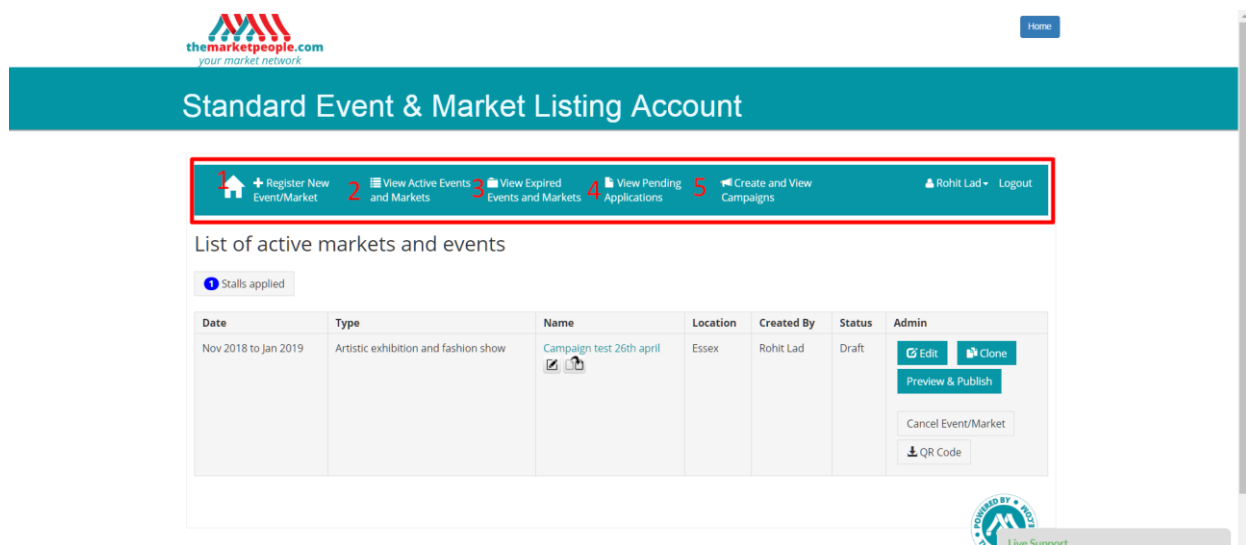


New Features added to the free event listing account

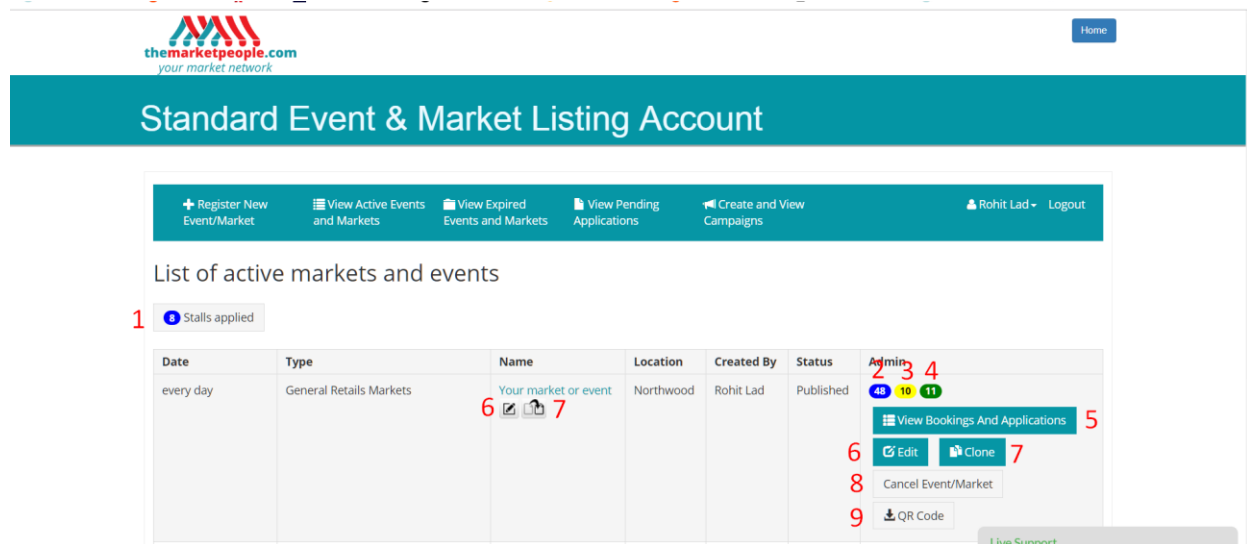
A new navigation bar in your dashboard:



- 1) A link to register your new events
- 2) A link to view all your active events
- 3) A link to view your past event(s) or event(s) that have expired on our website. (allowing you to clone an event and generate a new one or to add new trading dates, in the event's calendar, for it to be listed again)
- 4) A link to view all the booking applications you have received (all events included) and process them ***NEW***.
- 5) A link to add commercial promotion and view national campaign to include in a "what's on" section ***NEW***, in your event description

The ability to view traders applications traders documentation and process application:

Traders can now select specific dates when submitting their interest. You are notified by email but also can view and process applications received by accessing the "List of active market and event" when you are logged in your account:



Standard Event & Market Listing Account

Register New Event/Market | View Active Events and Markets | View Expired Events and Markets | View Pending Applications | Create and View Campaigns | Rohit Lad - Logout

List of active markets and events

1 Stalls applied

Date	Type	Name	Location	Created By	Status	Admin
every day	General Retails Markets	Your market or event	Northwood	Rohit Lad	Published	2 3 4 48 10 11 5 View Bookings And Applications 6 Edit 7 Clone 8 Cancel Event/Market 9 QR Code

Live Support

- 1) Number of traders having submitted new applications ***NEW***
- 2) Number of dates an application has been submitted ***NEW***
- 3) Number of applications (by dates) you have approved ***NEW***
- 4) Number of applications confirmed by the trader ***NEW***
- 5) Link to view and process application ***NEW***
- 6) Link to edit the event
- 7) Link to clone the event
- 8) "Cancel Event" button
- 9) View the QR code of your event link on our website

Viewing traders and stall details when clicking on the link (5) above.

Stall and trader details: When clicking on the stall name the traders and stall details are shown in a popup screen (part one and two below)


Viewing trader details (part 1)

- 1) Trader details,
- 2) Stall and product details,
- 3) The types of commodity sold

Stall Detail
×

The Cake Stall

////////////////////////////////////



Trader Name: Rohit Lad 1

Company Name: test trader account LTD

Contact Number: ☎ 01923829299 ☎ 07977567726

Email: test@test.com

Stall Type: Purpose Vehicle[4.0m(L) X 5.0m(W)] 2

Main Line Of Product:
Pastries,cakes,biscuits

Stall Description:
Chocolate is the great chameleon. It can be decadent, light, traditional or cutting edge, but it's always the best way to mark a celebration or just reward yourself for getting through another week. At Cakes Today, we love chocolate just as much as anyone else, and we love giving it the royal treatment it deserves by hand-baking and hand-decorating the most delicious chocolate cakes around. Whether you're in the mood for a traditional chocolate cream cake or one of our famous, luxuriously rich ferrero rocher cakes, we have your tastes covered, and will hand-deliver it to your door for same-day delivery. Another great same-day gift idea is one of our crazy cakes, our chocolate-y version of a crazy shake. By choosing the recipient's favourite chocolate bar, it's easy to personalise your gift. Orgasmic Oreo cakes, rich and smooth Galaxy Bar cakes, and many more are all available for same-day cake delivery.

Product Categories: Bakery and pastry, Confectionery, Food producer (Home made) 3

Other Accessories:
Electric Cooking Appliances

Viewing Traser details (part 2) :

4) Documentation provided (as required accordingly to the commodity sold and the equipment used (electricity will require pat testing certificate, gas appliance, a gas safe certificate....))

5) Photo gallery

Product Categories:

Bakery and pastry, Confectionery, Food producer (Home made)

Other Accessories:

Electric Cooking Appliances

PAT Testing Certificates:

Expired [Download PAT Certificate](#)

Public liability insurance certificate:

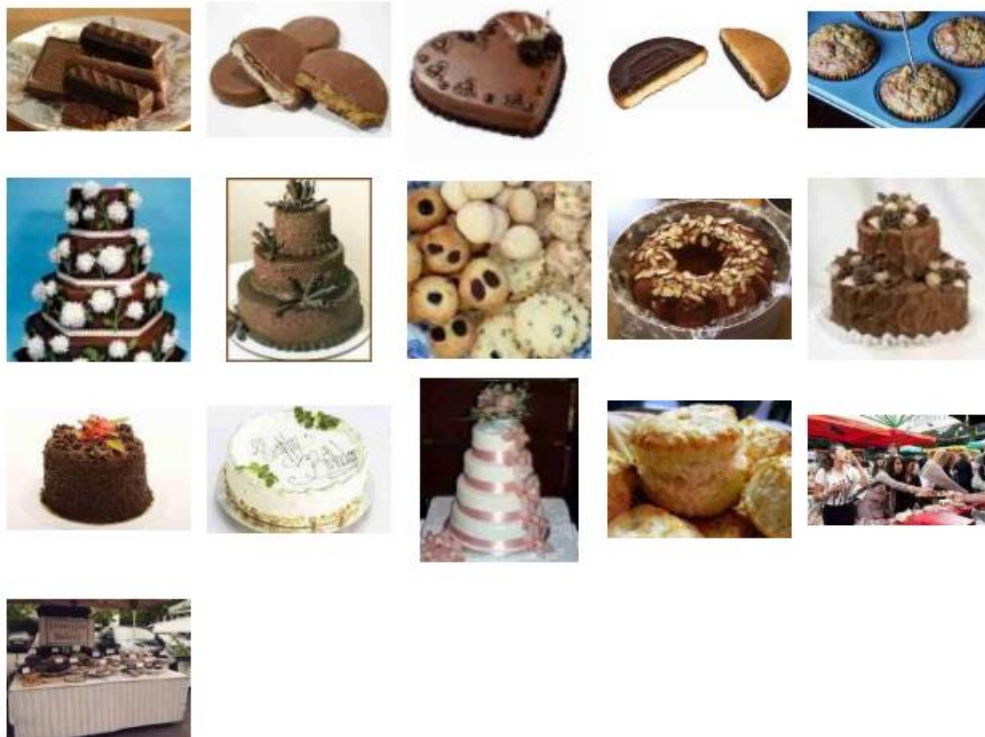
Valid [Download Public Liability Certificate](#)

4

Hygiene certificate:

Valid [Download Hygiene certificate](#)

Photo Gallery



5

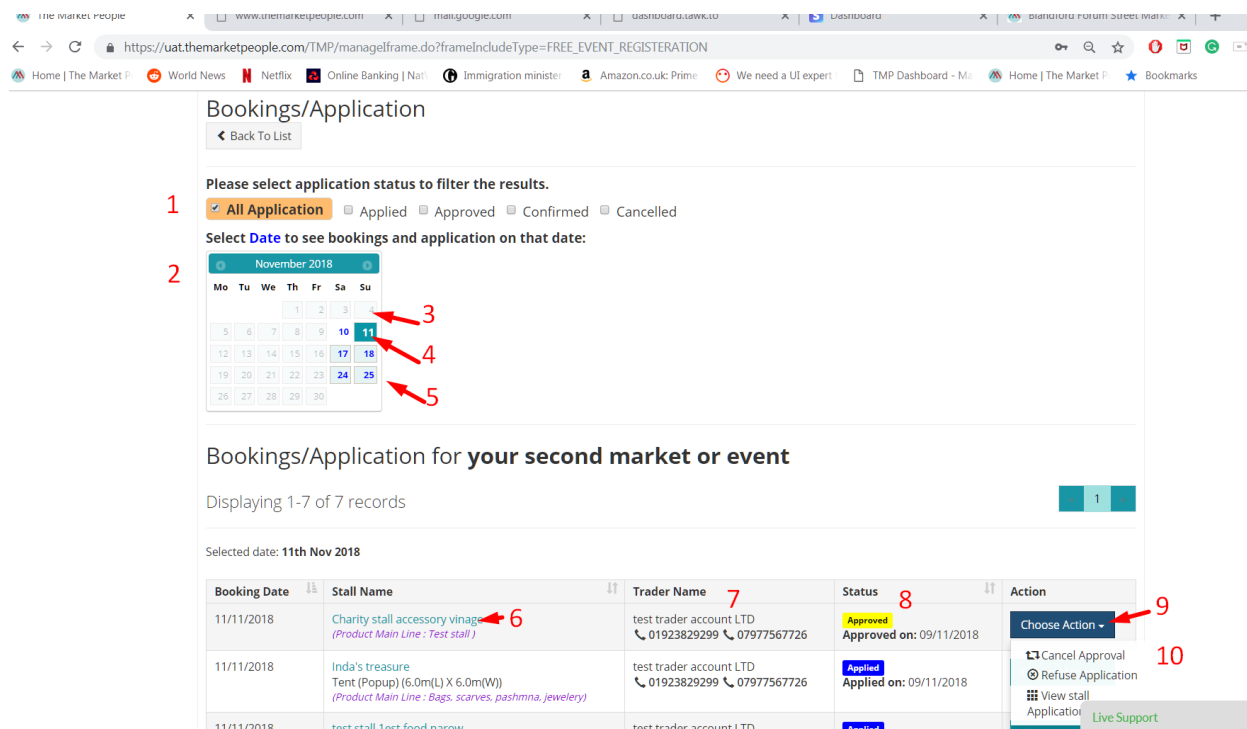
Processing applications

Filtering application using the calendar

- 1) Filter the list of application by selecting the application status ***NEW***
- 2) The calendar which allows you to filter the list of applications by date ***NEW***
- 3) Faded color indicates the event is closed on these dates ***NEW***
- 4) The highlighted dates indicate the dates you have selected to filter the list ***NEW***
- 5) Bold blue indicate there is an application on these dates ***NEW***

Listing results: The result shows individual stall application for each date

- 6) Clicking on the stall name opens the trader and stall details ***NEW***
- 7) Clicking on the phone number, dial the number (on a mobile phone)
- 8) Show the application status: **Applied, Approved, Confirmed or cancelled.** ***NEW***
- 9) Action button opens a drop down of action to choose from ***NEW***
- 10) Drop down content varies depending on the status of the application ***NEW***



The screenshot shows the 'Bookings/Application' page. At the top, there is a filter section with a dropdown menu set to 'All Application' (1). Below this is a calendar for November 2018 (2). The calendar shows dates 10, 11, 17, 18, 24, and 25 highlighted in blue (3, 4, 5). The main content area is titled 'Bookings/Application for your second market or event' and displays a table of records (6). The table has columns for Booking Date, Stall Name, Trader Name, Status, and Action. The first record is for 11/11/2018, with a status of 'Approved' (8) and an action button 'Choose Action' (9). A dropdown menu is open for the action button, showing options like 'Cancel Approval', 'Refuse Application', 'View stall', and 'Application' (10). The table also shows a status of 'Applied' for another record.

Booking Date	Stall Name	Trader Name	Status	Action
11/11/2018	Charity stall accessory vintage (Product Main Line : Test stall)	test trader account LTD 01923829299 07977567726	Approved Approved on: 09/11/2018	Choose Action
11/11/2018	Inda's treasure Tent (Popup) (6.0m(L) X 6.0m(W)) (Product Main Line : Bags, scarves, pashmina, jewelry)	test trader account LTD 01923829299 07977567726	Applied Applied on: 09/11/2018	Cancel Approval Refuse Application View stall Application Live Support
11/11/2018	test stall Test food narrow	test trader account LTD	Applied	

Processing all the applications (multiple dates) for a single stall per event/market:

When submitting their interest to trade at one of your Market(s) or Event(s). The traders have the ability to select multiple dates. You can view and process the application for all the dates a stall has applied for.

In the drop down select View Stall application/bookings (below)

Booking Date	Stall Name	Trader Name	Status	Action
15/11/2018	Charity stall <i>(Product Main Line : Test stall)</i>	test trader account LTD ☎ 01923829299 ☎ 07977567726	Applied Applied on: 26/10/2018	Choose Action ▾
15/11/2018	Test canopy stall Canopy (4.0m(L) X 5.0m(W)) <i>(Product Main Line : test catering stall)</i>	test trader account LTD ☎ 01923829299 ☎ 07977567726	Applied Applied on: 26/10/2018	<input checked="" type="checkbox"/> Approve Application <input type="checkbox"/> Refuse Application <input type="checkbox"/> View stall Application / Bookings
15/11/2018	test stall test vintage	test trader account LTD	Applied	Choose Action ▾

A pop up opens: ***NEW***

Booking / Application

Event: **Your market or event** ✕ Close

Stall: **Charity stall**

Select Action **1**

Mark Approved
 Mark Refused
 Mark Cancelled

Select date to apply above selected action:

November 2018

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Applied date
- Approved date
- Confirmed attendance date
- Booking cancelled date
- Application refused

Save & Continue Save & Exit ✕ Close

4 5

- 1) Select the action you need to undertake ***NEW***
- 2) Select the date to apply the action ***NEW***
- 3) In the calendar, all the colored date indicate that the status of the application on these dates, faded date indicates that there is no application for that stall on these dates ***NEW***
- 4) Click save and continue to choose another action ***NEW***
- 5) Click save before exiting the page and return to the previous screen. Please note, every time you save an action the trader is informed by email and the application status will change accordingly and be displayed in the trader's account.

Please note

While reliable, unless you have precise in your terms and condition that confirmed booking through the market people is legally binding. Processing applications, in the free version, does not guaranty if the trader will turn up. To secure a booking, you need to take the necessary measures, (taking payment, receiving a deposit or confirming in writing), using your current procedures

It is advised to contact new traders when receiving their first application.

It is also good practice to process the applications as soon as you received them.

We hope you will enjoy these new features.