

Review cadet booking

St John Charity SJAG Events

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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

Software developed by James King
PRE-RELEASE SOFTWARE

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

Revision #3

Created 1 October 2024 11:11:37 by James

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