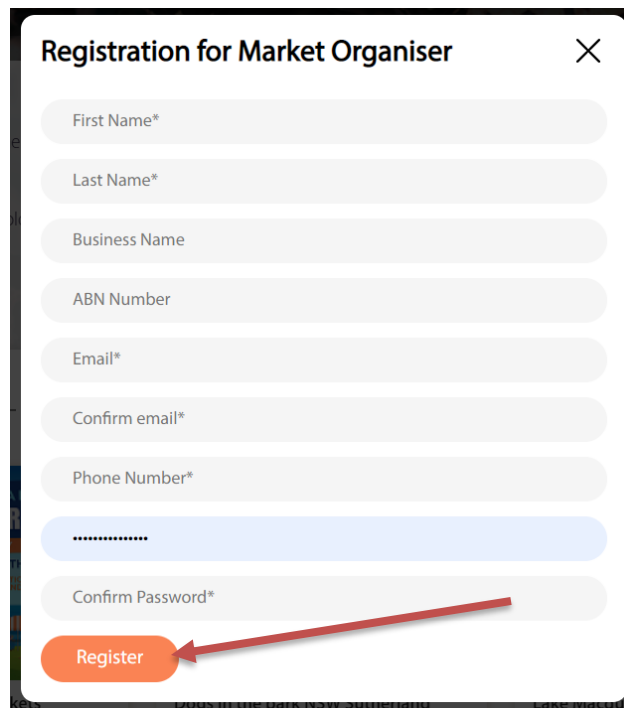


**Step 2:** Click *Register as a Market Organiser*

**Step 3: A registration form will be displayed for your use.**

Please complete the form with your personal information like first name, last name, business name (Optional), ABN number (Optional), 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 later if available using your profile update]

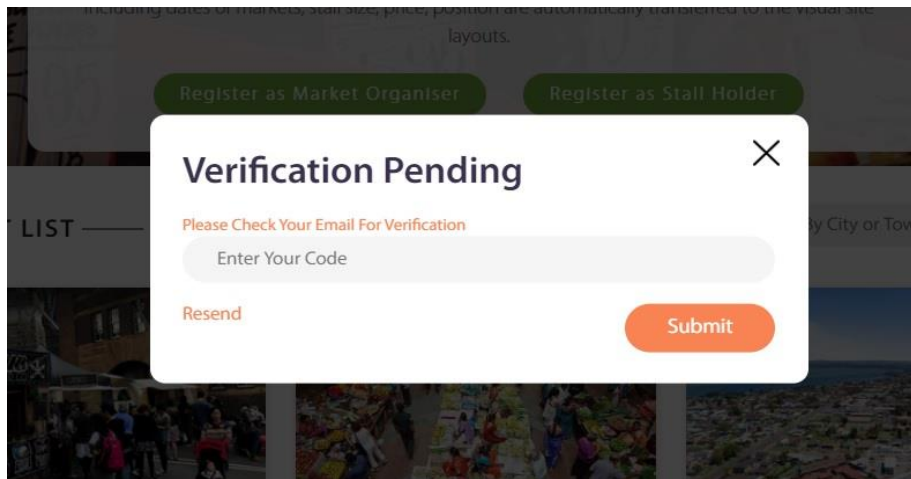


The image shows a mobile app registration form titled "Registration for Market Organiser" with a close button (X) in the top right corner. The form contains the following fields: "First Name\*", "Last Name\*", "Business Name", "ABN Number", "Email\*", "Confirm email\*", "Phone Number\*", a password field with a strength indicator (dots and a blue bar), and "Confirm Password\*". At the bottom is an orange "Register" button, which is pointed to by a red arrow.

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

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

**Step 5:** A pop-up (see below) will be displayed on your screen requesting input of your verification code.

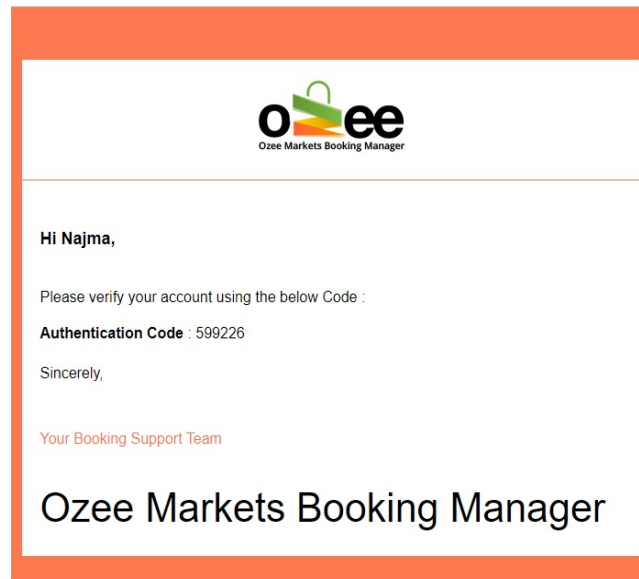


**Step 6:** Please check your registered email address inbox for your Market Organiser registration email and Verification Code Email with your code.





**Step 7:** You have received your Verification Code Email as below:

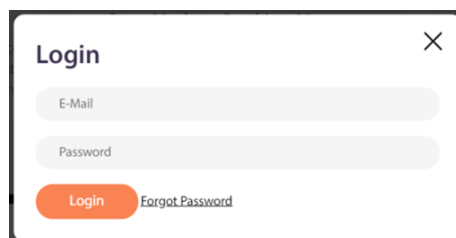
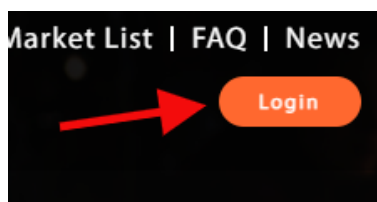


**Step 8:** Now enter the code provided on the Verification Pending form and Click *Submit*.

**Step 9:** Now you are ready to use the system for setting up and listing your market/s.

**3.2 Login** - Now that you have a Market Organiser account, please login to your account using your registered Email and Password at <https://www.ozeemarkets.com.au>.

**Step 2:** And click *Login and enter your access credentials*.



## 4. INTERFACE

Once you have logged in you will be presented with the market administrative console.

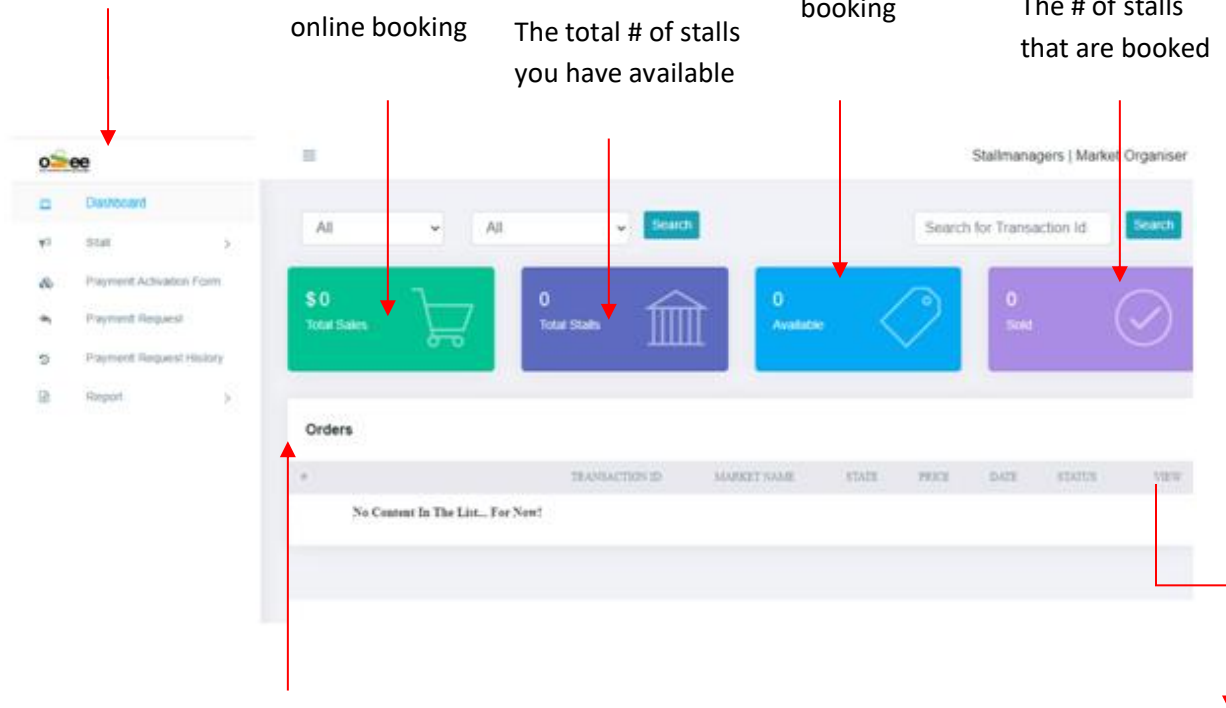
A collapsible dashboard navigation panel which you can choose to view or hide

The total sales revenue from online booking

The total # of stalls you have available

No. of Stalls that are available for booking

The # of stalls that are booked



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 and market dates that are scheduled.

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 total 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.

$$\text{Available stalls} = \text{Total stalls} - \text{Sold stalls}$$

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

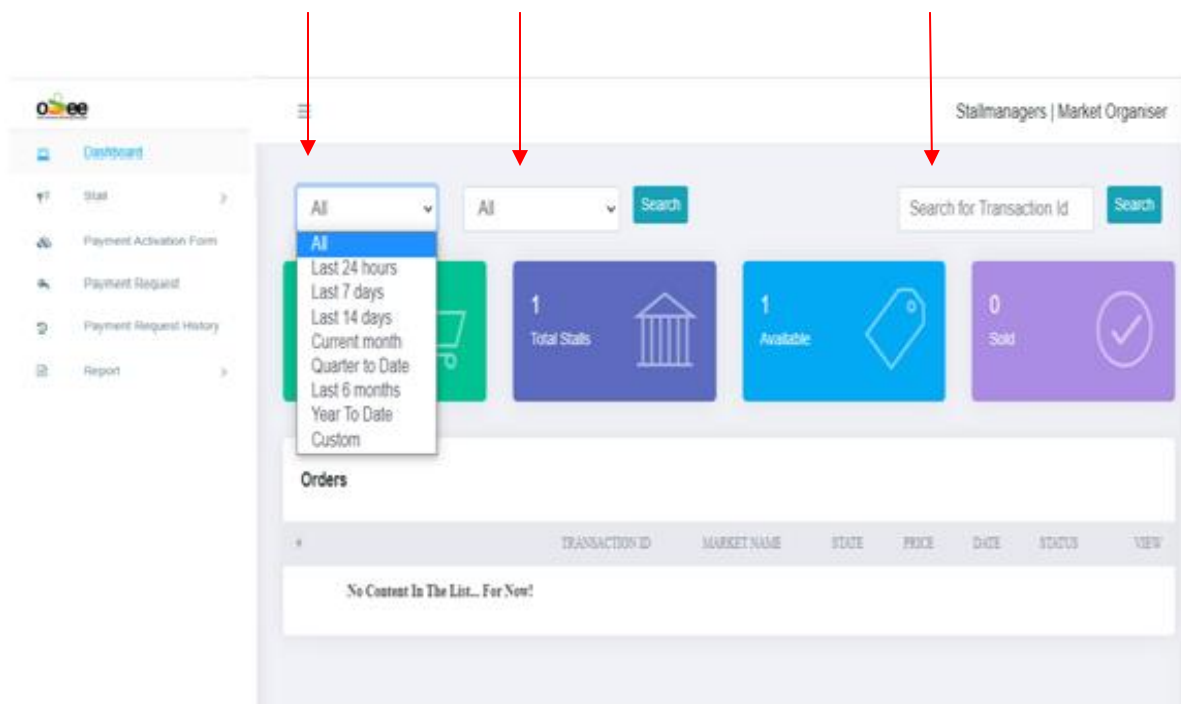
Once you have received your stall booking orders, these will be displayed under the orders list. You can change the listing view either by

- **Filter by time period:** This will display only the booking orders received during the specific time frame.
- **Filter by Market name** (If you are managing multiple markets)
- **Search with the booking transaction ID**

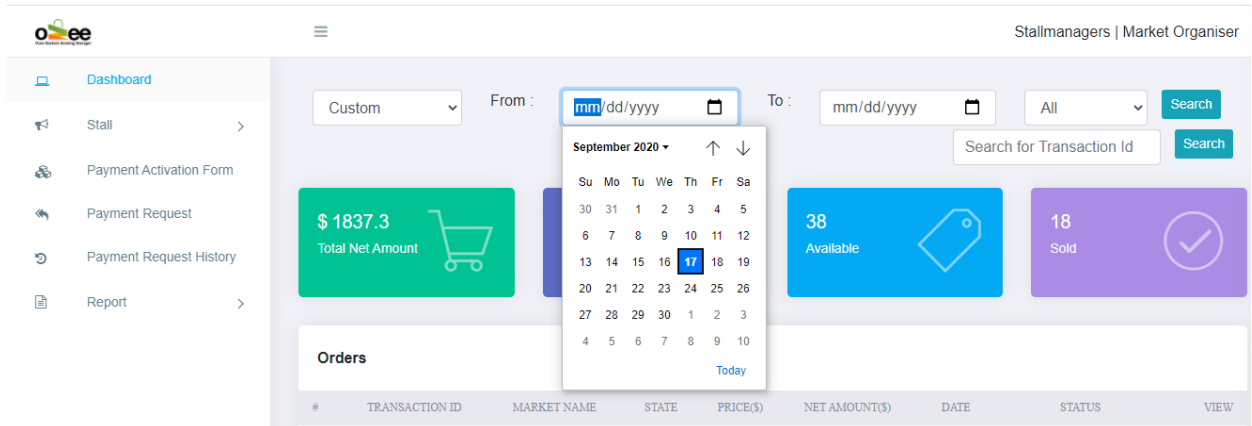
Filter by time

Filter by market

Search by transaction ID



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



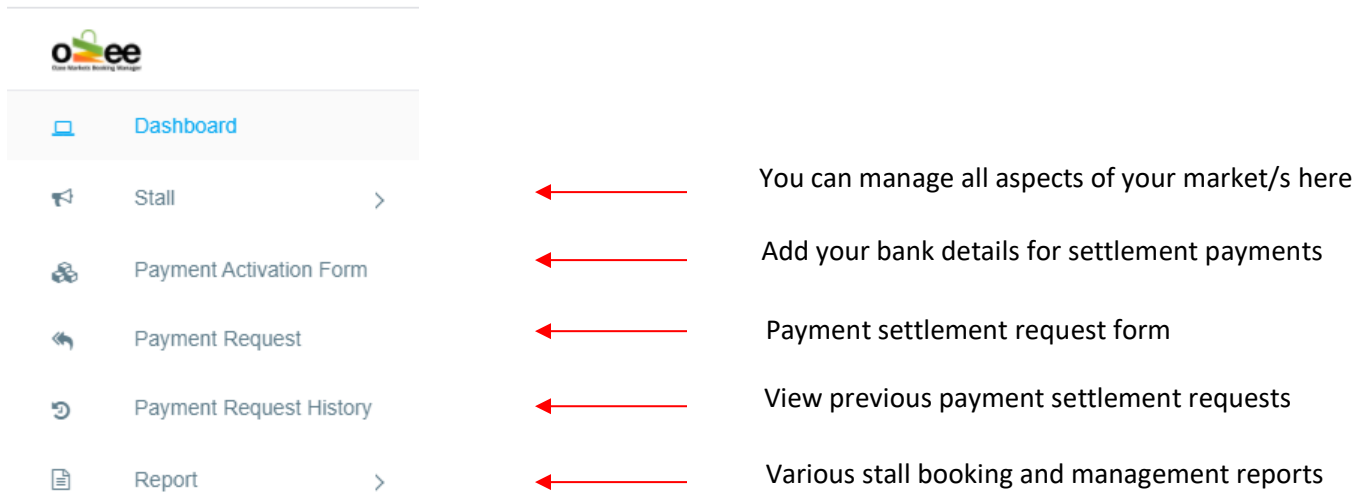
The screenshot shows the Ozee Markets Booking Manager dashboard. On the left is a sidebar with navigation links: Dashboard, Stall, Payment Activation Form, Payment Request, Payment Request History, and Report. The main area displays a summary card with a total net amount of \$1837.3, a calendar for September 2020, and two status cards: 38 Available and 18 Sold. The calendar is open, showing dates from 30 to 10. The 'From' and 'To' date range filters are set to 'mm/dd/yyyy' format. A 'Search' button is visible next to the filters.

#	TRANSACTION ID	MARKET NAME	STATE	PRICE(\$)	NET AMOUNT(\$)	DATE	STATUS	VIEW
---	----------------	-------------	-------	-----------	----------------	------	--------	------

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

## Dashboard

This is the collapsible dashboard that you can choose to view or hide accessing all the market management functions.



The screenshot shows the left sidebar of the Ozee Markets Booking Manager interface. At the top is the Ozee logo. Below it, the 'Dashboard' menu item is highlighted with a blue icon and text. Below 'Dashboard' are five other menu items, each with an icon and a right-pointing chevron: 'Stall', 'Payment Activation Form', 'Payment Request', 'Payment Request History', and 'Report'. To the right of the sidebar, five red arrows point from the corresponding menu items to descriptive text:

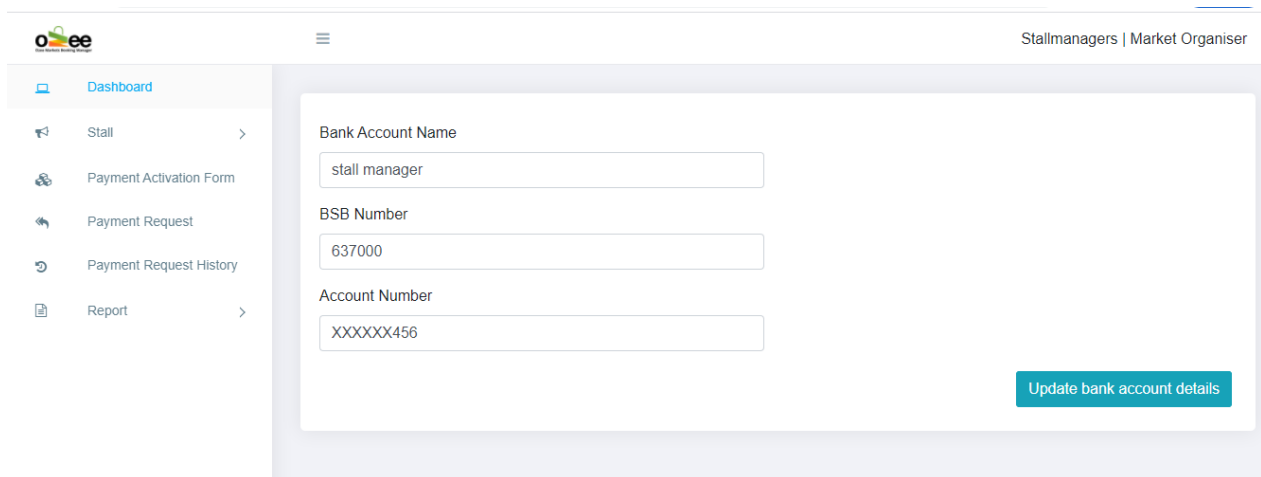
- ← You can manage all aspects of your market/s here
- ← Add your bank details for settlement payments
- ← Payment settlement request form
- ← View previous payment settlement requests
- ← Various stall booking and management reports

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

The first step to adding your market is to set your payment activation form detailing your bank settlement information.

### 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 Ozee Markets Booking Manager interface. On the left is a navigation panel with the following items: Dashboard, Stall, Payment Activation Form (selected), Payment Request, Payment Request History, and Report. The main content area displays the 'Payment Activation Form' with three input fields: 'Bank Account Name' (containing 'stall manager'), 'BSB Number' (containing '637000'), and 'Account Number' (containing 'XXXXXX456'). A blue button labeled 'Update bank account details' is located 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 Identity Verification on your first

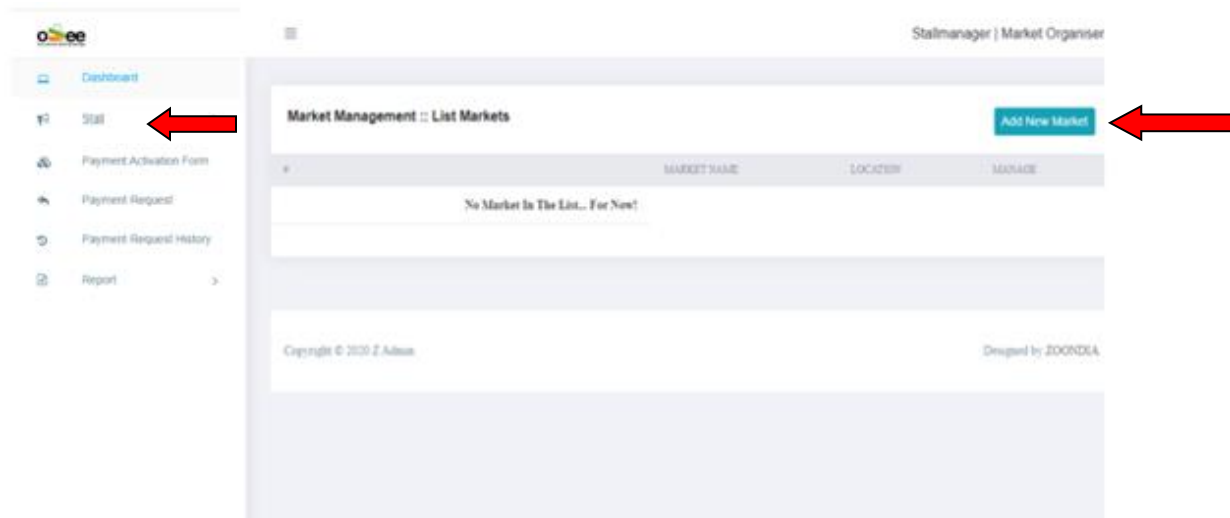
request for payment. Subsequent payments will be processed as normal.

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

## 5.2 Next set-up your Market

**Note:** If you have more than one market, please follow the same procedure for each market location. There are no limits to the number of markets you can manage with your single Market Administrator login access credentials.

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



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



**Step 3:** The marketing information web form will be displayed on your screen. Please input the following information:

- **Market Name** – The market name you use in promoting this market venue
- **Date Range** – Select the specific dates when your market will be operating. For example, you might select every Saturday or every 4<sup>th</sup> Sunday of the month. We do recommend that you include your market dates for at least six months or a year.
- **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, it is used for your market's profile page.
- **Meta Description** – This is a short market description that will show up in the search engine results with your market's profile page.
- **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 that will be displayed on your market profile page. Remember to include all important details for potential Stall Holders and the public.



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

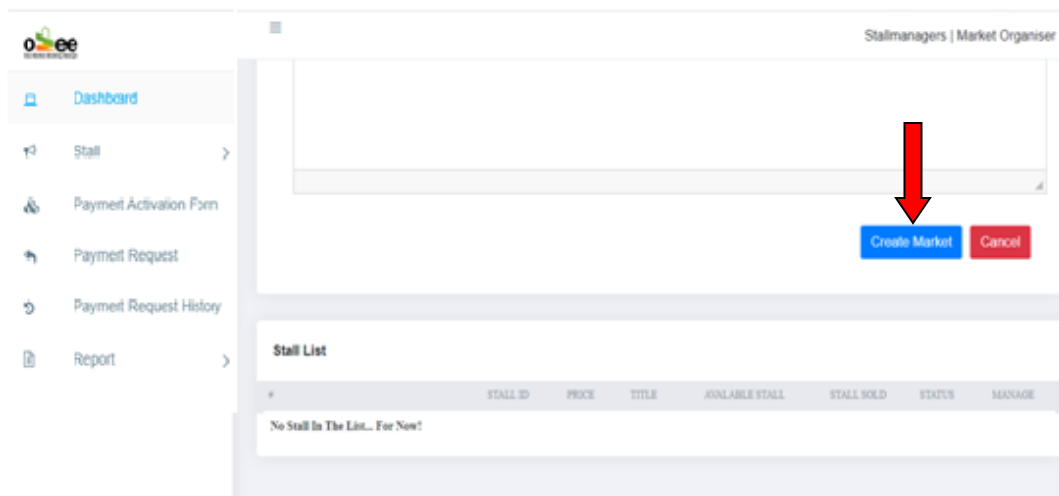
**Step 5:** Click on *Choose Files* to add a Location Image, make sure it is a good promotional oriented photo of your market for viewers and interested stall holders. It will be used for your market profile page and for the Market Listing. Please ensure that your promotional photo image of your market is in either jpg or png image file format with a file size of not more than 700kb.

**Step 6:** Next click on *Choose Files* to add an Layout Image for your market stall layout in either jpg or png image file format. Please ensure that your market layout image is in either jpg or png image file format with a file size of not more than 700kb. The layout image is used by Stall Holders for selecting and booking stalls within your market.

**Step 7:** Click on *Choose Files* to upload the Agreement Document. Upload the Market Event 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 8:** Click on *Choose Files* to upload your Rules Document. Upload your Market Rules & Regulations Document that you want all your stall holders to read and agree before booking and to follow while they operate their stall in your market.

**Step 9:** 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

At the *Stall Details* tab, the Market Stall layout image you previously uploaded on your screen is displayed. If you had previously logged out

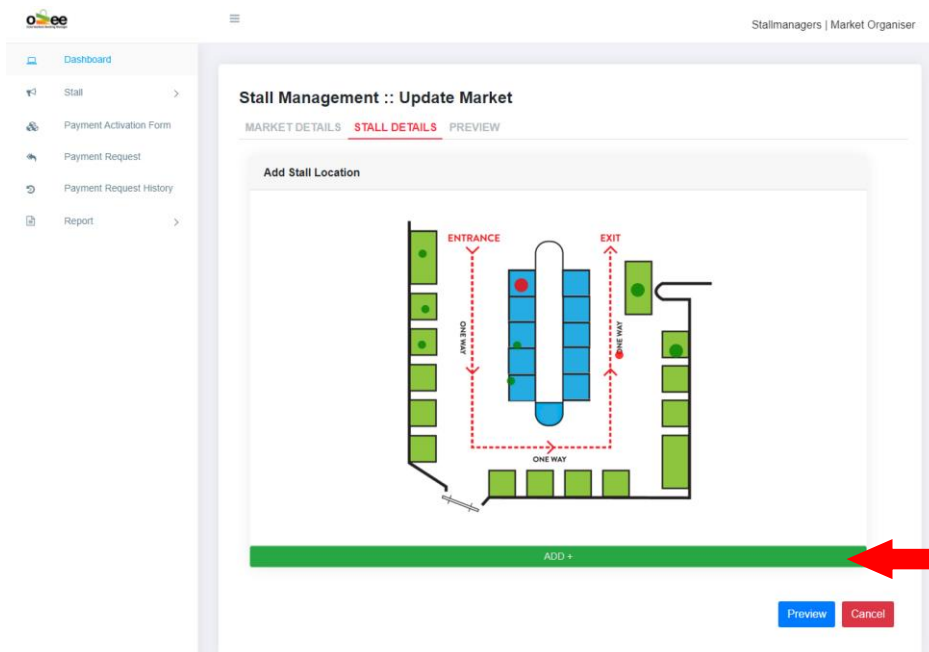
of the booking system, you can return to the map layout to add more stall details by Clicking on the *Stall Details* tab.

## Stall Management :: Update Market

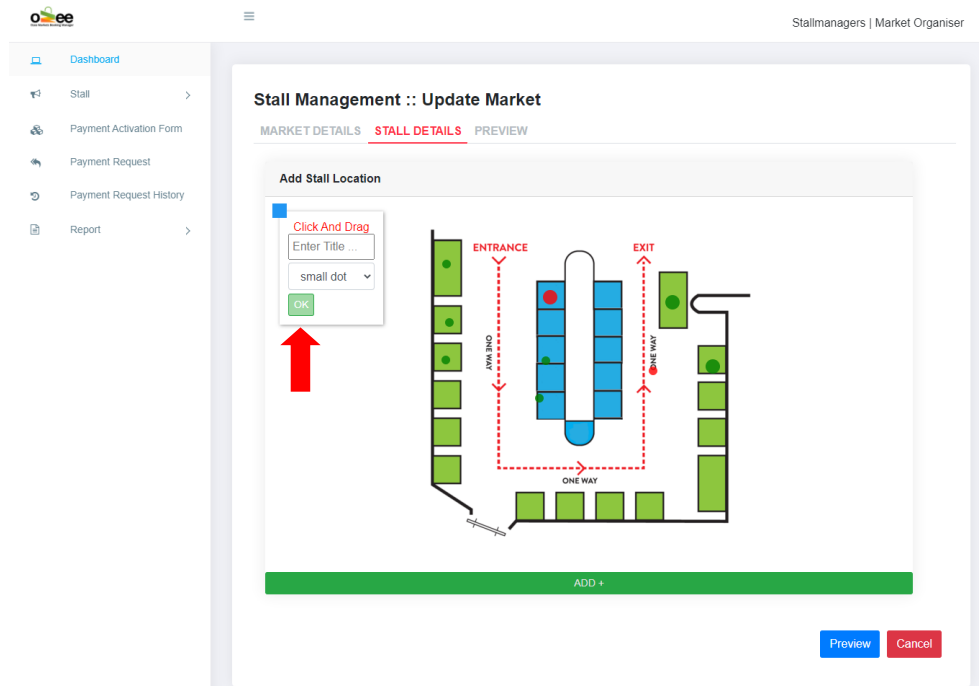
MARKET DETAILS **STALL DETAILS** PREVIEW DISCOUNT OPTIONS

Add Stall Location

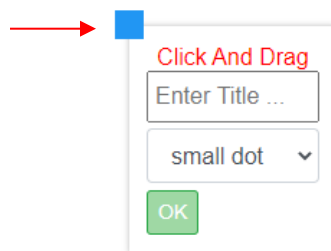
**Step 1:** To add stall details, Click on *ADD+* on the green bar below.



A small pop up will be displayed on the image you uploaded.



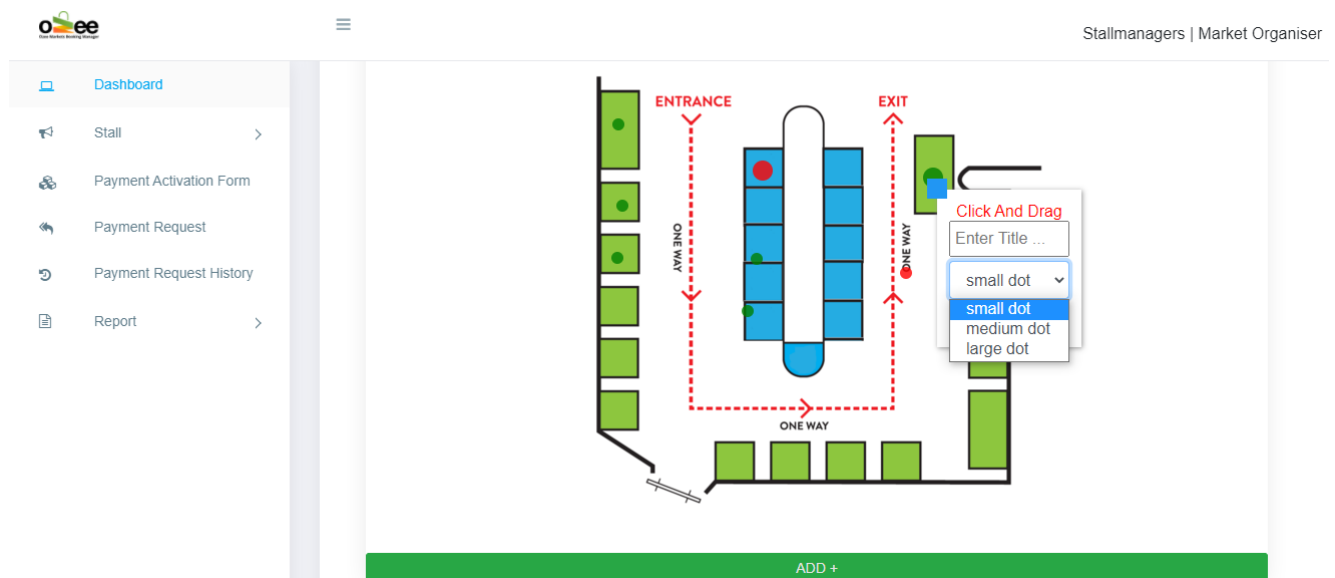
**Note:** Please set-up your market stalls using the desktop version of <https://www.ozeemarkets.com.au> for a better and more precise experience and avoid using mobile device for these steps.



**Step 2:** Enter your stall title/number (i.e. Stall # 1 or use your existing stall numbering method) 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 position it upon your desired stall layout location. Use the blue square as the marker to drop the stall dot exactly over the stall position location on the map layout.



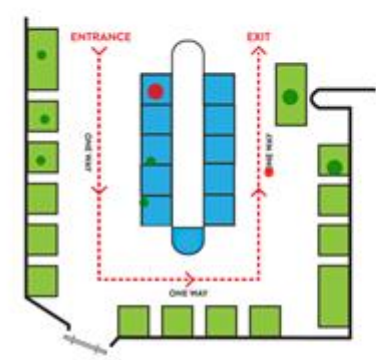
**Step 4:** Click *OK*. You may add more stall titles by repeating steps 1 to 4 as needed. You can view the stall list below.

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

Stall Management :: Update Market





MARKET DETAILS **STALL DETAILS** PREVIEW

Add Stall Location



Preview Cancel

Stall List

	#	STALL ID	PRICE	TITLE	AVAILABLE STALL	STALL SOLD	STATUS	MANAGE
<input type="checkbox"/>	1	TES0004	22	Stall 4	4	0	Active	<input checked="" type="checkbox"/> 
<input type="checkbox"/>	2	TES0005	150	Stall 5	1	0	Sold Out	<input checked="" type="checkbox"/> 
<input type="checkbox"/>	3	TES0007	120	New 1	1	0	Active	<input checked="" type="checkbox"/> 
<input type="checkbox"/>	4	TES0010	12	Stall 6	4	0	Active	<input checked="" type="checkbox"/> 

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

**Step 5:** 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  
02-01-2021 - InActive

Description

Stall Categories

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

Close
Update Stall

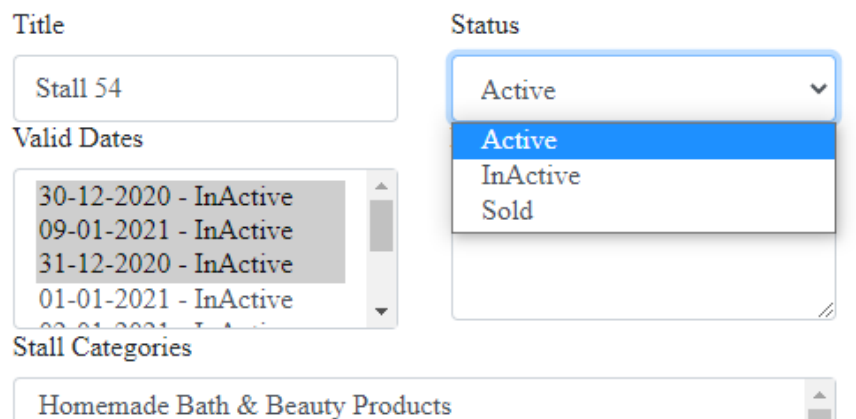
**Step 6:** In the area box, enter the physical size dimensions for your stall or area in meters (i.e. 2x2 metres or 4sqm).

**Step 7:** Enter the booking rate or price for the stall.

**Step 8:** Select all the valid market dates for the stall. This will be the market dates that this stall will be available for booking.

**Step 9:** Provide a short description. Provide specific helpful information for the stall holder about the stall location including any restrictions.

**Step 10:** Select the 'Active' Status from the dropdown. This will indicate that the stall is available in the market for booking and payment processing during the market dates selected. Leave the status as 'Inactive' for the dates that you may have a reservation for that stall position from one of your regular Stall Holders or community organisations. 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:** Stall 54
- Status:** A dropdown menu is open, showing options: Active (highlighted), InActive, and Sold.
- Valid Dates:** A list of dates with their status: 30-12-2020 - InActive, 09-01-2021 - InActive, 31-12-2020 - InActive, 01-01-2021 - InActive.
- Stall Categories:** A text input field containing "Homemade Bath & Beauty Products".

**Step 11:** Select the category or categories of the product/s that you will allow to be sold in that stall position. If you select from one of the food categories the stall holder will be given an upload function on the booking order form for submission of their food permit or license.

**Step 12:** Click *Update Stall*.



The screenshot shows two buttons: "Close" and "Update Stall". A red arrow points to the "Update Stall" button.

## 5.4 Add and Manage Stall Discounts

Use the *Discount Options* tab to set-up quantity discounting to encourage multiple unit stall booking during a market date or across several market dates.

Stall Management :: Update Market

MARKET DETAILS STALL DETAILS PREVIEW **DISCOUNT OPTIONS**

### Step 1: Decide on discounting strategy for multiple stall bookings.

Stall Management :: Update Market

MARKET DETAILS STALL DETAILS PREVIEW **DISCOUNT OPTIONS**

**Discounts**

**Discount By Stalls**

Enter Minimum stall count

2

Enter Maximum stall count

3

Enter Discount Percentage

10

Remove -

Enter Minimum stall count

4

Enter Maximum stall count

5

Enter Discount Percentage

15

Remove -

ADD +

**Discount By Days**

Enter Minimum Days count

2

Enter Maximum Days count

3

Enter discount percentage

20

Remove -

Enter Minimum Days count

4

Enter Maximum Days count

5

Enter discount percentage

30

Remove -

ADD +

Preference

☒ Discount by stalls ☐ Discount by dates

Cancel

Save

Use '*Discount by Stalls*' to encourage multiple stall bookings during the same market date or use '*Discount by Days*' to encourage stall bookings across multiple market dates.

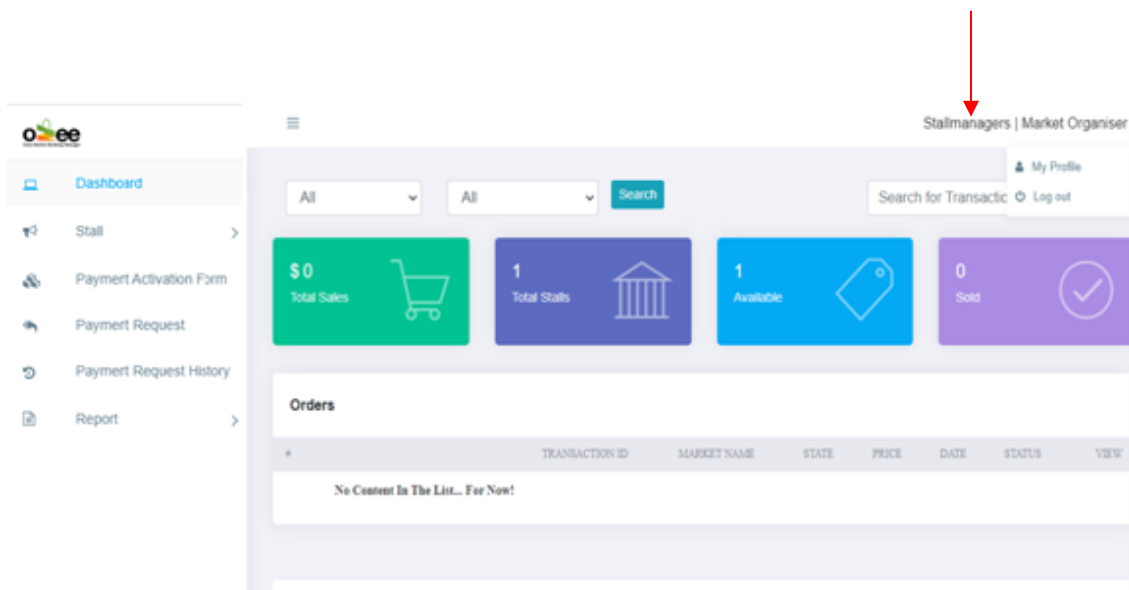
**Step 2:** Build the table of discounts with the require quantities. You can structure a volume discounting table for either discounting options to encourage pre-booking at higher stall unit levels. To do this click on *Add+* to add another row to define the higher discount rates applicable for the larger unit quantities.

**Step 3:** Click on *Save*.

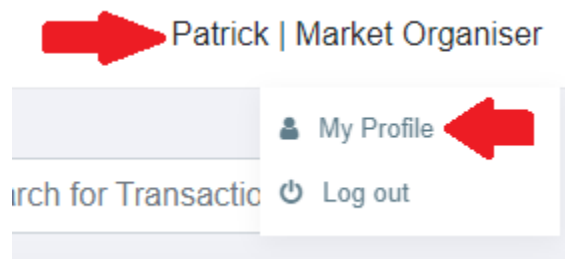
## 6. MANAGE YOUR PROFILE

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

**Step 1:** Click on your *username* from the dashboard on the upper right-hand corner.

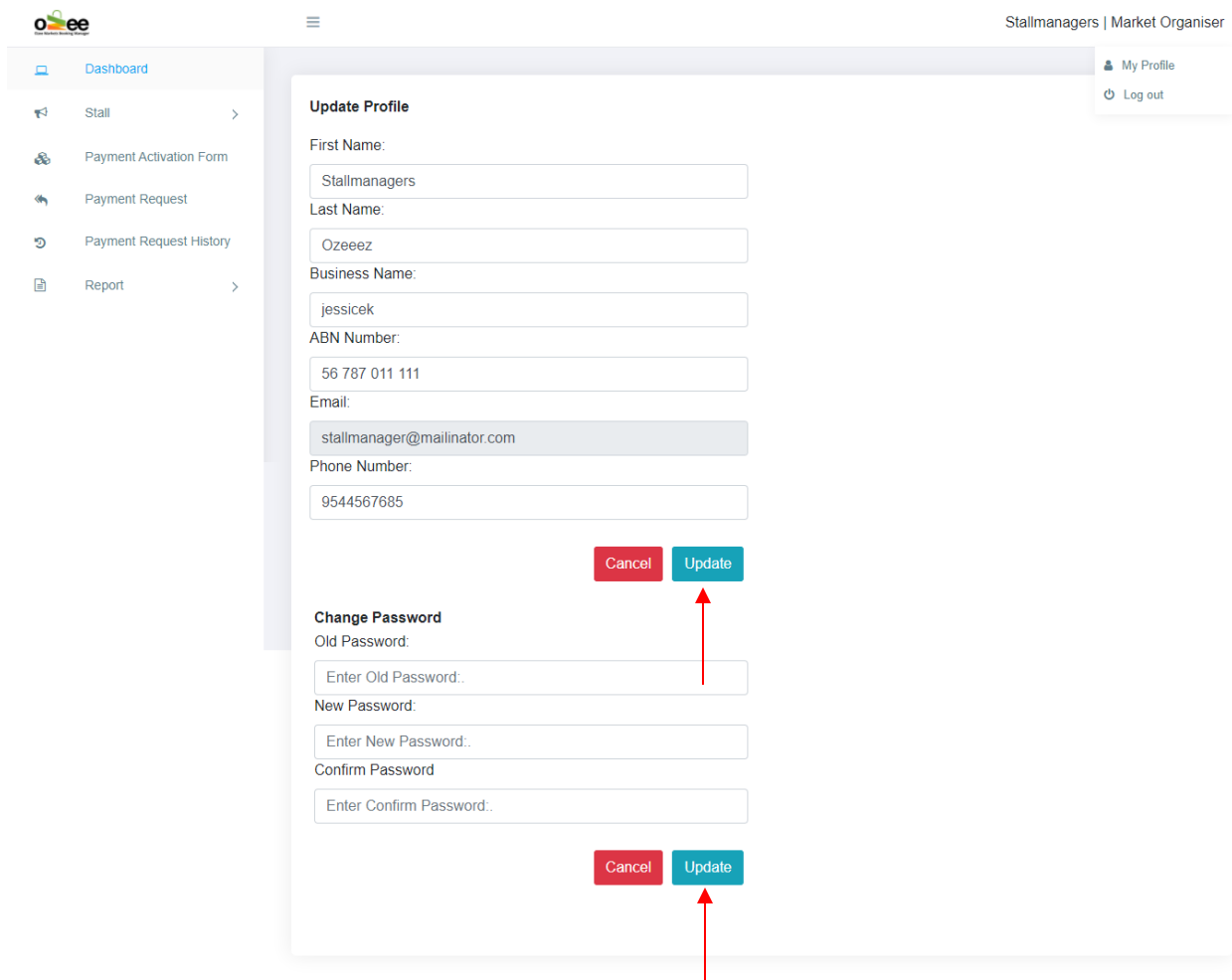


**Step 2:** Click *My Profile* from the drop-down.



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

**Note:** If you need to change/update your verified email address, kindly contact Ozee Market Support at [support@ozeemarkets.com.au](mailto:support@ozeemarkets.com.au) for assistance.



**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*.