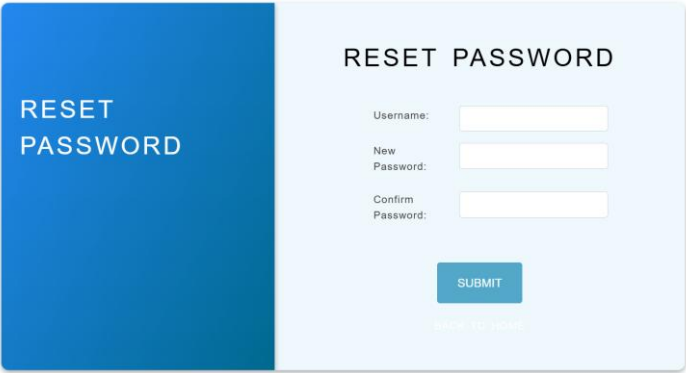
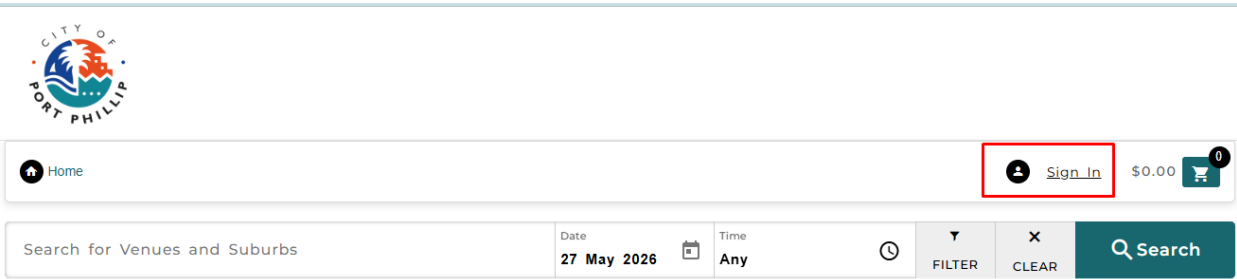




How to Book a Casual Stall

Booking overview

1. Sign in to the Optimo portal
2. Search for your preferred Sunday
3. Submit your booking enquiry and payment

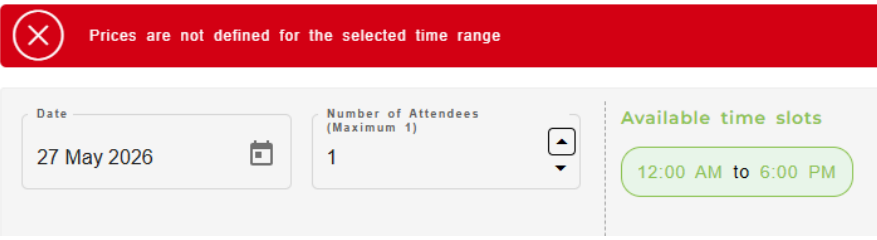
Step #	Action	Description/ Screen View
1	<p>First time use: Click on the link provided to you via email to reset your password.</p> <p>Or</p> <p>Once you have logged in and reset your password you will just open the Optimo Casual portal and sign in.</p>	
2	<p>Click on the Sign in entry.</p>	



Step #	Action	Description/ Screen View
3	<p>Sign in to your account Enter your username and password, then click Continue to log in.</p> <p>If you've forgotten your login details, click "Forgot username or password" and follow the email instructions to reset them.</p> <p>You can also contact the Esplanade Market team for assistance.</p>	
4	<p>Search for your booking date Type "Esplanade Market" into the search field.</p> <p>Select your preferred Sunday date, then click Search.</p> <p>Only Sundays are available for booking. If you select a different day, an error message will</p>	

St Kilda Esplanade Market



Step #	Action	Description/ Screen View
	<p>appear and you will need to choose a Sunday.</p>	<p>Esplanade Market Casual Trader .1</p> 



Step #	Action	Description/ Screen View
5	<p>Select a booking option A list of available enquiry options will be displayed. Choose your preferred option and click Book Now.</p> <p>Your booking is an enquiry only. If approved, Esplanade Market staff will allocate your stall number.</p> <p>If no options are available for your selected date, an error message will appear. Go back and choose a different date or enquiry option.</p>	<p>The screenshot displays three booking options for 'Esplanade Market Casual Trader'. Each option is priced at \$0.00/Session and is marked as 'FULLY AVAILABLE' with 1 spot remaining. A red box highlights the 'BOOK NOW' button for the first option. Below the options, a red error message box indicates: 'Selected time slot is unavailable. Please try a different time.' The interface also shows a date of 31 May 2026, 1 attendee, and available time slots of 12:00 AM to 9:00 AM and 4:30 PM to 7:00 PM.</p>

St Kilda Esplanade Market



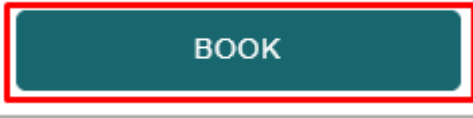
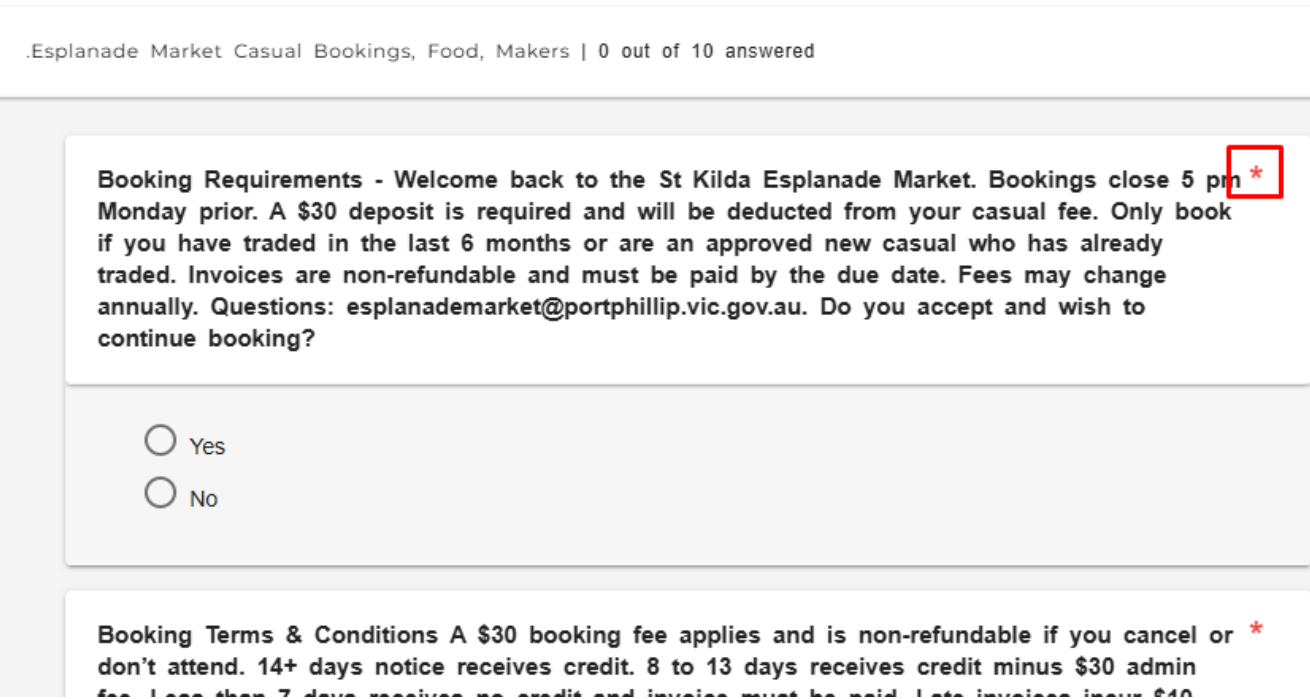
Step #	Action	Description/ Screen View
	<p>If you select a date where the stall enquiry is unavailable, you will see the following error message. Go back and select a different enquiry entry.</p>	

St Kilda Esplanade Market



Step #	Action	Description/ Screen View
6	<p>Enter number of attendees Enter 1 as the number of attendees (this represents your stall booking), then continue.</p>	
7	<p>Select your booking type Click the dropdown arrow and choose the type of customer or booking enquiry you want to make.</p>	



Step #	Action	Description/ Screen View
	Click the Book button	
8	<p>Complete the questionnaire A questionnaire will appear for you to complete. Fields marked with a red asterisk (*) are mandatory and must be filled in before continuing.</p>	



Step #	Action	Description/ Screen View
9	<p>Enter your trading name In the Event Name field, enter your trading name.</p>	<p>The screenshot shows a form with the following elements:</p> <ul style="list-style-type: none"> A dropdown menu for "Please select a Category *" with "Esplanade Market" selected. A dropdown menu for "Please select an Event *" with "Esplanade Market Casual Bookings, Food, Makers" selected. A text input field for "Your Event Name *" containing "Type your trading Name", which is highlighted with a red box. Three dashed-line buttons on the right: "ADD MORE VENUE(S)", "EVENT QUESTIONNAIRE" (with a question mark icon and a '0' badge), and "ADD DOCUMENT(S)".



Step #	Action	Description/ Screen View										
10	<p>Confirm and proceed to payment Agree to the Conditions of Hire, then click Make Payment to continue.</p>	<div data-bbox="792 335 1368 1388"> <p>BOOKING DETAILS</p> <p>Please note that the prices are indicative final price will be confirmed on application.</p> <table border="1"> <tr> <td>Event Total</td> <td>\$30.00</td> </tr> <tr> <td>28 Jun 2026</td> <td></td> </tr> <tr> <td>Esplanade Market Casual Trader .3</td> <td>\$0.00</td> </tr> <tr> <td>28 Jun 2026</td> <td> </td> </tr> <tr> <td>Total</td> <td>\$30.00</td> </tr> </table> <p><input checked="" type="checkbox"/> By proceeding, I confirm that I am 18 years or older and I agree to the CoPP conditions of hire.</p> <p>MAKE PAYMENT</p> </div>	Event Total	\$30.00	28 Jun 2026		Esplanade Market Casual Trader .3	\$0.00	28 Jun 2026		Total	\$30.00
Event Total	\$30.00											
28 Jun 2026												
Esplanade Market Casual Trader .3	\$0.00											
28 Jun 2026												
Total	\$30.00											



Step #	Action	Description/ Screen View
11	<p>Enter payment details Enter your details on the payment screen, then click Process Payment to complete your booking.</p>	
12	<p>Click the continue button.</p>	



Step #	Action	Description/ Screen View
13	<p>Booking confirmation A confirmation screen will appear, and a confirmation email will be sent to you.</p>	



Managing your bookings

<p>1</p>	<p>Click the menu icon (three lines), then select My Bookings from the dropdown.</p>	<p>A screenshot of the user profile menu. At the top, the user's name 'Belinda' is displayed next to a profile icon, and a shopping cart icon shows a balance of '\$0.00'. A dropdown menu is open, listing several options: 'New Casual Hire', 'New Regular Hire', 'My Profile', 'My Bookings' (highlighted with a red box), 'Change Password', and 'Sign Out'.</p>												
<p>2</p>	<p>View your bookings and invoices On the My Bookings screen, you can view your upcoming and past bookings. To view invoices, click the Invoices button. A list of your invoices will be displayed.</p>	<p>A screenshot of the 'My Bookings' screen. At the top, the title 'My Bookings' is followed by two tabs: 'UPCOMING BOOKINGS' (highlighted with a red box) and 'PAST BOOKINGS'. Below the tabs, there are sorting options: 'SORT BOOKING DATE' with a dropdown arrow and a list icon. A search bar is labeled 'SEARCH BY BOOKING F'. A table of bookings is displayed with the following data:</p> <table border="1"> <thead> <tr> <th>Booking ID</th> <th>Status</th> <th>Event Date</th> <th>Outstanding</th> <th>Total</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>IB13421</td> <td>APPROVED</td> <td>07 Jun 2026 9:30 AM - 10:00 AM</td> <td>\$0.00</td> <td>\$30.00</td> <td>INVOICES VIEW</td> </tr> </tbody> </table> <p>The 'INVOICES' button in the actions column is highlighted with a red box.</p>	Booking ID	Status	Event Date	Outstanding	Total	Actions	IB13421	APPROVED	07 Jun 2026 9:30 AM - 10:00 AM	\$0.00	\$30.00	INVOICES VIEW
Booking ID	Status	Event Date	Outstanding	Total	Actions									
IB13421	APPROVED	07 Jun 2026 9:30 AM - 10:00 AM	\$0.00	\$30.00	INVOICES VIEW									



Open an invoice

To open an invoice, click the **blue invoice number link**. The invoice will open as a PDF.

IB13421 APPROVED
Belinda Test
21 May 2026 |

EVENT DATE: 07 Jun 2026 | 9:30 AM - 10:00 AM

OUTSTANDING: \$0.00

TOTAL: \$30.00

INVOICES VIEW ^

INVOICE	DUE DATE	INVOICE AMOUNT	OUTSTANDING	DATE PAID	ACTION
INV10012603 PAID	28 May 2026	\$30.00	\$0.00	20 May 2026	PAY NOW

Edit or cancel a booking

To make changes or cancel a booking, click **View**, then select the action you need.

Upcoming Bookings > IB13421

[← BACK](#) [REQUEST CHANGES](#) [REQUEST CANCELLATION](#) [UPDATE BOOKING](#)

IB13421
Belinda Test
Esplanade Market | 07 Jun 2026

Approved TOTAL \$30.00

To add items to your booking such as AV Equipment and/or to specify the floor layout for seating please use the 'Add Extras/ Questions' buttons below. Please note that items vary based on venue selected. For all other changes such as changing your booking date or time, please contact us directly.

[COLLAPSE ALL](#)

Date	Start Time	End Time	Attendees	Rate	Total
07 Jun 2026 Sunday	9:30 AM	10:00 AM	1	\$30.00 X 1 Day	\$30.00

Date	Start Time	End Time	Attendees	Rate	Total
07 Jun 2026 Sunday	9:30 AM	10:00 AM	1	\$0.00 X 1 Day	\$0.00

