

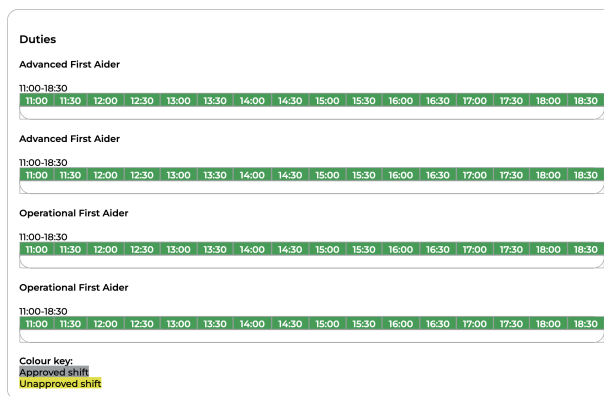
# Types of duty bookings

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

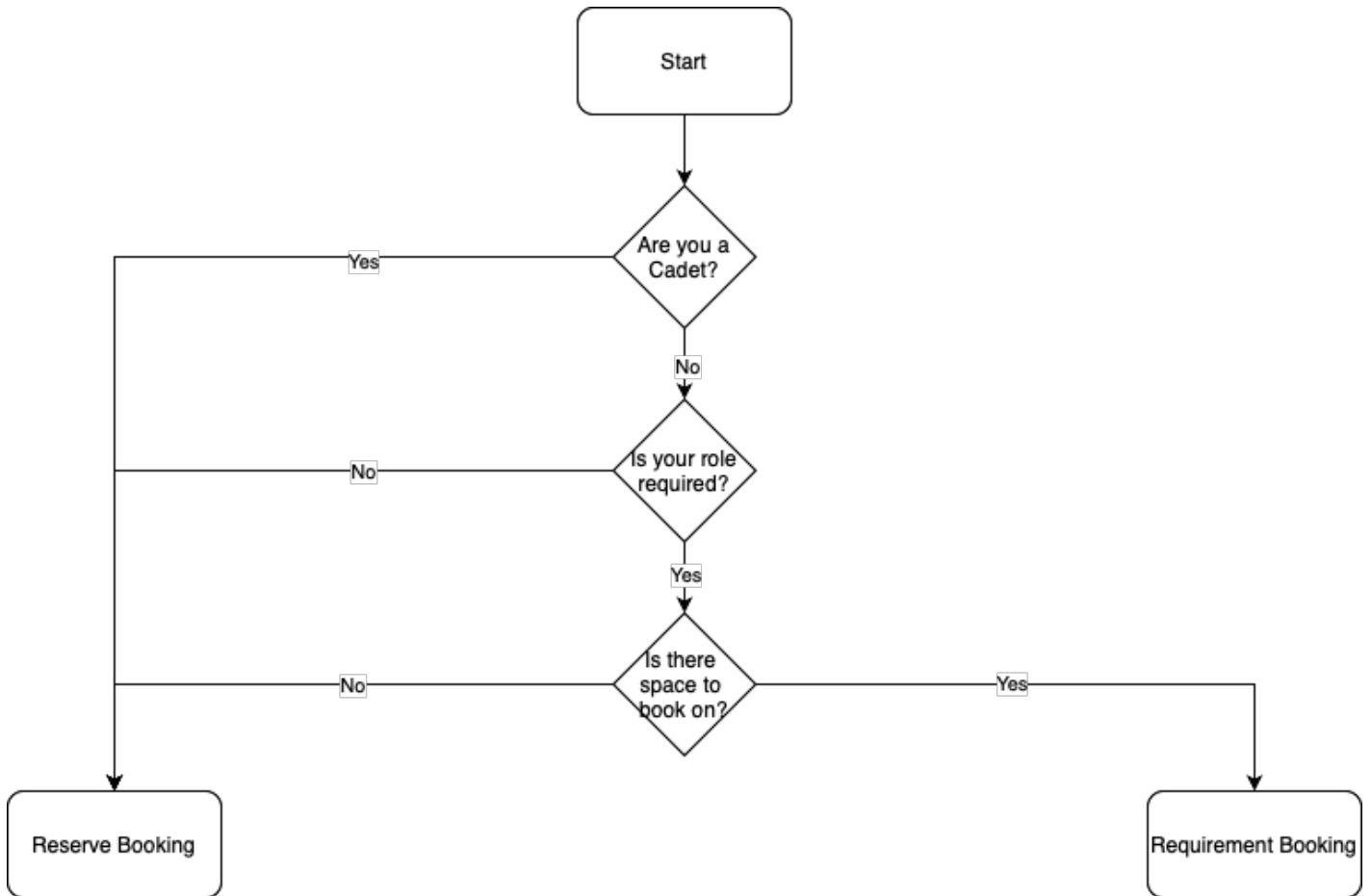
### Book reserve

| 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.



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