

Youth Team Pages

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Cadet duties overview

St John Gurnsey Charity SJAG Events

Home
Find duties
My duties
My profile
Manage events
Youth admin panel
Admin panel
Logout

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1 Duties to review
1 Approved duties

Duties Cadets Events

Duties

Duties to review Hide

James King Test Event #2 - 31/12/2024
Cadet First Aider - 08:00 - 16:05

Approved duties

The 'Cadet duties overview' allows you to quickly see all unapproved, approved, and past cadet duty bookings on the system. The yellow navigation buttons at the top of the page can be used to switch views.

Duties are shown as 'info bubbles'. Clicking on the bubble will take you to the 'Review cadet booking page'.

Use the show and hide buttons to control what information is displayed on your page.

Review cadet booking

St John Charity SJAG Events

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Review James's duty

↪ Youth admin panel

Cadet:
James King

Event:
Test Event #2 **Open event in new tab**

Event location:
Ambulance Station, Rohais

Date:
31 / 12 / 2024

Role:
Cadet First Aider

Start time:
31 / 12 / 2024 , 08 : 00

End time:
31 / 12 / 2024 , 16 : 05

Duty approved by event organiser:

Duty approved by:
James King

Approved by youth team:

To approve this duty, an e-signature is required for the on duty form.
Please print your name:

Approve duty

Contact cadet

The 'Review cadet booking' page serves two vital functions; to display the relevant information about a Cadet's booking, and to facilitate the youth team approval process.

The first box displays the information on the duty, including its location and date. The times of the duty and cadet role are also displayed. Clicking the 'Open event' button will display the 'Event overview' page in a new tab.

To approve the duty, enter your name into the e-signature box and click the 'Approve duty' button. This will automatically generate and send an on-duty form to the cadet, you can download a copy of this form by clicking the 'Generate form' button and downloading it to your device.

Note: until the duty is reviewed and approved by the youth team, event organisers are unable to accept the booking.

Clicking 'Contact cadet' will open up a new email in your default email application addressed to the cadet.

The second box is used for denying a Cadet's duty. This can be done at any time, even once the duty has already been approved. A text field is provided for a short message to be written, this will be included in the email sent to the cadet by the system.

Deny duty

Reason ⓘ:

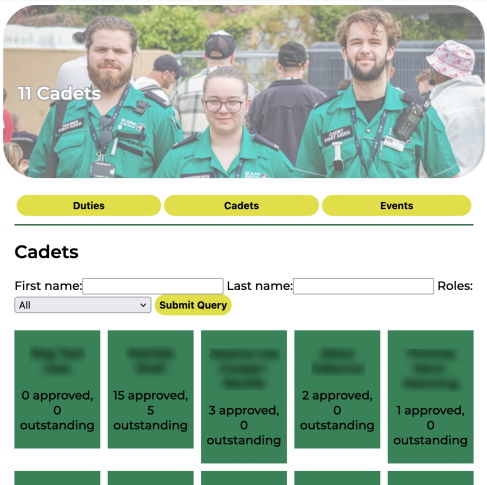
Deny

Cadet overview

St John Gurnsey Charity SJAG Events 🔔

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The dashboard features a navigation sidebar on the left and a main content area. The main content area includes a header with a photo of 11 cadets and three tabs: Duties, Cadets, and Events. Below the tabs is a search section for cadets with input fields for first and last names, a dropdown menu set to 'All', and a 'Submit Query' button. The search results are displayed as a grid of five green tiles, each showing the number of approved and outstanding items.

Category	Approved	Outstanding
0 approved, 0 outstanding	0	0
15 approved, 5 outstanding	15	5
3 approved, 0 outstanding	3	0
2 approved, 0 outstanding	2	0
1 approved, 0 outstanding	1	0

The 'Cadet overview' page lists all users on the system who have a cadet role.

Use the search form at the top of the page to quickly refine your search by name or role.

Clicking on a user tile will open the 'Manage cadet' page.

Manage cadet

St John Guernsey Charity SJAG Events 🔔

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Reg Test User

↪ Cadets

Edit account

First name:

 Last name:

 Email:

Roles

Role	Action
Cadet First Aider	Delete
Cadet	Delete
Operational First Aider	Delete
Youth Team	Delete
First Aider	Delete
Select role	<input type="button" value="Add role"/>

Youth admins are granted permission to alter some of the information on a cadet's SJAG Events account. This includes changing their name, email, and resetting their password. This can be done in the first box of the 'Manage cadet' page. Make sure to press the 'Save' button after making any edits to their personal details.

In the second box, youth admins are also able to remove and add cadet roles. Clicking 'Delete' next to a role in the table will remove that role from the user, selecting a role from the dropdown and clicking 'Add role' will add it.

CCs

Email	Action
10kingj01@sch.gg	Remove
<input type="text" value="reg.blanchford@stjohn.gg"/>	<input type="button" value="Add CC"/>

CCs can be added to cadet accounts. These are additional email addresses which will be carbon-copied into all emails sent from SJAG Events to that user. However, these addresses cannot be used to access SJAG Events or will be displayed to any other users on the system. CC addresses can also be removed by clicking the 'Remove' button next to them in the table.

Duties

Event name	Location	Date	Duty times	YA accepted	Action
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The duties table shows all the duties the cadet has signed up for and their approval status. Clicking the 'Review' button will open the review page for that booking.

Cadet event overview

The screenshot shows the 'SJAG Events' web application. At the top left, there are logos for 'St John Guesbury' and 'Charity'. The page title is 'SJAG Events'. On the left side, there is a vertical navigation menu with the following items: Home, Find duties, My duties, My profile, Manage events, Youth admin panel, Admin panel, and Logout. At the bottom of the menu, it says 'Software developed by James King PRE-RELEASE SOFTWARE'. The main content area features a header image of three people in green uniforms with the text '31 Events'. Below the image are three tabs: 'Duties', 'Cadets', and 'Events', with 'Events' being the active tab. Under the 'Events' tab, there is a search bar labeled 'Event name:' with a 'Submit Query' button. Below the search bar, there is a grid of event tiles. The first two tiles are green, indicating upcoming events, and each has a '-1' in the bottom right corner. The next three tiles are grey, indicating past events, and each has a number in the bottom right corner (1, 2, and 2 respectively). Below the grid, there are five more grey tiles, each with a number in the bottom right corner (1, 1, 1, 1, and 1 respectively).

The 'Cadet event overview' page lists all events which have been marked as Cadet-friendly (as of V0.25.3). Events shown on a green tile are upcoming, while those on a grey tile have passed.

Clicking on a tile will take you to the 'Youth admin event view' page.

Youth admin event view

St John Gurnsey Charity SJAG Events 🔔

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↪ Events

Event details

*Event ID:

*Name:

*Event type:

*Location:

*Date:

*Start time:

*End time:

Description:

Cadet friendly:

[Open event in new tab](#)

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The 'Youth admin event view' page shows information on an event a cadet has made a booking for. This includes the date, times, and location of the event. Clicking the 'Open event' button will launch the event overview in a new tab, where details about adult cover can be found.

Duties

Cadet	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00
						12:00 - 15:00						
						12:00 - 15:00						
				11:00 - 17:00								

Colour & symbol key:
Duty approved by event organiser
Duty not approved by event organiser
✔ Duty approved by youth team
✘ Duty not approved by youth team

The duties timeline in the second box displays all the cadet duties in chronological order. Duties marked in yellow have not been approved by the event organiser, those in grey have. In addition, a tick indicates that the duty has been approved by the youth team, and a cross indicates that it has not yet been approved.

Clicking on a duty in the timeline will open the review page for that duty.