



OZEE MARKETS BOOKING MANAGER

User Guide to Search for a Market Location

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1. INTRODUCTION

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

2. GLOSSARY

- A. **Markets:** These are markets uploaded by the Market Organisers.
- B. **Real-time availability:** You can distinguish the stall availability by color indicator.
- C. **Market Map:** This is the layout of the market to check the availability of stalls in the market.

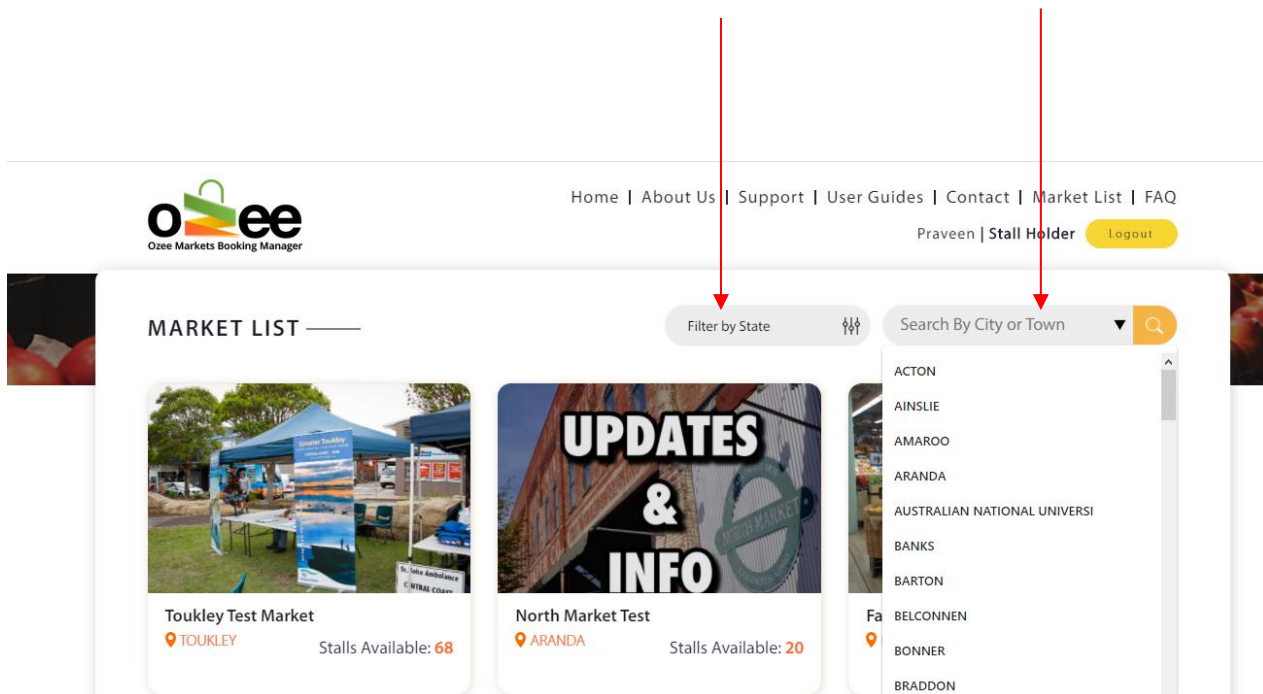
3. SEARCH FOR A MARKET LOCATION

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 state, city, or town: Choose the state for the location of the market

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 don't find the city in the (select city/town) drop down (please follow these steps),

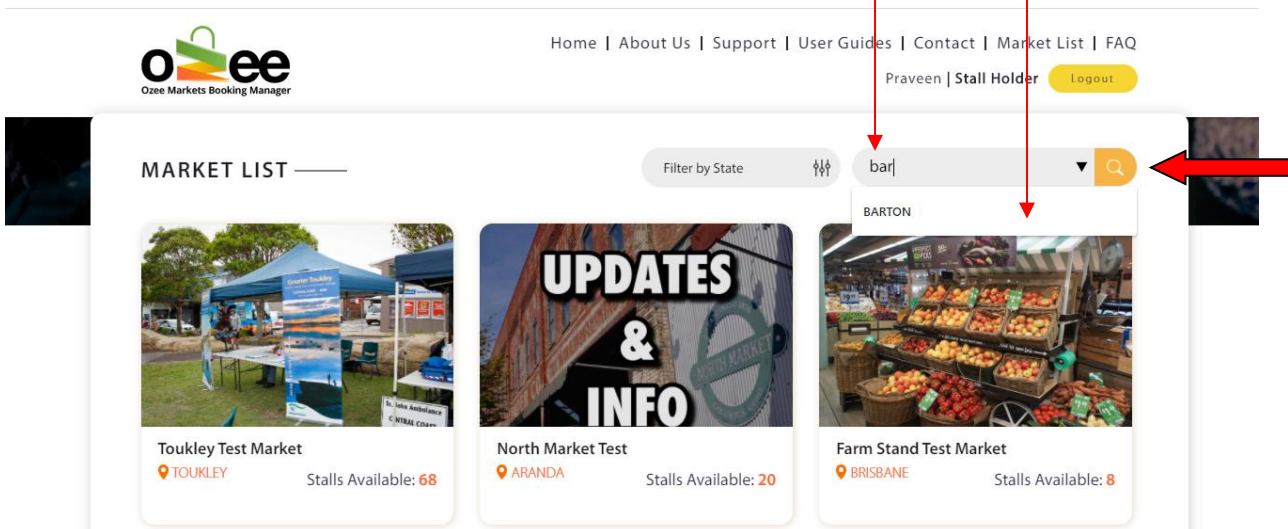
Step 1: Choose a state from the state filter dropdown.

Step 2: Type the city or town name on the search bar

Step 3: Select the city or town 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.

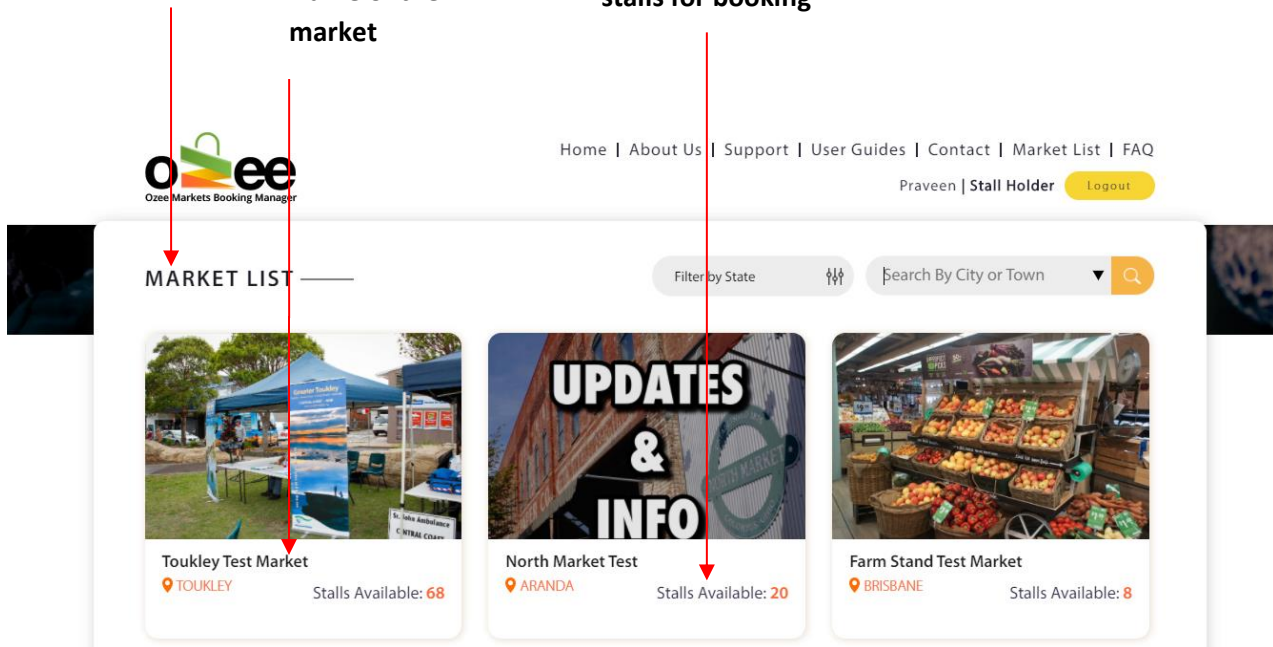


From the market list: Your market selection is now displayed in the Market List.

Scroll through the markets displayed to your interest

Name of the market

You can view the number of available stalls for booking



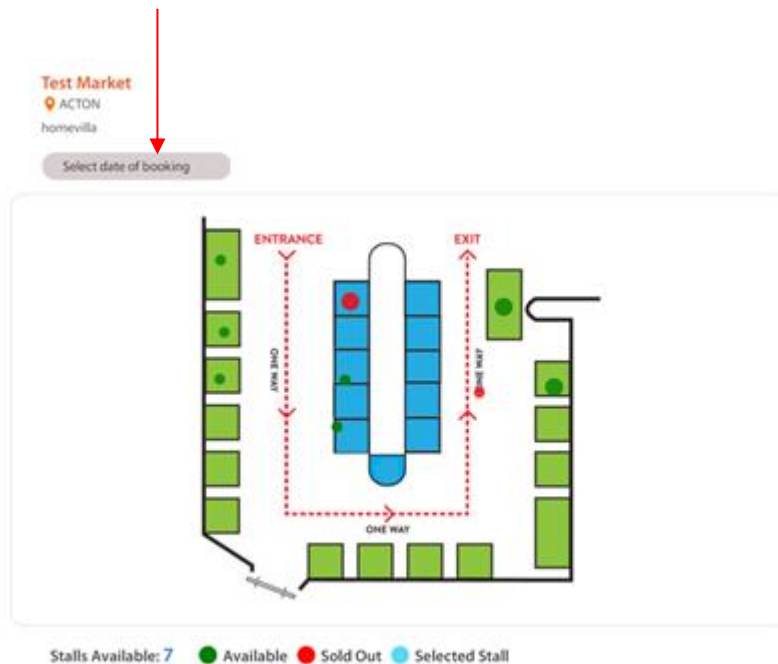
Just *Click* on the market location image or market name to view the market layout stall map.

4. SELECTING YOUR SUITABLE STALL FOR BOOKING

4.1 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



Stalls Available: 7 ● Available ● Sold Out ● Selected Stall

Number of stalls available to book

Color coding for stall availability

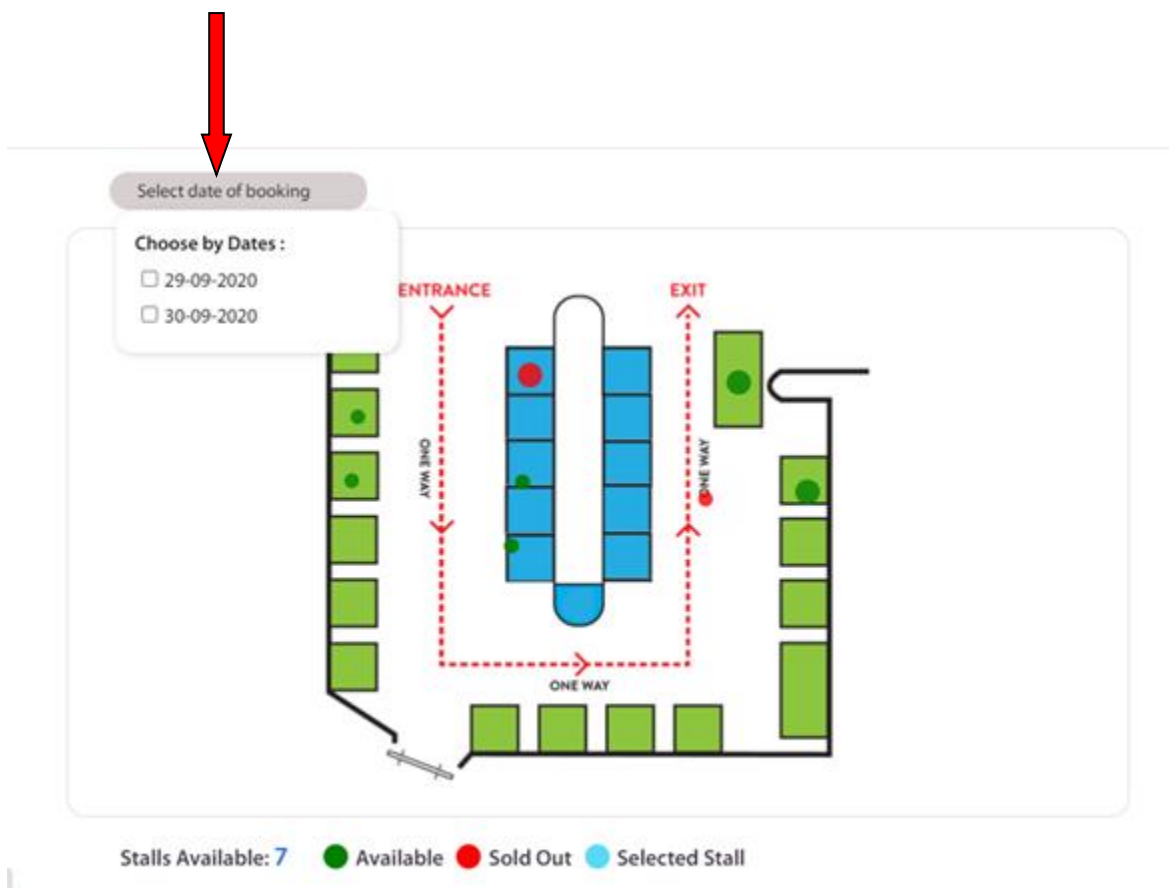
Color indications

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

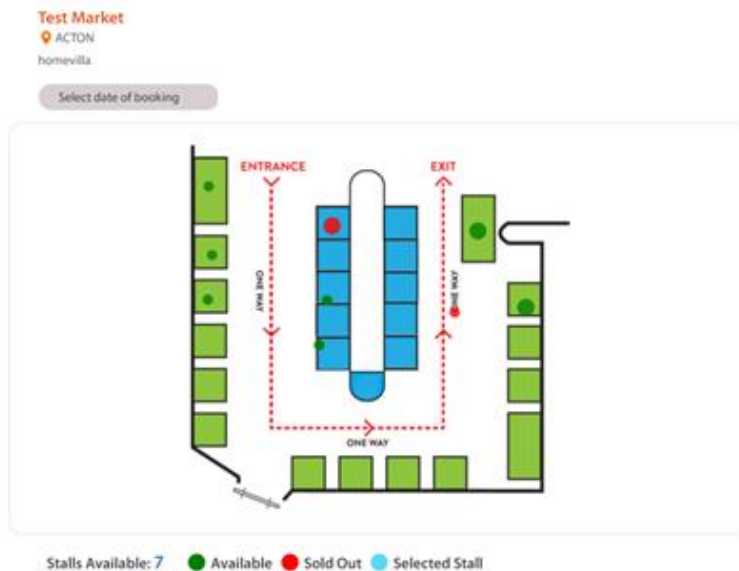
4.2 Searching for stall

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

Step 1: *Select the date of booking from the available market dates from the dropdown.*



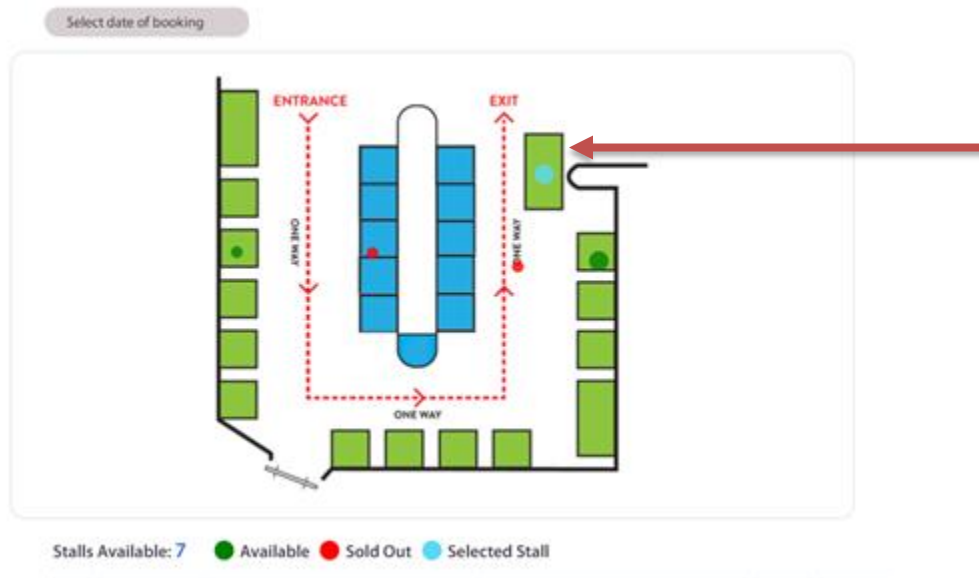
Step 2: All the available stalls will be displayed in the layout as **green** with all the Booked or Sold stalls displayed as **red**.



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: Select or click on your preferred stall from the market layout for the stalls displayed as available. You can see the stall 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.

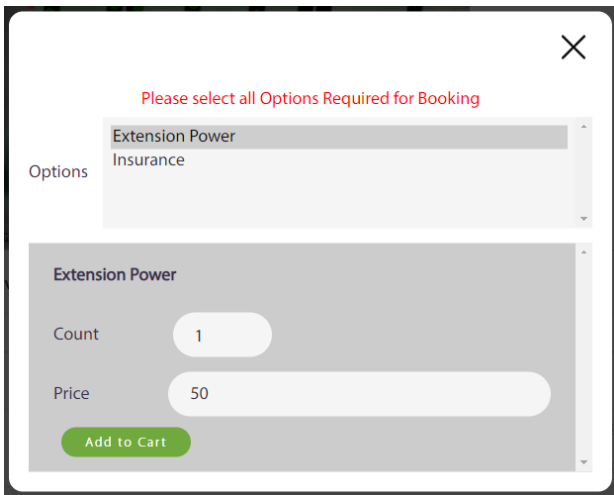
Note: For additional stalls on same dates, just select and click on the additional stalls after selecting the first stall.

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

Book Options Order

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.



Proceed to Step 8 to confirm your stall bookings.

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	



View the User Guide to Booking your Stall Online for further details.