



OZEE MARKETS BOOKING MANAGER

User Guide to Set-up your Markets for Online Booking

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1. INTRODUCTION

As a Market Organiser you will find Ozee Markets Booking Manager much easier and straight-forward to use with all the necessary market management features and functionality.

Ozee Markets Booking Manager helps you save time by eliminating the time-consuming burden of manual paperwork and creates an organised markets management and booking confirmation system.

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 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. MARKET INTRODUCTION

Ozee Markets Booking Manager will manage and store all your market and stallholder data. This application automates all aspects of market stall management from stall availability, descriptions, booked & available stalls, stall pricing & discounting, stall booking records, successful payments, and market calendar schedules. Market stall bookings are managed and reported including booking listings to check during your market dates.

Note: Please Login and set-up your market through the desktop version of <https://www.ozeemarkets.com.au> for a better experience.

Step 1: Visit Ozee Markets Booking Manager at

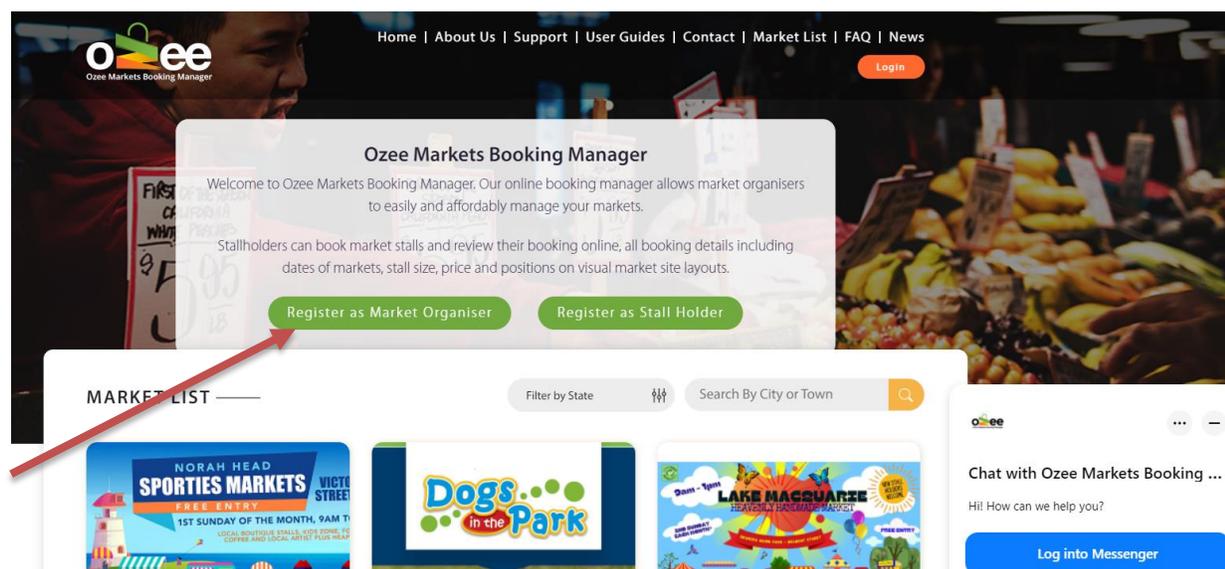
<https://www.ozeemarkets.com.au>

Step 2: Proceed to **3.1 New Registration** if you are a new Market Organiser. Or **skip to 3.2** if you are already registered.

3.1 New Registration

Step 1: The website will open in your browser to display 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



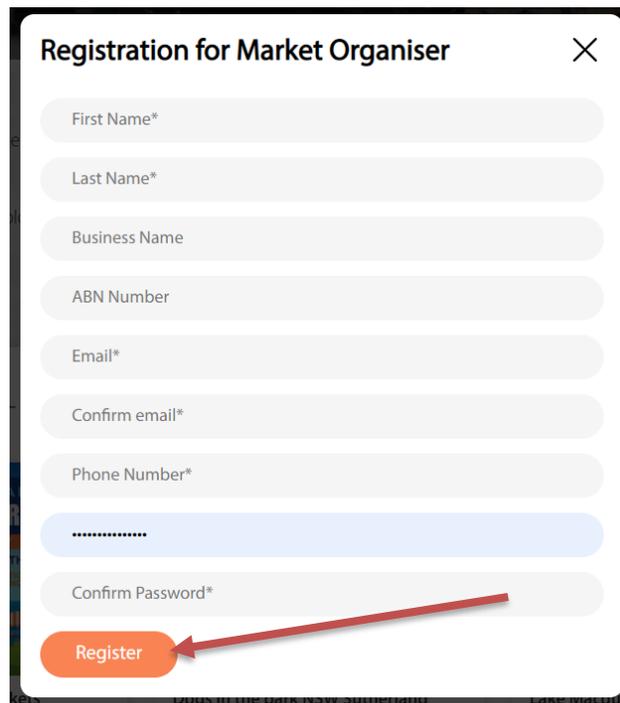


Step 2: Click *Register as a Market Organiser*

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 using your profile update]



Registration for Market Organiser

First Name*

Last Name*

Business Name

ABN Number

Email*

Confirm email*

Phone Number*

.....

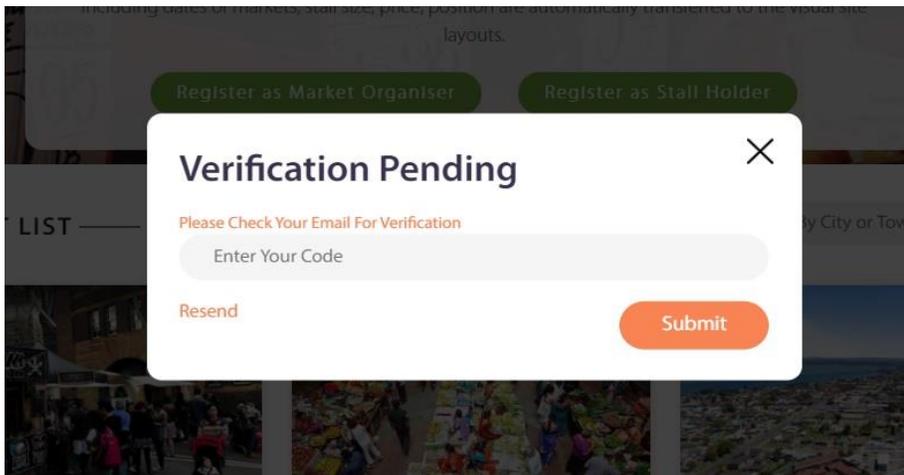
Confirm Password*

Register

Please note the web form uses Google reCAPTCHAv3 against SPAM submissions bots.

Step 4: Once the registration form is complete, click *Register*.

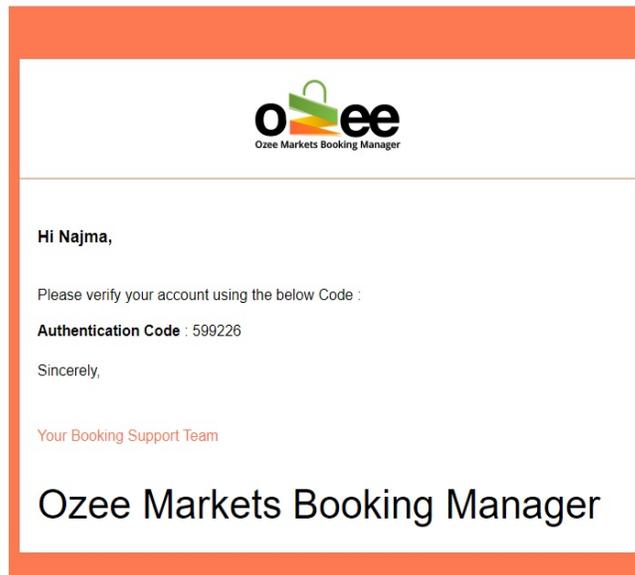
Step 5: A pop-up (see below) will be displayed on your screen requesting input of your verification code.



Step 6: Please check your registered email address inbox for your Market Organiser registration email and Verification Code Email with your code.



Step 7: You have received your Verification Code Email as below:

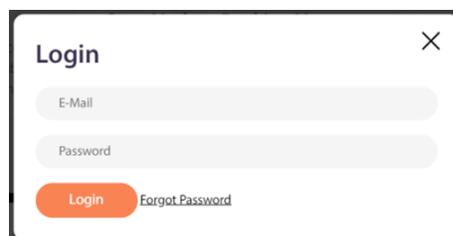
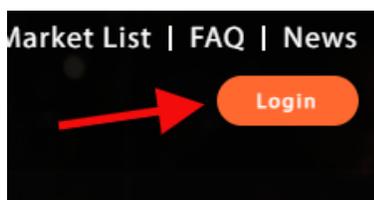


Step 8: Now enter the code provided on the Verification Pending form and Click *Submit*.

Step 9: Now you are ready to use the system for setting up and listing your market/s.

3.2 Login - Now that you have a Market Organiser account, please login to your account using your registered Email and Password at <https://www.ozeemarkets.com.au>.

Step 2: And click *Login and enter your access credentials*.



4. INTERFACE

Once you have logged in you will be presented with the market administrative console.

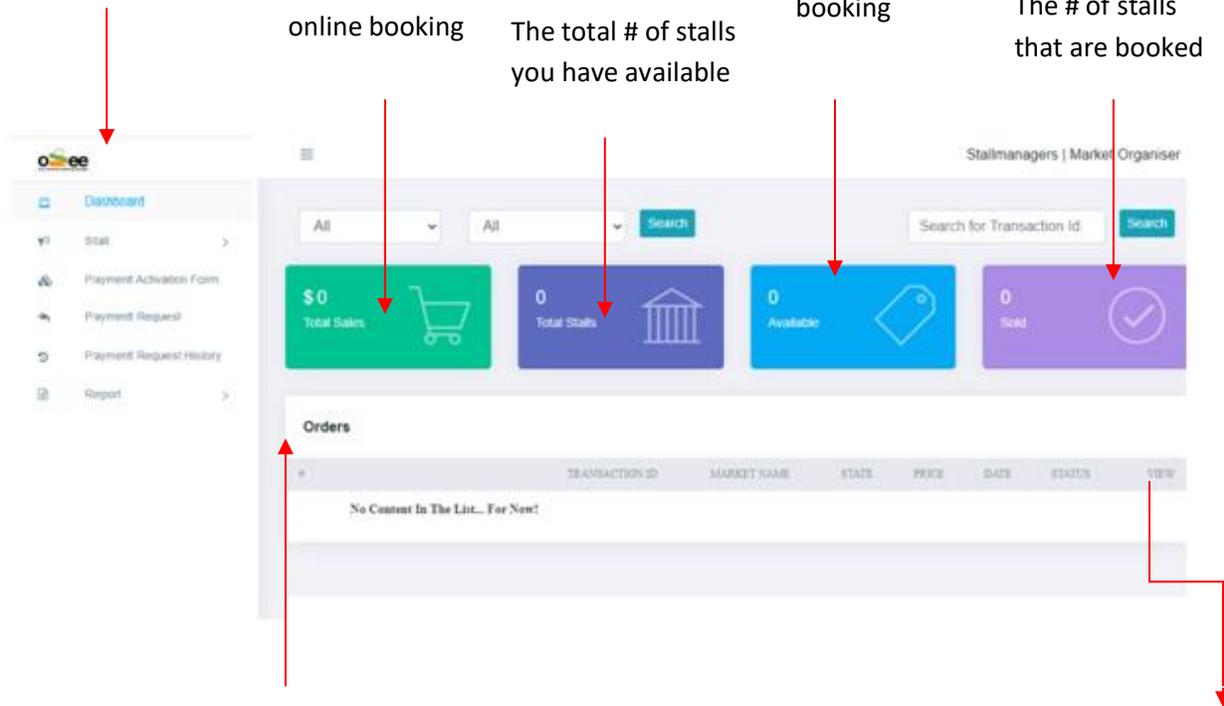
A collapsible dashboard navigation panel which you can choose to view or hide

The total sales revenue from online booking

The total # of stalls you have available

No. of Stalls that are available for booking

The # of stalls that are booked



A list of all your market stall booking orders are displayed here

You can view individual booking transaction details.

Total sales: The total sales revenue you accumulated for the period.

Total stalls: The total stalls you have for the market/s and market dates that are scheduled.

For Example: When you have a Stall # 1 open for two different weekend dates, the number of stalls reported is counted as two.

Available: The total number of stalls still available for booking.

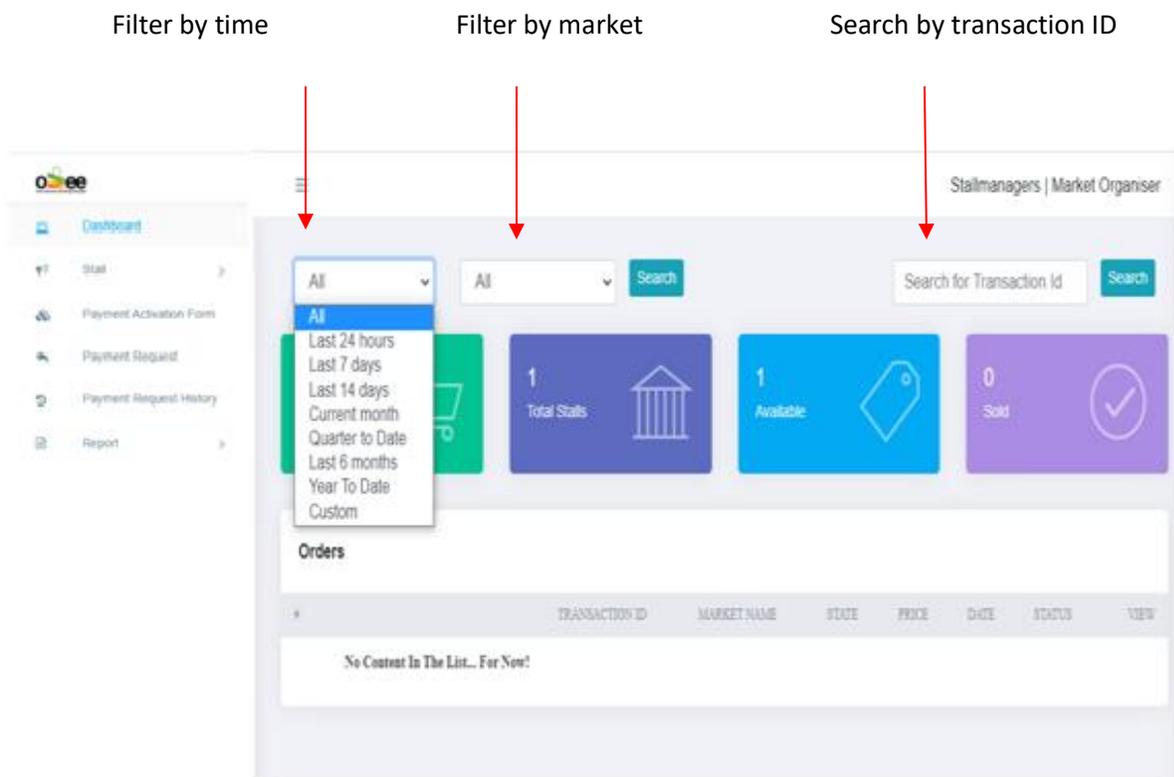
For Example: When you have a stall open for two different dates, and the stall on the first date is sold or the date has passed; the available stall will be one.

Available stalls = Total stalls – Sold stalls

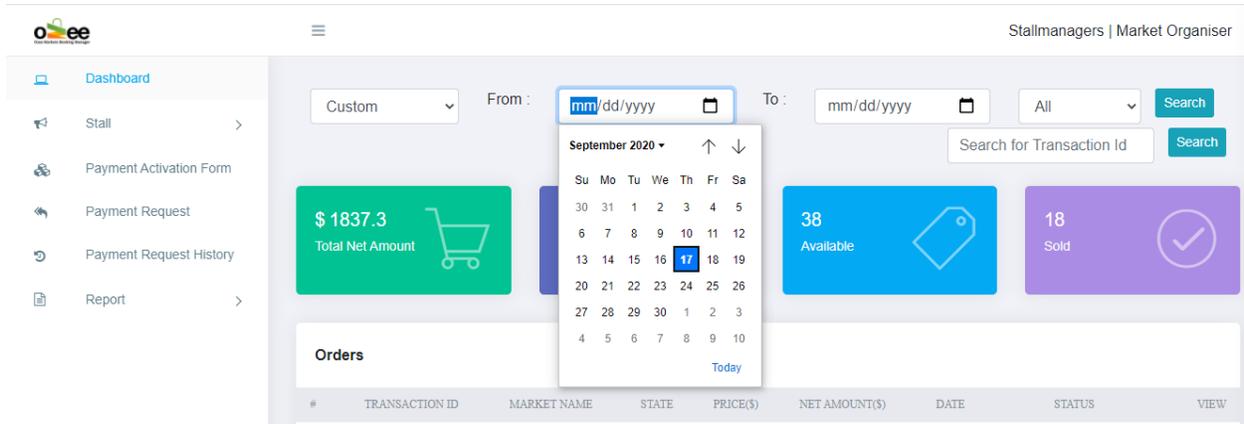
Sold: The number of stalls that have been booked and paid online.

Once you have received your stall booking orders, these will be displayed under the orders list. You can change the listing view either by

- **Filter by time period:** This will display only the booking orders received during the specific time frame.
- **Filter by Market name (If you are managing multiple markets)**
- **Search with the booking transaction ID**



You can also Filter for a defined date range by choosing *Custom*.



The screenshot shows the Ozee Markets Booking Manager dashboard. On the left is a navigation menu with items: Dashboard, Stall, Payment Activation Form, Payment Request, Payment Request History, and Report. The main content area has a search filter set to 'Custom'. The 'From' date is set to 'mm/dd/yyyy' and the 'To' date is also 'mm/dd/yyyy'. A calendar for September 2020 is open, showing the date 17 selected. Below the calendar are three summary cards: a green card for '\$1837.3 Total Net Amount', a blue card for '38 Available', and a purple card for '18 Sold'. At the bottom, there is an 'Orders' table with columns: #, TRANSACTION ID, MARKET NAME, STATE, PRICE(\$), NET AMOUNT(\$), DATE, STATUS, and VIEW.

Select a start date and an end date from the calendar and hit *Search*.

Dashboard

This is the collapsible dashboard that you can choose to view or hide accessing all the market management functions.



The screenshot shows a sidebar menu with the following items:

- Dashboard (highlighted)
- Stall
- Payment Activation Form
- Payment Request
- Payment Request History
- Report

Red arrows point from the following text to the corresponding menu items:

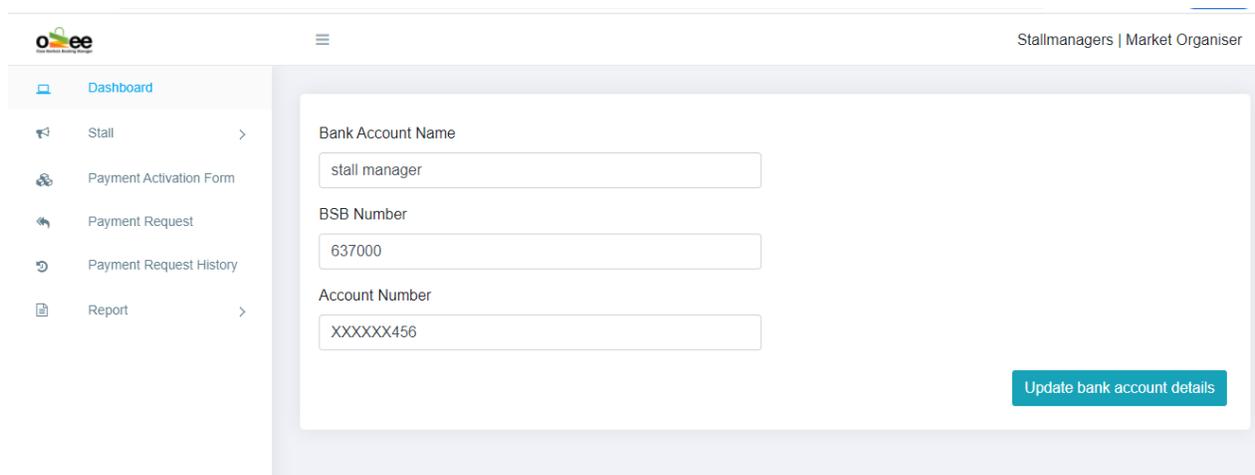
- Stall: You can manage all aspects of your market/s here
- Payment Activation Form: Add your bank details for settlement payments
- Payment Request: Payment settlement request form
- Payment Request History: View previous payment settlement requests
- Report: Various stall booking and management reports

5. FOLLOW THESE STEPS TO SET UP YOUR MARKET/S

The first step to adding your market is to set your payment activation form detailing your bank settlement information.

5.1 Payment Activation

Step 1: Click *Payment Activation Form* on your left Dashboard navigation panel. The following web form will be displayed.



The screenshot shows the Ozee Markets Booking Manager interface. On the left is a navigation menu with options: Dashboard, Stall, Payment Activation Form, Payment Request, Payment Request History, and Report. The main content area displays the 'Payment Activation Form' with the following fields:

- Bank Account Name: stall manager
- BSB Number: 637000
- Account Number: XXXXXX456

A blue button labeled 'Update bank account details' is located at the bottom right of the form.

Step 2: Enter your bank account name, BSB number and Account number. Note we use PIN Payments (<https://pinpayments.com/>) to securely transfer your net accumulated stall booking funds collected in your behalf to your designated bank settlement account upon your payment request. To ensure the highest level of security in the process PIN Payments will contact you for Identity Verification on your first

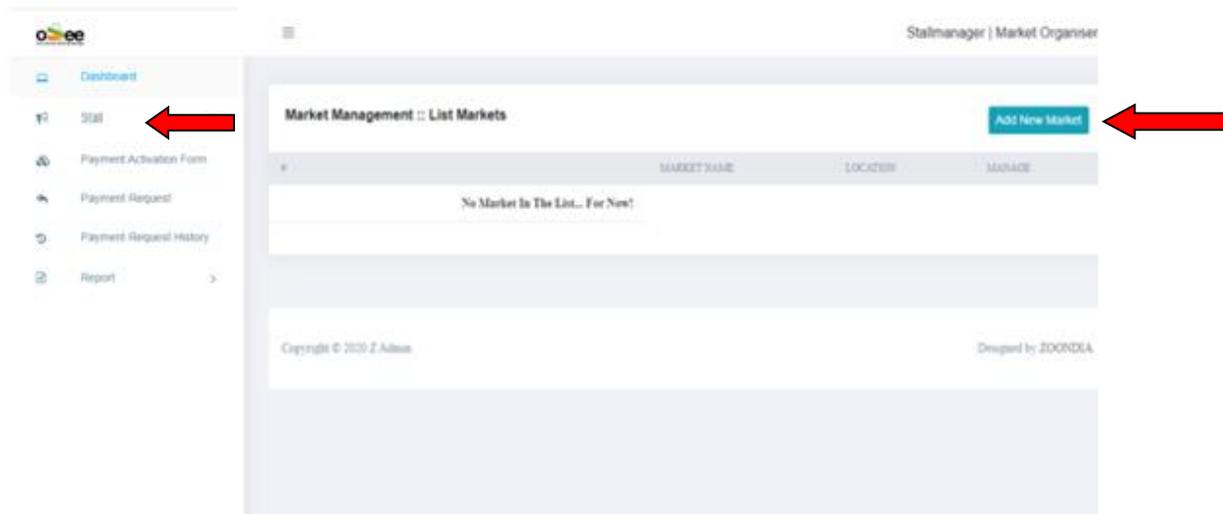
request for payment. Subsequent payments will be processed as normal.

Step 3: Click *Update Bank Account Details*.

5.2 Next set-up your Market

Note: If you have more than one market, please follow the same procedure for each market location. There are no limits to the number of markets you can manage with your single Market Administrator login access credentials.

Step 1: On the dashboard on the left side. Click on *Stall > Manage Market*.



Step 2: Click *Add New Market*

Step 3: The marketing information web form will be displayed on your screen. Please input the following information:

- **Market Name** – The market name you use in promoting this market venue
- **Date Range** – Select the specific dates when your market will be operating. For example, you might select every Saturday or every 4th Sunday of the month. We do recommend that you include your market dates for at least six months or a year.
- **Select the State and City/Town** from the dropdown for the location of your market
- **Street Address** – provide a street address for the market venue location
- **Meta Title** – This title is essential for your market listing in search engine results, it is used for your market’s profile page.
- **Meta Description** – This is a short market description that will show up in the search engine results with your market’s profile page.
- **Meta Key Value** – Input your unique value statement that will attract stall holders and the public to your market. The information you provide for the Meta Title, Meta Description and Meta Key Value helps your potential customers find your market while searching on the Internet.
- **Short Description** – When a web visitor selects your market, this brief description of your market is displayed.
- **Long Description** – This is the detailed description of your market that will be displayed on your market profile page. Remember to include all important details for potential Stall Holders and the public.

-  Dashboard
-  Stall >
-  Payment Activation Form
-  Payment Request
-  Payment Request History
-  Report >

Stall Management :: Create Market

MARKET DETAILS STALL DETAILS PREVIEW

<p>Market Name <input type="text" value="Enter Market Name"/></p> <p>Date Range <input type="text" value="Enter Start Date"/></p> <p>Short Description <input type="text" value="Enter Short Description (Maximum 255 Characters Allowed)"/></p> <p>Upload Agreement Document <input type="button" value="Choose Files"/> No file chosen <i>Maximum Size of 2MB, PDF</i></p> <p>Location Image <input type="button" value="Choose Files"/> No file chosen <i>Maximum Size of 700k, JPG, PNG</i> Delete</p> <p>Layout Image <input type="button" value="Choose Files"/> No file chosen <i>Maximum Size of 700k, JPG, PNG</i> Delete</p> <p>Meta Title <input type="text" value="Enter Meta Title"/></p> <p>Meta Description <input type="text" value="Enter Meta Description (Maximum 100 Characters Allowed)"/></p> <p>Long Description</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p></p> <div style="height: 100px;"></div> </div>	<p>State <input type="text" value="Select State"/></p> <p>City <input type="text" value="Select City"/></p> <p>Street Address <input type="text" value="Enter Street Address"/></p> <p>Upload Rules Document <input type="button" value="Choose Files"/> No file chosen <i>Maximum Size of 2MB, PDF</i></p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; text-align: center; margin: 5px 0;">  NO IMAGE AVAILABLE </div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; text-align: center; margin: 5px 0;">  NO IMAGE AVAILABLE </div> <p>Meta Key Value <input type="text" value="Enter Meta Key Value"/></p>
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Stall List

	*	STALL ID	PRICE	TITLE	AVAILABLE STALL	STALL SOLD	STATUS	MANAGE
No Stall In The List... For Now!								

Step 4: At this stage, you will now add the images needed to publish your market for online stall booking.

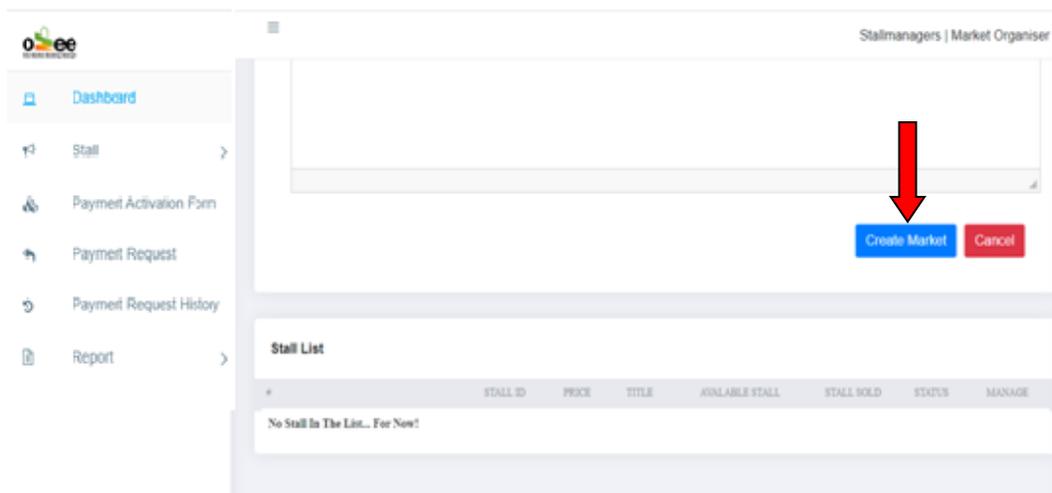
Step 5: Click on *Choose Files* to add a Location Image, make sure it is a good promotional oriented photo of your market for viewers and interested stall holders. It will be used for your market profile page and for the Market Listing. Please ensure that your promotional photo image of your market is in either jpg or png image file format with a file size of not more than 700kb.

Step 6: Next click on *Choose Files* to add an Layout Image for your market stall layout in either jpg or png image file format. Please ensure that your market layout image is in either jpg or png image file format with a file size of not more than 700kb. The layout image is used by Stall Holders for selecting and booking stalls within your market.

Step 7: Click on *Choose Files* to upload the Agreement Document. Upload the Market Event Agreement document with your local council or property owner to allow the operation of your market in the defined location. This document will be used by Ozee Market Administration to approve the listing of your market ready to accept and process Stall Holder bookings online.

Step 8: Click on *Choose Files* to upload your Rules Document. Upload your Market Rules & Regulations Document that you want all your stall holders to read and agree before booking and to follow while they operate their stall in your market.

Step 9: When all the required details on the web form are complete, Click *Create Market*.



The Ozee Markets Booking Manager will build the market functions to allow you to complete the set-up of your stall information and pricing.

The next steps are to add stall booking details.

5.3 Create or Assign Stall Details

At the *Stall Details* tab, the Market Stall layout image you previously uploaded on your screen is displayed. If you had previously logged out

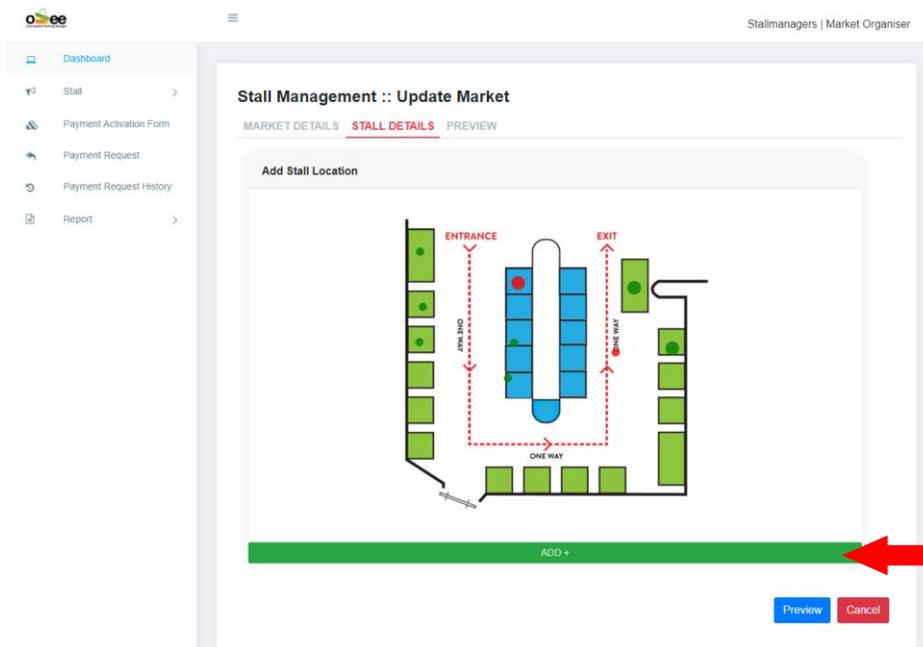
of the booking system, you can return to the map layout to add more stall details by Clicking on the *Stall Details* tab.

Stall Management :: Update Market

MARKET DETAILS **STALL DETAILS** PREVIEW DISCOUNT OPTIONS

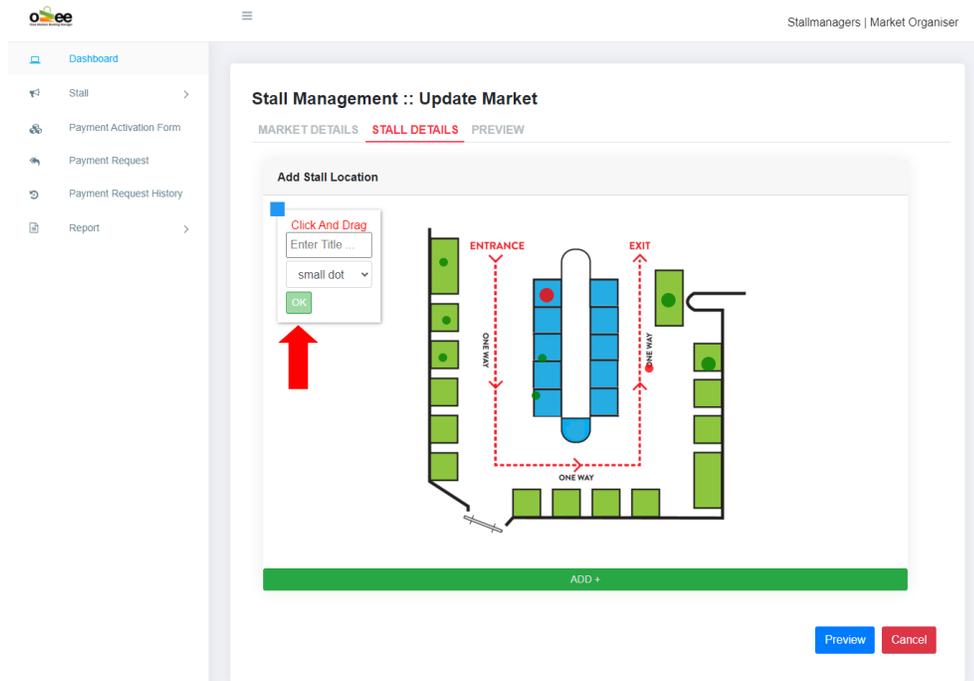
Add Stall Location

Step 1: To add stall details, Click on *ADD+* on the green bar below.

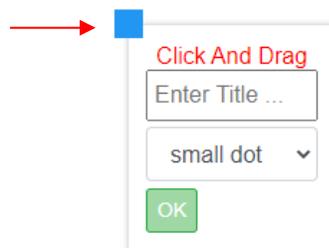


The screenshot displays the 'Stall Management :: Update Market' interface. At the top, there are four tabs: 'MARKET DETAILS', 'STALL DETAILS' (highlighted in red), 'PREVIEW', and 'DISCOUNT OPTIONS'. Below the tabs is a section titled 'Add Stall Location'. This section contains a map layout of a market stall area. The map shows a central aisle with stalls on either side. A red dashed line indicates the 'ENTRANCE' on the left and the 'EXIT' on the right. Red arrows indicate 'ONE WAY' traffic flow. At the bottom of the map area, there is a green bar with the text 'ADD+' and a red arrow pointing to it. Below the map area, there are two buttons: 'Preview' and 'Cancel'.

A small pop up will be displayed on the image you uploaded.



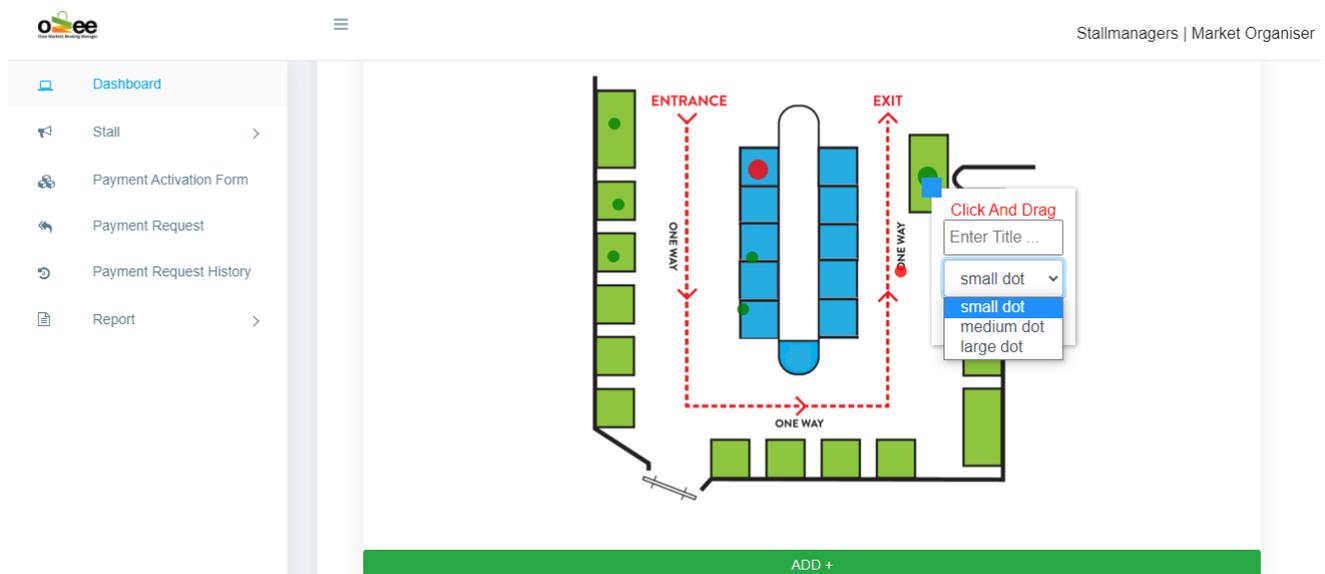
Note: Please set-up your market stalls using the desktop version of <https://www.ozeemarkets.com.au> for a better and more precise experience and avoid using mobile device for these steps.



Step 2: Enter your stall title/number (i.e. Stall # 1 or use your existing stall numbering method) and the size of the stall dot for the layout (not the actual stall size) as *small dot*, *medium dot* or *large dot*.

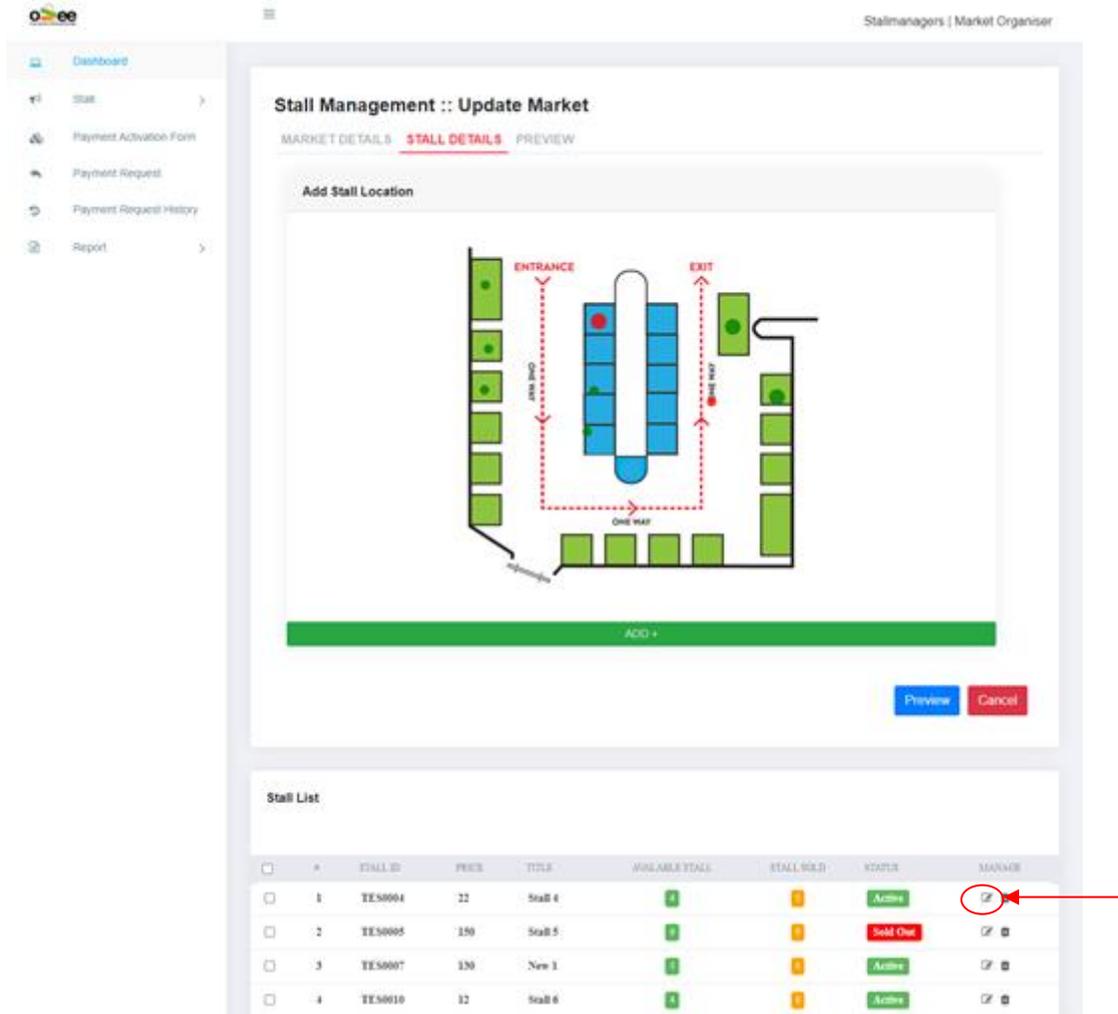
Note: This will be used to display the size of the stall dots in the layout image.

Step 3: Now *Click and Drag* by the blue square of the pop-up and position it upon your desired stall layout location. Use the blue square as the marker to drop the stall dot exactly over the stall position location on the map layout.



Step 4: Click *OK*. You may add more stall titles by repeating steps 1 to 4 as needed. You can view the stall list below.

Next you need to set the price, stall area, stall description and categories for your market stalls.



Stall Management :: Update Market

MARKET DETAILS **STALL DETAILS** PREVIEW

Add Stall Location

ENTRANCE EXIT

ONE WAY

ADD +

Preview Cancel

Stall List

	#	STALL ID	PRICE	TITLE	AVAILABLE STALLS	STALL SOLD	STATUS	MANAGE
<input type="checkbox"/>	1	TES0004	22	Stall 4	1	0	Active	<input type="checkbox"/> 
<input type="checkbox"/>	2	TES0005	150	Stall 5	1	1	Sold Out	<input type="checkbox"/> 
<input type="checkbox"/>	3	TES0007	120	New 1	1	0	Active	<input type="checkbox"/> 
<input type="checkbox"/>	4	TES0010	12	Stall 6	1	0	Active	<input type="checkbox"/> 

The newly added stall will show up in the stall list.

Step 5: Click on the edit Icon under Manage

You will see an 'Update Stall Details' information form pop-up on your screen.

Update Stall Details Stall No: NIG0005 ×

Area	\$ Price
<input type="text" value="eg:width(m)Xheight(m)"/>	<input type="text" value="\$ Enter Price (\$)"/>
Title	Status
<input type="text" value="Stall 54"/>	<input type="text" value="InActive"/>
Valid Dates	Description
<input type="text" value="30-12-2020 - InActive
09-01-2021 - InActive
31-12-2020 - InActive
01-01-2021 - InActive"/>	<input type="text"/>
Stall Categories	
<input type="text" value="Homemade Bath & Beauty Products
Crafts & Handmade Items
Baked Goods and Breads
Home-Canned Goods and Jams"/>	

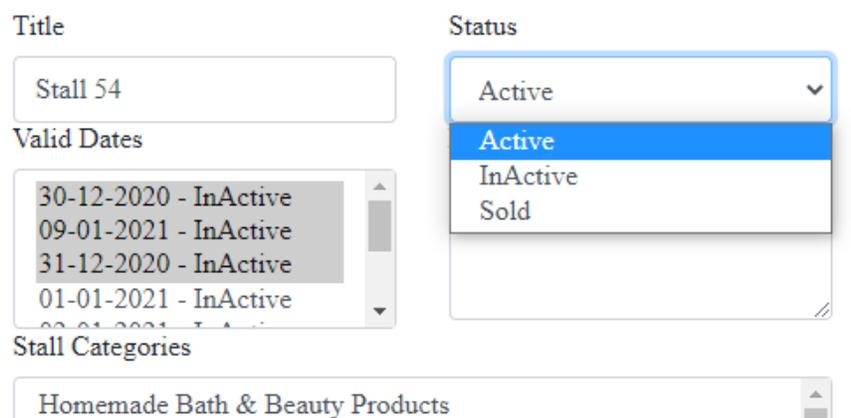
Step 6: In the area box, enter the physical size dimensions for your stall or area in meters (i.e. 2x2 metres or 4sqm).

Step 7: Enter the booking rate or price for the stall.

Step 8: Select all the valid market dates for the stall. This will be the market dates that this stall will be available for booking.

Step 9: Provide a short description. Provide specific helpful information for the stall holder about the stall location including any restrictions.

Step 10: Select the 'Active' Status from the dropdown. This will indicate that the stall is available in the market for booking and payment processing during the market dates selected. Leave the status as 'Inactive' for the dates that you may have a reservation for that stall position from one of your regular Stall Holders or community organisations. If you have prearrangements and received payments for the stall, change the Status to 'Sold' for the appropriate paid or sold market dates.



The screenshot shows a form with the following fields:

- Title:** Stall 54
- Valid Dates:** A list of dates with their status: 30-12-2020 - InActive, 09-01-2021 - InActive, 31-12-2020 - InActive, 01-01-2021 - InActive.
- Status:** A dropdown menu with 'Active' selected.
- Stall Categories:** A dropdown menu with 'Homemade Bath & Beauty Products' selected.

Step 11: Select the category or categories of the product/s that you will allow to be sold in that stall position. If you select from one of the food categories the stall holder will be given an upload function on the booking order form for submission of their food permit or license.

Step 12: Click *Update Stall*.



5.4 Add and Manage Stall Discounts

Use the *Discount Options* tab to set-up quantity discounting to encourage multiple unit stall booking during a market date or across several market dates.

Stall Management :: Update Market

MARKET DETAILS STALL DETAILS PREVIEW **DISCOUNT OPTIONS**

Step 1: Decide on discounting strategy for multiple stall bookings.

Stall Management :: Update Market

MARKET DETAILS STALL DETAILS PREVIEW **DISCOUNT OPTIONS**

Discounts

Discount By Stalls

Enter Minimum stall count	Enter Maximum stall count	Enter Discount Percentage	
<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="10"/>	<input type="button" value="Remove -"/>
Enter Minimum stall count	Enter Maximum stall count	Enter Discount Percentage	
<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="15"/>	<input type="button" value="Remove -"/> <input type="button" value="ADD +"/>

Discount By Days

Enter Minimum Days count	Enter Maximum Days count	Enter discount percentage	
<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="20"/>	<input type="button" value="Remove -"/>
Enter Minimum Days count	Enter Maximum Days count	Enter discount percentage	
<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="30"/>	<input type="button" value="Remove -"/> <input type="button" value="ADD +"/>

Preference

Discount by stalls Discount by dates

Use *'Discount by Stalls'* to encourage multiple stall bookings during the same market date or use *'Discount by Days'* to encourage stall bookings across multiple market dates.

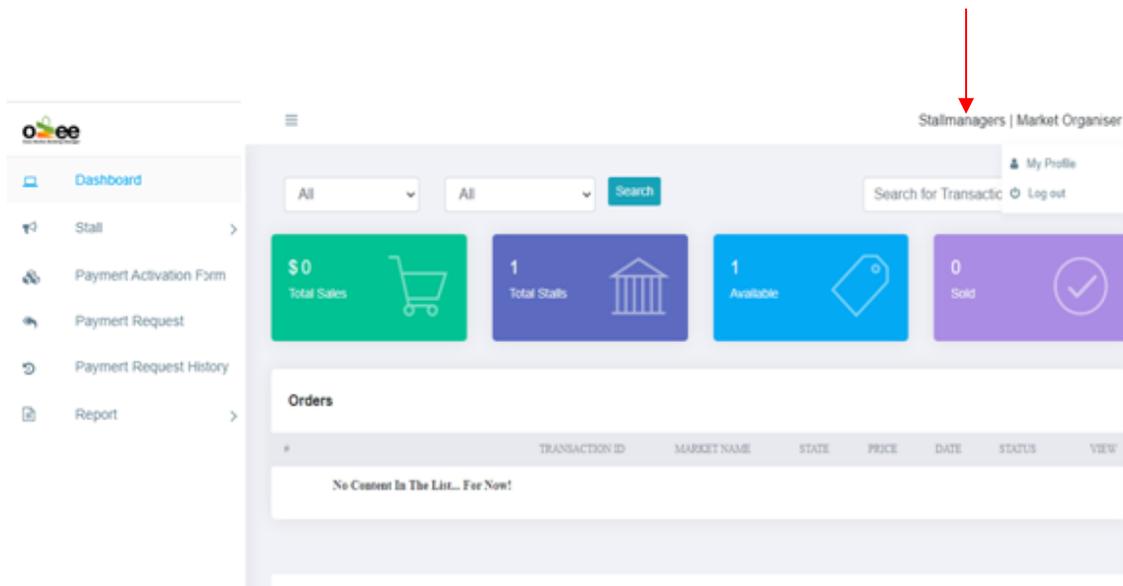
Step 2: Build the table of discounts with the require quantities. You can structure a volume discounting table for either discounting options to encourage pre-booking at higher stall unit levels. To do this click on *Add+* to add another row to define the higher discount rates applicable for the larger unit quantities.

Step 3: Click on *Save*.

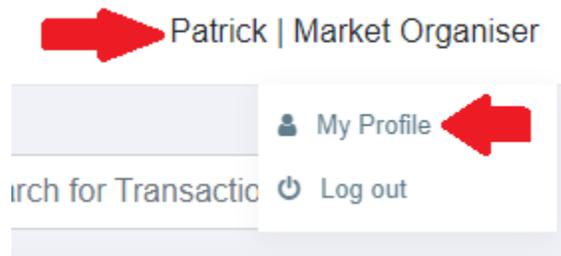
6. MANAGE YOUR PROFILE

You can edit your profile details anytime you need from the dashboard itself.

Step 1: Click on your *username* from the dashboard on the upper right-hand corner.

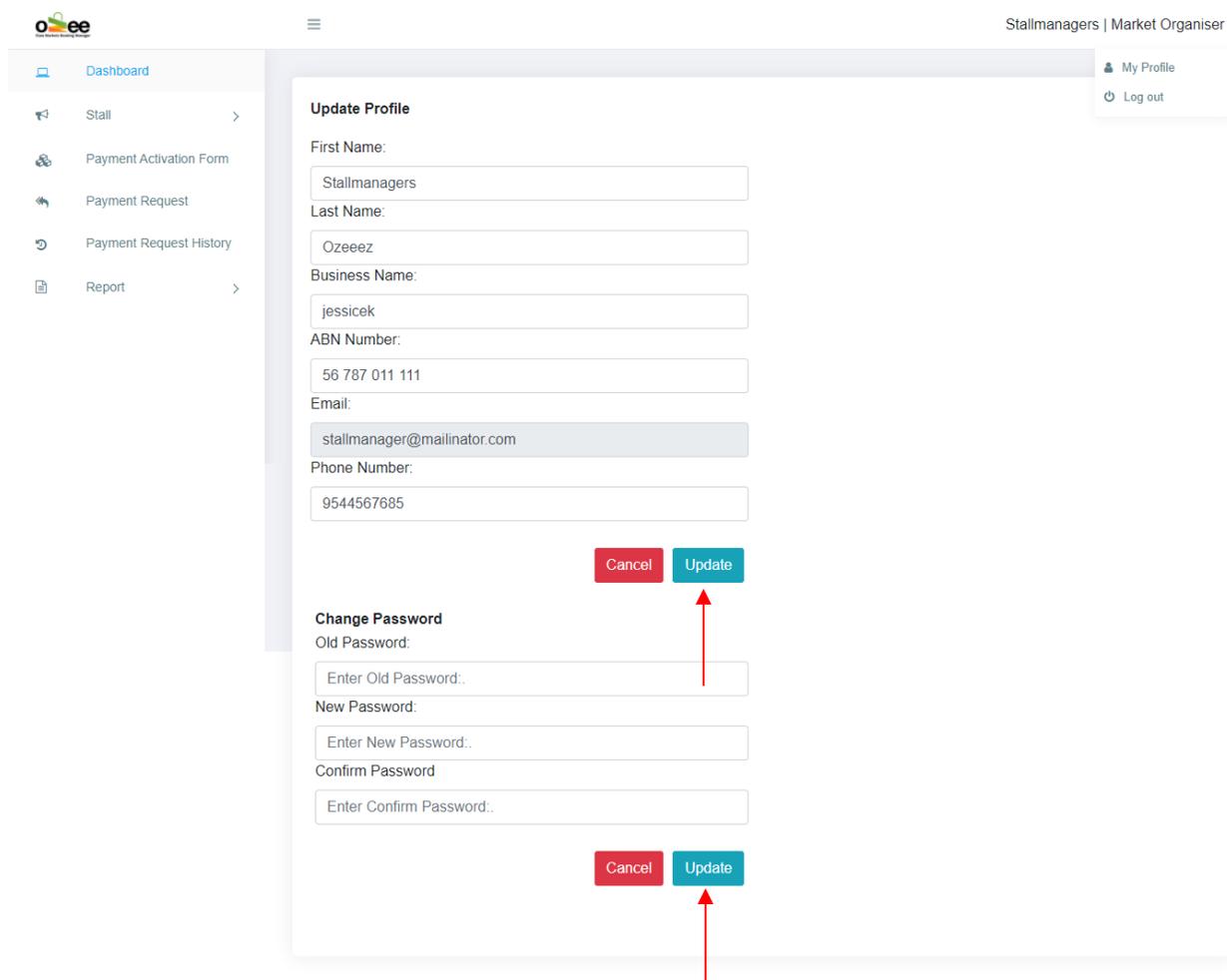


Step 2: Click *My Profile* from the drop-down.



Step 3: Enter your changes to your profile details and click *Update*.

Note: If you need to change/update your verified email address, kindly contact Ozee Market Support at support@ozeemarkets.com.au for assistance.



The screenshot shows the 'Update Profile' form in the Ozee Markets Booking Manager interface. The form is divided into two main sections: 'Update Profile' and 'Change Password'. The 'Update Profile' section contains the following fields: First Name (Stallmanagers), Last Name (Ozeeez), Business Name (jessicek), ABN Number (56 787 011 111), Email (stallmanager@mailinator.com), and Phone Number (9544567685). Below these fields are two buttons: 'Cancel' (red) and 'Update' (teal). The 'Change Password' section contains the following fields: Old Password (Enter Old Password:), New Password (Enter New Password:), and Confirm Password (Enter Confirm Password:). Below these fields are two buttons: 'Cancel' (red) and 'Update' (teal). Red arrows point to the 'Update' buttons in both sections.

Step 4: You can change and update your password with a new password and click *Update*.