

Introduction

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Introduction

SJAG Events - St. John Ambulance Guernsey Events - is the online event duty booking system for St. John Guernsey. Through this site, volunteers are able to book, amend, and delete duty bookings for first aid events around the island.

SJAG Events is currently in the *release candidate* stage of software development. As such, some bugs and errors may still exist on the platform; users are encouraged to report any issues and to be patient as the software evolves and is fully released.

Roles & Navigating The User Guide

There are four main user types on SJAG Events, this guide is split into sections that are relevant to each type of user.

| User type | Purpose | Section |
|----------------------------|---|-----------------------|
| Regular (operational) user | A regular, or operational, user is one who books duties on SJAG Events. | User Pages |
| Youth Team | The Youth Team are responsible for managing cadet bookings and accounts. They must approve all cadet bookings. | Youth Team Pages |
| Event Organiser | The Event Organisers are responsible for adding and maintaining events on the system. They also oversee all duty approvals. | Event Organiser Pages |
| System Admin | System admins are responsible for the management of the system, such as the creation and editing of users, roles, and vehicles. | Admin Pages |

Cookies & Privacy Policy

IMPORTANT: This page contains the privacy and cookie policy you agree to by using SJAG Events. This is displayed on the website on the [About](#) page, and upon your first login you will be prompted to read and agree to the policy. If the policy changes, you will be prompted to agree to it again.

SJAG Events has been designed with your privacy always in mind. As such, this system tries to collect as little data on you as possible. Below is a full explanation of what data we collect, how it is used, stored, and displayed, and the cookies on this website.

As of January 27th 2026, SJAG Events and all associated data is now hosted on a St. John owned server.

Cookies

When you use SJAG Events, your browser will be set with cookies from two websites:

<https://SJAGE.JamesDev.co.gg>

Cookies set by this website are essential, and are required to allow you to login. Essentially, these cookies allow the website to know you are you, and that you have logged in between pages. Otherwise, you would need to login every time you switched paged.

<https://Analytics.JamesDev.co.gg>

~~Cookies set by the analytics website allows me (the developer, hello!) to better understand how this website is being used. The data generated by this system is 100% anonymous and cannot be linked to a user on the system. Additionally, because the analytics system I use is hosted on my servers, as opposed to other options such as Google and Facebook, the data generated from this cannot be used to track your activity on other website, and is not used to target adverts to you.~~

Analytics is no longer collected, some metrics, however, are still logged for the purposes of system monitoring.

Data collection and usage

For the operation of this website, the the following personal data is collected:

- Your email address
- Your first name
- Your last name

Your first and last name is visible only to other logged in users on the system. For regular users, your email address is only visible to admins, your event organiser (Phil Ozanne), and the youth team if you are a cadet. If you are an event organiser, your email address is visible to logged in users in order to contact you regarding an event.

SJAG Events falls under the main St. John Charity Guernsey privacy policy, details of which can be found at www.stjohn.gg/privacy-policy.

Signing Up

Getting onto SJAG Events is quick and easy through the user self-enrol page.

1. Go to the use self-enrol page

On a mobile or computer, go to events.stjohn.gg/enrol, read the disclaimer on the first page and then click 'I Understand'.

2. Fill out your user details

Enter your name and email address, then set a password. Make sure your password is secure and memorable as you will need it to access your account once confirmed. The use of complex, auto-generated passwords is recommended.

The security of SJAG Events is heavily dependent on the security of the account password. **Do not use simple, short, common passwords, or passwords you have already used on another site.** Where possible, make use of password managers that can generate complex passwords and save them for you.

3. Select your roles

From the list, check the box next to the roles you hold within St. John.

CADETS: along with their main role (e.g. Cadet First Aider), Cadets should also assign themselves the base Cadet role. This can be used for non-operational events that require Cadets, as well as helping the system recognise the user as a Cadet.

4. Submit & confirm your email

Complete the hCAPTCHA test at the bottom of the page, then submit your details. You will shortly receive an email from the system to the address on your application - make sure to check your spam folder. Click on the link or copy it into your browser to confirm your email address. If you have not received a confirmation email, please reach out to your system administrator.

5. Wait for your application to be confirmed

And that's it! Your application has been received and will shortly be reviewed by a system administrator. If your application is confirmed, you will receive an email with instructions on how to login using the credentials you set earlier.

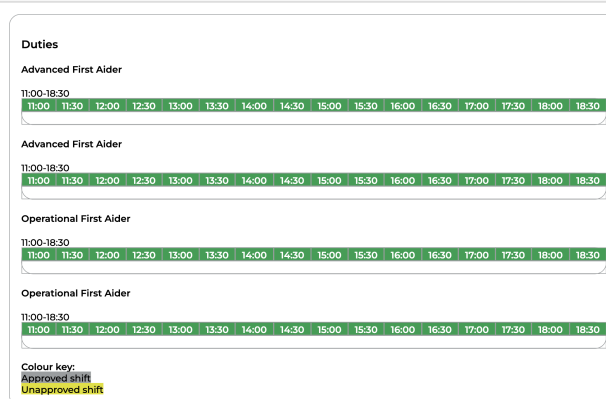
Types of duty bookings

On SJAG Events, users can create bookings for duties in two different ways. While both types of bookings translate to the same final result - a volunteer on duty - each booking type has its own purpose and is designed to be used in different ways.

What are the types of bookings?

The two types of bookings are **requirement bookings** and **reserve bookings**.

Requirement bookings are found on the 'Duties' section of the event page. Requirements are based off of what the event organiser deems is required for an event, the organiser will set the role required and the times, only users with the matching role will be able to create a booking. For longer events, volunteers are of course not expected to stay on for the whole duration, and the system reflect this. Within one requirement, multiple users are able to book on. For events which call for more than one person of that role, multiple requirements will be displayed.



For this event, the cover is 2x FA & 2x AFA, and as such four requirements are displayed.

Reserve bookings are found in the 'Reserves' section of the event page. Unlike requirement bookings, the roles and times are not set by the event organiser. Instead, it is up to the user to propose a duty for the organiser to accept. The organiser in turn is then able to either accept, deny, or modify the users bookings. If they choose to modify the booking, the user will then be prompted to themselves accept, deny, or modify - this continues until both party confirm to a booking. Reserve bookings are intended to be used when a user is unable to book on as a requirement booking, for instance if there is already sufficient cover, or if they do not have a required role (such as an Observer, BFA or Nurse who would not be accounted for in the minimum event cover). Reserve bookings are also used by cadets.

Reserves

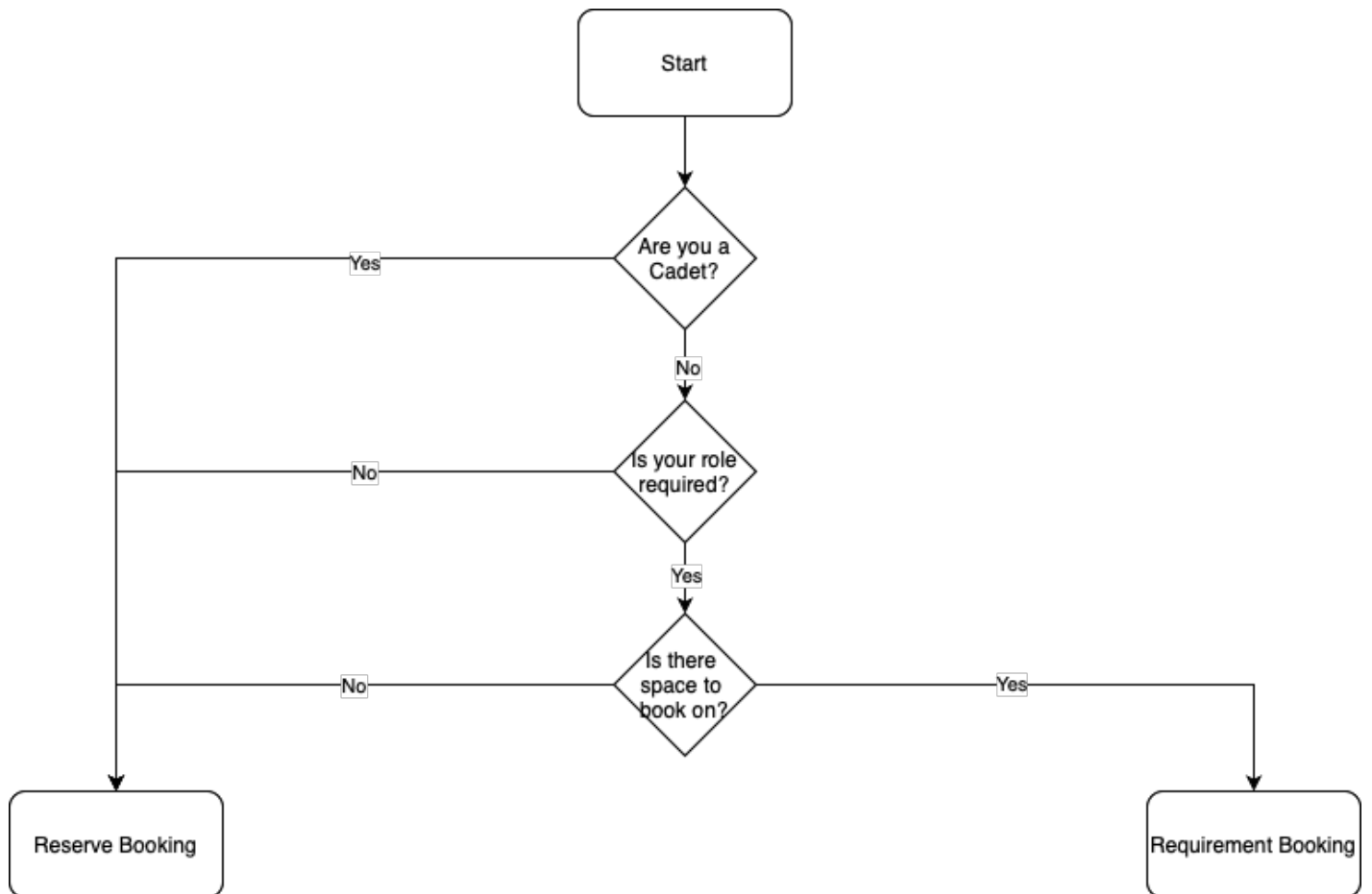
Book reserve

| Name | Start time | End time | Role preference | Status |
|------|------------|----------|-------------------------|---------|
| You | 08:00 | 16:05 | Operational First Aider | Pending |

For this event, the user has booked on as an OFA. This duty is shown as pending, meaning that either the event organiser or user needs to accept it - clicking on the row would reveal more information.


What should I book on as?

Follow this flow guide to determine what type of booking you should place.



Update Log

SJAG Events is updated frequently. A banner is displayed on the page following an update to explain what has changed.

| Version | Commit ref. | Date | Summary | | |
|---|-------------|------------|--|---------|---|
|  0.25.9 | e078e29a9b | 23/09/2025 | Release to SJG Production server | | |
| 0.25.5 | c0610b3c62 | 22/05/2025 | Improve enrol page UI | | |
| 0.25.5 | d355ad6691 | 20/05/2025 | Removed Matomo analytics for logging. Youth team can now lock Cadet accounts. | | |
| 0.25.4.1 | baa6fc0d7c | 06/05/2025 | Background improvements to system monitoring through Prometheus & Grafana. | | |
| 0.25.4 | 8bf0be4914 | 15/04/2025 | <table border="1"><thead><tr><th>Changes</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">• Improved email template - now compatible with the Apple Email app• Event Organisers are now only notified of new cadet duties once they have been approved• Event Organiser Excel add in released</td></tr></tbody></table> | Changes | <ul style="list-style-type: none">• Improved email template - now compatible with the Apple Email app• Event Organisers are now only notified of new cadet duties once they have been approved• Event Organiser Excel add in released |
| Changes | | | | | |
| <ul style="list-style-type: none">• Improved email template - now compatible with the Apple Email app• Event Organisers are now only notified of new cadet duties once they have been approved• Event Organiser Excel add in released | | | | | |

| Version | Commit ref. | Date | Summary |
|--|-------------|------------|--|
| 0.25.3.3 | 57a8c514d7 | 01/04/2025 | Bugfix: Role change on reserve duties not creating Cadet Booking records, causing 500 error |
| 0.25.3.2 | bdda930d5d | 11/03/2025 | Improved Cronicle error handling and added details to resere booking change emails to event organisers |
| 0.25.3 | 177d6bf7fe | 01/03/2025 | Account lock fix - build number on UI |
| 0.25.2 | bec56fe074 | 21/02/2025 | System message configuration, youth team can see all Cadet events, not just booked. |
| 0.25.1 | 190a9b9b79 | 20/01/2025 | Hotfix realting to email & notification links, and enrolment page. |
| 0.25.0 | eb112c4791 | 15/01/2025 | System Ops page created - DB backups through web UI |
| <i>changes before 0.25.0 were not logged</i> | | | |