

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.

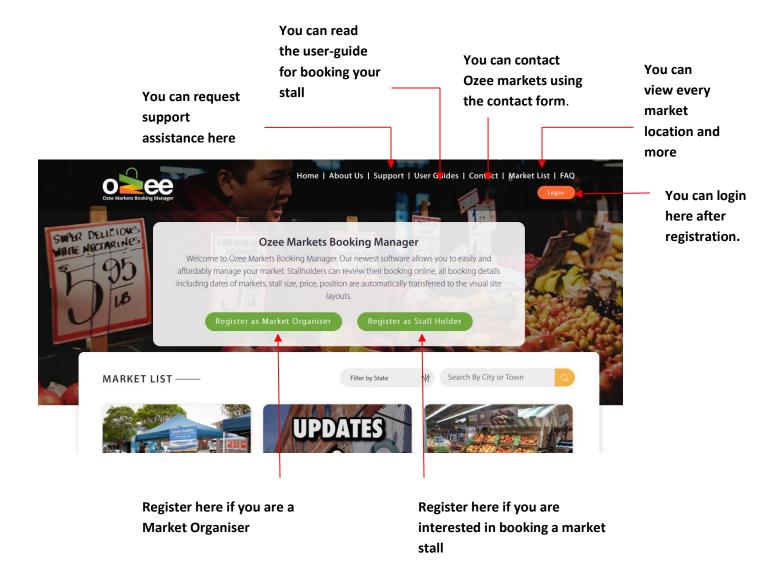
All you need is an Internet connection, there is no software to download, install or buy.

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 stallholders
- Never miss a booking for a forthcoming market
- Easy payment processing
- Review of your stall booking history



1.2 Overview of the Ozee Markets Booking Manager





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. Stallholders:** 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

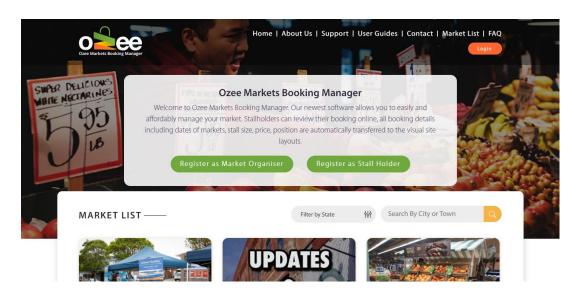
https://www.ozeemarkets.com.au

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 web browser, and you will see the options for registering as either a:

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



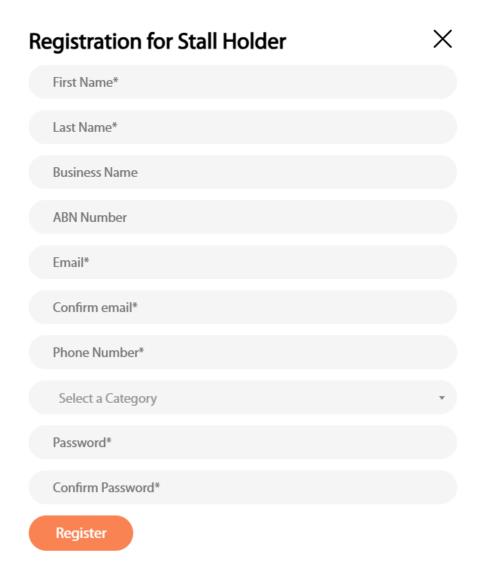
Step 2: Click Register as a Stallholder.



Step 3: A registration form with 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.

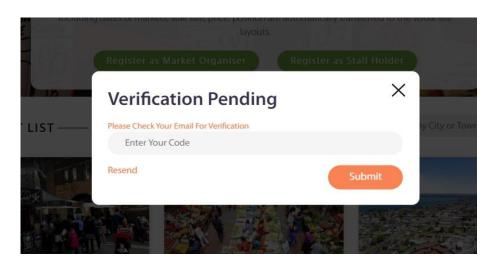
[Note: all information on the form is mandatory except for the Business Name and ABN Number which you can add later]





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
- Step 4: Once the registration form is complete, click Register.
- Step 5: You will see the image below pop-up on your screen asking for verification code.



Step 6: Go to your email inbox and find or wait for your STALLHOLDER 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.





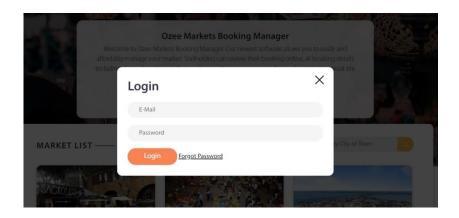
Step 8: Now enter the code provided on the Verification Pending form and Click Submit.

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

3.2 Logging in

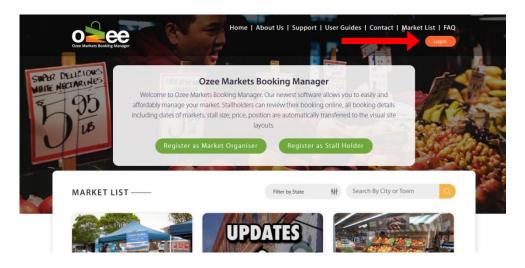
Now that you have a Stallholder account, please login to your account using your registered Email and Password at https://www.ozeemarkets.com.au





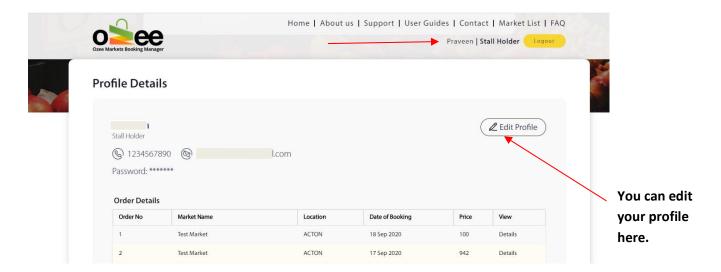
3.3 Managing your profile

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.





If you wish to view the details of any of your stall order bookings, simply click on the 'Details' View (see below example of stall booking details).

Order No :: 0000577

Market Name: Toukley Lions Markets

Order Summary

SI	Market Name	Stall No	Stall Title	Booking Date	Area	Price	Discount(%)	Total
1	Toukley Lions Markets , TOUKLEY	TOU0003	Stall 22	13 Jan 2024	3m x 3m	\$ 50.00	0%	\$50.00
Total Price							\$50.00	
	Discount Amount					\$0.00		
Card Transaction Fee						\$1.20		
Grand Total						\$51.20		

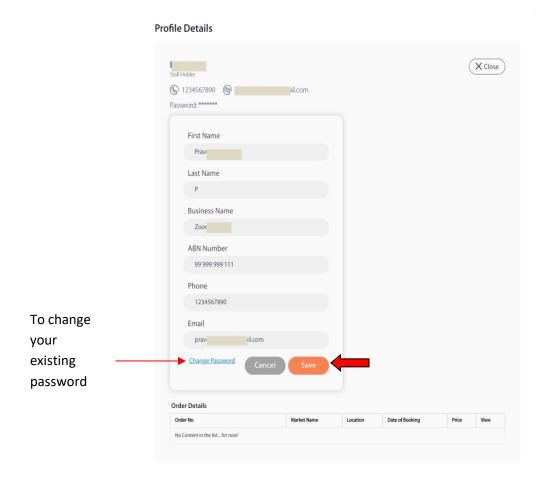
Status: On Process

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

Step 4: Click Edit profile and Click Save.



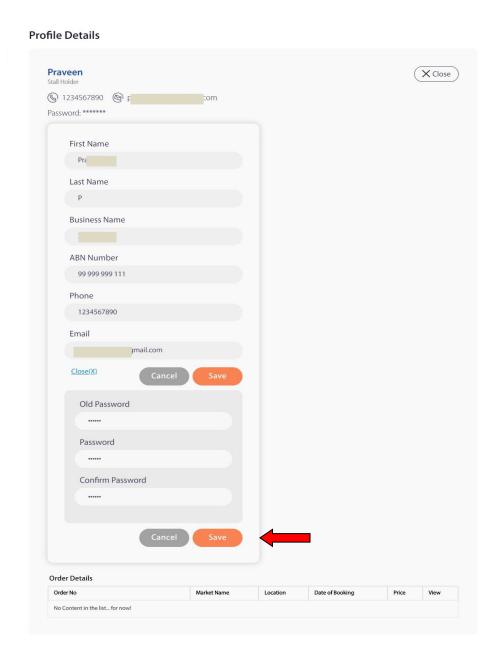
Update your profile details as appropriate.



NOTE: You can add your business name and ABN number (if your business is registered otherwise you can ignore these fields) if you didn't include this information during registration.

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





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.

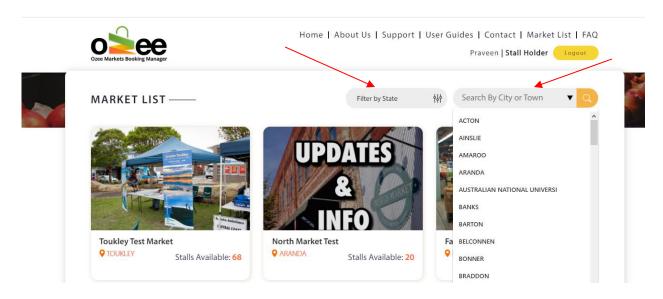
Stall Holders can search for markets available in locations that you are interested in and view real-time availability for the listed dates

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

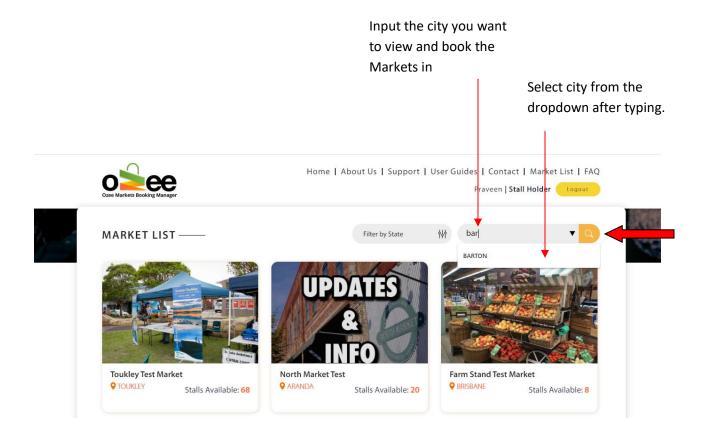
First *filter* by the State of your preference, next *select* the City or Town of choice from the drop down list and *click* on the 'magnifying glass' icon to display the markets or with the filter on the State of your preference simply *enter* the town or city you are looking for and *click* on the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





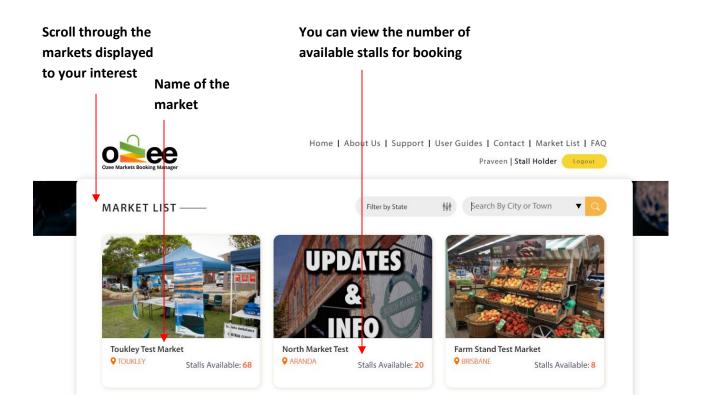
Note: As default only 500 cities and towns are shown under a state, If you can't find the city in the (select city/town) drop down,

- 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.





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



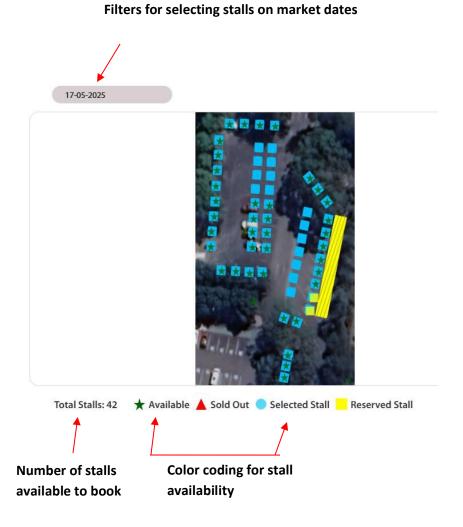
Step 2: Just Click on the market location image or market name to view the market Stall Map.



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:





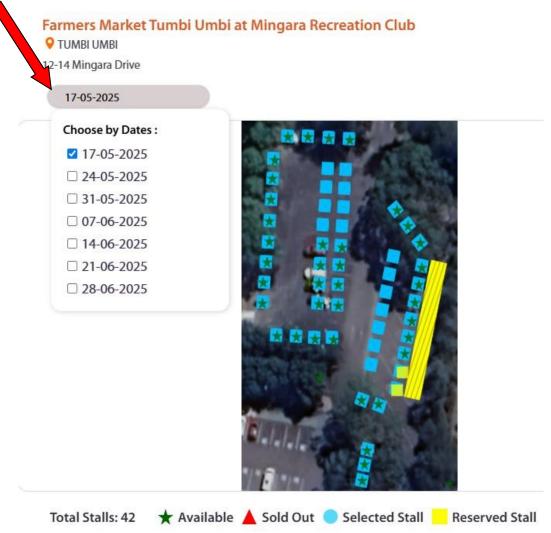
Stall Status Color indications:



5.2 Searching for stall

There are Stall Sold Out t steps to follow while selecting your stall.

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





Step 2: All the available stalls will be displayed in the layout as a green star with all the Booked or Sold stalls displayed as red triangle. Some markets will reserve stalls for their regular or permanent stallholders in yellow squares.

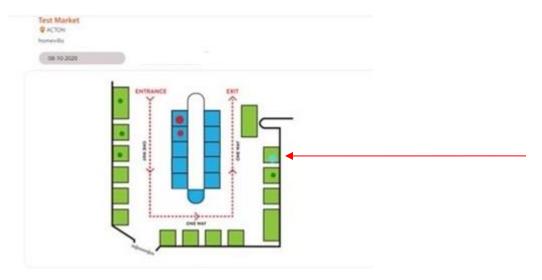


Step 3: Once you move your cursor through the stalls in the layout, you will see a small pop up displaying Stall Name, Stall Title, Area, Stall Information, Status of Availability and Price.





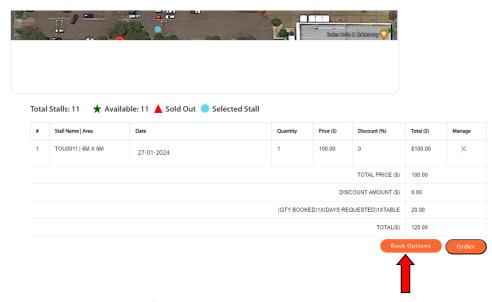
Step 4: Click on your desirable stall from the market layout. You can see the availability color changing to blue. You have now selected a stall.



Step 5: Repeat Steps 1 to 4 for additional stall selections for different dates.

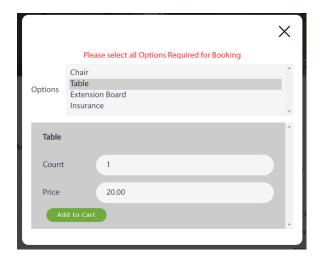
Note: For Additional stalls on same dates, just click on additional stalls after selecting your first stall.

Step 6: Click Book Options for available hire items at the listed market.

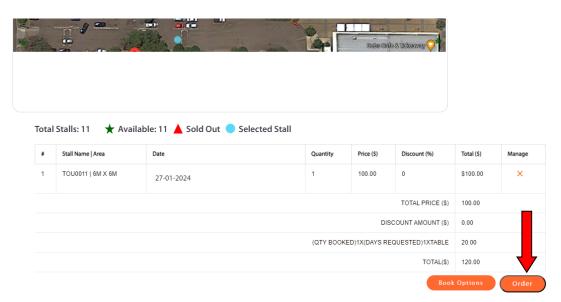




If the listed market has additional items that are available for hire it will appear for your selection. These options can range from tables, chairs, stall tents, power extension or even insurance. Select the item or items you are interested indicate the quantity or quantities and Add to Cart.



Step 7: At the bottom panel you will see the details of your booking order.

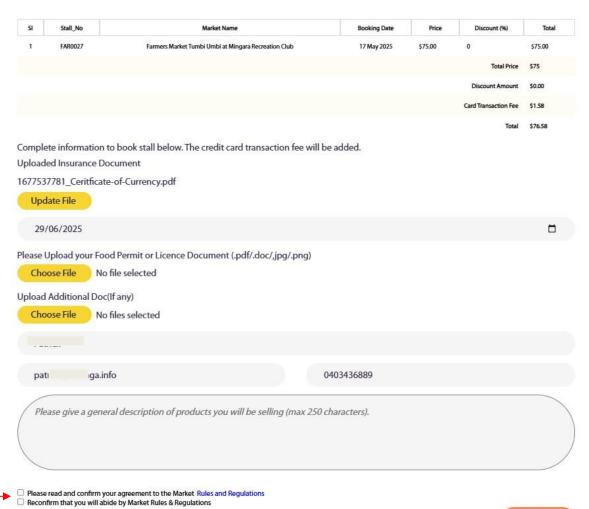


Step 8: To confirm your stall bookings, Click Order.



5.3 Making payment for your order

Step 1: Make sure you upload your current insurance currency certificate if the market requires that you as a stallholder have market stall insurance coverage and indicate the appropriate expiry date. Likewise, if you are a food vendor, please upload only your current food license or mobile food permit issued by the relevant authority with the appropriate expiry date. If you need to upload an additional document (only one item) upload it at this stage too.





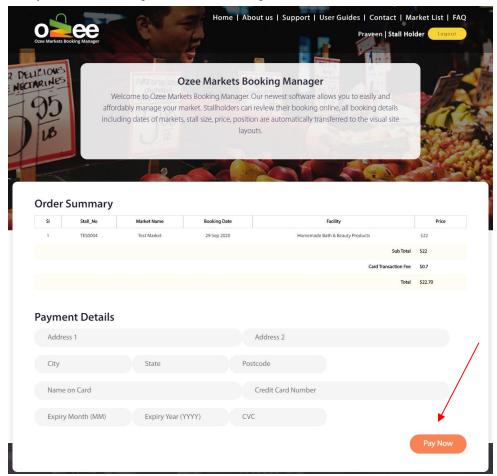
Step 2: You can also view your booking order summary. Please add a brief description for the range of your products you will offer at the stall/s

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

Step 2: Click Book Now

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

Step 4: Click Pay Now when you are done.





Step 5: You will see z screen a pop-up will confirm that your booking order has been received.



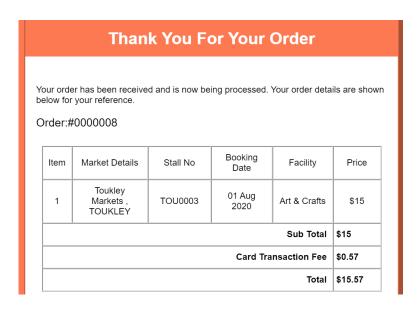
Thank You For Your Booking!!

The Market Organiser will review your stall booking either to:

- Accept your Booking or
- Reject your Booking

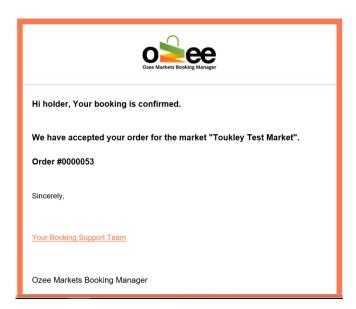
Step 6: You will receive your payment receipt email in a few seconds, subject to acceptance of your booking.





Note: The stall booking is subject to the acceptance by the responsible Market Organiser.

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





Step 7: With your stall order 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.

In the event that your stall order is **Rejected by the Market Organiser** your credit card payment will be reversed in your favour within 3-5 working days.

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

