OZEE MARKETS BOOKING MANAGER

User Guide to Booking your Stall Online

Contents

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.

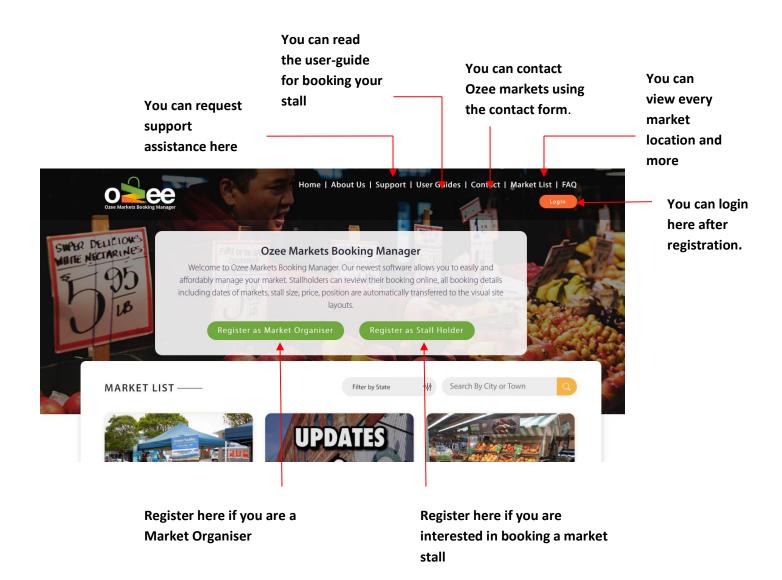All you need is internet connection, there is no software to download, install or buy.

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

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 request support assistance here

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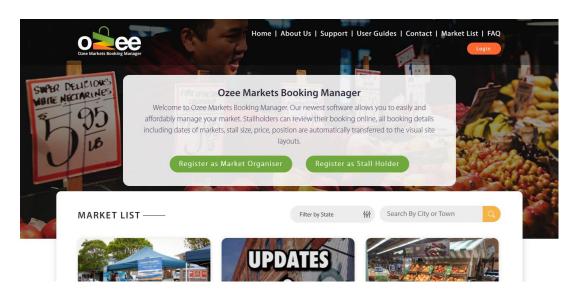
Step 1: **Visit Ozee Markets Booking Manager at**

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
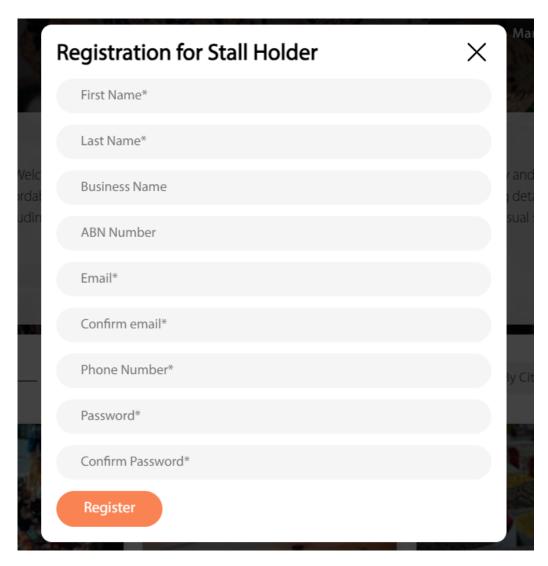- Stall Holder–Books a stall as a vendor to sell products in the markets

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

Step 3**: A registration form 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.
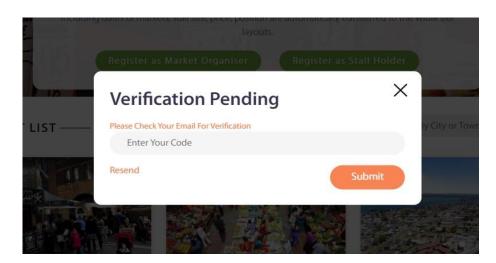
[Note: all information on the form is mandatory except for the Business Name and ABN Number which you can add later**]**

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 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.**

Hi Najma,

Thank You For Registering As Stall Holder
Your login credentials are below :
Username : cs@zoondia.com
Password : qwerty

Sincerely,

Your Booking Support Team

Ozee Markets Booking Manager

Step 7**: You will receive your Verification Code email; the email message will look like this below.**
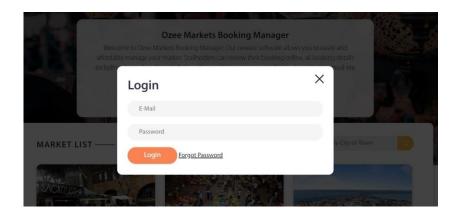
Step 8**: Now enter the code provided on the Verification Pending form and Click *Submit*.**

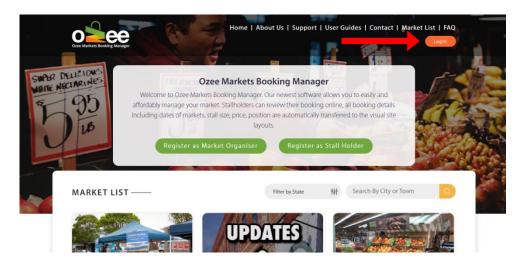Step 9: **Now you are ready to use the system for booking your market stall!**

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**
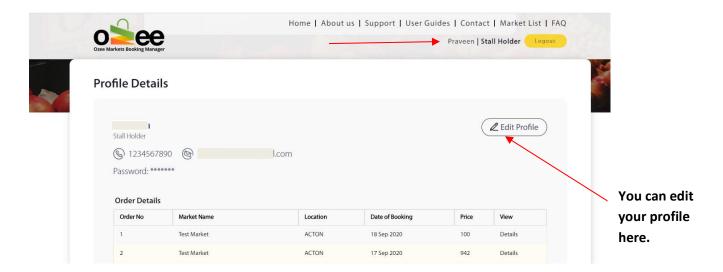
3.3 Managing your profile

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.**

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

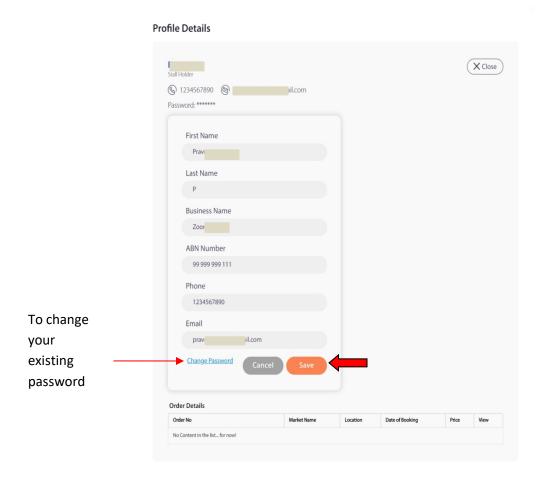| Sl	Market Name	Stall No	Stall Title	Booking Date	Area	Price	Discount(%)	Total
1	Toukley Lions Markets , TOUKLEY	TOU0003	Stall 22	13 Jan 2024	3m x 3m	$ 50.00	0%	$50.00
							Total Price	$50.00
							Discount Amount	$0.00
							Card Transaction Fee	$1.20
							Grand Total	$51.20

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.

To change
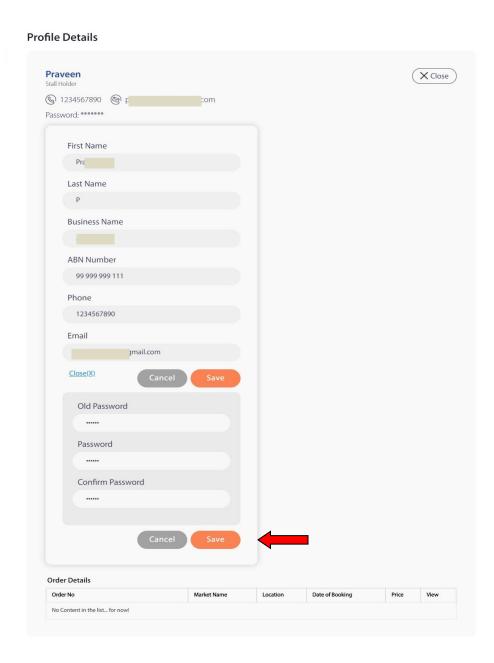your
existing
password

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.

Profile Details

Praveen
Stall Holder

✕ Close

📞 1234567890   ✉ p▓▓▓▓▓▓.com
Password: *******

First Name
Pra▓▓▓▓

Last Name
P

Business Name
▓▓▓▓

ABN Number
99 999 999 111

Phone
1234567890

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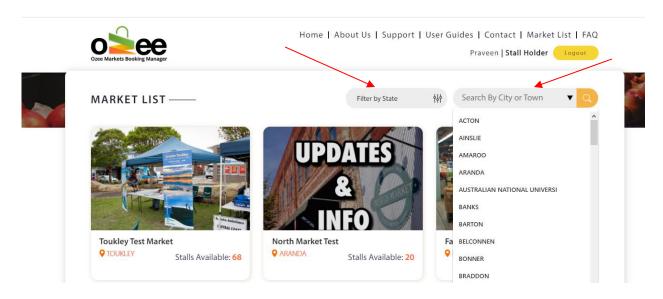
Stall Holders can search for markets available in locations that you are interested in and view real-time availability for the listed dates

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**

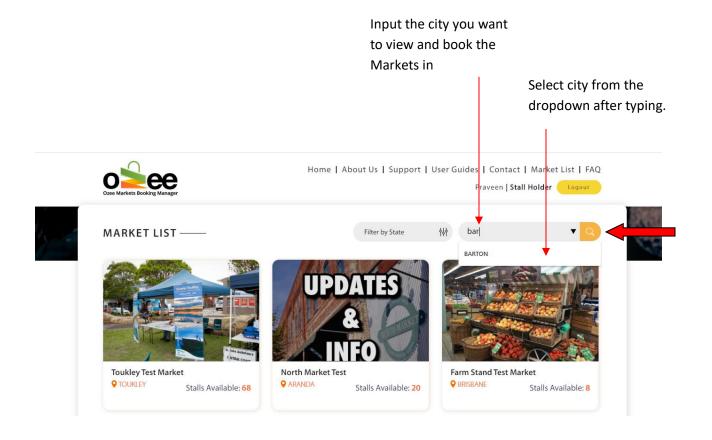**Filter by location: You can view the markets for a specific state, city or town**

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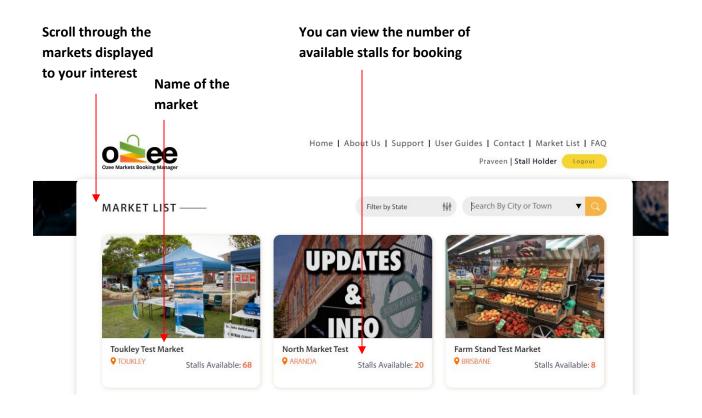
Note: As default only 500 cities and towns are shown under a state, If you can't find the city in the (select city/town) drop down,

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.

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

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:

Filters for selecting stalls

Number of stalls available to book

Color coding for stall availability
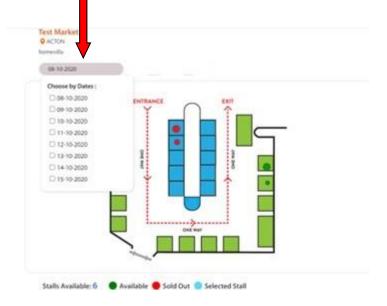
Color indications

🟢 **Stall Available**

🔴   **Stall Sold Out**

🔵 **Stall Selected by you**

5.2 Searching for stall

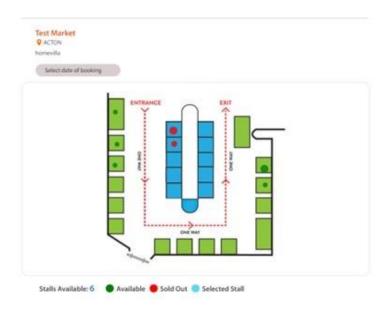There are two important steps to follow while selecting your stall.

Step 1: *Select* **the date of booking from the available dates from the drop down.**
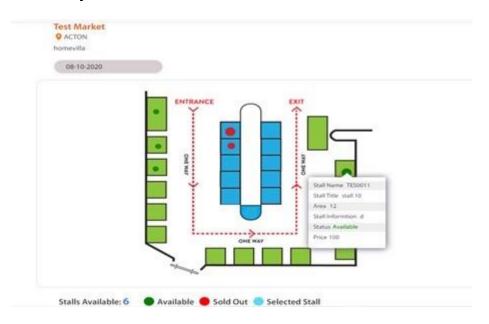
Step 2: All the available stalls will be displayed in the layout as green with all the Booked or Sold stalls displayed as red.
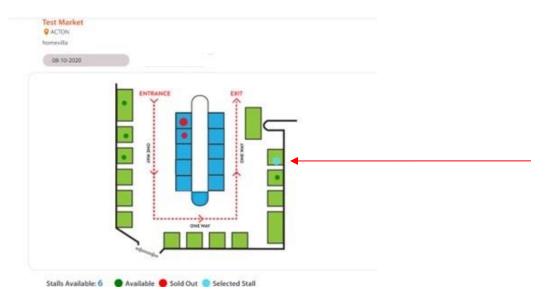

Step 3: Once you move your cursor through the stalls in the layout, you will see a small pop up displaying Stall Name, Stall Title, Area, Stall Information, Status of Availability and Price.
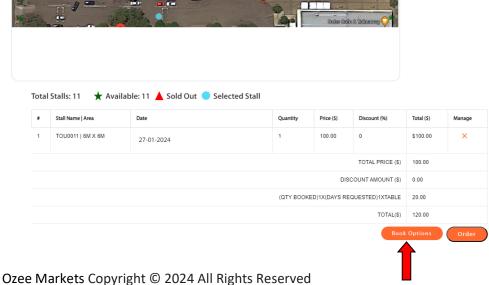
Step 4: **Click *on your desirable stall* from the market layout. You can see the availability color changing to** blue**. You have now selected a stall.**

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.**

#	Stall Name | Area	Date	Quantity	Price ($)	Discount (%)	Total ($)	Manage
1	TOU0011 | 6M X 6M	27-01-2024	1	100.00	0	$100.00	✕
					TOTAL PRICE ($)	100.00	
					DISCOUNT AMOUNT ($)	0.00	
				(QTY BOOKED)1X(DAYS REQUESTED)1XTABLE	20.00		
					TOTAL($)	120.00	

Book Options   Order

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.

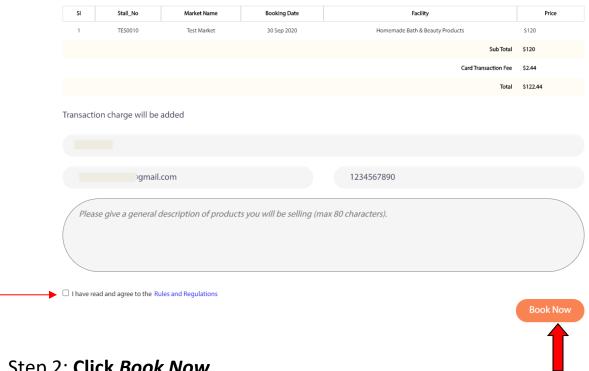Step 7: **At the bottom panel you will see the details of your booking order.**

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

5.3 Making payment for your order

Step 1**: 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**

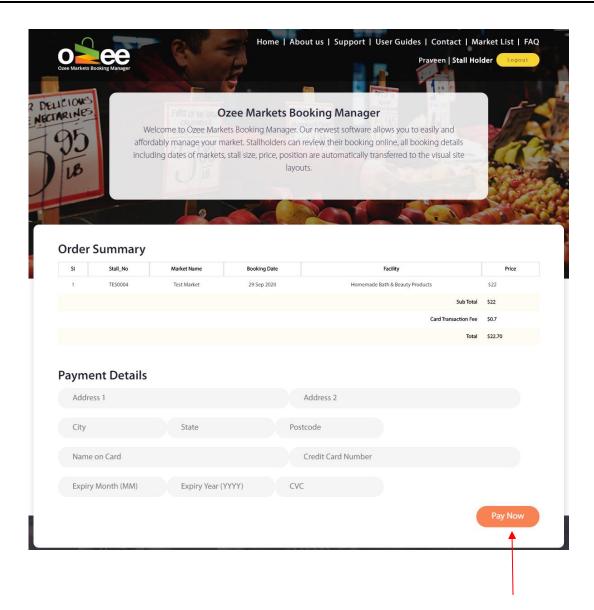**Note: Remember to Read and *tick the box to agree to the Market Organiser's rules & regulations*.**

SI	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.**

Step 5: **At the top of your screen a pop-up will confirm that your booking order has been received.**
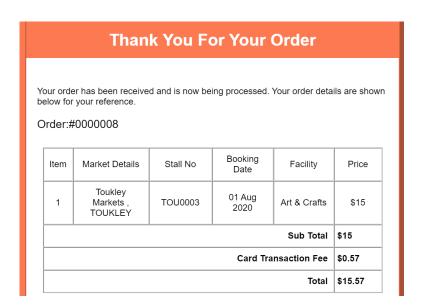
Thank You For Your Booking!!

The Market Organiser will review your stall booking either to:
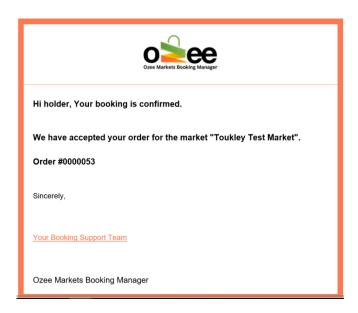
- Accept your Booking **or**
- Reject your Booking

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.

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.

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