



OZEE MARKETS BOOKING MANAGER

User Guide to Booking your Stall Online

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1. INTRODUCTION

Welcome to Ozee Markets Booking Manager!

Ozee Markets Booking Manager makes it easy for booking your market stalls online. All stall booking information is available for review online. The booking details include dates of markets, stall size, price, and position with the visual market site layouts.

You can now book a stall with confidence and never misplace a booking.

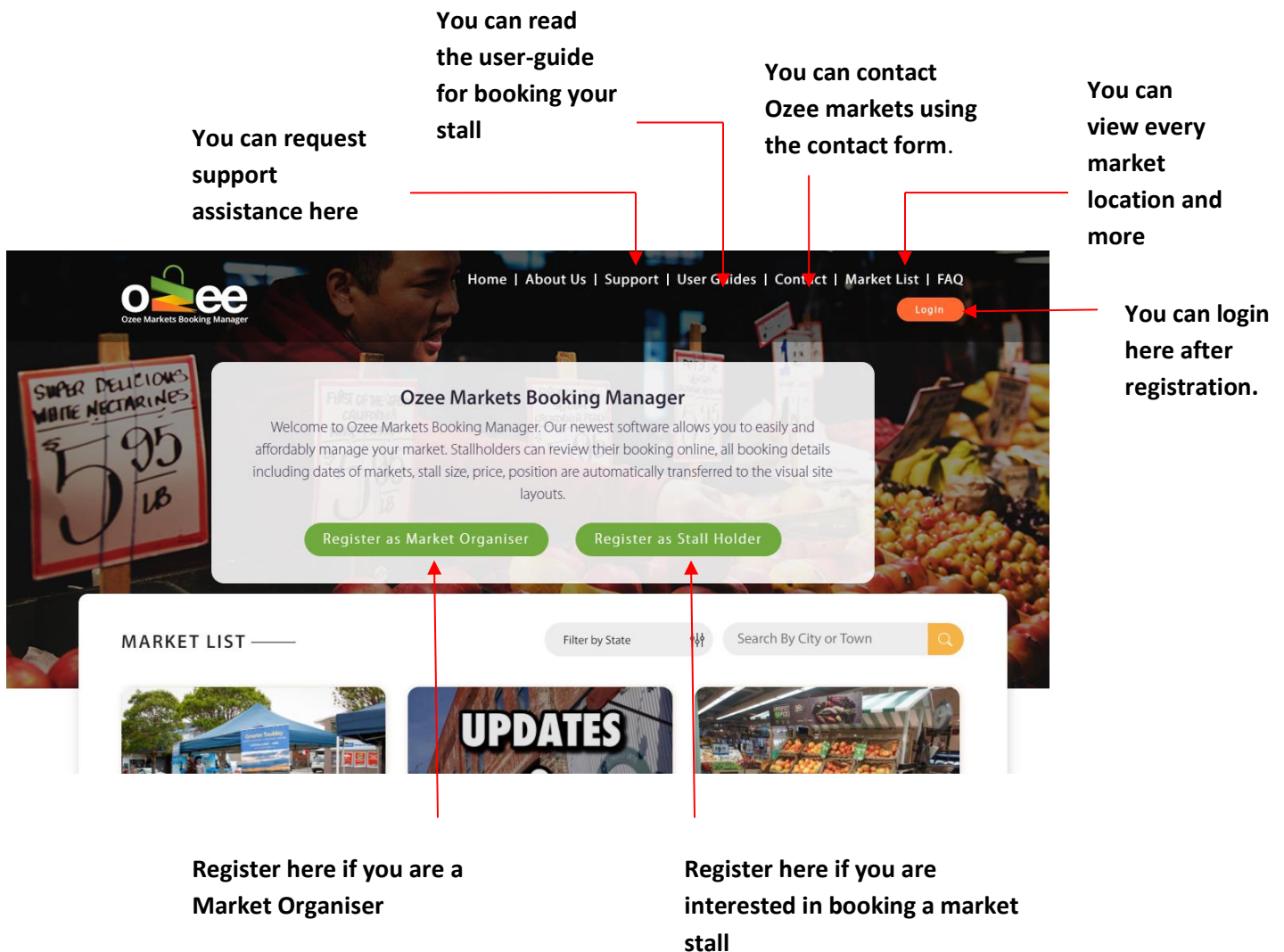
All you need is internet connection, there is no software to download, install or buy.

1.1 Features of Ozee Markets Booking Manager

- Designed exclusively for local markets
- Avoid paperwork
- Nothing to install, ever
- Manage your booking with multiple market locations and stalls
- Easy to navigate for stall holders
- Never miss a booking for a forthcoming market

- Easy payment processing
- Review your stall booking history

1.2 Overview of the Ozee Markets Booking Manager



The screenshot shows the Ozee Markets Booking Manager website. The header includes the Ozee logo and navigation links: Home | About Us | Support | User Guides | Contact | Market List | FAQ. A 'Login' button is in the top right. A central banner reads 'Ozee Markets Booking Manager' and 'Welcome to Ozee Markets Booking Manager. Our newest software allows you to easily and affordably manage your market. Stallholders can review their booking online, all booking details including dates of markets, stall size, price, position are automatically transferred to the visual site layouts.' Below this are two buttons: 'Register as Market Organiser' and 'Register as Stall Holder'. Below the banner is a 'MARKET LIST' section with a 'Filter by State' dropdown and a 'Search By City or Town' search bar. The market list displays three items: a market stall, an 'UPDATES' banner, and a market stall with fruit.

You can request support assistance here

You can read the user-guide for booking your stall

You can contact Ozee markets using the contact form.

You can view every market location and more

You can login here after registration.

Register here if you are a Market Organiser

Register here if you are interested in booking a market stall

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. GETTING STARTED

Step 1: Visit Ozee Markets Booking Manager at

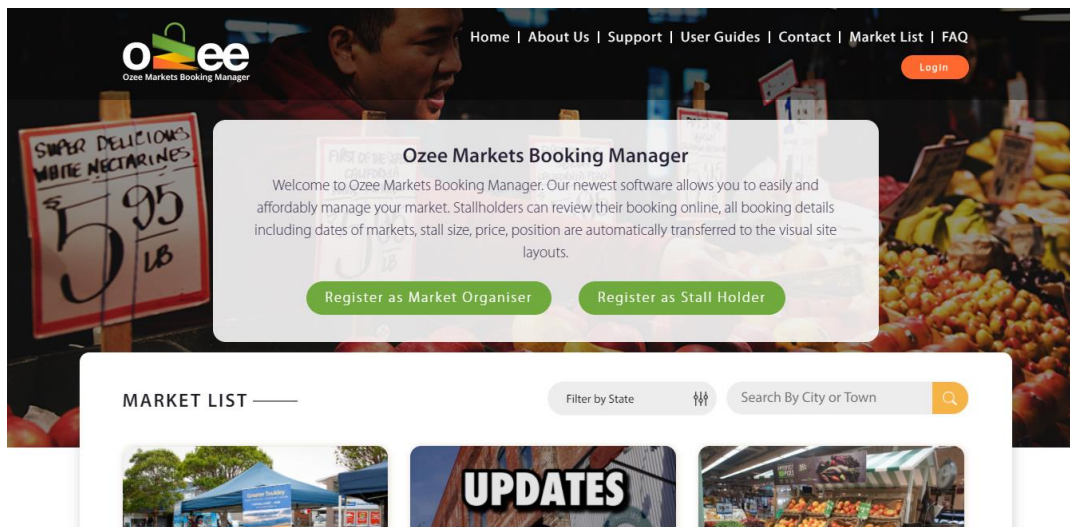
<https://www.ozeemarkets.com.au>

Step 2: ***Proceed*** to 3.1 New Registration if you are a new user 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

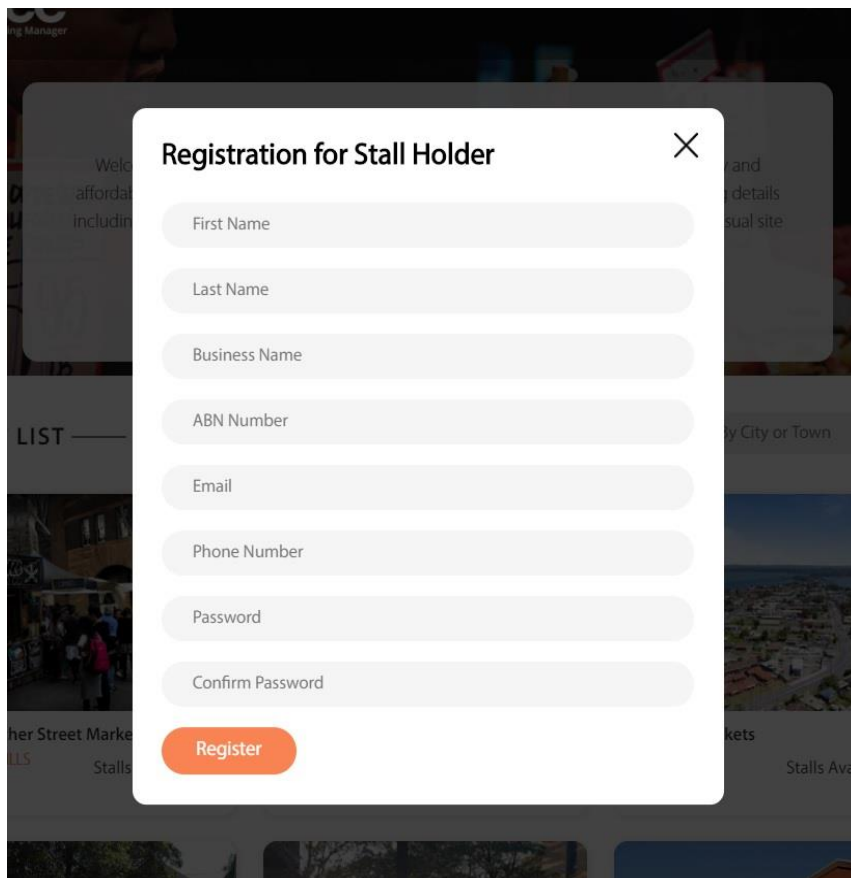


Step 2: Click ***Register as a Stall Holder***.

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, ABN number, email address, phone number, and to set-up your password.

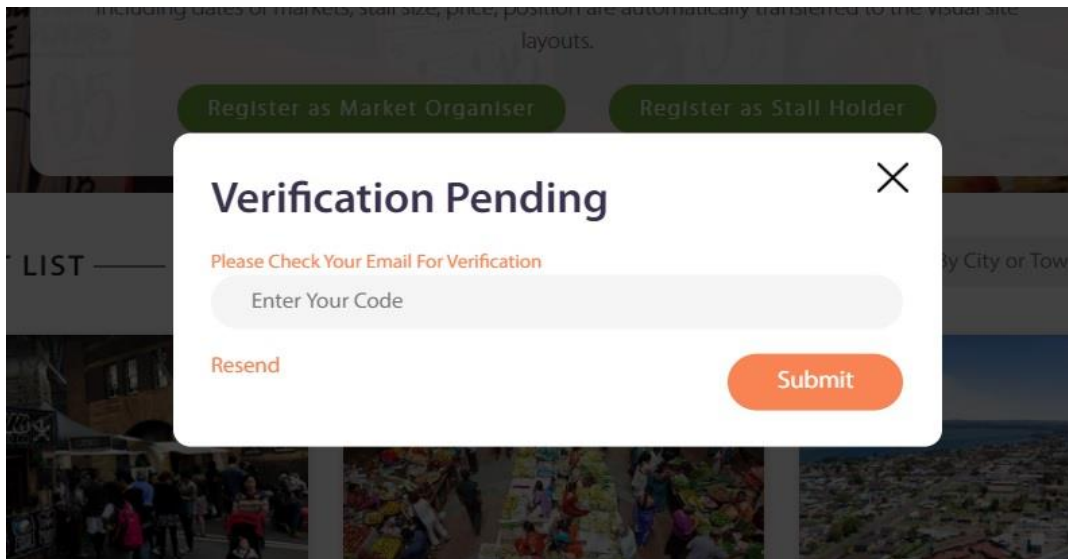
[Note: all information on the form is mandatory except for the Business Name and ABN Number which you can add later]



The image shows a 'Registration for Stall Holder' form overlaid on a blurred background of a market stall. The form is white with a close button (X) in the top right corner. 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.

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

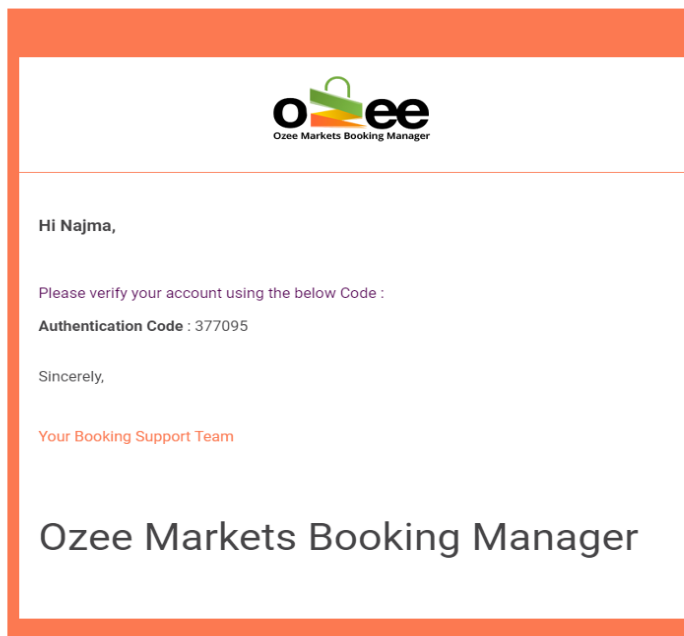
Step 5: You will see the below image pop-up on your screen asking for verification code.



Step 6: Go to your email inbox and find or wait for your STALL HOLDER registration email and Verification Code Email with your code.



Step 7: You will receive your Verification Code email; the email message will look like this below.

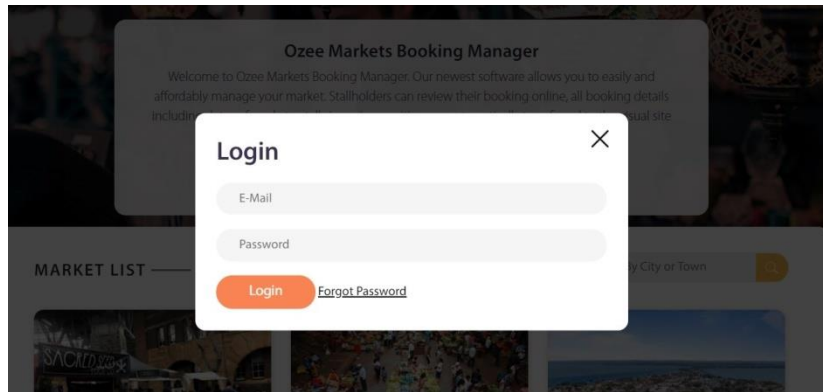


Step 8: Now enter the code provided on the Verification Pending form and Click *Submit*.

Step 9: Now you are ready to use the system for booking your market stall!

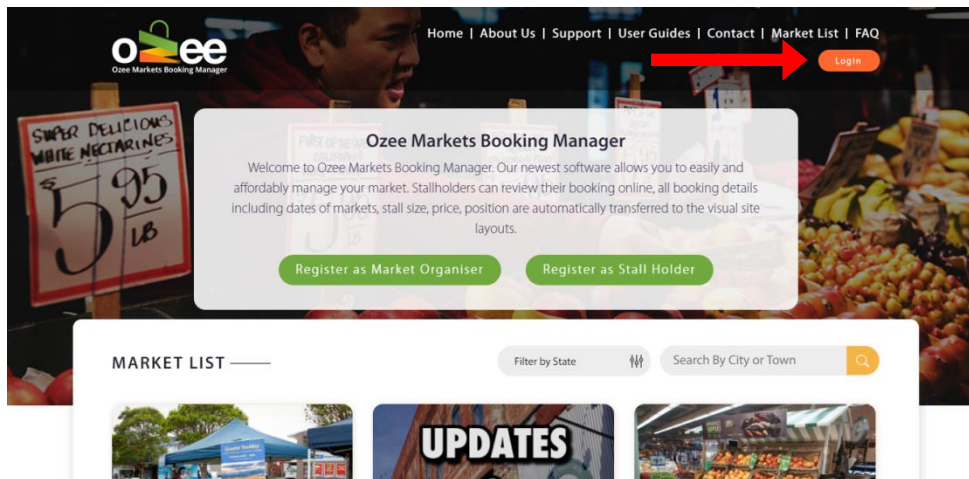
3.2 Logging in

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

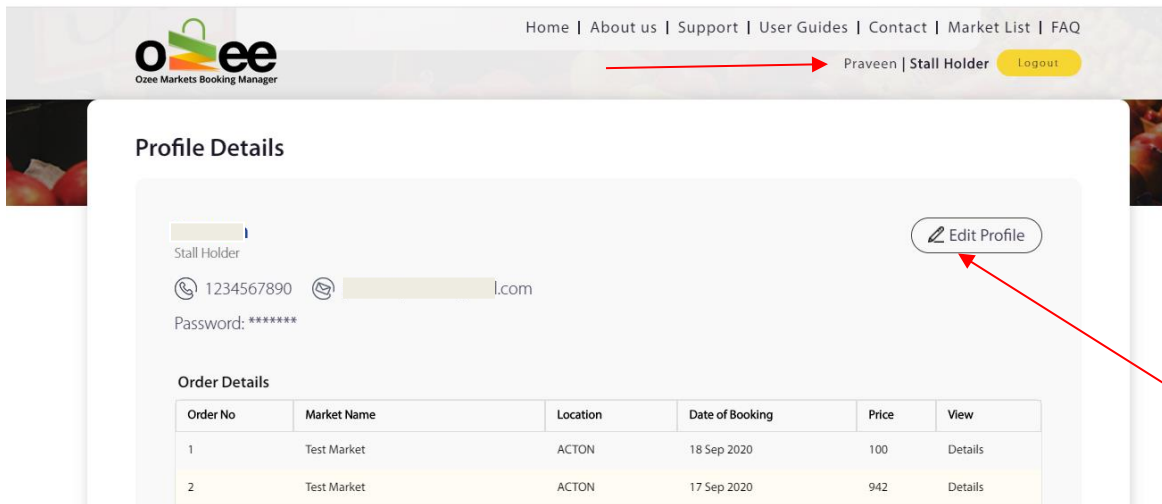


3.3 Managing your profile

Step 1: Login to your account to view and edit your profile.



Step 2: When you click on your profile name, it will open to your Profile Details page, your Order Details History, and the Edit Profile option.



Home | About us | Support | User Guides | Contact | Market List | FAQ

Praveen | Stall Holder Logout

Profile Details

Stall Holder

Phone: 1234567890 Email: l.com

Password: *****

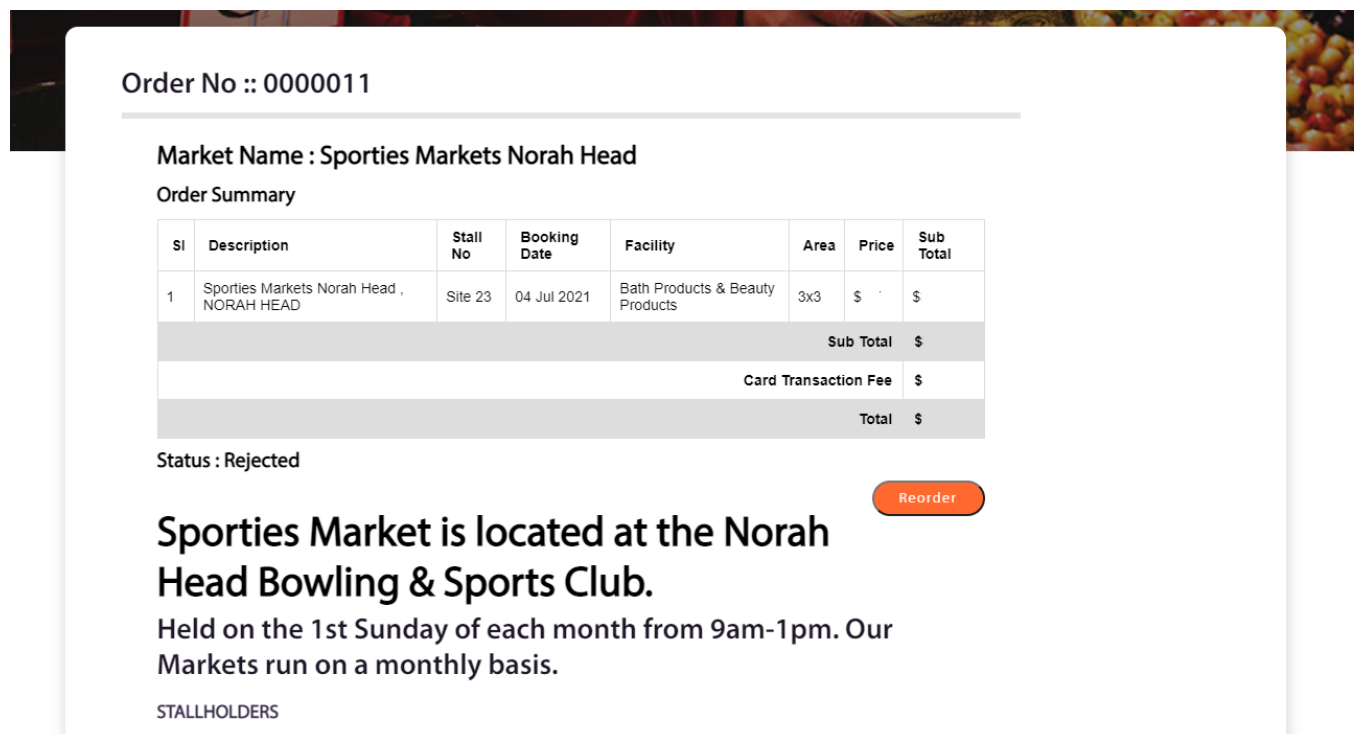
Edit Profile

Order Details

Order No	Market Name	Location	Date of Booking	Price	View
1	Test Market	ACTON	18 Sep 2020	100	Details
2	Test Market	ACTON	17 Sep 2020	942	Details

You can edit your profile here.

If you wish to view the details of your stall order booking, simply click on the 'Details' View.



Order No :: 0000011

Market Name : Sporties Markets Norah Head

Order Summary

SI	Description	Stall No	Booking Date	Facility	Area	Price	Sub Total
1	Sporties Markets Norah Head , NORAH HEAD	Site 23	04 Jul 2021	Bath Products & Beauty Products	3x3	\$	\$
Sub Total							\$
Card Transaction Fee							\$
Total							\$

Status : Rejected

Reorder

Sporties Market is located at the Norah Head Bowling & Sports Club.

Held on the 1st Sunday of each month from 9am-1pm. Our Markets run on a monthly basis.

STALLHOLDERS

Step 3: Edit your profile if you wish and remember to Save your changes.

Step 4: Click **Edit profile** and Click **Save**.

Update your profile details as appropriate.

Profile Details

Stall Holder

1234567890 1234567890@il.com

Password: *****

First Name
Prav

Last Name
P

Business Name
Zoor

ABN Number
99 999 999 111

Phone
1234567890

Email
prav@il.com

[Change Password](#) Cancel Save

Order Details

Order No	Market Name	Location	Date of Booking	Price	View
No Content in the list... for now!					

To change
your
existing
password

NOTE: You can add the business name and ABN number if you didn't include this information during registration.

Step 5: To change password, Click **Change Password** In the edit profile.

Profile Details

Praveen

Stall Holder

1234567890 1234567890.com

Password: *****

First Name

Praveen

Last Name

P

Business Name

ABN Number

99 999 999 111

Phone

1234567890

Email

1234567890@gmail.com

[Close\(X\)](#) Cancel Save

Old Password

Password

Confirm Password

Cancel Save

Order Details

Order No	Market Name	Location	Date of Booking	Price	View
No Content in the list... for now!					

Step 6: Enter your old password, your new password and retype your new password to confirm.

Step 7: Click *Save*.

4. SEARCHING AND SELECTING A STALL

Ozee Markets Booking Manager allows you to search for your desired market location in a few simple steps.

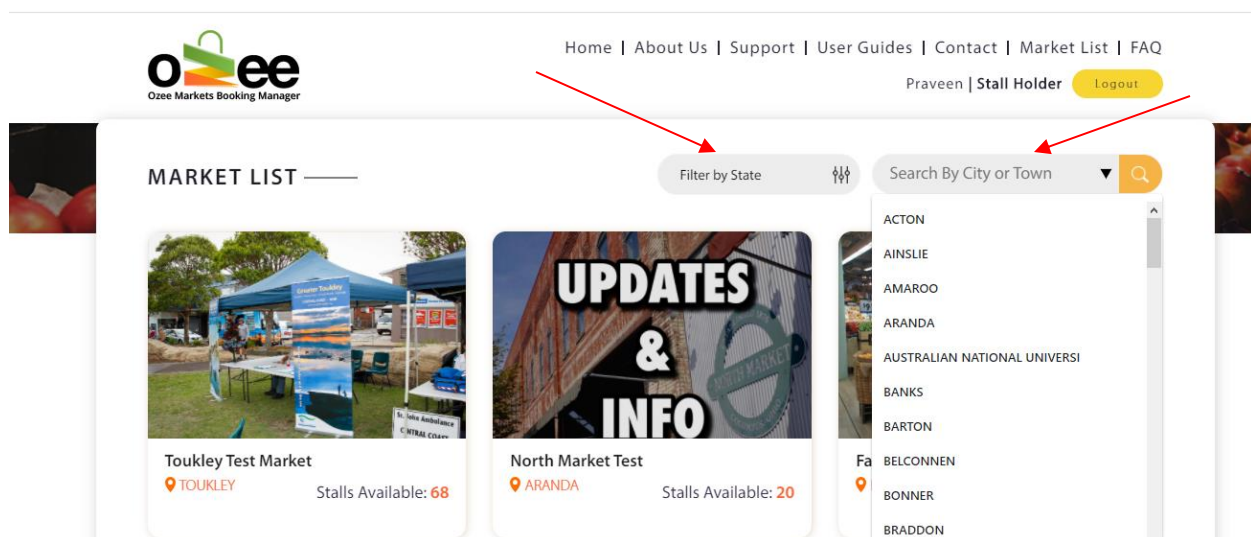
Stall Holders can search for markets available in locations that you are interested in and view real-time availability for the listed dates

Step 1: You have two options to help find your desired market.

- You can use the filter by state, city or town
- You can select the market from the displayed list

Filter by location: You can view the markets for a specific state, city or town

First *filter* by the State of your preference, next *select* the City or Town of choice from the drop down list and *click* on the ‘magnifying glass’ icon to display the markets or with the filter on the State of your preference simply *enter* the town or city you are looking for and *click* on the ‘magnifying glass’ icon



Note: As default only 500 cities and towns are shown under a state, If you can't find the city in the (select city/town) drop down,

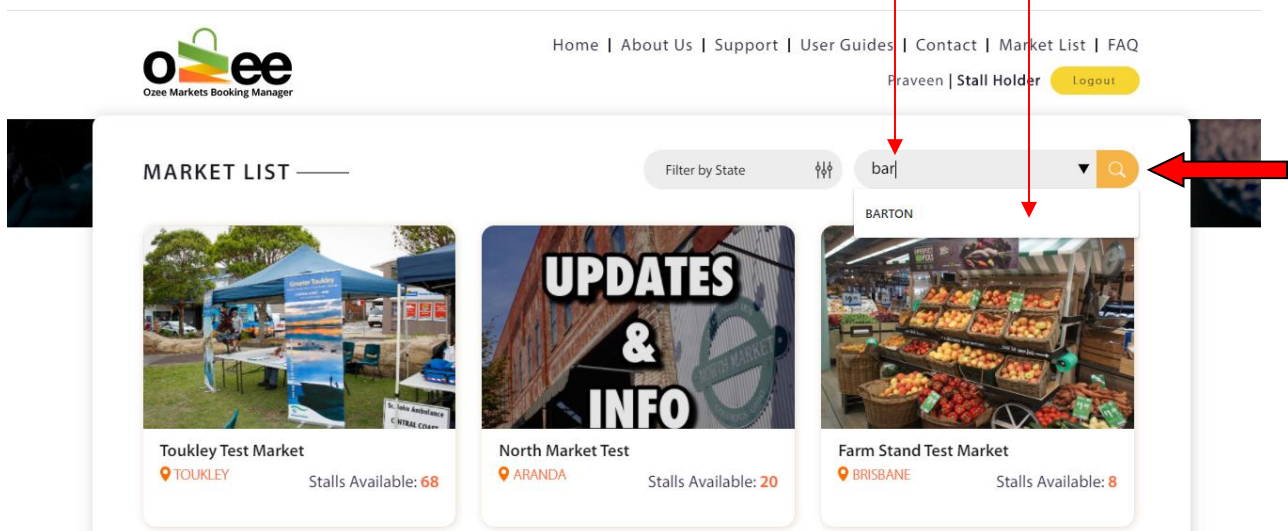
Step 1: **Choose a state from the state suggestion dropdown.**

Step 2: **Type the city name on the search bar**

Step 3: **Select the city of your choice from the dropdown.**

Input the city you want
to view and book the
Markets in

Select city from the
dropdown after typing.



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MARKET LIST

Filter by State

bar

BARTON

Toukley Test Market
TOUKLEY Stalls Available: 68

North Market Test
ARANDA Stalls Available: 20

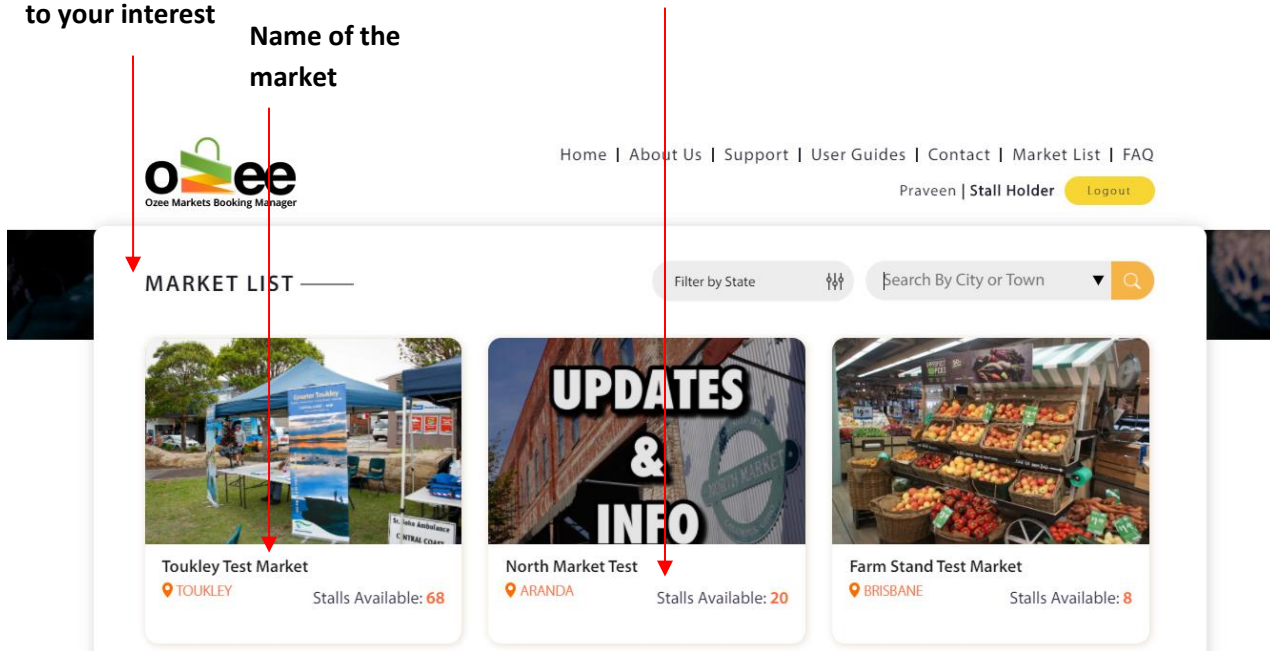
Farm Stand Test Market
BRISBANE Stalls Available: 8

From the market list: Your market selection is now displayed in the Market List.

Scroll through the markets displayed to your interest

You can view the number of available stalls for booking

Name of the market



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MARKET LIST

Filter by State Search By City or Town

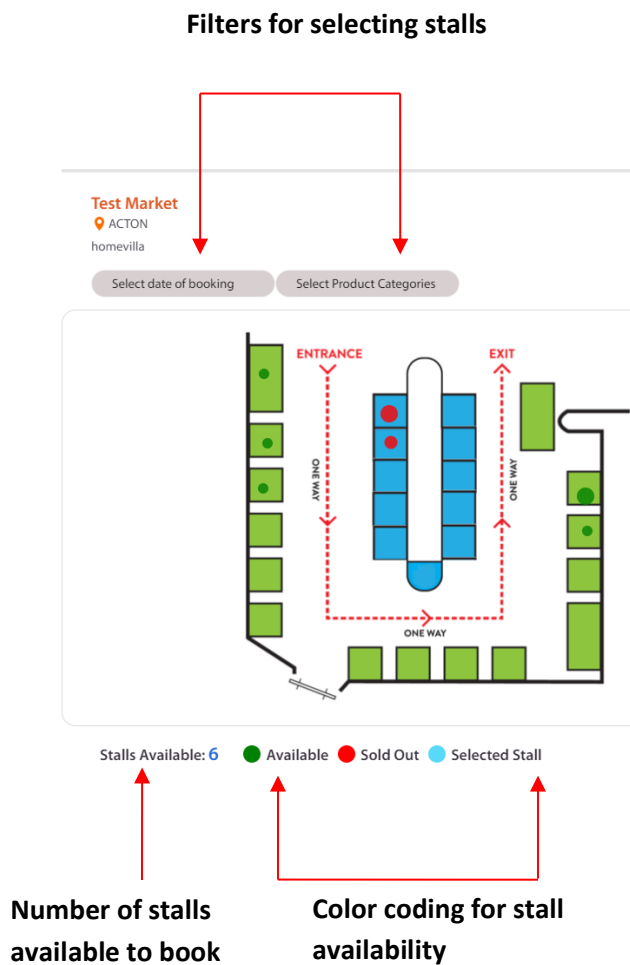
Market Name	Location	Stalls Available
Toukley Test Market	TOUKLEY	68
North Market Test	ARANDA	20
Farm Stand Test Market	BRISBANE	8

Step 2: Just **Click** on the market location image or market name to view the market Stall Map.

5. SELECTING YOUR SUITABLE STALL FOR BOOKING

5.1 Interface

When you *click* on the market image or market name, the appropriate market layout opens on your screen, and it looks like this:



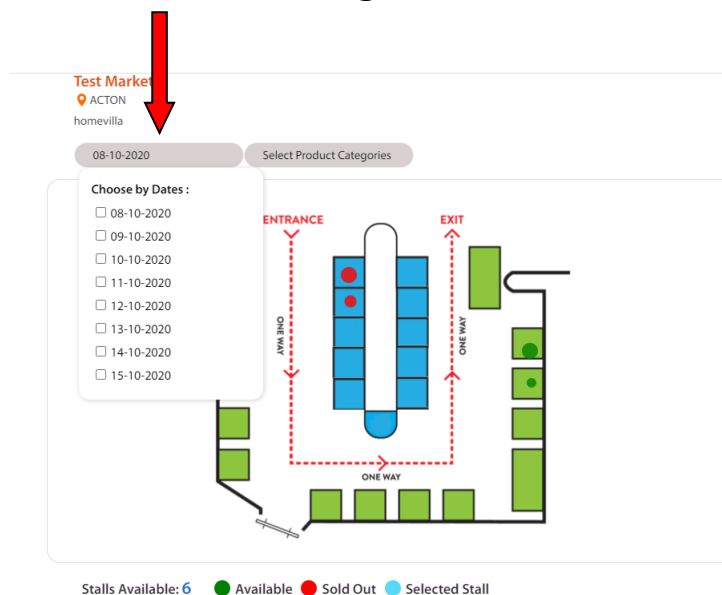
Color indications

- Stall Available
- Stall Selected by you
- Stall Sold Out

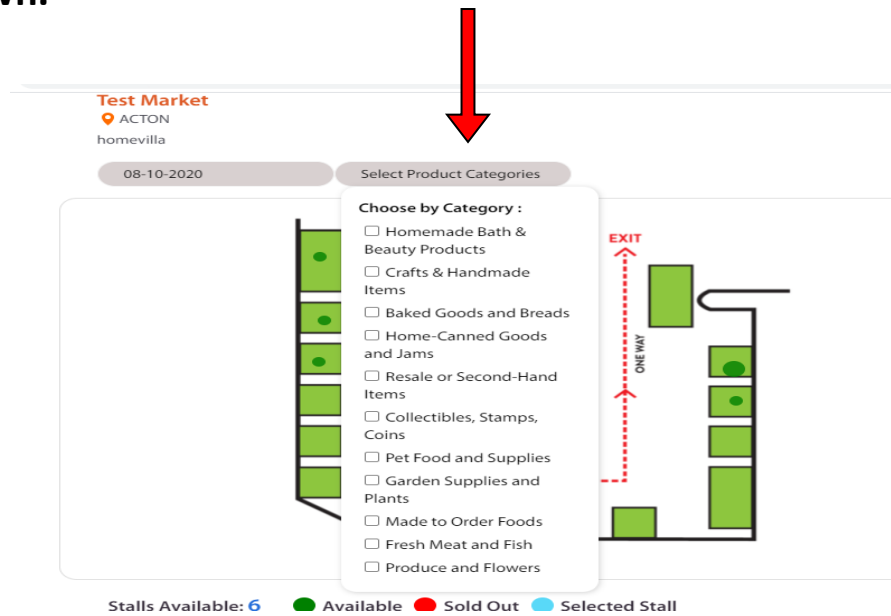
5.2 Searching for stall

There are two important steps to follow while selecting your stall.

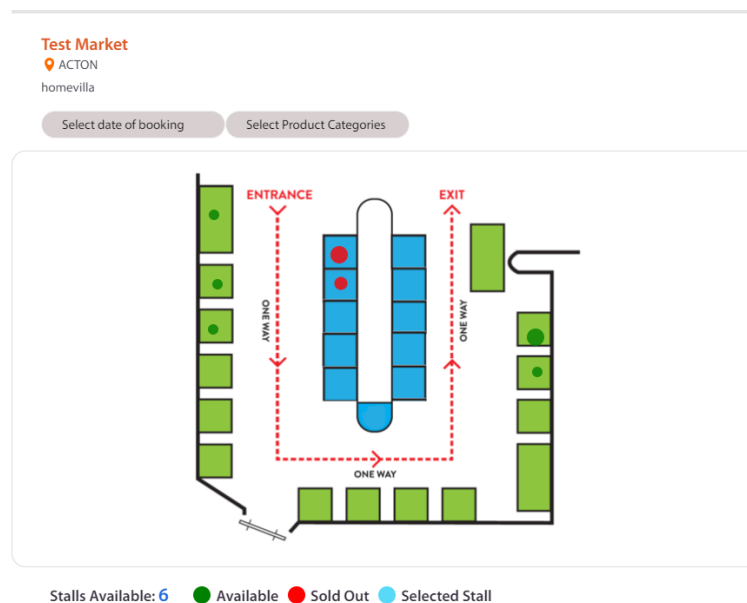
Step 1: **Select the date of booking from the available dates from the drop down.**



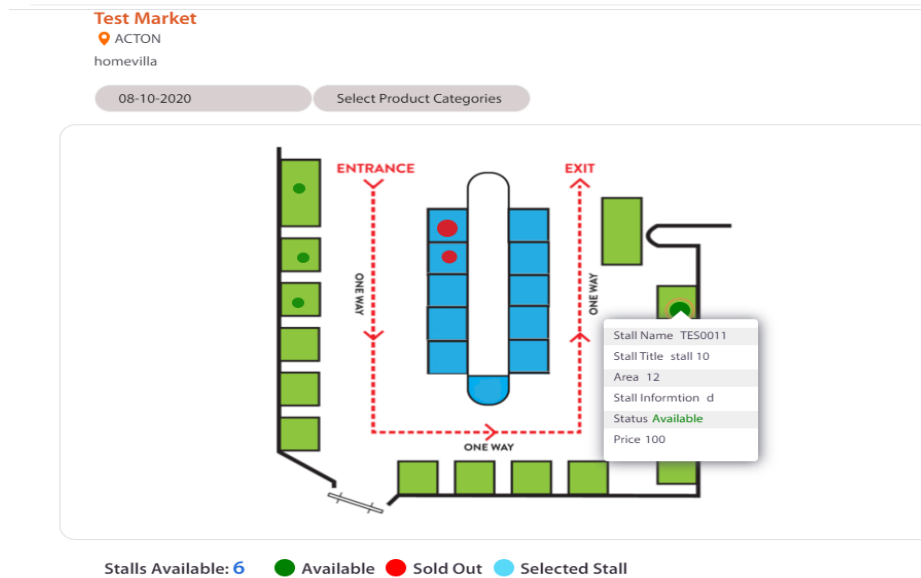
Step 2: Select the type of product category or categories that you sell from the drop down.



Step 3: All the available stalls will be displayed in the layout as green with all the Booked or Sold stalls displayed as red.



Step 4: Once you move your cursor through the stalls in the layout, you will see a small pop up displaying Stall Name, Stall Title, Area, Stall Information, Status of availability and Price.



Step 5: Click on your desirable stall from the market layout. You can see the availability color changing to blue. You have now selected a stall.

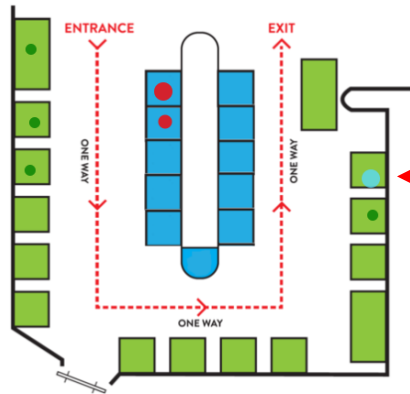
Test Market

ACTON

homevilla

08-10-2020

Select Product Categories



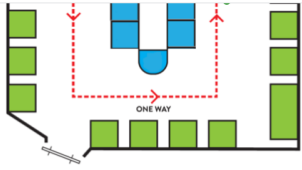
Stalls Available: 6 ● Available ● Sold Out ● Selected Stall

Step 6: Repeat Steps 1 to 5 for additional stall selections for different dates.


Note: For Additional stalls on same dates, just click on additional stalls after selecting the first stall. You need not select category and dates individually.

Step 7: At the bottom panel you will see the details of your booking order like stall name, area of the stall, date, the products you sell, number of stalls you ordered, and price.

Step 8: To confirm your stall bookings, Click *Order*.



Stalls Available: 9 ● Available ● Sold Out ● Selected Stall

#	Stall Name Area	Date	Facilities	Quantity	Price (\$)	Total (\$)	Manage
1	TES0004 12	29-09-2020	HOMEMADE BATH & BEAUTY PRODUCTS	1	22	22	
TOTAL (\$)						22	

[Order](#)

5.3 Making payment for your order

Step 1: You can now view your booking order summary. Please add a brief description for the range of your products you will offer at the stall/s

Note: Remember to Read and *tick the box to agree to the Market Organiser's rules & regulations.*

Sl	Stall_No	Market Name	Booking Date	Facility	Price
1	TES0010	Test Market	30 Sep 2020	Homemade Bath & Beauty Products	\$120
Sub Total					\$120
Card Transaction Fee					\$2.44
Total					\$122.44

Transaction charge will be added

gmail.com
 1234567890

Please give a general description of products you will be selling (max 80 characters).

☐ I have read and agree to the [Rules and Regulations](#)

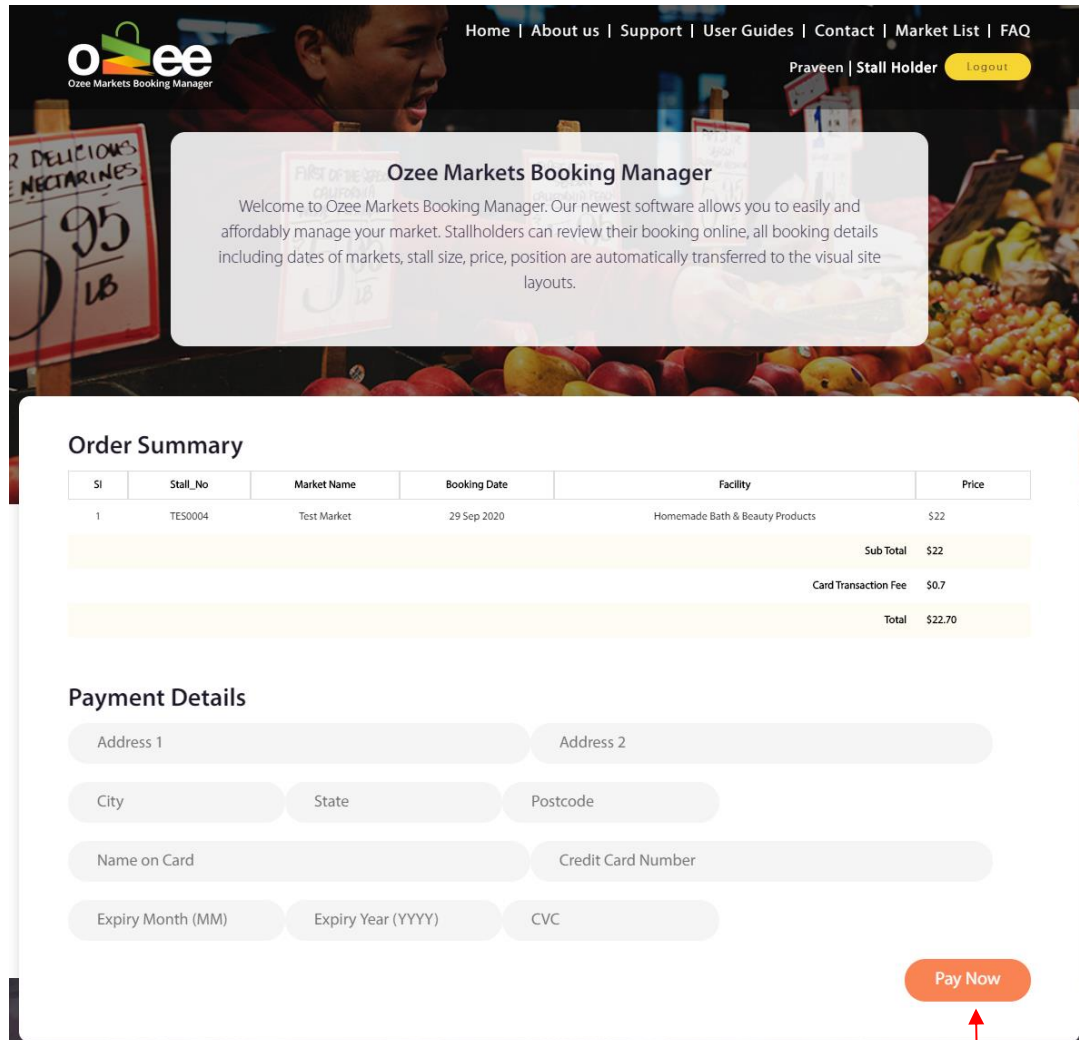
Book Now

Step 2: Click *Book Now*

Step 3: Fill up the payment section with your name, debit/credit card number, CVV, expiration month and year and your Address.

Please complete the payment form.

Step 4: Click **Pay Now** when you are done.



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Order Summary

Sl	Stall_No	Market Name	Booking Date	Facility	Price
1	TES0004	Test Market	29 Sep 2020	Homemade Bath & Beauty Products	\$22
Sub Total					\$22
Card Transaction Fee					\$0.7
Total					\$22.70

Payment Details

Address 1 Address 2

City State Postcode

Name on Card Credit Card Number

Expiry Month (MM) Expiry Year (YYYY) CVC

Pay Now

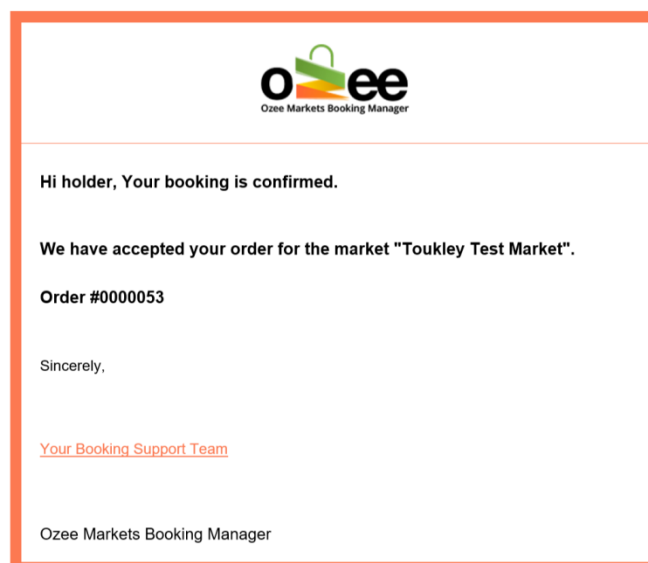
Step 5: At the top of your screen a pop-up will confirm that your booking order has been received.

Thank You For Your Booking!!

The Market Organiser will review your stall booking either to:

- Accept your Booking **or**
- Reject your Booking

When the Market Organiser accepts your Stall Booking Order, you will receive your booking confirmation and your payment confirmation in your registered email.



Step 6: You will receive your payment receipt email in a few seconds, subject to acceptance of your booking.

Thank You For Your Order					
Your order has been received and is now being processed. Your order details are shown below for your reference.					
Order:#0000008					
Item	Market Details	Stall No	Booking Date	Facility	Price
1	Toukley Markets , TOUKLEY	TOU0003	01 Aug 2020	Art & Crafts	\$15
Sub Total					\$15
Card Transaction Fee					\$0.57
Total					\$15.57

Note: The stall booking is subject to the acceptance by the responsible Market Organiser and that in the event that it is **Rejected by the Market Organiser** your credit card payment will be reversed in your favour within 5 days.

You will receive an email regarding the rejection of your Market Stall Booking with a valid reason.

Hi holder,

Sorry, Your order for market "Test Market" has been cancelled and amount has been refunded to your account.

Order #0000049

Reason : Market not available

For further clarification :

Email : stallmanager@mailinator.com

Phone Number : 9544567685

Sincerely,

Your Booking Support Team

Step 7: When approved, please remember to bring this receipt while you come to set-up the stall. This is for stall booking verification process at the market.