



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 main managers and administrators for the markets, responsible for the availability of stall locations, enforce rules, manage payments, manage stall bookings and keep records.

B. Market Sub-Admin: These users assist the main managers and administrators for the markets, helping with the availability of stall

positions, enforcement of rules, managing bookings, and keeping records.

B. Stallholders: Stall sellers and vendors who are looking for a market stall to sell their products.

C. Verification Code: This is sent to you as the Market Organiser 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 colour indicator – a green star is available for any stallholder wishing to book that stall position, yellow square is a reserved stall position for a regular or permanent stallholder. A red triangle indicates that the stall position has been booked, and payment received.

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

3. MARKET INTRODUCTION

Ozee Markets Booking Manager provides complete online functionality to manage 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 including market booking reports for 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

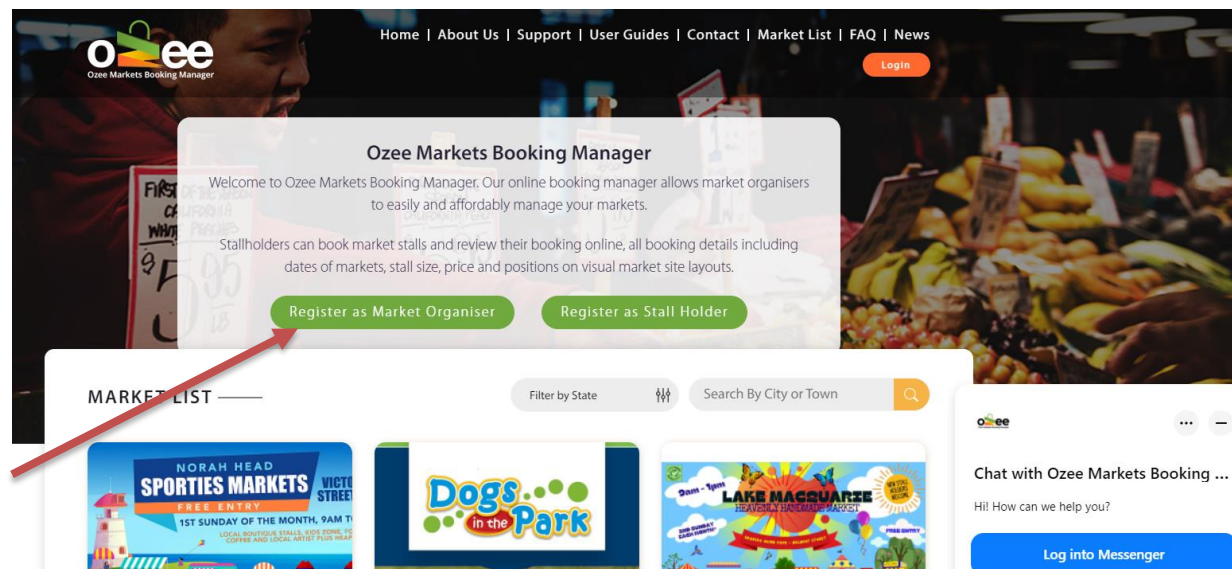
<https://www.ozeemarkets.com.au>

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

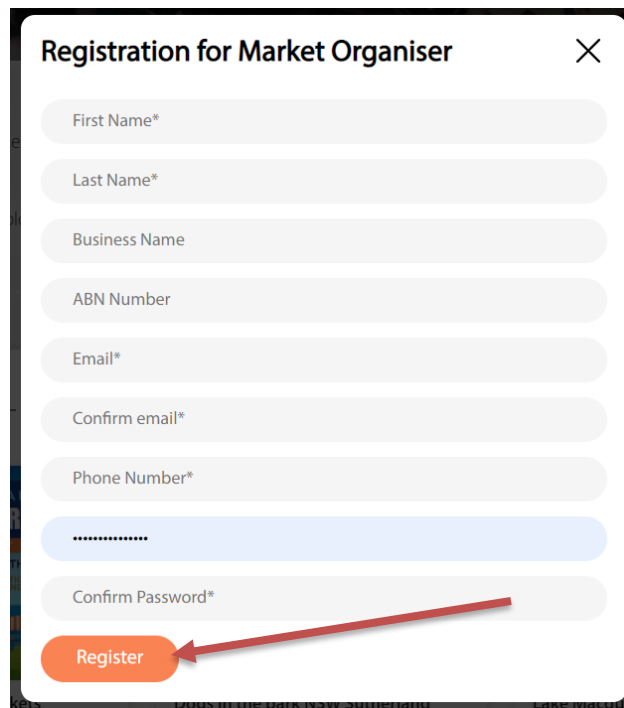


Step 2: Click *Register as a Market Organiser*

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

Please complete the webform with your personal information like first name, last name, business name (Optional), ABN number (Optional), email address, phone number, and 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]

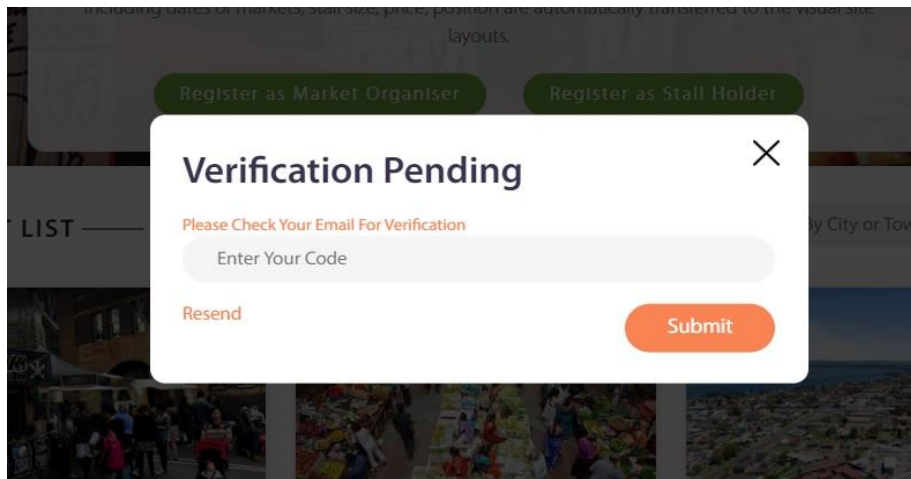


The image shows a mobile app registration form titled "Registration for Market Organiser" with a close button (X) in the top right corner. The form contains the following fields: "First Name*", "Last Name*", "Business Name", "ABN Number", "Email*", "Confirm email*", "Phone Number*", a password field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

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

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

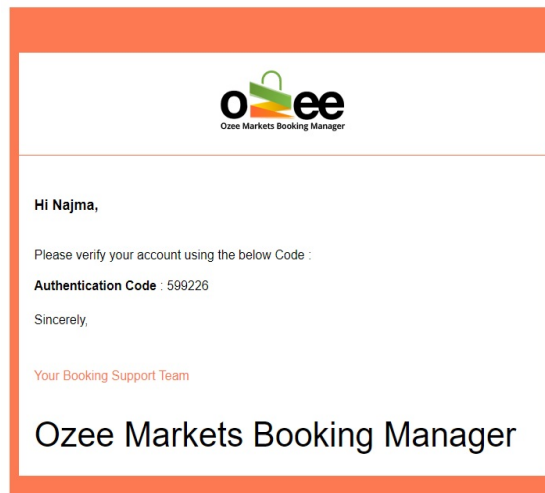
Step 5: A pop-up (see below) will be displayed on your screen requesting input of your verification code.



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:



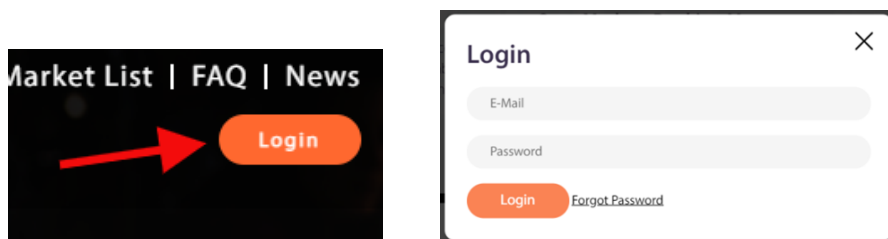
Step 8: Now enter the code provided on the Verification Pending form and Click *Submit*.

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

3.2 Login

Step 1: 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*.

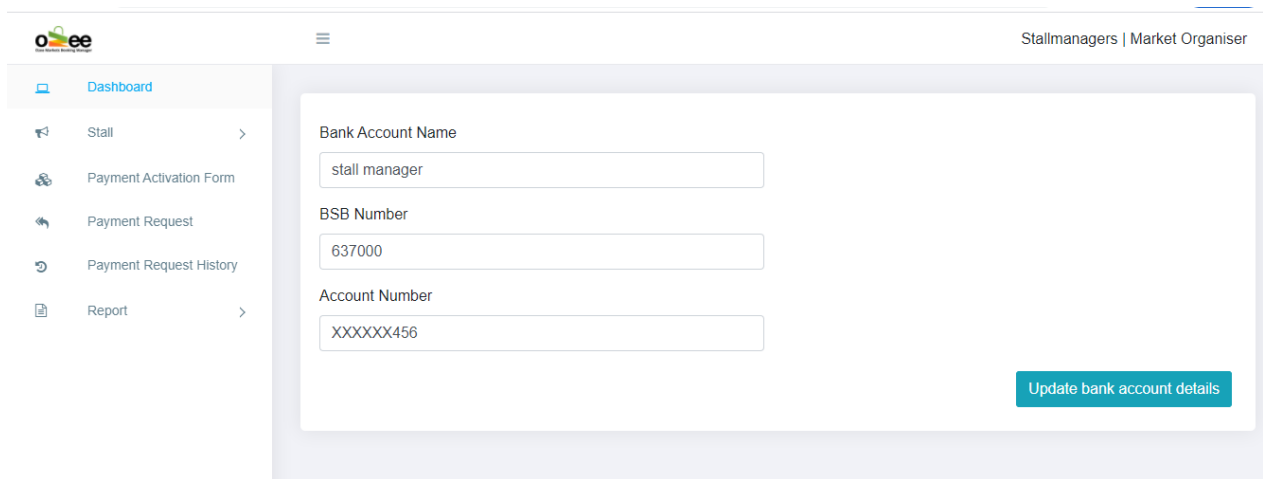


4. FOLLOW THESE STEPS TO SET UP YOUR MARKET/S

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

4.1 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, Payment Request, Payment Request History, and Report. The 'Payment Activation Form' is selected. The main content area displays a 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.

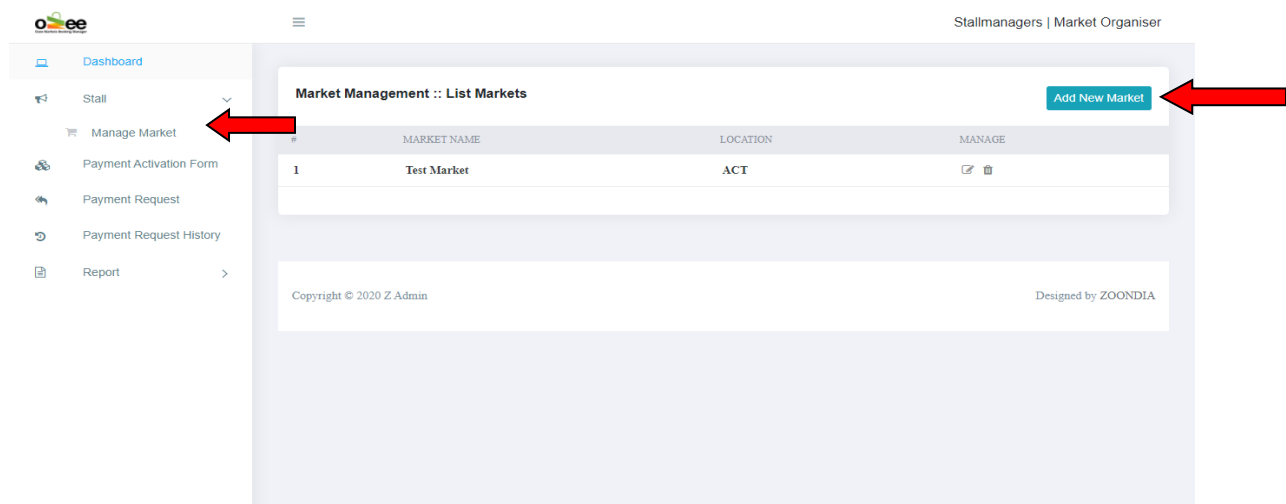
Step 2: Enter your bank account name, BSB number and Account number. Note we use PIN Payments (<https://pinpayments.com/>) to securely transfer your net accumulated stall booking revenue funds collected in your behalf to your designated bank settlement account upon your payment request. To ensure the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

4.2 Set-Up your market/s

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 displayed on your screen. You can now add the

- **Market Name** – The market name you use in promoting this market
- **Date Range** – The date range indicates the dates when your market will be operating. For example, you might select every Saturday or every 4th Sunday of the month. The dates you include in the calendar are published for online stall booking. Most market

organisers will publish a calendar year; however, it is up to the market organisers' operational requirements on how far into the future they may wish to publish the calendar dates for online stall booking.

- **Select the State and City/Town** from the dropdown for the venue location of your market
- **Street Address** – provide a street address for the market venue location
- **Short Description** – When a web visitor selects your market, this brief description of your market is displayed. Input your unique value statement that will attract stallholders and the public to your market.
- **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 results.
- **Meta Keywords** –. The information you provide for the Meta Title, Meta Description and Meta Keywords helps your potential customers find your market while searching on the Internet.
- **Long Description** – This is the detailed description of your market that is displayed on your unique market profile page. Remember to include all the important details for potential and existing stallholders. The target audience for your unique market profile page is for potential and existing stallholders. Consider including informational and instructional content. Provide links to download



A red arrow points from the left towards the 'Create Market' and 'Cancel' buttons.

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Step 5: Add a square layout for your market logo or promotional market image, make sure it is a good picture of your market in either jpg or png image file format for viewers and interested stallholders. Please ensure that your photo image or logo of your market has a file size of not more than 700kb. This square image layout can be replaced anytime, so it is possible to put message overlays using your image editor for frequent image changes.

Step 6: Click on *Choose Files* to upload the market image. It will be used for your market profile page and for Market Listing. Make sure it reflects a promotional image you would like viewers to see of your market.

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 or a section of your market.

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

Step 9: If you have additional sectional market stall layout maps, Repeat Steps 7 & 8. When all additional stall maps are uploaded proceed to Step 10.

Step 10: Select the applicable 'Options' that your market will offer to stallholders when they book their stall online.

Options

** Select only the options you provide.

- Chair
- Trestle Table Hire
- Extension Power
- Insurance
- Stall Tent 3x3m Gazebo hire

Next complete the table for quantities and pricing per unit. The system will track the inventory count to avoid overbooking on any market date.

Options

** Select only the options you provide.

Trestle Table Hire	Count	Price
Stall Tent 3x3m Gazebo hire	Count	Price

Special Promotion message

Step 11: Upload the Market Agreement document with your local council or property owner for proof that allows the operation of your market on the listed location. This document will be used by Ozee Market Administration to approve the listing of your market ready to accept and process Stallholder bookings online.

Layout Image

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



←

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

Step 13: Upload your Market Rules & Regulations Document that you want all your stallholders to read and agree (accept) to follow while they operate their stall in your market. Stallholders will have the opportunity to view/read, print or download a copy onto their device for future reference. Stallholders during the stall booking process will have to accept the terms and conditions outlined in the document for their compliance.

Step 14: Click on *Choose Files* to upload.

Step 15: When all the required details on the web form are complete, Click *Create Market* – your unique Market Profile Page has now been created [Note: you can update the information whenever required in the future] Next the Ozee Markets Booking Manager will build the market functions to allow you to complete the set-up of your detailed stall information and pricing.

The next steps are to add the stall booking details for your market.

4.3 Create or Assign Stall Details

You will see the Market Stall Layout image/s you previously uploaded on your screen. Note: If you had previously logged out of the booking system, you could return to the map layout to add more stall details by

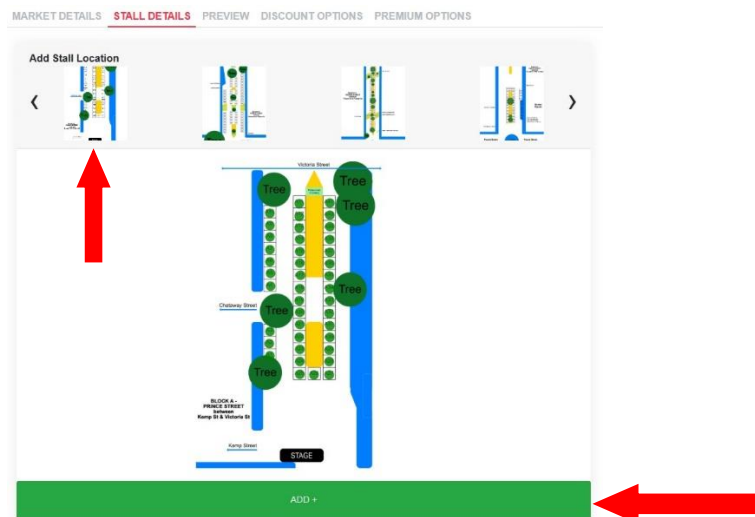
clicking on the *Stall Details* tab.

Stall Management :: Update Market

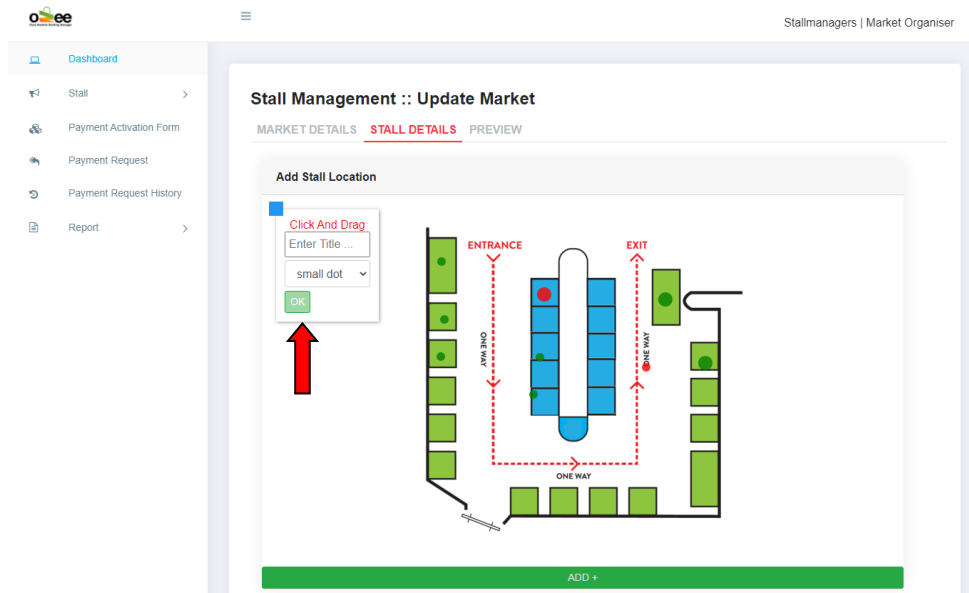
MARKET DETAILS **STALL DETAILS** PREVIEW DISCOUNT OPTIONS PREMIUM OPTIONS

Add Stall Location

Step 1: If you have more than one market stall layout map section, choose the map you would like to start defining the stall positions first. To add stall title, Click on **ADD+** on the green bar below.



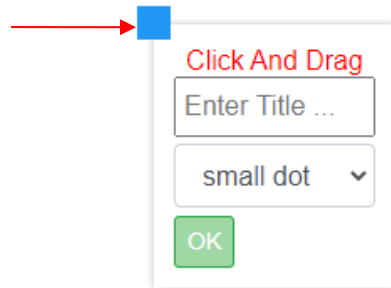
Now, you will see a small pop up on the image you uploaded.



Note: Please set-up your market stalls using the desktop version of <https://www.ozeemarkets.com.au> for a better experience and avoid using mobile device for assigning stall details.

Step 2: Enter the stall title or name that you and your stallholders are familiar with. Select the size of the stall dot/icon for the layout such as 'tiny dot', mini dot', *small dot*', *medium dot*', or 'large dot'.

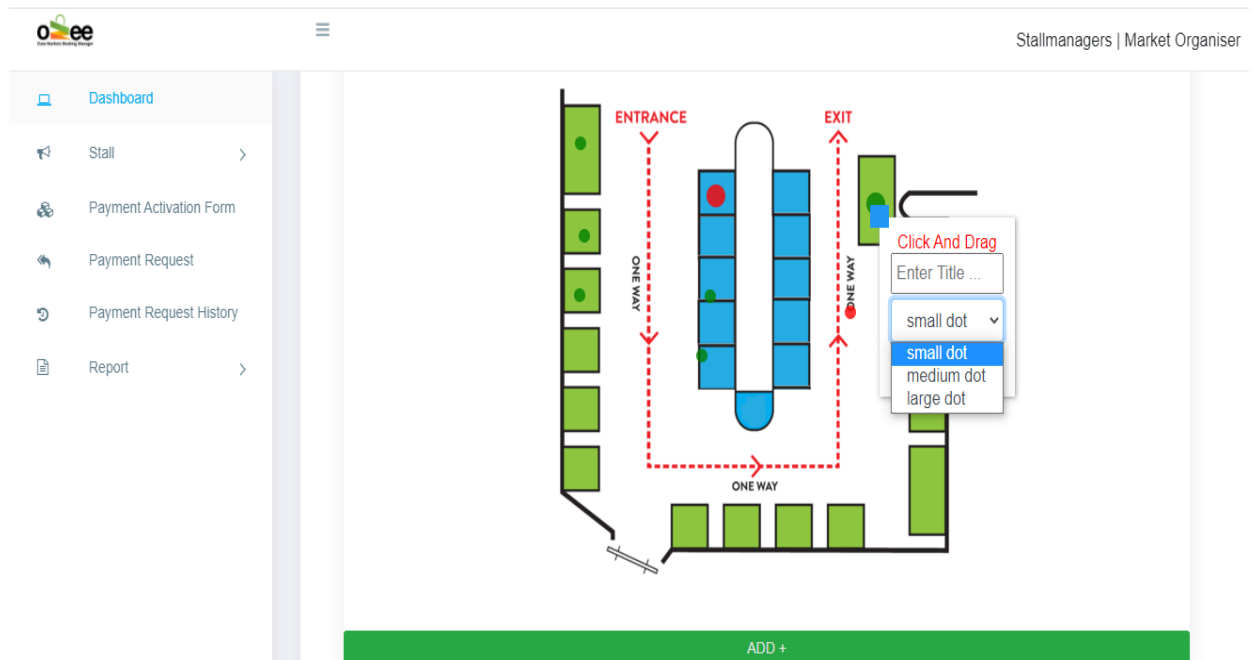
Note: This will be used to display the size of the stall icons within the stall layout image.



Step 3: Use the light blue square as the marker to drag & drop the stall dot exactly over the stall position location on the map layout.

Step 4: Click *OK*.

You may add more stall positions by repeating steps 1 to 3.



You can now view the stall list for the stall positions you have just created and added to the market stall layout.

Step: 5 Repeat Steps 1 to 4 if you have additional market stall layout sectional maps that you need to set-up. Upon completion of all the stall set-ups proceed to Step 6.

Step 6: Click *on the Edit Icon under the Manage column to create or update the details for the Stall.*

Now you need to specify the following: Stall Area, Stall Price, Description (any additional information that will be relevant to the stallholder booking that specific site), Stall Categories, Stall Status and Valid Market Dates for this specific market stall. You can manage each stall separately and specifically for the market dates.

It is possible to use the Stall Status and Market Dates to prepare the market for operations based on seasonal requirements such as summer versus winter or dry versus rainy seasons.



Dashboard

Stall
>

Payment Activation Form

Payment Request

Payment Request History

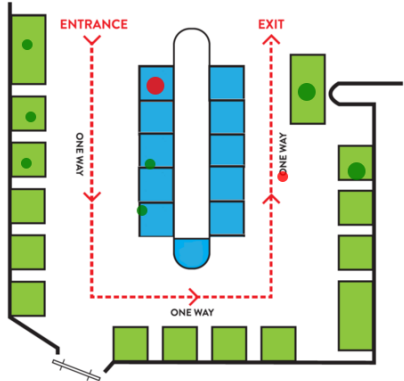
Report
>

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
☐	1	TES0004	22	Stall 4	4	3	Active	
☐	2	TES0005	150	Stall 5	0	3	Sold Out	
☐	3	TES0007	130	New 1	5	4	Active	
☐	4	TES0010	12	Stall 6	4	0	Active	

Step 7: Click on the edit icon under the 'Manage' column for the stall you need to update. You will see an 'Update Stall Details' information form pop-up on your screen

Update Stall Details Stall No: SPO0003



Area

eg:width(m)Xheight(m)

Valid Dates

Title

Stall Name 5

\$ Price

\$ 0

Status

InActive

Description

Enter Description (optional)

Stall Categories

Alcoholic Beverages
Open Category
Air Brush Tattoos, Face Painter, Henna Art
Arts, Paintings and Crafts
Baby Products
Bath Products & Beauty Products
Business Stall
Busker & Musicians
Candles & Melts
Collectibles, Stamps, Coins

Close

Update Stall

Step 8: In the area box, **enter the physical size dimensions for your stall area in meters (i.e. 2M x2Metres or 9SQMs).**

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: Enter your Stall Title or Name. This will be the stall position number or name that you and your stallholders are familiar with in your market which will be different from the system generated Stall ID.

Step 11: Enter the booking rate or price for the stall.

Step 12: Select an 'Active' Status from the dropdown. This will indicate that the stall is available in the market for online stall booking and payment processing. Leave the status as 'Inactive' for the dates that you do not wish to have this stall position available for booking. Perhaps you are allocating this position to a sponsor or NFP rorganisation that will not be paying for the use of the spot. Make sure you 'Update Stall' after the status changes. If you have received payments for the stall offline (ie. bank transfer or cash), you can allocate an available Active or perhaps Inactive status by changing the Status to 'Sold' (enter the Name or Business Name) for the appropriate paid or sold market dates and click 'Update Stall'.



A screenshot of a web form showing a dropdown menu for 'Status'. A red arrow points to the 'Status' label. The dropdown menu is open, showing four options: 'Active' (highlighted in blue), 'InActive', 'Sold', and 'Reserved'. A small downward arrow is visible in the top right corner of the dropdown box.

Lastly, you can set the status to **‘Reserved’** to allocate the stall for a regular or permanent stallholder that attends all your market dates. Change the status to **‘Reserved’** and enter stallholder’s registered email address and click **‘Update Stall’**.

Step 13: **Provide a short description.** This would be any information or restrictions that will be relevant and helpful for the stallholder’s selection using the provided stall description.

Step 14: **Select a ‘Stall Category’** or stall categories for the product/s that you will allow to be sold in that stall location. You use this to manage sections of the market for specific stall vendors (i.e. food vendors) based on your own planned stall vendor positions.

Step 15: **Always click on the ‘*Update Stall*’** for any changes to the stall details.

4.4 Add and Manage Stall Discounts

Use the *Discount Options* tab to set up a quantity discount table to encourage multiple unit stall bookings during a market date or across several market dates.

Stall Management :: Update Market

MARKET DETAILS STALL DETAILS PREVIEW DISCOUNT OPTIONS PREMIUM OPTIONS

Step 1: Decide on a discount strategy for multiple stall bookings.

Stall Management :: Update Market

MARKET DETAILS STALL DETAILS PREVIEW DISCOUNT OPTIONS

Discounts

Discount By Stalls

Enter Minimum stall count	Enter Maximum stall count	Enter Discount Percentage	Remove -
2	3	10	
Enter Minimum stall count	Enter Maximum stall count	Enter Discount Percentage	Remove - ADD +
4	5	15	

Discount By Days

Enter Minimum Days count	Enter Maximum Days count	Enter discount percentage	Remove -
2	3	20	
Enter Minimum Days count	Enter Maximum Days count	Enter discount percentage	Remove - ADD +
4	5	30	

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 (however these do not operate concurrently – select only the type to be used).

Step 2: Build the table of discounts with the required quantity ranges. You can structure a volume discounting table for the discounting option selected 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*.

4.5 Add Premium Options

Stall Management :: Update Market

MARKET DETAILS STALL DETAILS PREVIEW DISCOUNT OPTIONS **PREMIUM OPTIONS**

Premium Option

Weekend Price Percentage:

☒ Less than current price ☐ Greater than current price

Save

Use '*Premium Options*' if you run markets during the week, including weekends. You can either increase the weekend market rates by a premium, keep the rates the same by ignoring this option or reduce as needed.

4.6 Add and Manage Stall Discounts

Options

*** Select only the options you provide.*

- Chair
- Trestle Table Hire
- Extension Power
- Insurance
- Stall Tent 3x3m Gazebo hire

Step 1: Decide on the optional items that your market will offer for the stallholders.

Step 2: Select one or more of the listed items you would like to offer to stallholders (if you have an item for market day rent not on the list, contact Ozee Support at <https://www.ozeemarkets.com.au/support> and advise us to include the item in the rental list).

Step 3: Enter the inventory count available for any one market day and the price rate per item (in the example below we selected a stall tent and a trestle table). The items you added will be included in the stall booking process as optional items. Inventory control will prevent any specific item from being overbooked on any market day.

Options

*** Select only the options you provide.*

Trestle Table Hire	Count	Price
Stall Tent 3x3m Gazebo hire	Count	Price

Special Promotion message

4.7 Add and Manage a Promotional Message

Please contact Ozee Support at

<https://www.ozeemarkets.com.au/support> to arrange an overlay promotional message that will appear on the Ozee Market Booking Manager home page every time a stallholder clicks on your listed market image.

Special Promotion message

Enter your promotional message here

Remaining characters: 125



4.8 Add New Market Dates on the Market Range Calendar Tool

IMPORTANT NOTE: We recommend that you limit your added dates to eight new market dates or less with any update. Please note that the new market dates will replicate your last published Market date. Ensure that all the stalls are correctly designated to ensure these are copied across to new markets with the correct information and stall status.

Last Market Date	Copied to	New Market Dates
Active Status	>>	Active Status
Inactive Status	>>	Inactive Status
Sold Status	>>	Active Status
Reserved Status	>>	Reserved Status

Step 1: Click on the data field for 'Date Range'

Stall Management :: Update Market

MARKET DETAILS STALL DETAILS PREVIEW DISCOUNT OPTIONS PREMIUM OPTIONS

Market Name

Sunday Market

Date Range

2025-07-06,2025-07-13,2025-07-20,2025-07-27,2025-08-03,2025-08-10,2025-08-17,2025-08-24

Step 2: Select the appropriate dates from the calendar months

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

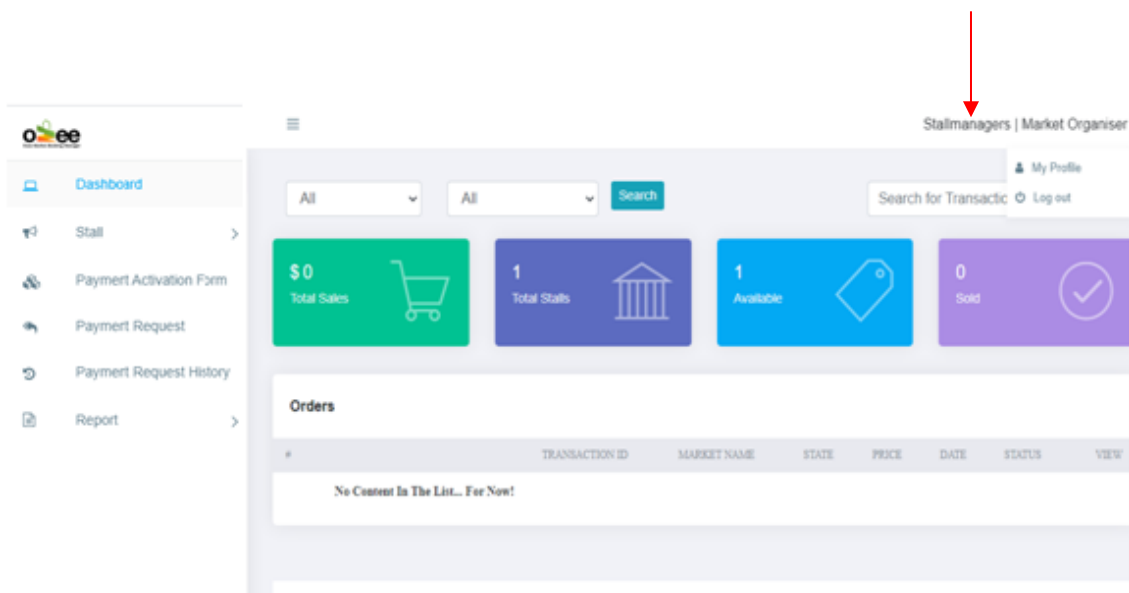
October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Step 3: After selection the market dates make sure you click on 'Update Market' at the bottom of the page.

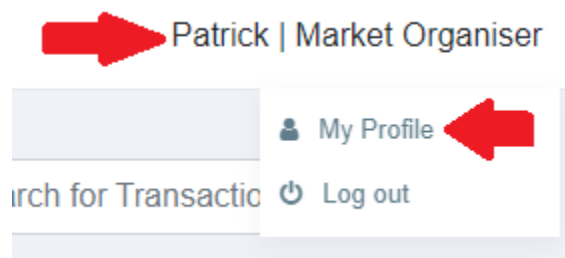
6. MANAGE YOUR PROFILE

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.

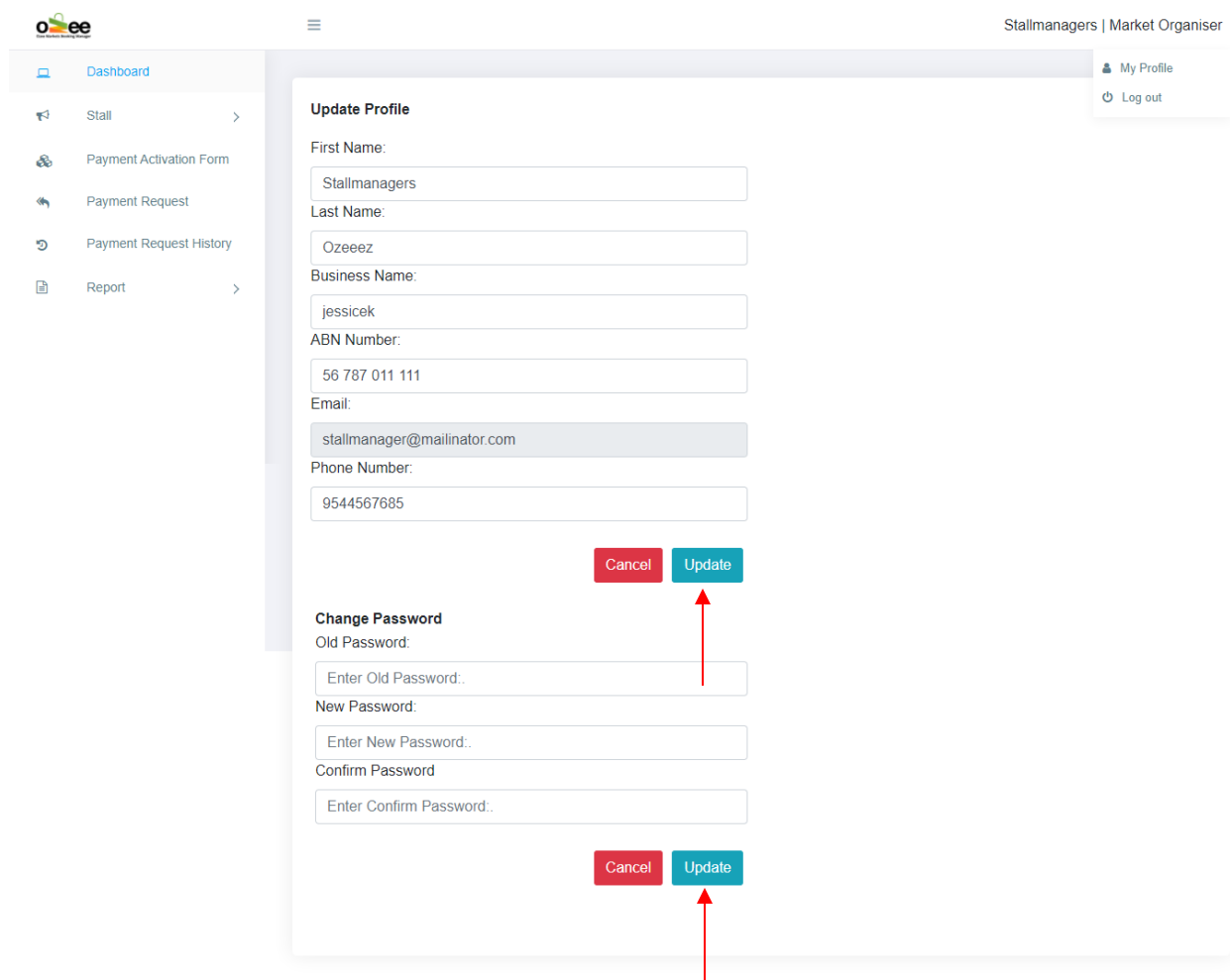


Step 2: Click *My Profile* from the drop-down.



Step 3: Enter the 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 for assistance.



The screenshot shows the 'Update Profile' form in the Ozee Markets Booking Manager interface. The form is divided into two main sections: 'Update Profile' and 'Change Password'. The 'Update Profile' section contains the following fields: First Name (Stallmanagers), Last Name (Ozeeez), Business Name (jessicek), ABN Number (56 787 011 111), Email (stallmanager@mailinator.com), and Phone Number (9544567685). Below these fields are two buttons: 'Cancel' (red) and 'Update' (teal). A red arrow points to the 'Update' button. The 'Change Password' section contains the following fields: Old Password (Enter Old Password:..), New Password (Enter New Password:..), and Confirm Password (Enter Confirm Password:..). Below these fields are two buttons: 'Cancel' (red) and 'Update' (teal). A second red arrow points to this 'Update' button. The left sidebar shows a navigation menu with options: Dashboard, Stall, Payment Activation Form, Payment Request, Payment Request History, and Report. The top right corner shows the user's name 'Stallmanagers | Market Organiser' and a 'Log out' button.

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