



## **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 area size, price, additional stall information 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 bookings 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

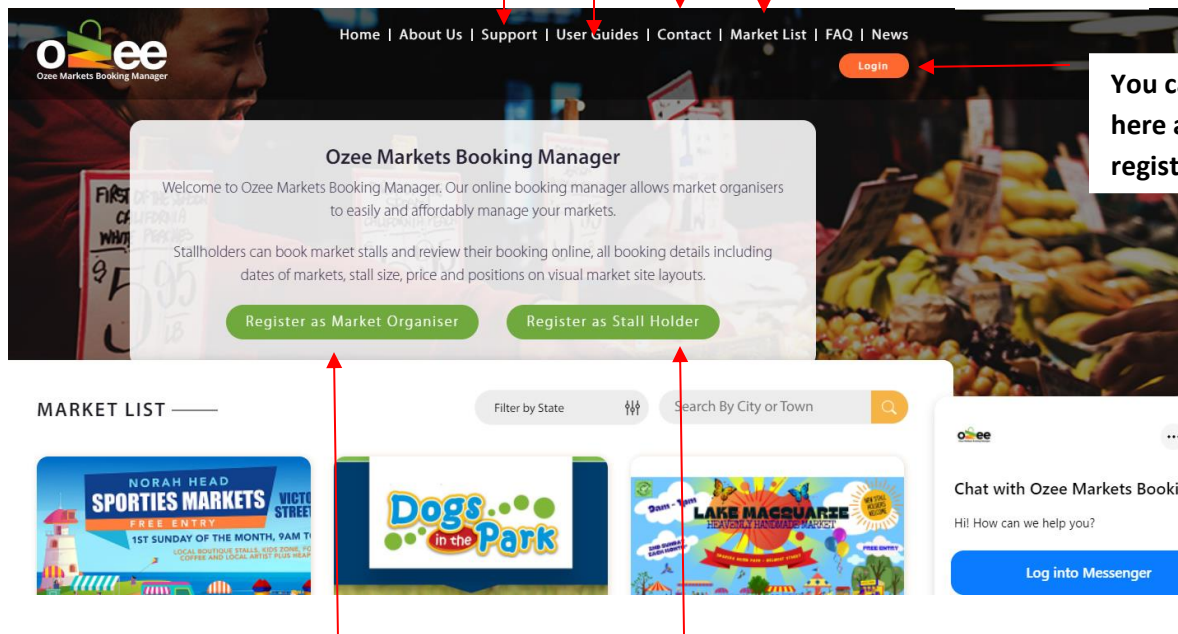
**You can read the user-guide for booking your stall**

**You can request support assistance here**

**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:** Sellers and business 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 the markets that are uploaded, listed and managed by the market organisers.

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

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

### 3. GETTING STARTED

**Step 1:** Visit Ozee Markets Booking Manager at

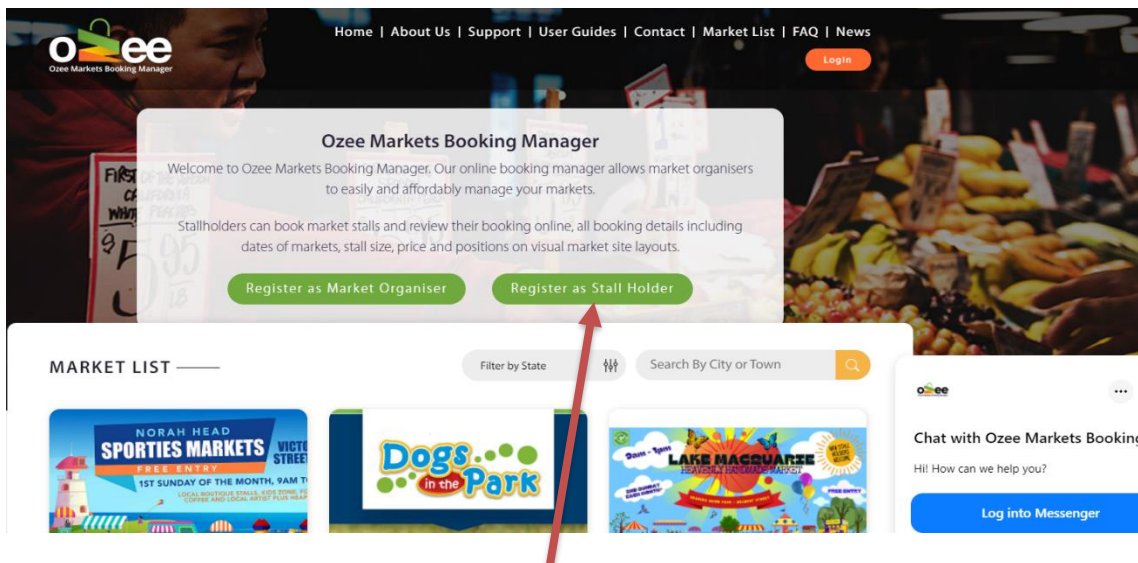
<https://www.ozeemarkets.com.au>

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

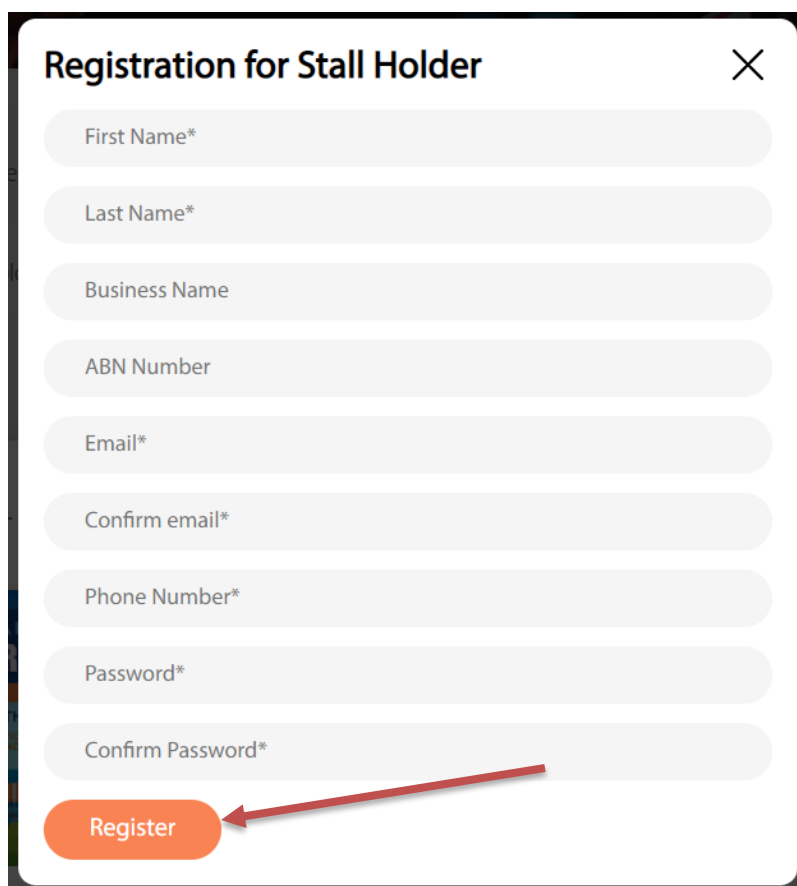


**Step 2:** Click *Register as a Stall Holder*.

**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 (Optional), ABN number (Optional), email address, phone number, and to set-up your password.

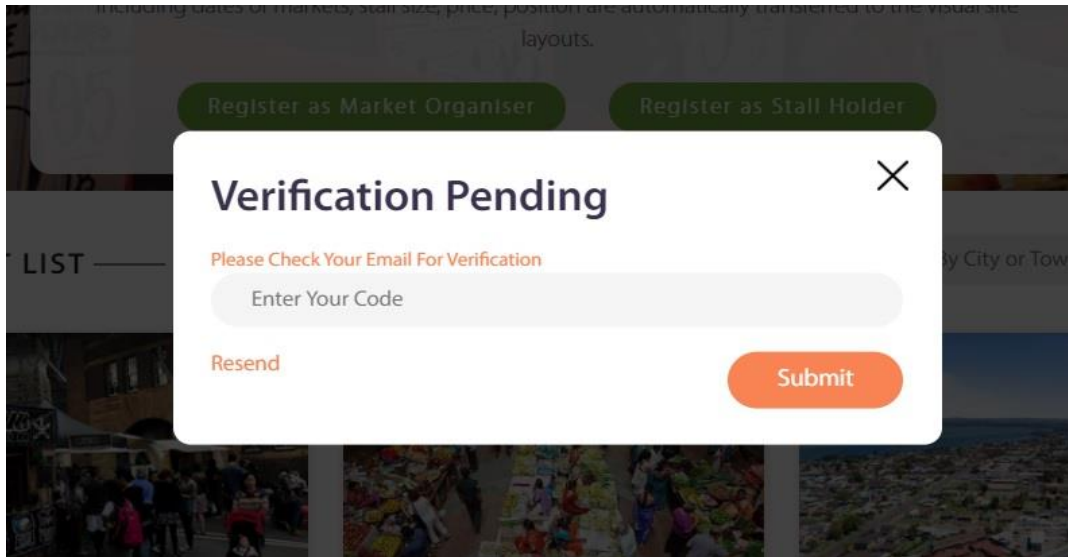
**[Note: all information on the form is mandatory except for the Business Name and ABN Number which you can add later if available]**



The image shows a mobile app registration form titled "Registration for Stall Holder" 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\*", "Password\*", and "Confirm Password\*". At the bottom left is an orange "Register" button, which is pointed to by a red arrow.

**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.**

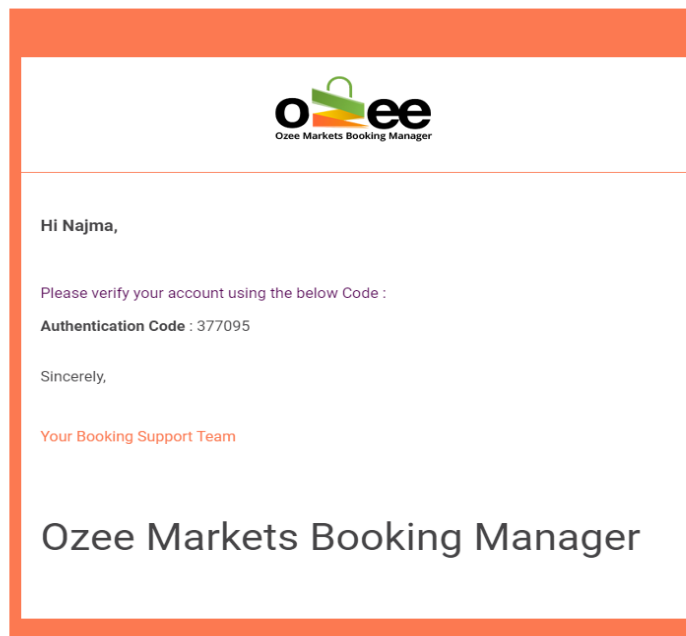


**Step 6:** Go to your email inbox and find or wait for your **STALL HOLDER** registration email and Verification Code Email with your code.





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

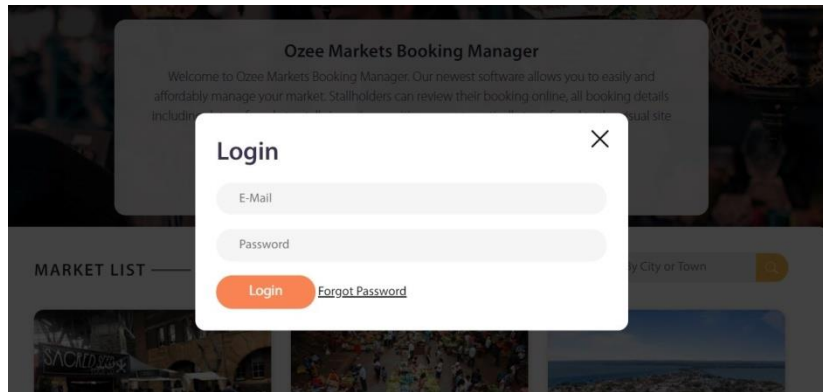


**Step 8:** Now enter the code provided on the Verification Pending form and Click *Submit*.

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

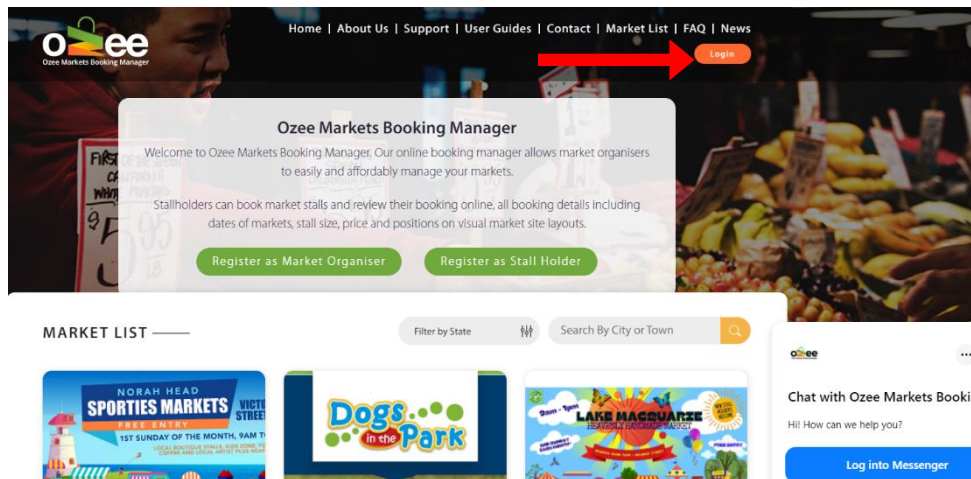
### 3.2 Logging in

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>

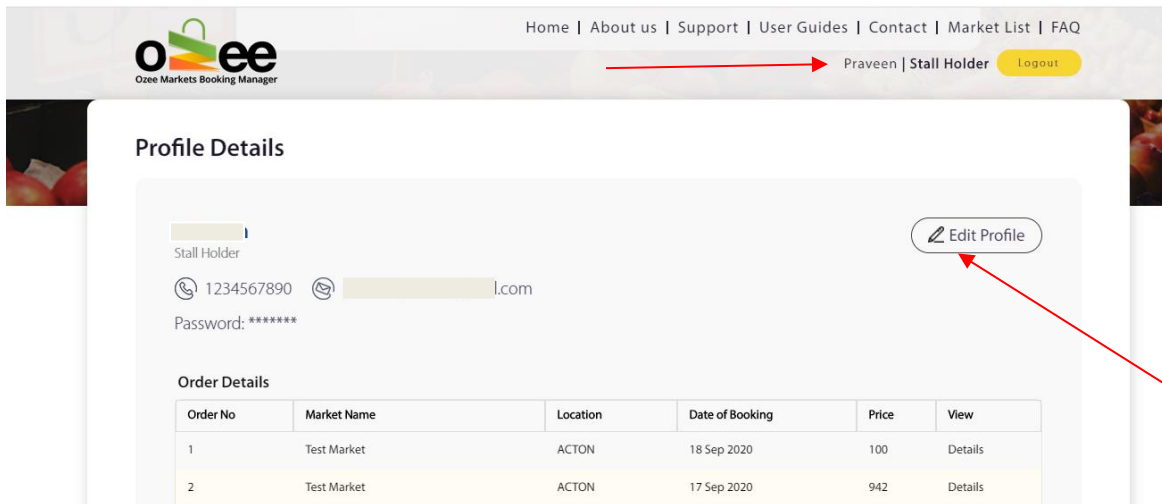


### 3.3 Managing your profile

**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

1234567890 | .com

Password: \*\*\*\*\*

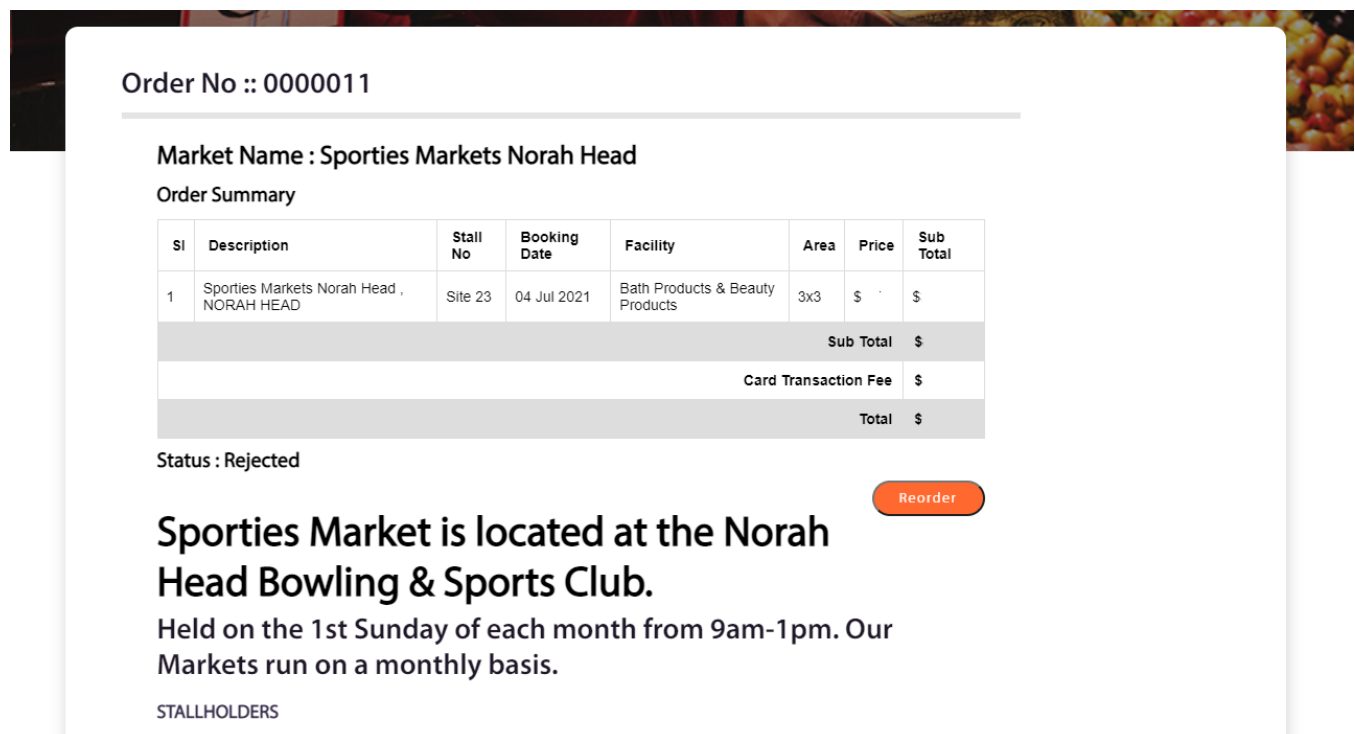
Edit Profile

#### 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

Sl	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 📧 F[redacted]@[redacted].com

Password: \*\*\*\*\*

[Close](#)

First Name  
Pr[redacted]

Last Name  
P[redacted]

Business Name  
[redacted]

ABN Number  
99 999 999 111

Phone  
1234567890

Email  
[redacted]@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.

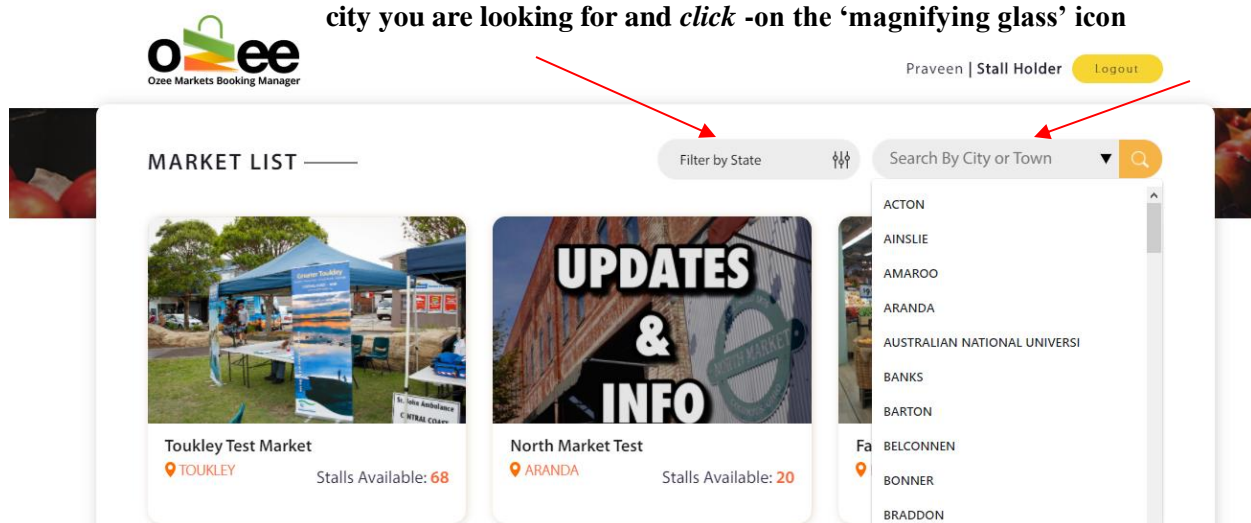
Stall Holders can search for the listed markets available in locations that you are interested in and view real-time availability of stalls for the listed dates

You have *two options* to help find your desired market.

- You can use the filter by state, city, or town
- Or 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:** By default, only the first 500 cities and towns are shown under a state, if you can't find the city in the (select city/town) drop down, please follow these below.

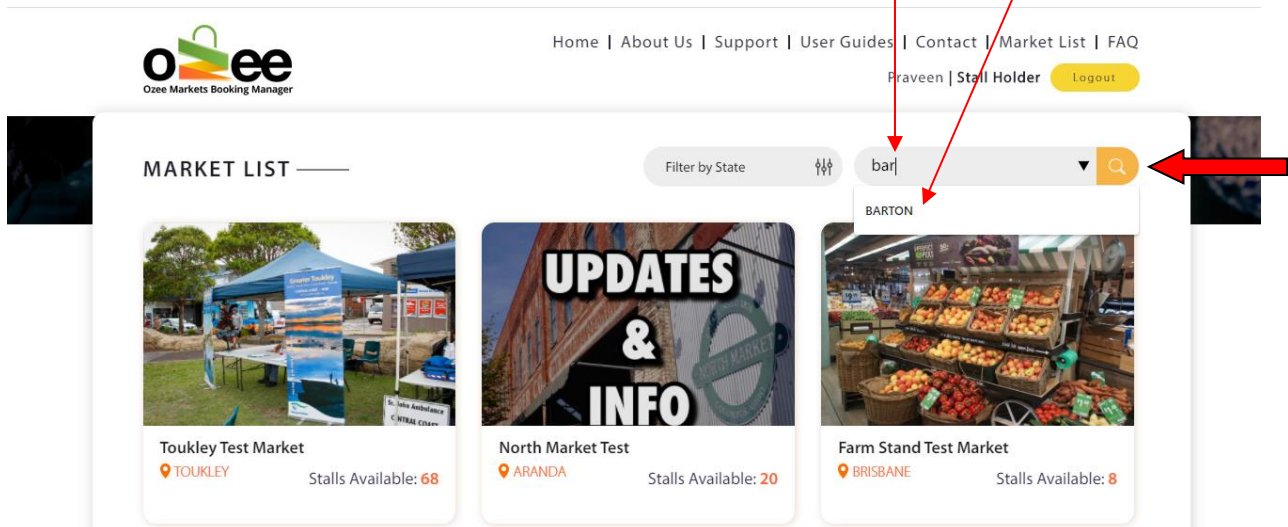
**Step 1:** Choose a state from the state suggestion dropdown.

**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

barl

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

Name of the market

You can view the number of available stalls for booking

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MARKET LIST

Filter by State Search By City or Town

**Toukley Test Market**  
TOUKLEY Stalls Available: 68

**North Market Test**  
ARANDA Stalls Available: 20

**Farm Stand Test Market**  
BRISBANE Stalls Available: 8

Just *Click* on the market location image or market name to view the market layout stall map.

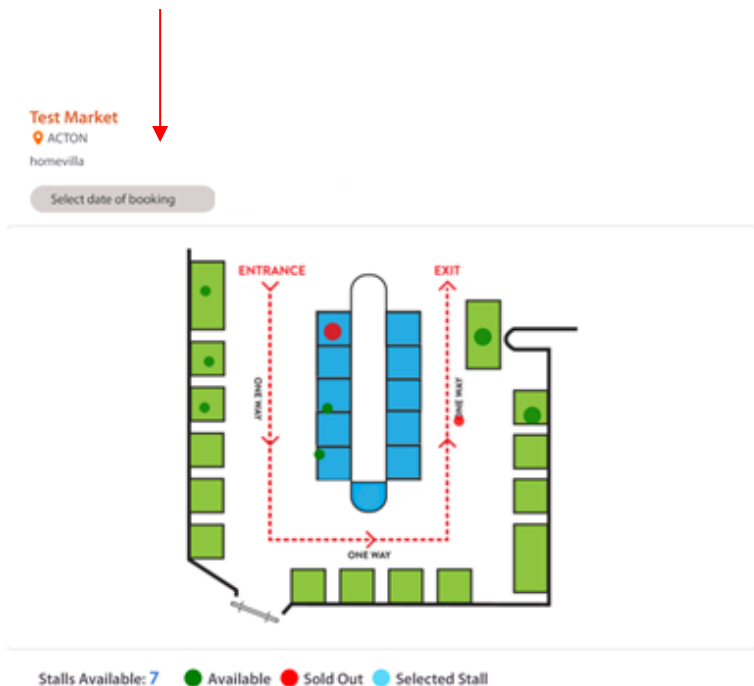


## 5. SELECTING YOUR SUITABLE STALL FOR BOOKING

### 5.1 Interface

When you *click* on the market image or market name, the appropriate market layout displays on your computer screen:

Market Date Filter for selecting stalls



Color coding for stall availability

Number of stalls available to book

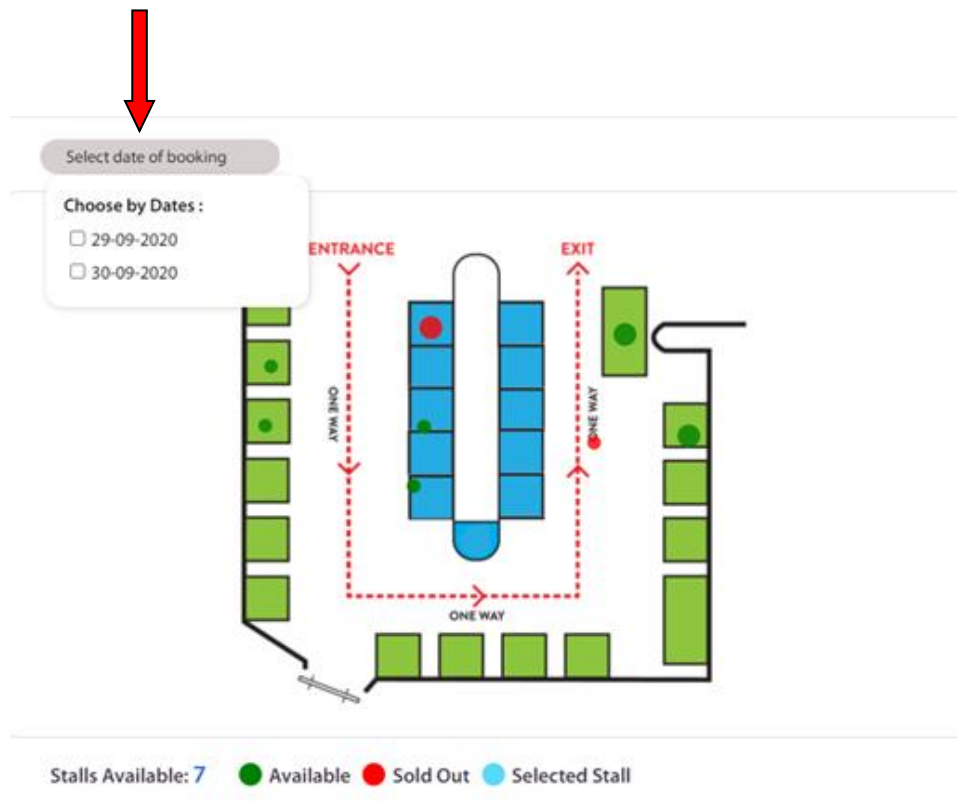
Color indications

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

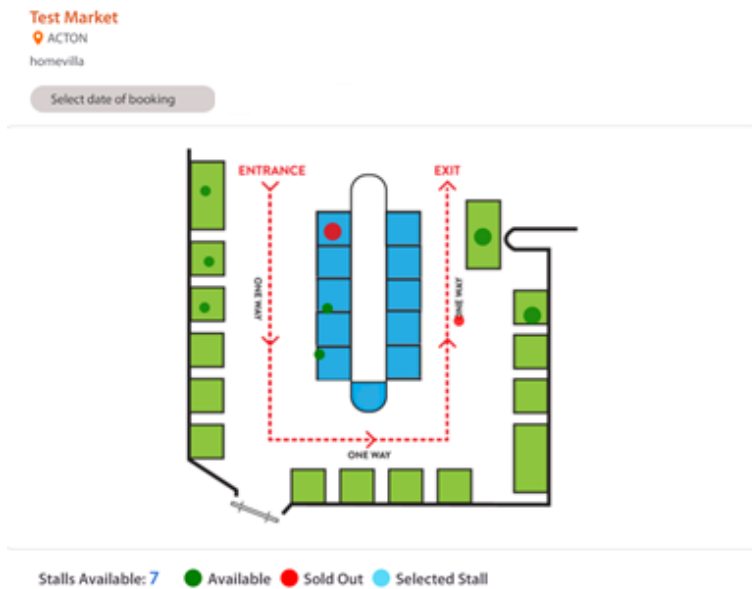
## 5.2 Searching for your Market Stall

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

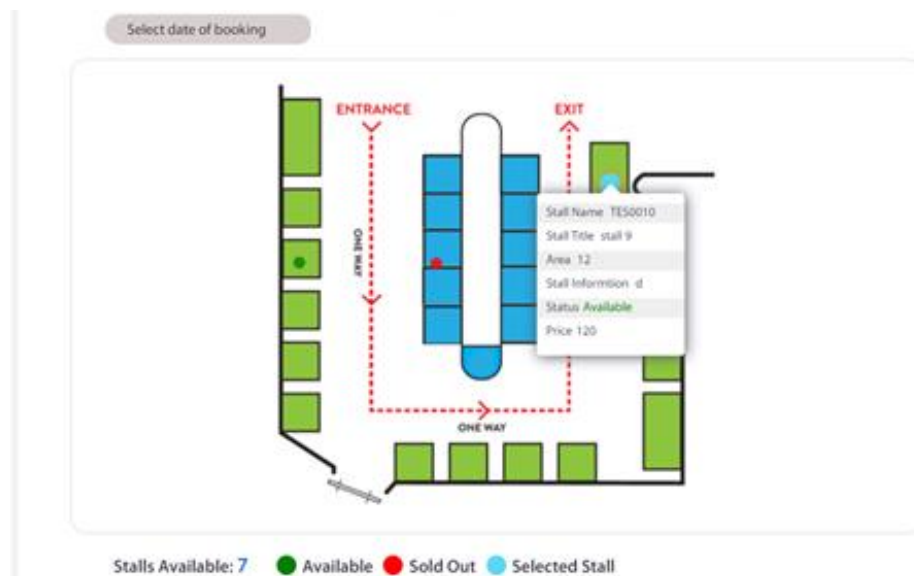
**Step 1:** *Select* the date of booking from the available market dates from the drop-down.



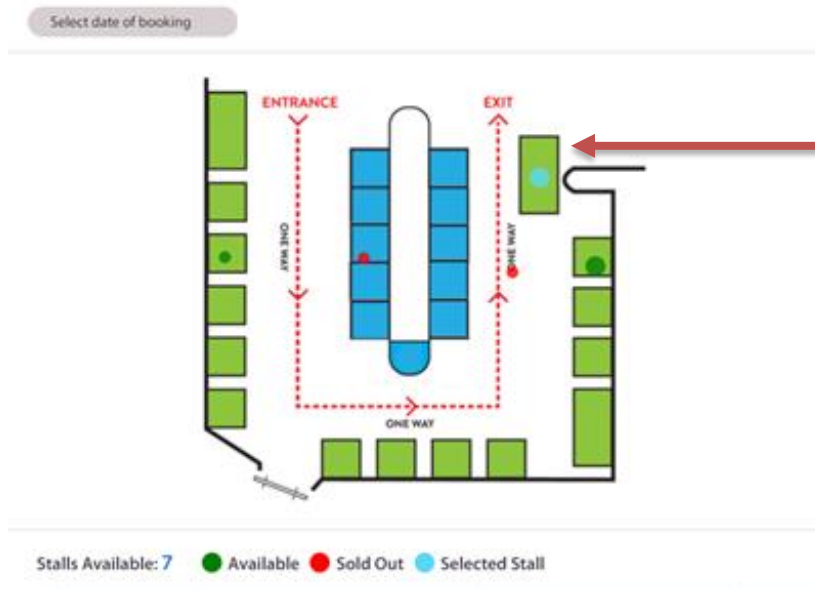
**Step 2:** All the available stalls will be displayed in the layout as **green** with all the Booked or Sold stalls displayed as **red**.



**Step 3:** Once you move your cursor through the stalls in the market layout, you will see a small pop up displaying Stall Name, Stall Title, Stall Area, Stall Information, Availability Status and Price.



**Step 4:** Click on your preferred stall from the market layout for the stalls displayed as available. You can see the availability color changing to blue. You have now selected a stall.



**Step 5:** Repeat Steps 1 to 4 for additional stall selections on the same date or for different market dates.

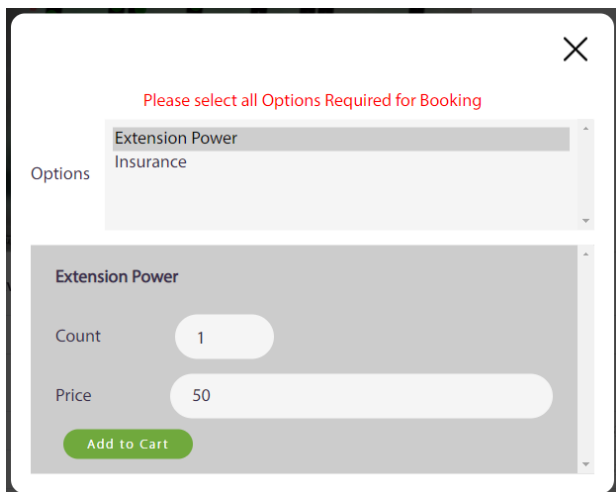
**Note:** For additional stalls on same dates, just select and click on additional stalls after selecting the first stall.

**Step 6:** Scroll to the bottom of the page to view the order request summary panel. You will see displayed the details of your booking order request like stall name, area of the stall, the market date, number of stalls you ordered, and price.

#	Stall Name   Area	Date	Quantity	Price (\$)	Total (\$)	Manage
1	LAK0057   3X3	08-05-2022	1	40	40	
SUB TOTAL (\$)					40	
DISCOUNT (%)					0	
TOTAL (\$)					40	




**Step 7:** The Market Organiser may at their discretion offer some options (i.e Chairs, Tables, Power). If you need to book additional options for your stall, click on 'Book Options'. Ensure you select all the options you may require before adding the count or quantity needed for a market date. Next click on 'Add to Cart' to include these options in your order request.



The screenshot shows a modal window titled 'Please select all Options Required for Booking'. It contains a list of options: 'Extension Power' and 'Insurance'. Below the list, there is a section for 'Extension Power' with a 'Count' input field set to '1' and a 'Price' input field set to '50'. At the bottom of this section is a green 'Add to Cart' button.

**Proceed to Step 8 to confirm your stall booking order request.**

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

#	Stall Name   Area	Date	Quantity	Price (\$)	Total (\$)	Manage
1	LAK0045   3X3	08-05-2022	1	40	40	
SUB TOTAL (\$)					40	
DISCOUNT (%)					0	
(QTY BOOKED)1X(DAYS REQUESTED)1XEXTENSION POWER					50	
TOTAL(\$)					90	

Book Options

Order



**Please view and read the following section 5.3 to finalise your stall booking order request and process payment.**

## 5.3 Making payment for your order

You can now view your booking order request summary.

SI	Stall_No	Market Name	Booking Date	Price
1	NOR0001	North Market Demonstration	23 Apr 2022	\$10
Sub Total				\$10
Discount				0%
(Qty Booked)2 X (Days Requested)1 X Chair				\$10
(Qty Booked)1 X (Days Requested)1 X Table				\$10
(Qty Booked)1 X (Days Requested)1 X Extension Power				\$20
Card Transaction Fee				\$1.2
Total				\$51.20

Complete information to book stall below. The credit card transaction fee will be added.

Please Upload your Certificate of Insurance Cover (.pdf/.doc/.jpg/.png)

No file chosen

Please Upload your Food Permit or Licence Document (.pdf/.doc/.jpg/.png)

No file chosen

Patrick

patrick@zuluaga.info

0403436889

Please give a general description of products you will be selling (max 250 characters).

- ☐ I have read and agree to the Market [Rules and Regulations](#)  
☐ Agree to abide by Market Management COVID Safety Plans, Council, & Health Authorities.

[Book Now](#)

### Step 1: Attach and enter the following information:

- Copy of your Certificate of Cover or Market Stall Insurance
- If a food related stall, your food permit or license document
- A description of the items and/or products you will be offering at the stall
- Read and *tick the boxes to agree to the Market Organiser's rules, regulations & safety plans*

### Step 2: Click **Book Now**

**Step 3:** Please complete the secured payment section with your Address, name on the card, debit/credit card number, CVV, expiration month (MM) and year (YYYY).

**Step 4:** Once the secured form is complete with your payment details, Click *Pay Now*.

### Order Summary

Sl	Stall_No	Market Name	Booking Date	Price
1	NOR0001	North Market Demonstration	23 Apr 2022	\$10
Sub Total				\$10
(Qty Booked)2 X (Days Requested)1 X Chair				\$10
(Qty Booked)1 X (Days Requested)1 X Table				\$10
(Qty Booked)1 X (Days Requested)1 X Extension Power				\$20
Card Transaction Fee				\$1.2
Total				\$51.20

### 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 display to confirm that your booking order request has been received.



**Thank You For Your Booking!!**

Likewise you will receive an email to advise that your order booking will be processed as requested.

**Thank You For Your Order**

Your order has been received and is now being processed. Your order details are shown below for your reference.

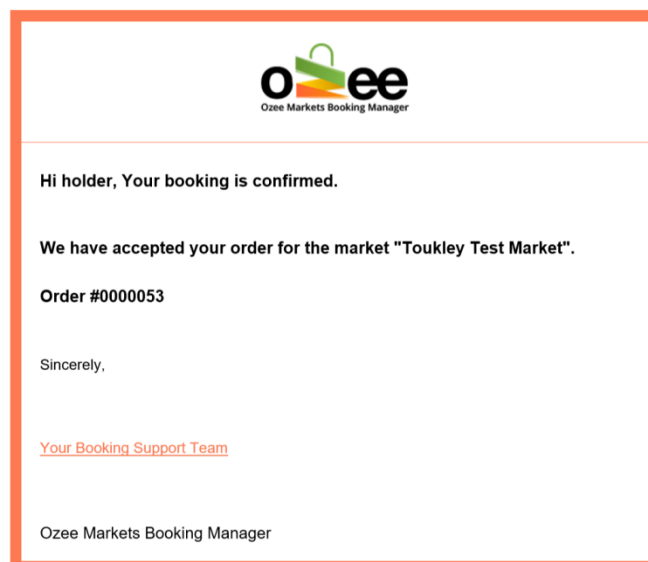
Order:#0000008

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

**The appropriate Market Organiser will process and review your stall booking request either to:**

- Accept your Booking Order **or**
- Reject your Booking Order Request

When the Market Organiser accepts your Stall Booking Order Request, 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.

**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 3x business days.

**You will receive an email regarding the rejection of your Market Stall Booking with the reason from the appropriate Market Organiser.**

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 designated market location and date.