



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.

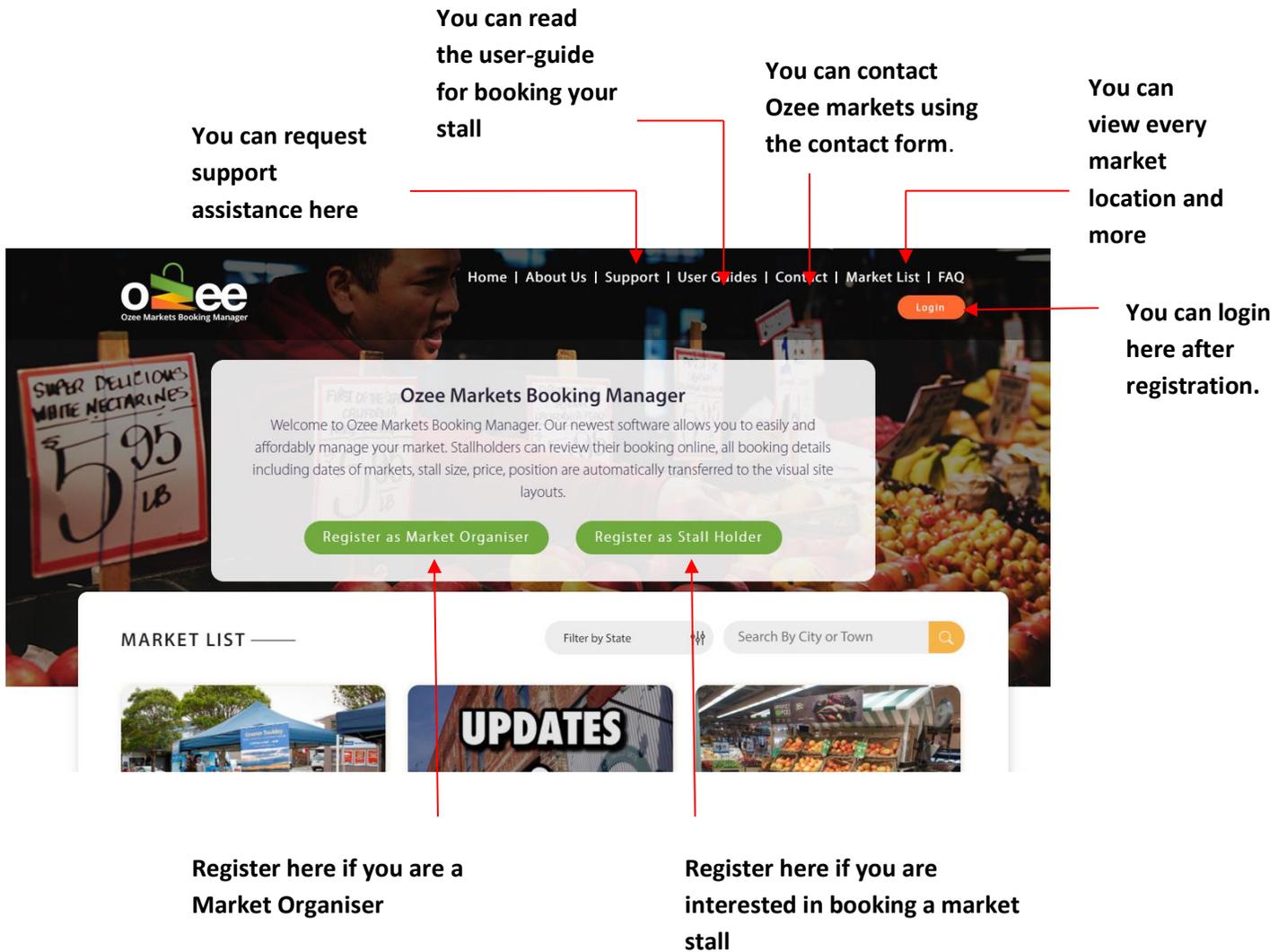
You can now book a stall with confidence and never misplace a booking.

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



You can request support assistance here

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 login here after registration.

Register here if you are a Market Organiser

Register here if you are interested in booking a market stall

The screenshot shows the website's navigation menu (Home, About Us, Support, User Guides, Contact, Market List, FAQ) and a central banner with the text: "Ozee Markets Booking Manager. Welcome to Ozee Markets Booking Manager. Our newest software allows you to easily and affordably manage your market. Stallholders can review their booking online, all booking details including dates of markets, stall size, price, position are automatically transferred to the visual site layouts." Below the banner are two registration buttons: "Register as Market Organiser" and "Register as Stall Holder". A "Login" button is located in the top right corner. The "Market List" section includes a "Filter by State" dropdown and a "Search By City or Town" search bar. A central "UPDATES" banner is also visible.

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

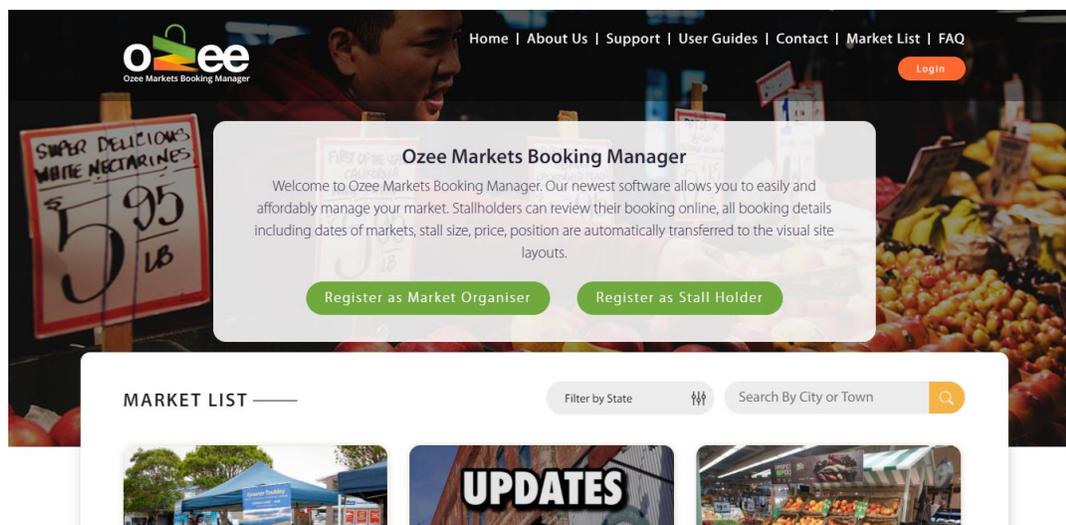
<https://www.ozeemarkets.com.au>

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 will 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]

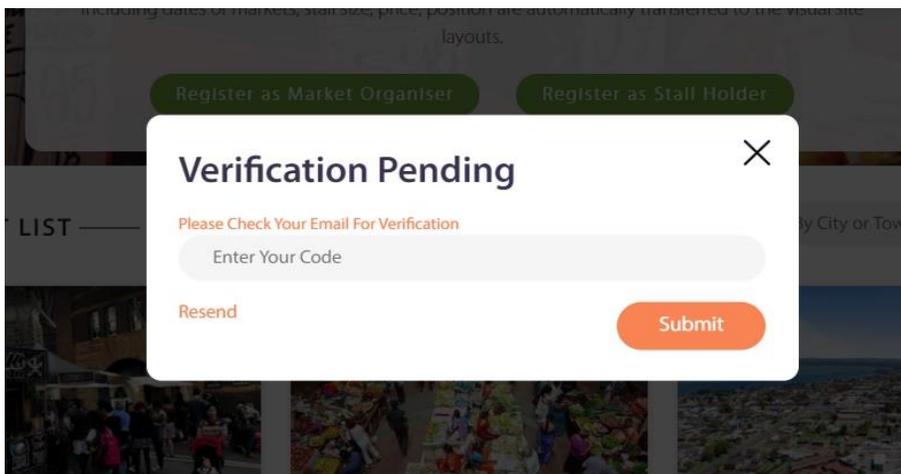
Registration for Stall Holder ✕

Please note:

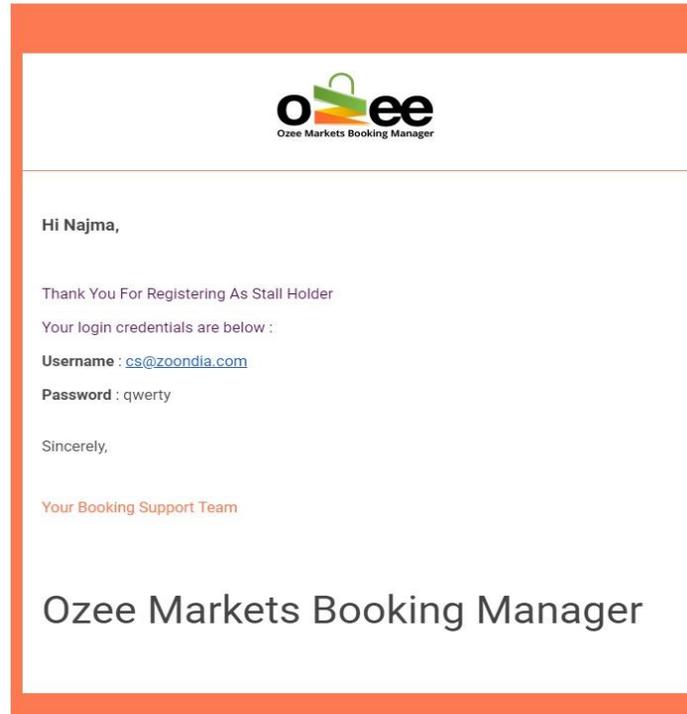
- The web form uses Google reCAPTCHA v3 against SPAM submissions bots
- All information on the registration form is mandatory except for the Business Name and ABN Number

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

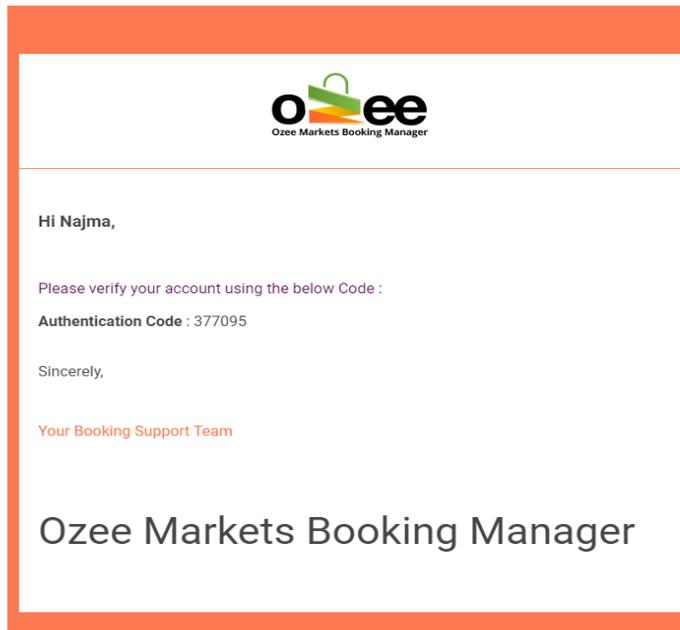
Step 5: **You will see the image below pop-up on your screen asking for verification code.**



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.

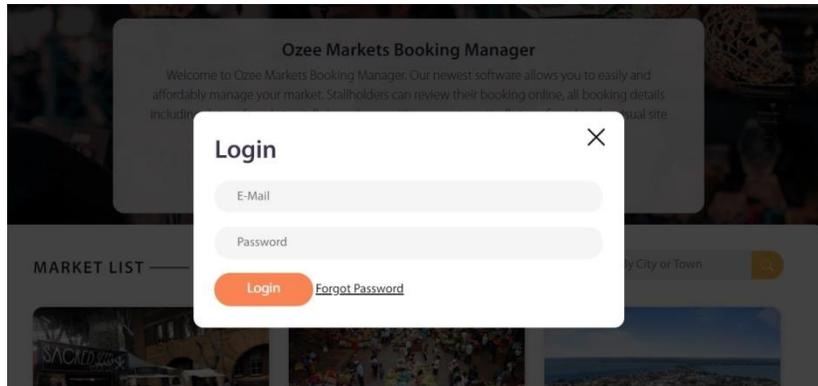


Step 8: Now enter the code provided on the Verification Pending form and Click *Submit*.

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

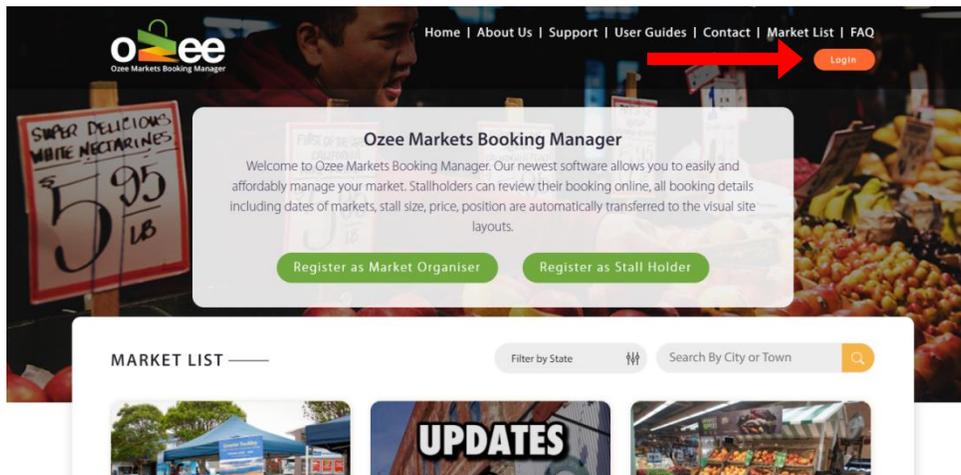
3.2 Logging in

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

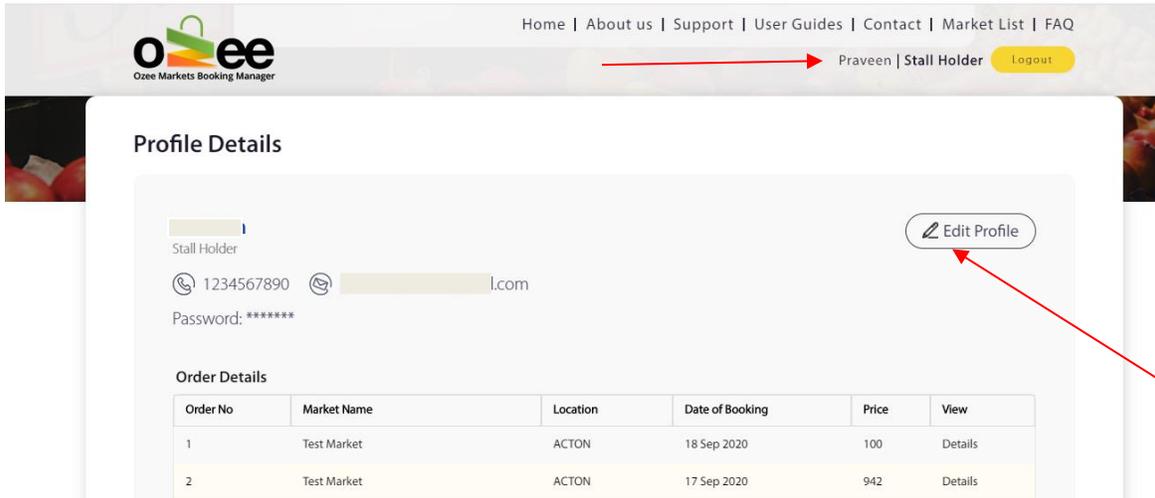


3.3 Managing your profile

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.



Home | About us | Support | User Guides | Contact | Market List | FAQ

Praveen | Stall Holder [Logout](#)

Profile Details

Stall Holder

1234567890 | .com

Password: *****

[Edit Profile](#)

You can edit your profile here.

Order No	Market Name	Location	Date of Booking	Price	View
1	Test Market	ACTON	18 Sep 2020	100	Details
2	Test Market	ACTON	17 Sep 2020	942	Details

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.

Profile Details

Stall Holder

1234567890 1234567890@il.com

Password: *****

First Name
Prav

Last Name
P

Business Name
Zoor

ABN Number
99 999 999 111

Phone
1234567890

Email
prav1234567890@il.com

[Change Password](#) Cancel Save

Order Details

Order No	Market Name	Location	Date of Booking	Price	View
No Content in the list... for now!					

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

1234567890 | F [redacted] .com

Password: *****

Close

First Name: Pr[redacted]

Last Name: P

Business Name: [redacted]

ABN Number: 99 999 999 111

Phone: 1234567890

Email: [redacted]@mail.com

Close(X) | Cancel | Save

Old Password: *****

Password: *****

Confirm Password: *****

Cancel | Save

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.

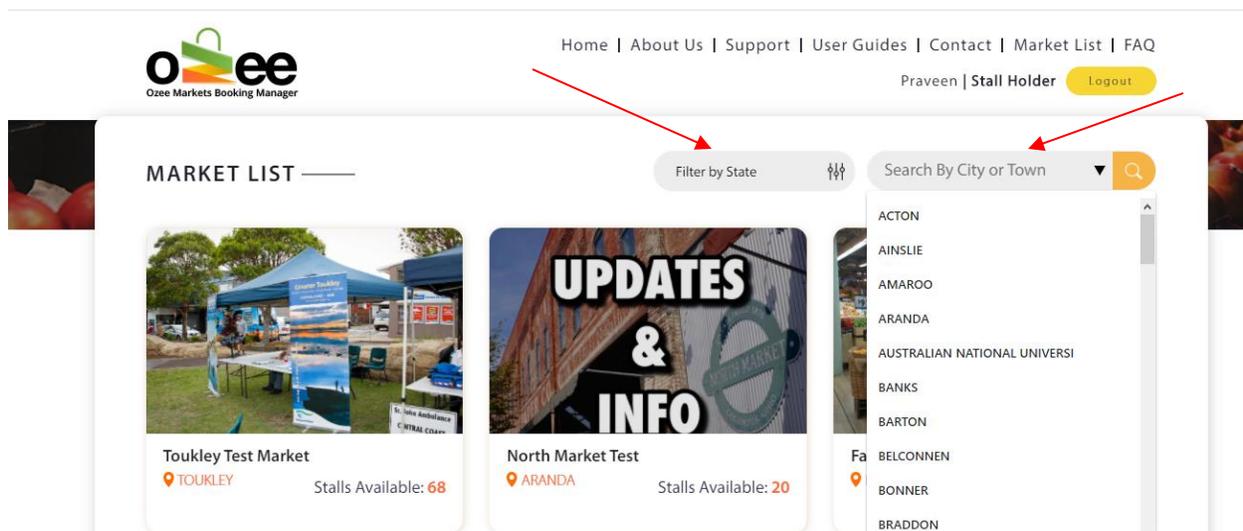
Stall Holders can search for markets available in locations that you are interested in and view real-time availability for the listed dates

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,

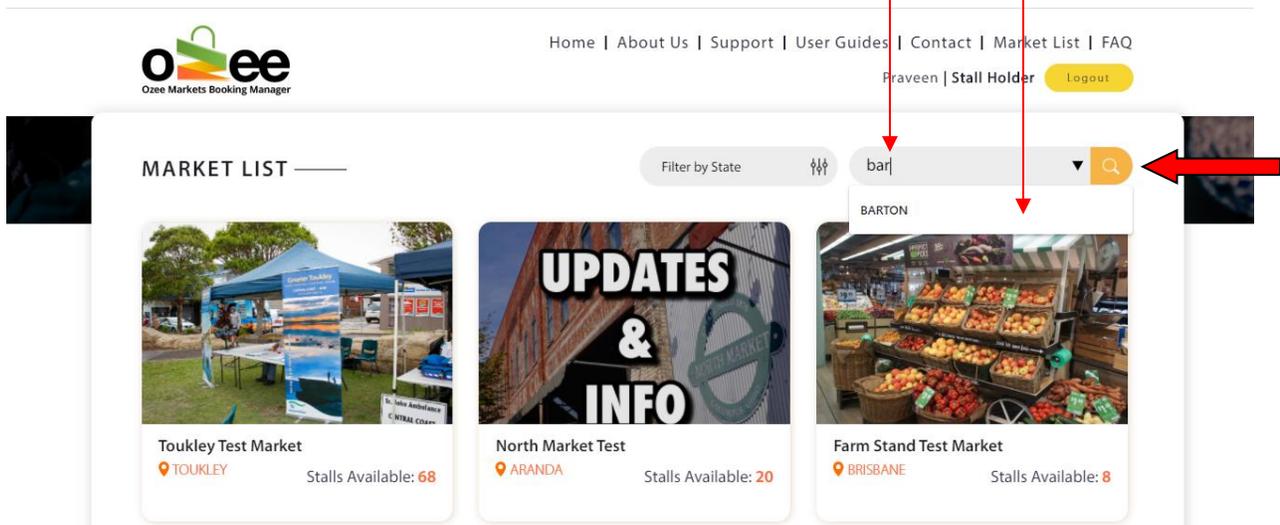
Step 1: Choose a state from the state suggestion dropdown.

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.

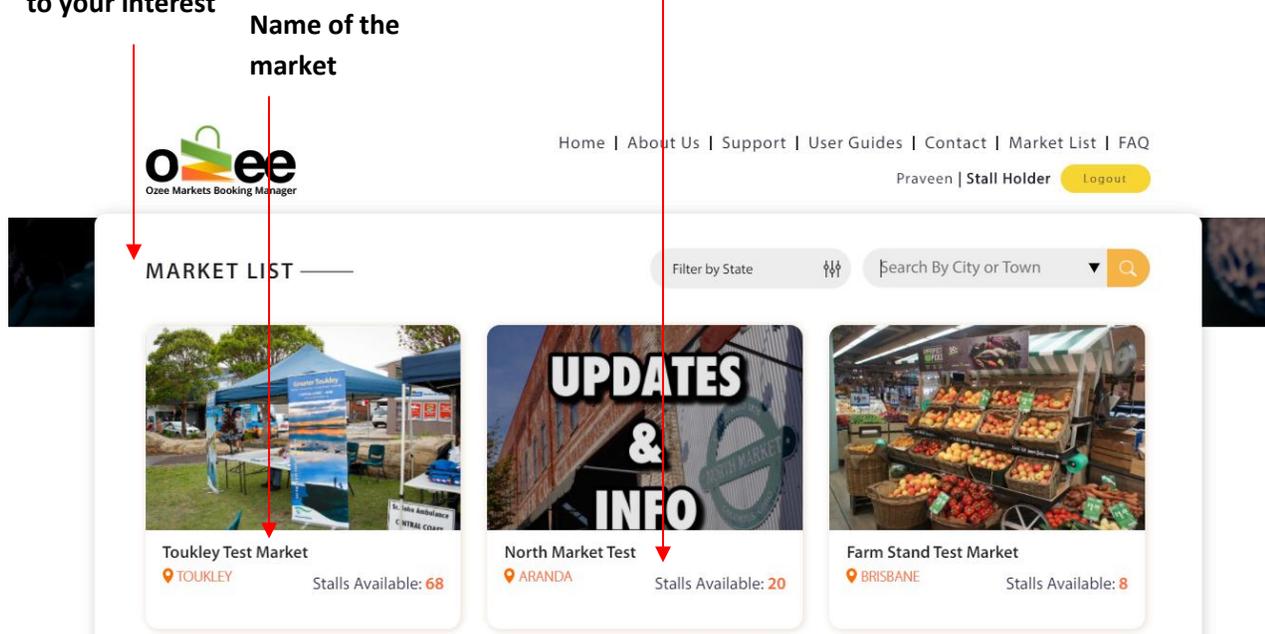


The screenshot displays the Ozee Markets Booking Manager interface. At the top, the navigation menu includes 'Home | About Us | Support | User Guides | Contact | Market List | FAQ'. The user is logged in as 'Praveen | Stall Holder' with a 'Logout' button. The main section is titled 'MARKET LIST' and features a search bar with the text 'bar|'. A dropdown menu is open, showing 'BARTON' as a selection. Below the search bar, three market listings are visible: 'Toukley Test Market' (68 stalls available), 'North Market Test' (20 stalls available), and 'Farm Stand Test Market' (8 stalls available). Red arrows point to the search bar, the dropdown menu, and the 'BARTON' option.

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

Scroll through the markets displayed to your interest

You can view the number of available stalls for booking



The screenshot shows the 'MARKET LIST' section of the Ozee Markets Booking Manager website. At the top left is the Ozee logo. To the right of the logo is the text 'Name of the market'. Below the logo is the text 'Ozee Markets Booking Manager'. In the top right corner, there is a navigation menu with links: 'Home | About Us | Support | User Guides | Contact | Market List | FAQ'. Below the navigation menu, there is a user profile 'Praveen | Stall Holder' and a 'Logout' button. The main content area is titled 'MARKET LIST' and includes a 'Filter by State' dropdown and a 'Search By City or Town' search bar. Below the search bar, there are three market listings:

- Toukley Test Market**: Location: TOUKLEY, Stalls Available: 68. The image shows a blue market stall.
- North Market Test**: Location: ARANDA, Stalls Available: 20. The image shows a sign that says 'UPDATES & INFO'.
- Farm Stand Test Market**: Location: BRISBANE, Stalls Available: 8. The image shows a farm stand with various fruits.

Red arrows point from the text annotations to the corresponding elements in the screenshot: one points to the market name 'Toukley Test Market', and another points to the 'Stalls Available: 68' text.

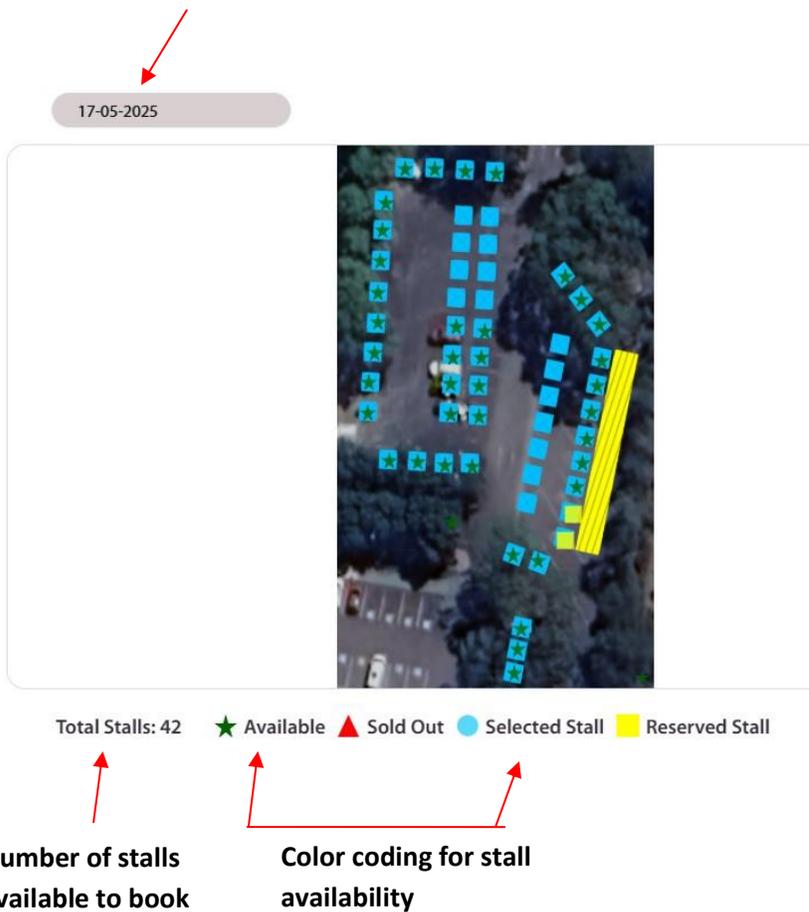
Step 2: Just **Click** on the market location image or market name to view the market Stall Map.

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 on market dates



17-05-2025

Total Stalls: 42 ★ Available ▲ Sold Out ● Selected Stall ■ Reserved Stall

Number of stalls available to book

Color coding for stall availability

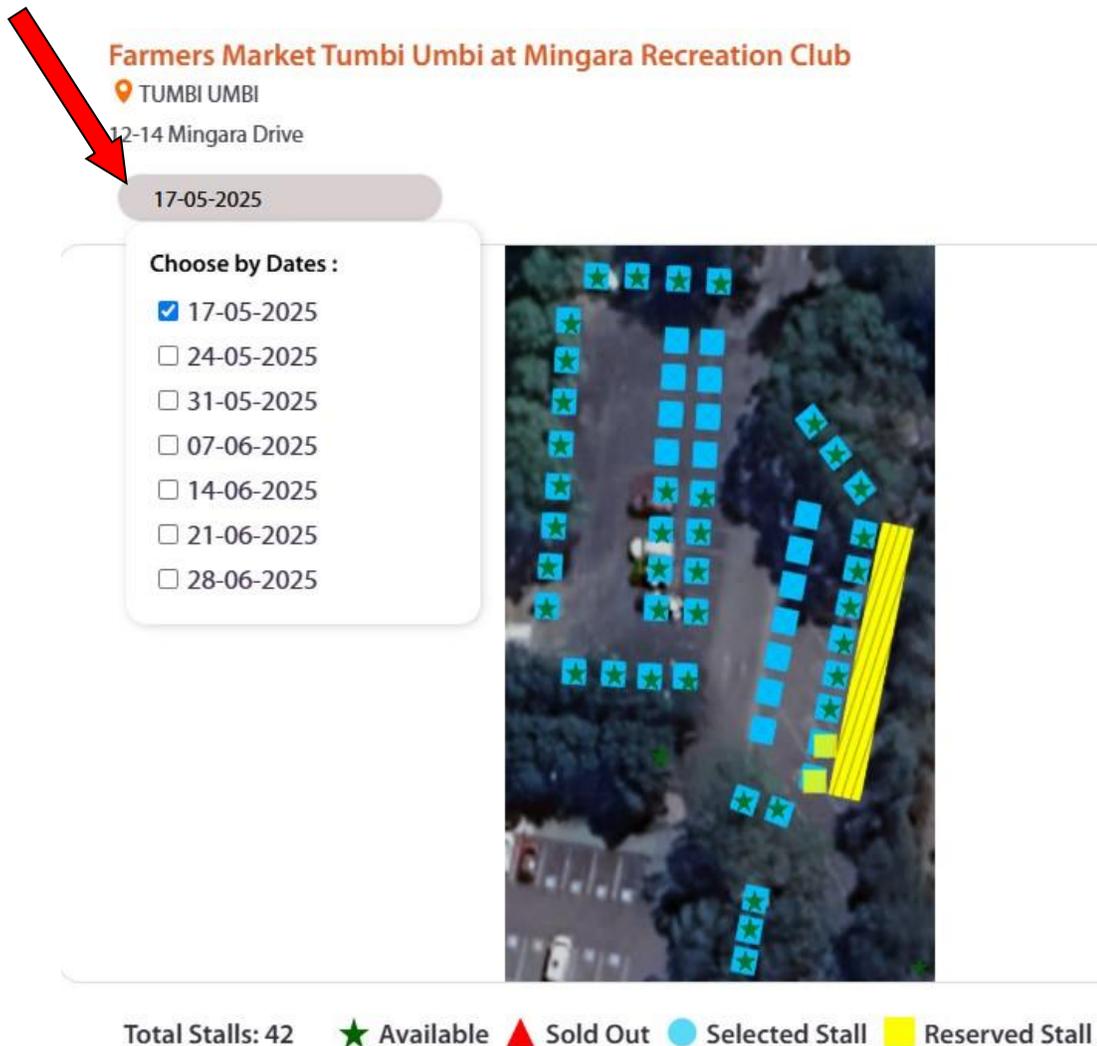
Stall Status Color indications:

★ Available ▲ Sold Out ● Selected Stall ■ Reserved Stall

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.**

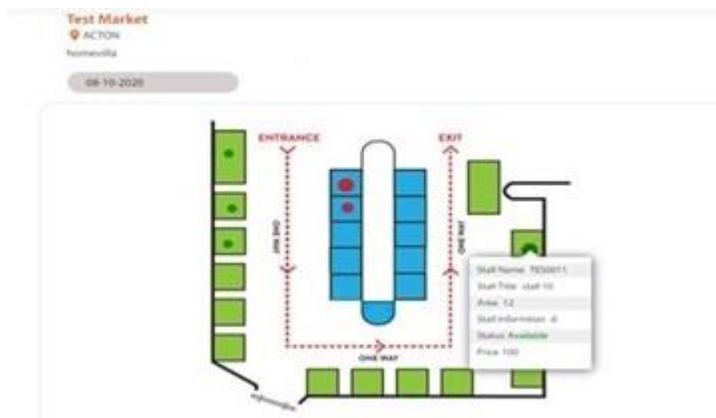


The screenshot displays the 'Farmers Market Tumbi Umbi at Mingara Recreation Club' interface. A red arrow points to the date selection dropdown menu, which is currently set to '17-05-2025'. The dropdown menu lists several dates for selection: 17-05-2025 (checked), 24-05-2025, 31-05-2025, 07-06-2025, 14-06-2025, 21-06-2025, and 28-06-2025. Below the dropdown is a map of the market stalls. The map shows a grid of stalls, with some marked with green stars (Available), some with blue squares (Selected Stall), and some with yellow squares (Reserved Stall). A legend at the bottom of the map indicates the total number of stalls (42) and the color coding for their status: ★ Available, ▲ Sold Out, ● Selected Stall, and ■ Reserved Stall.

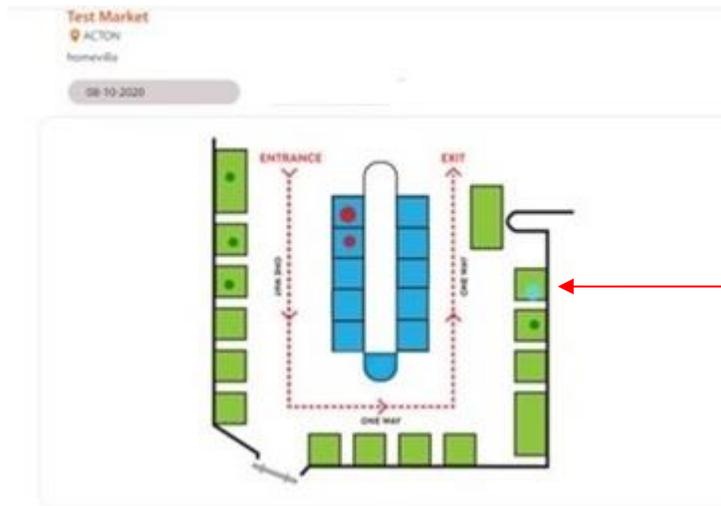
Step 2: All the available stalls will be displayed in the layout as a **green star** with all the Booked or Sold stalls displayed as **red triangle**. Some markets will reserve stalls for their regular or permanent stallholders in **yellow squares**.



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.



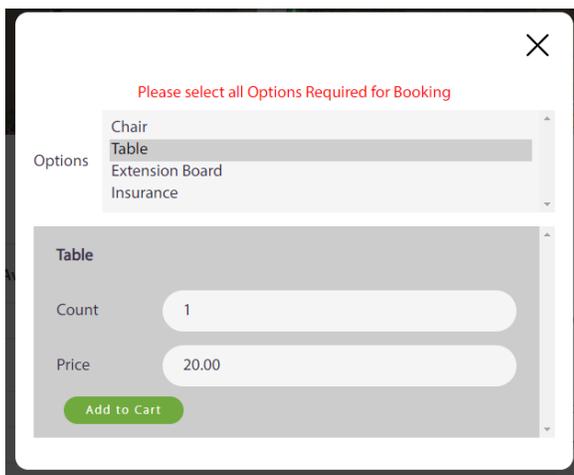
Total Stalls: 11 ★ Available: 11 ▲ Sold Out ● Selected Stall

#	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.



Total Stalls: 11 ★ Available: 11 ▲ Sold Out ● Selected Stall

#	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

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

5.3 Making payment for your order

Step 1: Make sure you upload your 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 your food license or mobile food permit issued by the relevant authority with the appropriate expiry date. If you need to upload additional documentation upload it at this stage too.

SI	Stall_No	Market Name	Booking Date	Price	Discount (%)	Total	
1	FAR0027	Farmers Market Tumbi Umbi at Mingara Recreation Club	17 May 2025	\$75.00	0	\$75.00	
						Total Price	\$75
						Discount Amount	\$0.00
						Card Transaction Fee	\$1.58
						Total	\$76.58

Complete information to book stall below. The credit card transaction fee will be added.

Uploaded Insurance Document

1677537781_Certificate-of-Currency.pdf

Update File

29/06/2025

Please Upload your Food Permit or Licence Document (.pdf/.doc/.jpg/.png)

Choose File No file selected

Upload Additional Doc(If any)

Choose File No files selected

pati@ga.info

0403436889

Please give a general description of products you will be selling (max 250 characters).

- Please read and confirm your agreement to the Market [Rules and Regulations](#)
- Reconfirm that you will abide by Market Rules & Regulations

Book Now

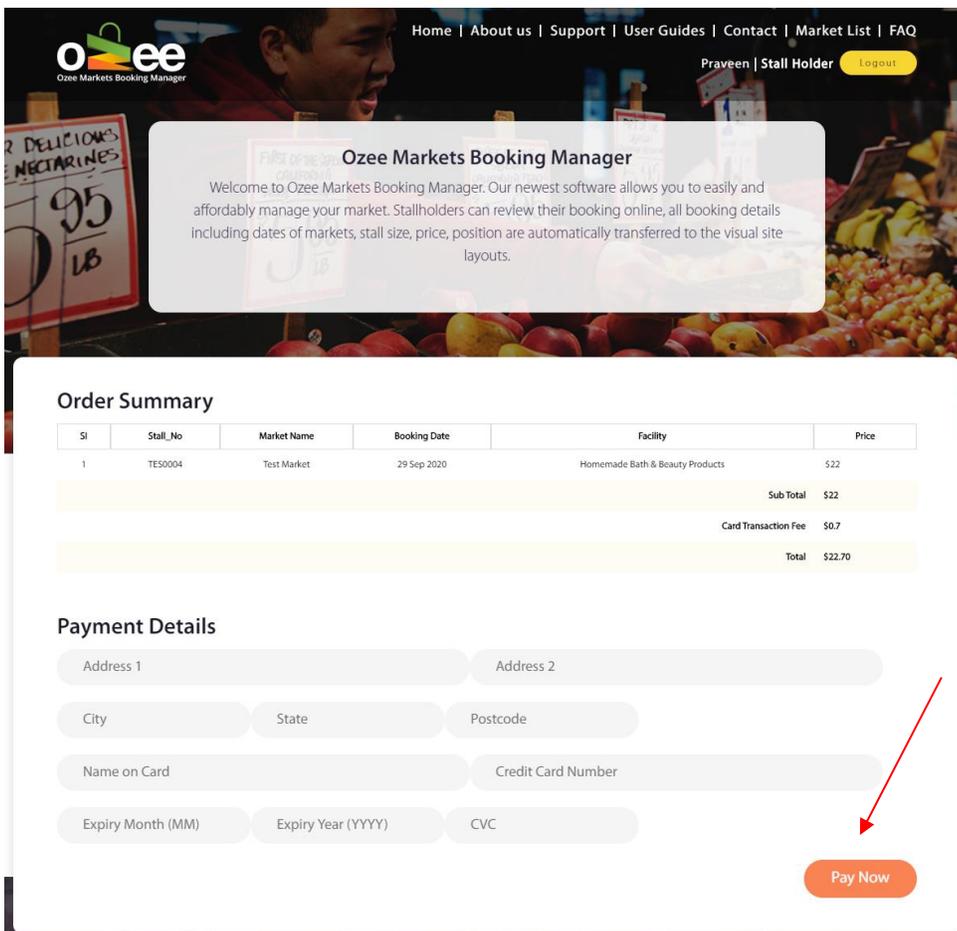
Step 2: You can also view your booking order summary. Please add a brief description for the range of your products you will offer at the stall/s

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.



Home | About us | Support | User Guides | Contact | Market List | FAQ

Praveen | Stall Holder Logout

Ozee Markets Booking Manager

Welcome to Ozee Markets Booking Manager. Our newest software allows you to easily and affordably manage your market. Stallholders can review their booking online, all booking details including dates of markets, stall size, price, position are automatically transferred to the visual site layouts.

Order Summary

Sl	Stall_No	Market Name	Booking Date	Facility	Price
1	TES0004	Test Market	29 Sep 2020	Homemade Bath & Beauty Products	\$22
Sub Total					\$22
Card Transaction Fee					\$0.7
Total					\$22.70

Payment Details

Address 1 Address 2

City State Postcode

Name on Card Credit Card Number

Expiry Month (MM) Expiry Year (YYYY) CVC

Pay Now

Step 5: You will see a 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.



Hi holder, Your booking is confirmed.

We have accepted your order for the market "Toukley Test Market".

Order #0000053

Sincerely,

[Your Booking Support Team](#)

Ozee Markets Booking Manager

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