User Guide to Register as a Stallholder on

Ozee Markets Booking Manager

Contents

1. INTRODUCTION

Welcome to Ozee Markets Booking Manager!

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 Australian local markets and events

- Avoid paperwork

- Nothing to install, ever

- Manage your booking with multiple market locations and stalls

- Easy to navigate for stallholders

- Never miss a stall booking for a forthcoming market

- Easy payment processing

- Quick review of your stall booking history

2. GETTING STARTED

Visit Ozee Markets Booking Manager at
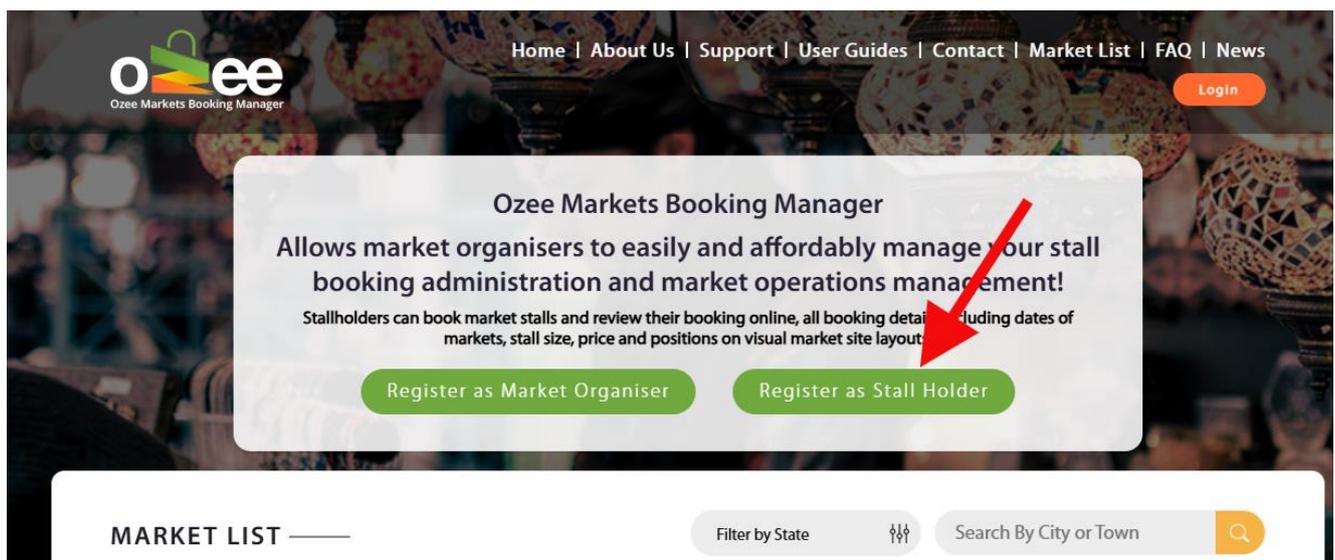
https://www.ozeemarkets.com.au

3. NEW STALLHOLDER REGISTRATION

Step 1: **The website will open in your web browser, and you will see the options to register:**

- Market Organiser – Manages and organises the market event days
- **Stallholder** – Selects and submits a booking request for a stall as a vendor to sell products in the specified market

Step 2: **Click "*Register as a Stallholder*"**

Step 3**: A registration form will be displayed for your input**

Please complete the web form with your personal & business information; First Name, Last Name, Business Name (this is optional), ABN number (this is optional), Email Address, Phone Number (preferably your mobile

number), select a product category that best fits your products for sale at the market) and enter your desired Password.

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

Registration for Stall Holder ✕

First Name*

Last Name*

Business Name

ABN Number

Email*

Confirm email*

Phone Number*

Select a Category ▾

Password*

Confirm Password*

Register

Step 4: **Upon completion of the registration form, click *Register.***

Registration for Stall Holder ✕

William

Smith

Business Name

ABN Number

your@emailaddress.com.au

your@emailaddress.com.au

0499999999
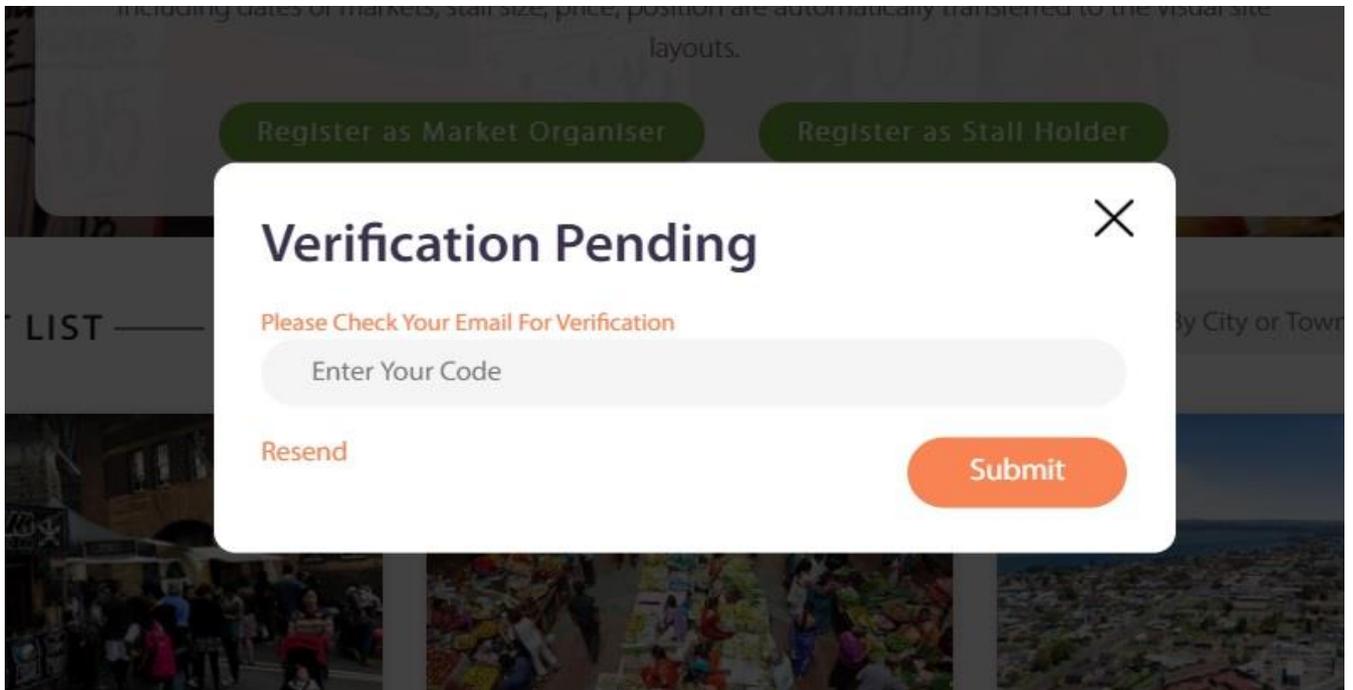
Toys, Electronics & Electronics Accessories ✕ ▾

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Register

Step 5: **Next a pop-up will display on your device for verification code.**

Step 6: **A Verification Code email will be sent to the stallholder registered email. Check your incoming email inbox for the Verification Code Email with your code.**

Step 7: **Once you have received your Verification Code email; the email message will include your registered First Name and the required Verification Code.**

STALL HOLDER | Verification Code

Ozee Markets
To your@emailaddress.com.au

Ozee Markets Booking Manager

Hi William,
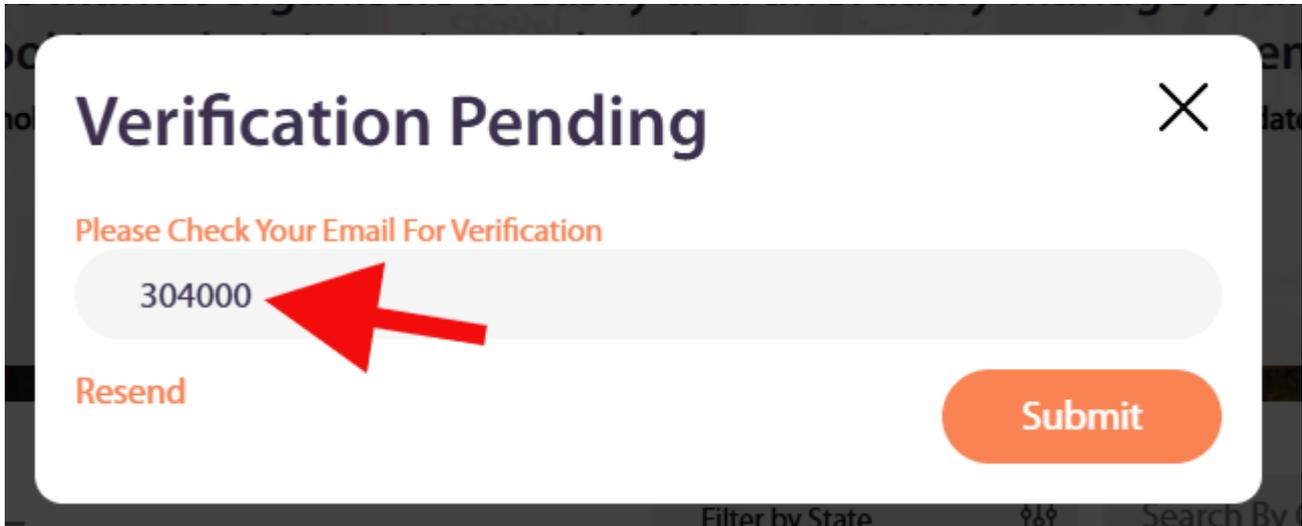
Please verify your account using the below Code :

Verification Code : 304000

Sincerely,

Your Booking Support Team

Ozee Markets Booking Manager

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!**
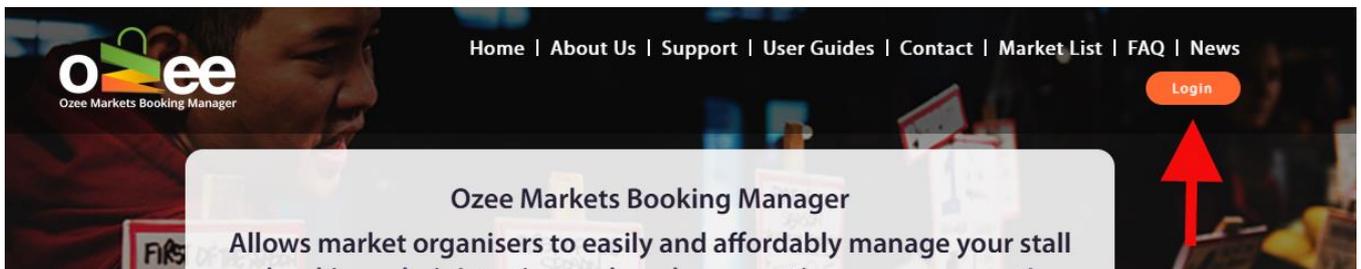
Note: If you have closed the Verification Pending display on your browser before entering your verification code, go straight to the next section (4) *Logging In*. The Verification Pending display will reappear when you login with your registered email address and the password you created.

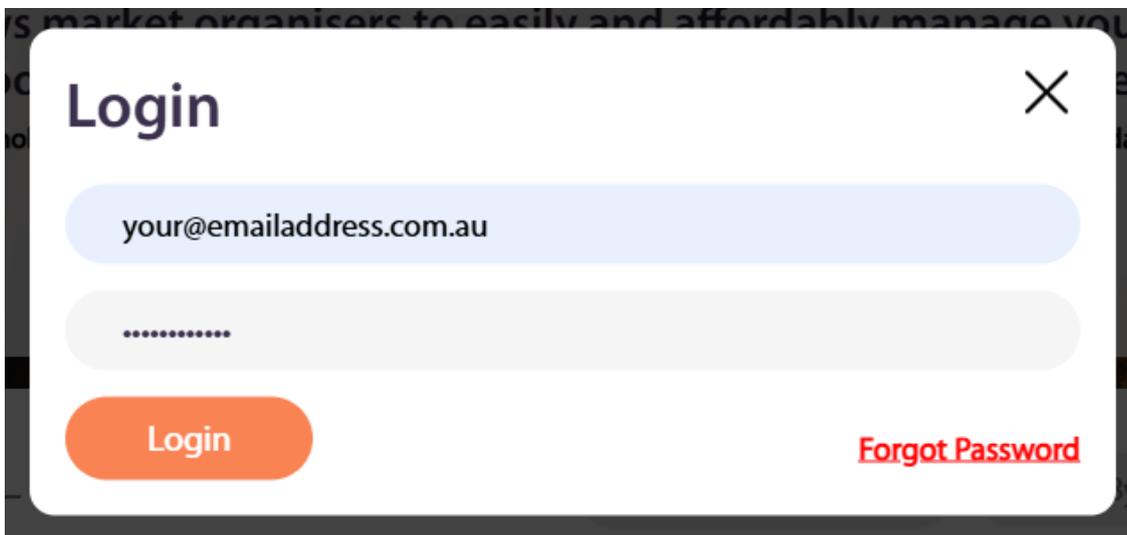Ozee Markets Booking Manager

4. 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

Step 1: **Click on the "*Login"* button**

Step 2: **Enter your registered email address and the password you created, click on the "*Login"* button**

Step 3: **You have successfully set up a registered stallholder account on Ozee Markets Booking Manager**