Event Health Services
St John Ambulance Victoria

SJ Connect

Reference Guide

v2 | 2021

INTRODUCTION & GETTING STARTED | FOR MEMBERS

Event Health Services
St John Ambulance Victoria
SJ Connect Reference Guide

Contents

Aim

These guides aim to provide a comprehensive overview for members to become familiar with using SJ Connect software to its full potential. These guides are targeted either at general members or at Operations / Divisional Management teams. This particular guide is targeted at general members.

This guide is provided in two formats – a full reference guide explaining each task in detail, accompanied by screenshots, and a quick guide on the last page of the document which can be posted on divisional notice boards. The quick guide is intended as a reminder and it is recommended that you read the full reference guide first.

References & Support

If you have any questions that are not answered by this guide, please contact your SJ Connect Champions.

Version Control

Version	Date		Author
V1	14/12/2020	Release version #1	P. O'Connell, C. Ellis
V2	11/08/2021	Added information on updating personal details Renamed guide from "Events, EOIs, and Your Roster" to "Introduction & Getting Started" to reflect the broader nature of the guide	C. Ellis

Welcome to SJ Connect

SJ Connect is a new software system that is now used in Event Health Services and replaces MyStJohn and its associated systems, such as EMS. The system is used by both members, Operations and Support staff alike to keep track of events, members, rostering, and hours.

Getting Started

You will receive a username and password to your nominated email address. You can use these details to log in to the system by going to https://sjc.stjohnvic.com.au/login in your browser.


Enter the username and password sent to your email address. Please note that the username is not case sensitive, but the password is.

Alternatively, you can use your email address as a username.

Tick **Remember me** if you would like to stay signed in, and press [Sign In] to continue.
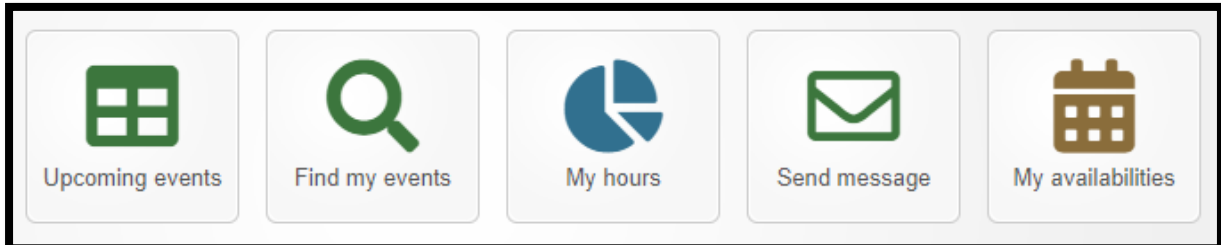
Dashboard

You will be taken to the **Dashboard**. This page provides an overview and links to important functions.

3
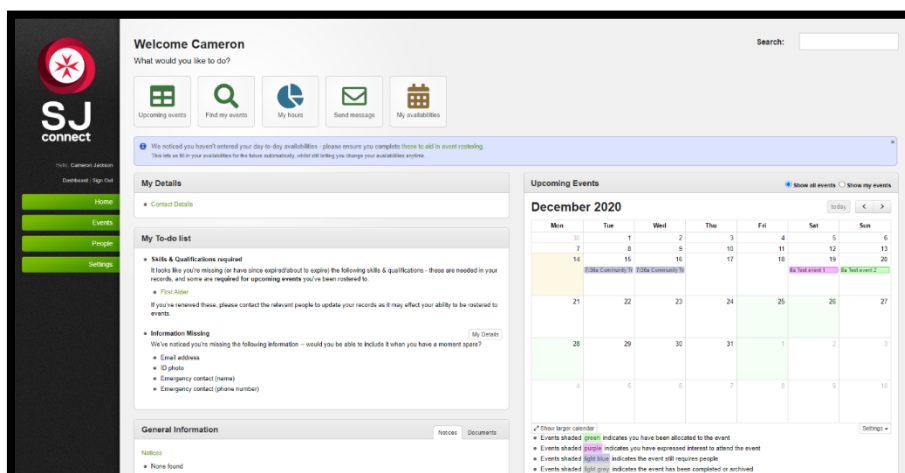
Quick Links

At the top are quick links to useful functions, like seeing upcoming events, your rostered events, or your hours.

To-Do list

Lower down on the left is your **To-do list**.

This provides a list of tasks to complete. This includes qualifications that will expire soon, information missing from your details, further information about your upcoming events and any tasks that have been assigned to you for events (for example, your Operations Officer might assign you to pick up the vehicle from your divisional hall).

It's a good idea to work through this list early on and add any missing information or complete any tasks as required.

SJ Connect Reference Guide

Calendar

On the right hand side is the **Calendar**.

The calendar shows upcoming events. You can decide whether the calendar shows you all upcoming events or only ones you are rostered to by selecting **Show all events** or **Show my events** in the top right.

The legend below the calendar provides a reminder of what the different coloured events mean.
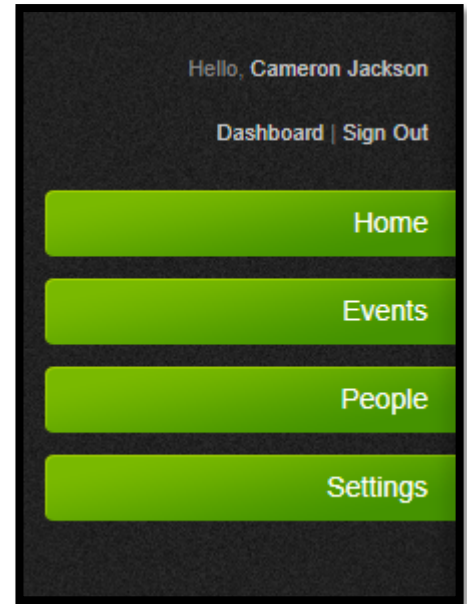
Sidebar

On the left hand side of the screen is the **Sidebar**. This provides links to all the different sections of SJ Connect and is something you will use frequently.

Events is the most frequently used and is the focus of this reference guide.

Other functions are the subject of separate reference guides which can be found on the Intranet.


Usage note: Before continuing, we strongly recommend you change your password to something more memorable. To do this, click on **Settings** in the sidebar > **My account & password**, enter your current and new password, and click **Change Password**. You will receive an email confirmation.

Event Health Services
St John Ambulance Victoria
SJ Connect Reference Guide

The Events List

To access the events list, click on **Events** in the sidebar. You are then presented with various options, including **My Events**, which shows you the events you are rostered for, and **All Events**, which shows you all events that you have permission to view. This will allow you to see events for your division, selected regional events, state events and Community Transport shifts.

Click on **Events** > **All Events**. This will take you to a list of all upcoming events.
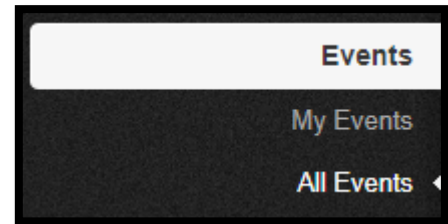
In the top right, you can choose whether you want to see **All Events**, **Upcoming Events**, or **Previous Events**.
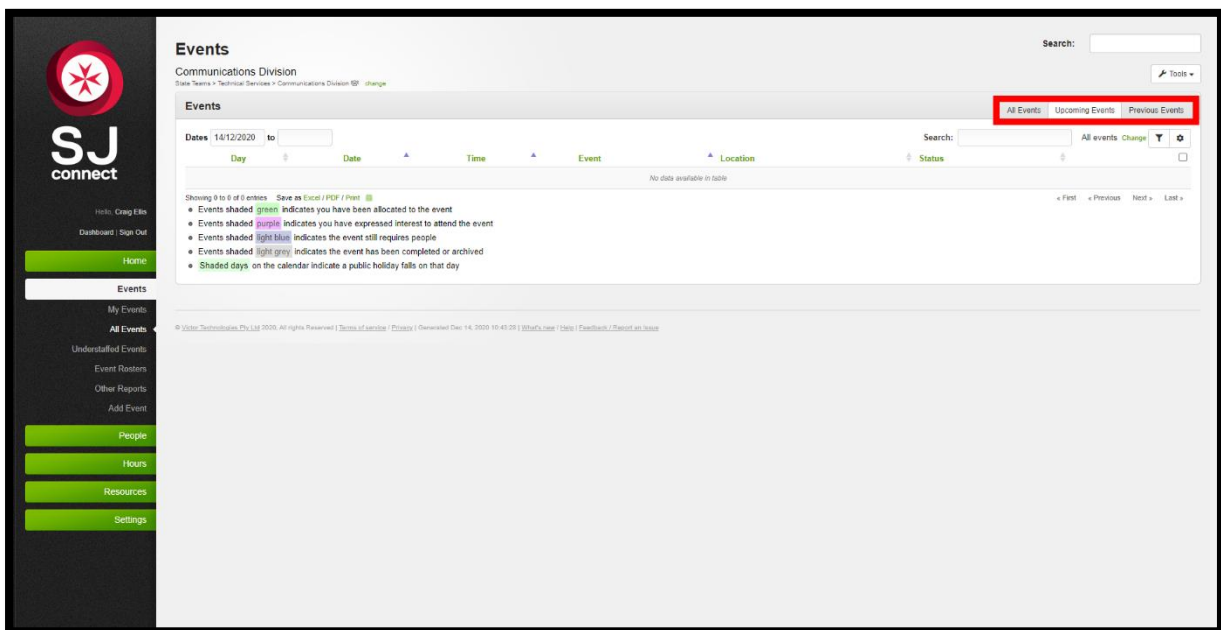

Events are organised into **Groups**. Examples of groups could be divisions, regions, or state support teams.

In the top left you can select what group's events are in your current view. You will see what group you are currently viewing and you can click on change to view a different group.
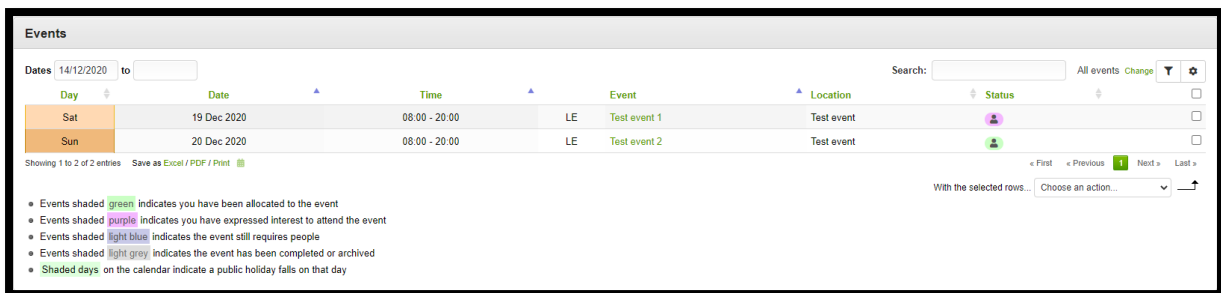
SJ Connect Reference Guide

A popup will appear with the various groups you can select. You should be able to select your division, your region, Community Transport, and State Events.

(Please note your list will appear differently and is dependent on your division and role)
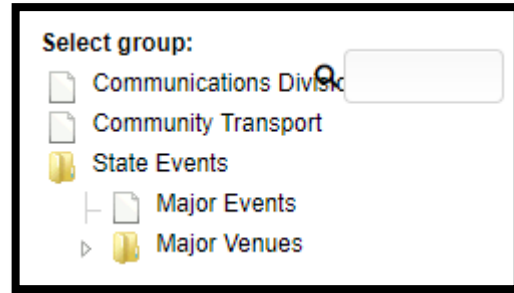
Click on the group you want to view.

A list of events allocated to the selected group will appear.

A number of columns provide information about the event. From left to right:

- *Day:* Day of the week the event falls on
- *Date*
- *Times*
- *Type of event* (Local Event, Major Event, Training etc.)
- *Event:* The name of the event
- *Location:* The name of venue for the event
- *Status:* You have expressed interest, you are rostered etc.

Click on the name of an event to view the details.

Usage note: You can sort and filter the event list in a number of ways. Click on the name of a column to sort by that column, and click again to reverse the sort order. For example, click on **Date** once to show events nearest to furthest and click again to show furthest to nearest.

You can also select a date range to view in the top left corner. Enter a start and finish date to show only events occurring between those dates.

You can filter by clicking [filter icon] in the top right. A popup window will appear allowing you to set your filter criteria – for example, **Status** or **Venue**. Click **Done** to apply the filter. To clear filters, click [filter icon] again and click **Clear filters**.

Further information: You can also customize the columns displayed and their order in the event list. Columns are the subject of another reference guide which can be found on the intranet.

SJ Connect Reference Guide

Expressions of Interest

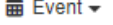There are various methods of expressing interest in attending an event.

Method 1: Event Details

Click on the name of the event in the events list to open the details page.
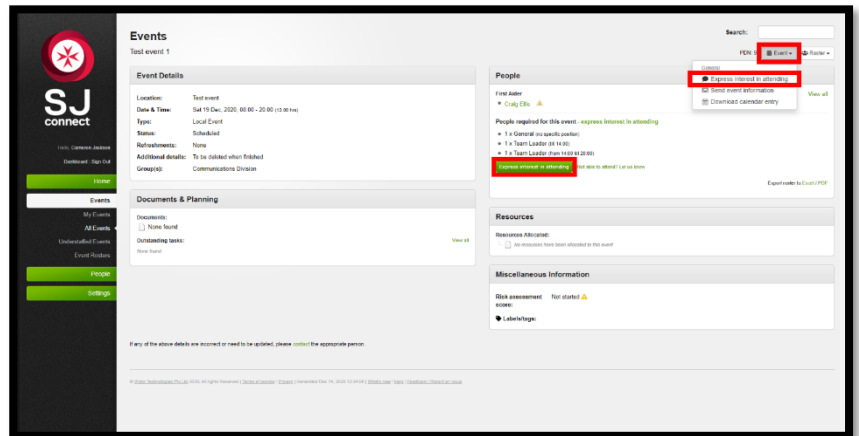
From within the **People** box, click

Express interest in attending

OR

Navigate to the Event ▾
dropdown in the top right and
click

💬 Express interest in attending

A popup will appear asking you to confirm your expression of interest.

Select your desired position at the event from the
Team/position dropdown. This could be Any, or it
could be a specific role such as First Aider or Team
Leader. Please note that this is a preference only
and your final position at the event will be
determined by the person completing the rostering.

Enter any relevant notes or comments.

Click Submit expression of interest to complete your EOI.
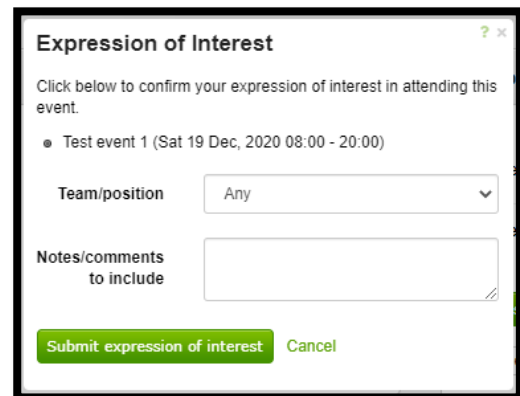
A message will appear confirming your EOI has been submitted.
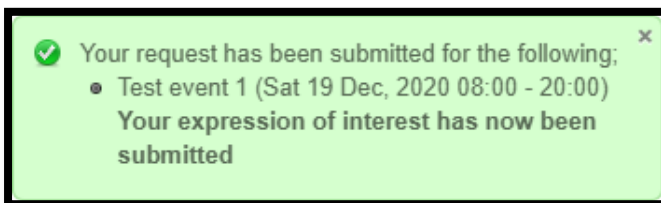
The event details screen will now
indicate that you have submitted an
expression of interest and will
appear in your calendar.

Usage note: Some events have multiple shift times. If this is the case, the various shift
times available will appear in a new dropdown after you enter your **Team/position**. You
can then enter your preferred shift.

Method 2: Batch Expression of Interest

This method is useful if you want to express interest in multiple events at once (for example, each day of a multi-day event).

To do this, open the event list by going to **Events** > **All Events** in the sidebar.

Tick the checkbox on the right hand side next to each event you wish to EOI for.

Navigate to the **With the selected rows…** dropdown and click **Express interest in attending**.
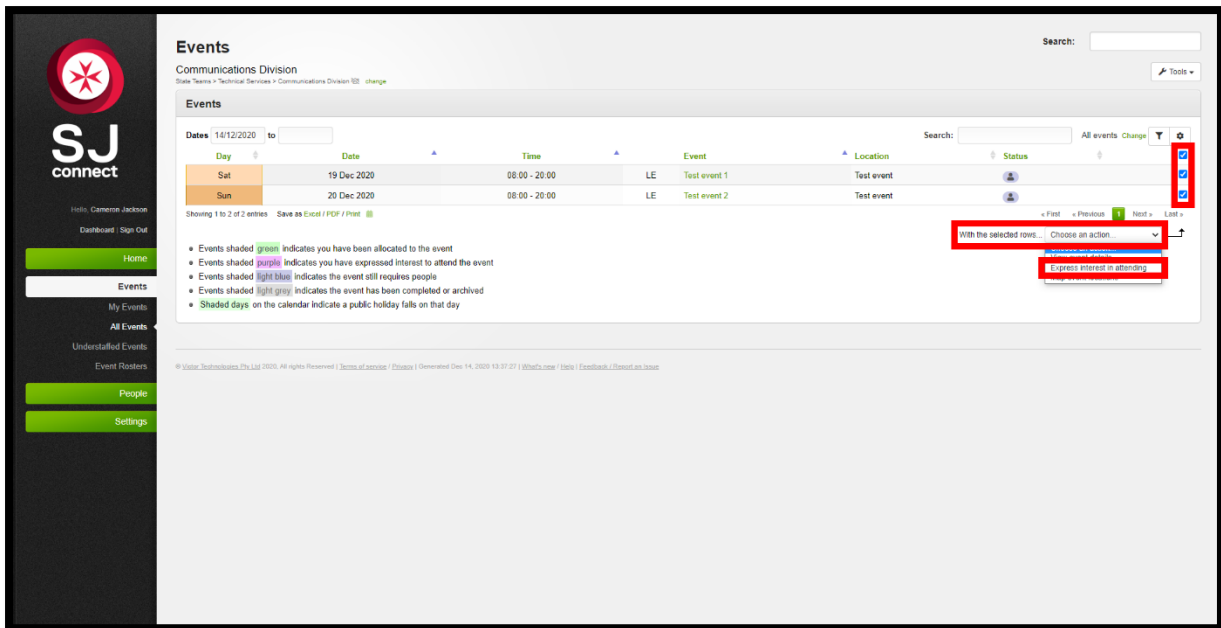
Fill out the expression of interest confirmation popup as per the previous method.

When finished, click Submit expression of interest to complete your EOI.

A confirmation message will appear and your EOIs will be sent to the appropriate people.
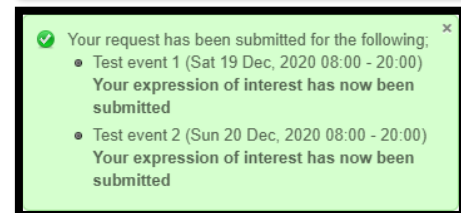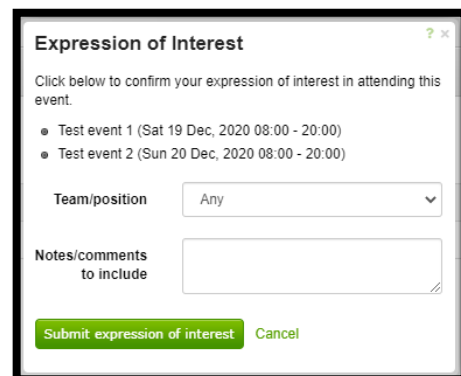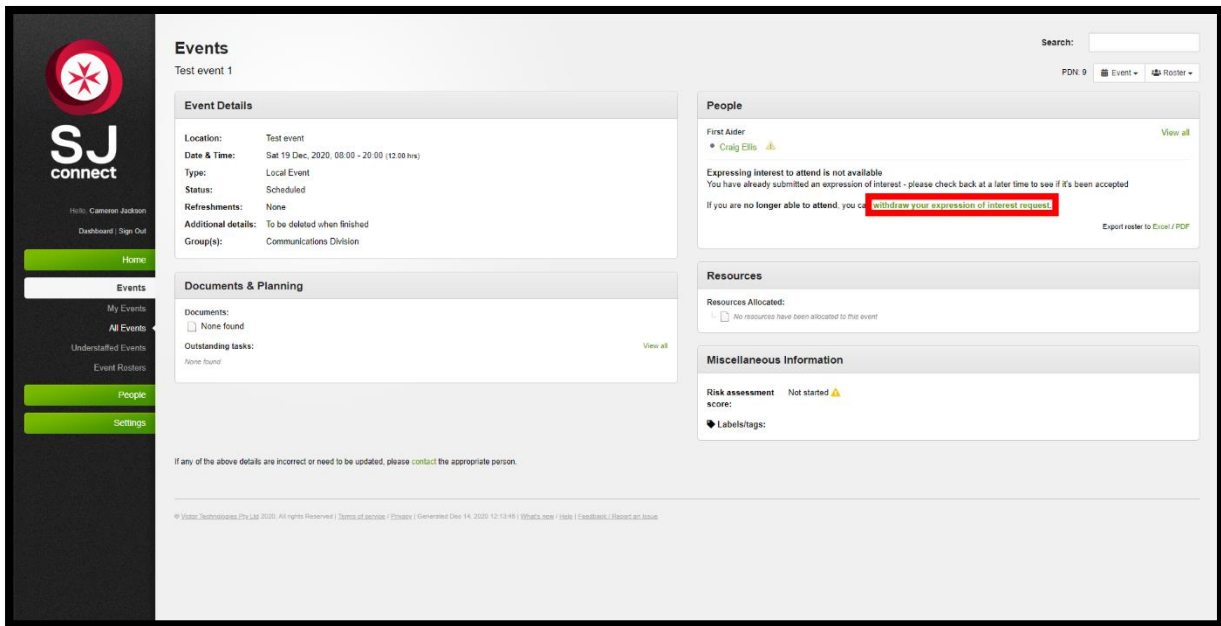
Withdrawing an EOI

If you are no longer able to attend an event you have expressed interest in, you are able to withdraw your EOI. To do this:
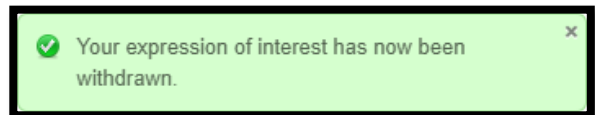
Open the event details page by clicking on the event in the event list.

From within the **People** section, click on withdraw your expression of interest request.

A popup will appear. Enter the reason that you need to withdraw and click Withdraw request.

A confirmation message will be displayed.

Viewing events you have expressed interest in

Events you have expressed interest in will appear on your **Dashboard** as a purple event in your calendar.

You can also view a list of all events you have expressed interest in by navigating to **Events > My Events** in the sidebar. These events will be displayed in the **Events you have expressed interest in** section.
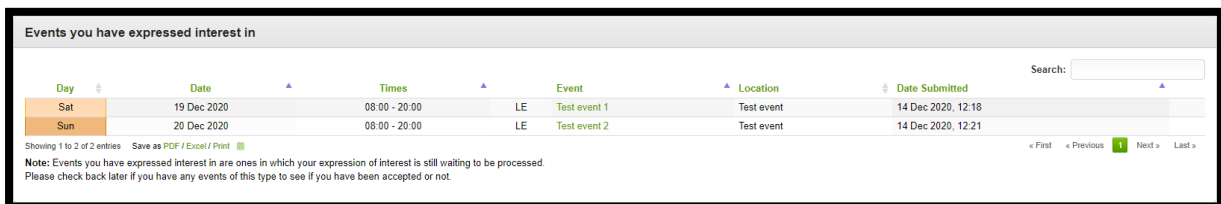
You can click on the name of an event to see the event details page or withdraw your EOI.
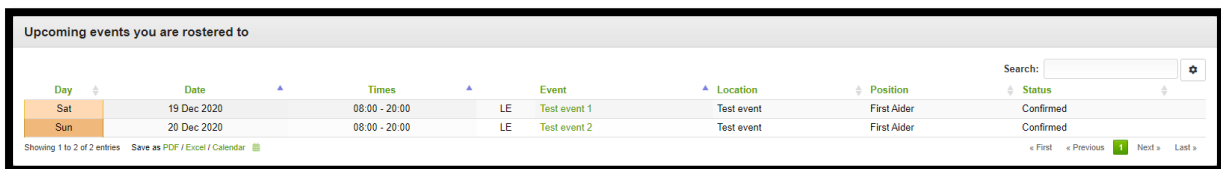
Your Roster

Once you have expressed interest in an event, your EOI will be reviewed, and if it is accepted you will be rostered to attend the event.

You will receive a notification to your nominated email address when your EOI is accepted or declined.

Events that you are rostered to attend will appear on your calendar as **green**.

You can also view a list of all events you are rostered to by clicking on **Events** > **My Events** in the sidebar. The events will appear in the **Upcoming events you are rostered to** section.

You can click on the name of an event to see the event details page or withdraw from the event.

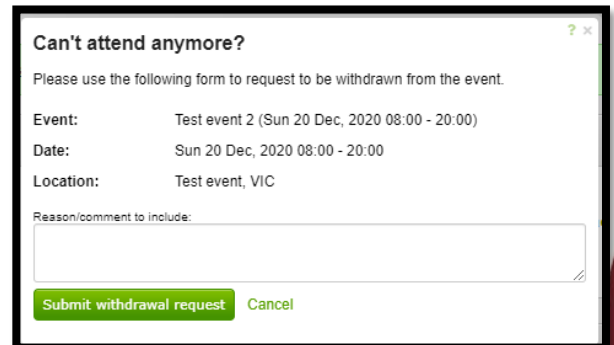## Withdrawing from an event you are rostered to

To withdraw from an event to which you are already rostered, open the event details page by clicking on the name in the events list.

A message will appear at the top of the page indicating you are rostered to the event. Click **Can't attend anymore?**

A popup will appear. Enter your reason for withdrawal and click [Submit withdrawal request].

A confirmation message will appear.

IMPORTANT: There is no automatic notification to Operations Staff when you withdraw yourself from an event. You must also contact the EST team or your Divisional Operations Officer to inform them of your withdrawal.

SJ Connect Reference Guide

Viewing further details about your event

You may want to view more information about the events you are rostered to, such as dress code, meeting point, or meals provided. To do this:

Open the event details page by clicking on the name in the events list.

Most details about the event are in the **Event Details** section.

Event Details

Location:	Test event
Date & Time:	Sun 20 Dec, 2020, 08:00 - 20:00 (12.00 hrs)
	Shift meeting at Divisional hall
Type:	Local Event
Status:	Scheduled
Refreshments:	Tea/coffee, snack & meal provided
Dress code:	Standard uniform
Additional details:	To be deleted when finished
Group(s):	Communications Division

If an Operations Order is produced for the event, it can be viewed in the **Documents & Planning** section of the event details page. Click the name of a document to download it.
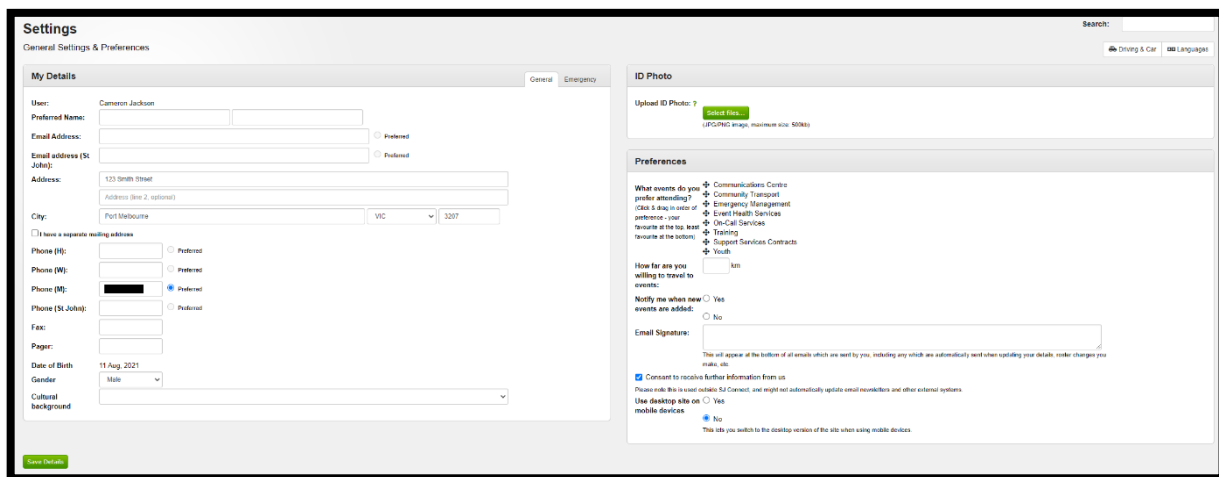
Documents & Planning

Documents:
📄 Operations Order 0kb, Dec 14, 2020 ✉
test.txt

Outstanding tasks: View all

None found

> **Usage note:** You can export events you are rostered to or have expressed interest in to your calendar apps. From the event details page, navigate to the **Event** dropdown in the top right and select **Download calendar entry**. The entry will be downloaded in .ics format which is accepted by major calendar apps including Outlook, Google Calendar, and Apple Calendar. This can be helpful to easily keep track of your events.

SJ Connect Reference Guide

Your personal details

Your personal details, including contact details and emergency information are recorded in SJ Connect. You can view and update some of this information. To do this:

From the sidebar, select **Settings** > **My Details & Preferences**.
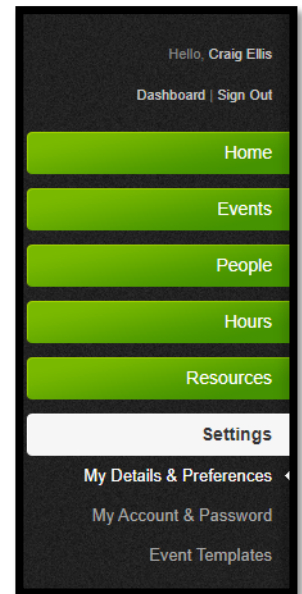
You will be taken to a page showing all the information on your profile:

You can update all fields on this page apart from your name and date of birth. If either of these details are incorrect, please advise your Line Manager.

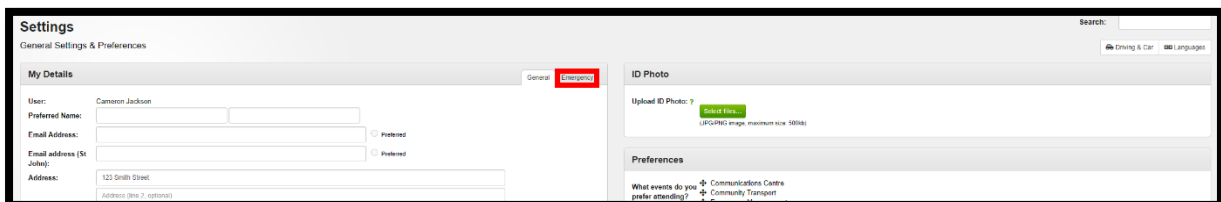Please note that two boxes appear for email, and four boxes appear for phone

14

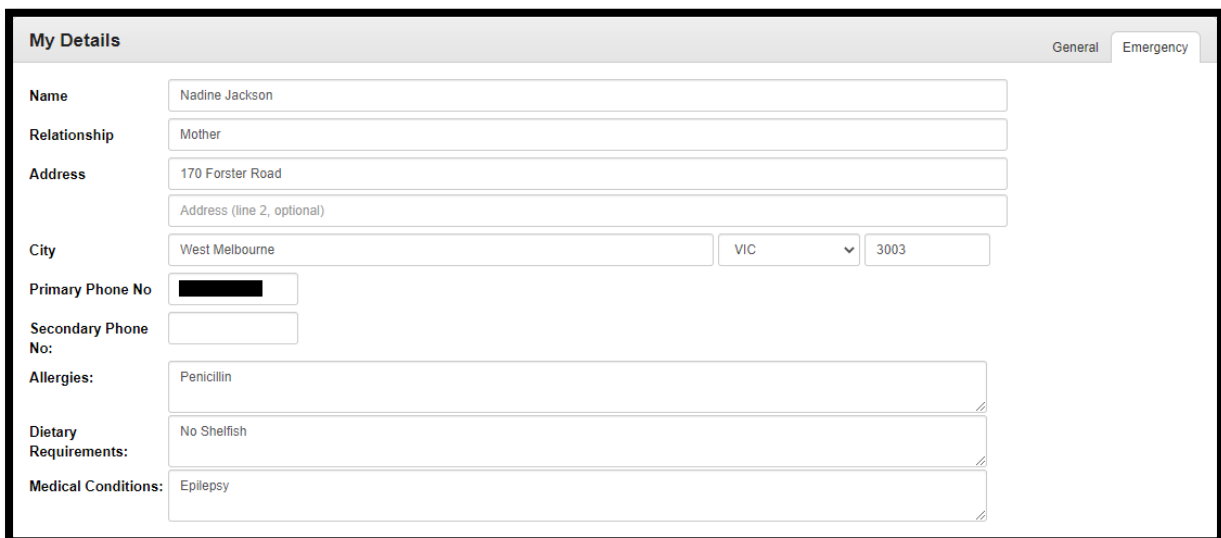This is useful if you have both a personal and a St John email and/or phone.

You can nominate one email address and one phone number as **Preferred**. To do this, select the ⦿ Preferred circle next to the one you wish to use. Communications will primarily be sent to the preferred option.

If you are in a leadership role, the Contact Directory in SJ Connect will show your contact details. This replaces the Directory on the Intranet. For privacy reasons, only St John email addresses and phone numbers will be displayed, so it is important to ensure you enter this information into the appropriate fields.

When these details are up to date, select the **Emergency** tab at the top right of the **My Details** box.
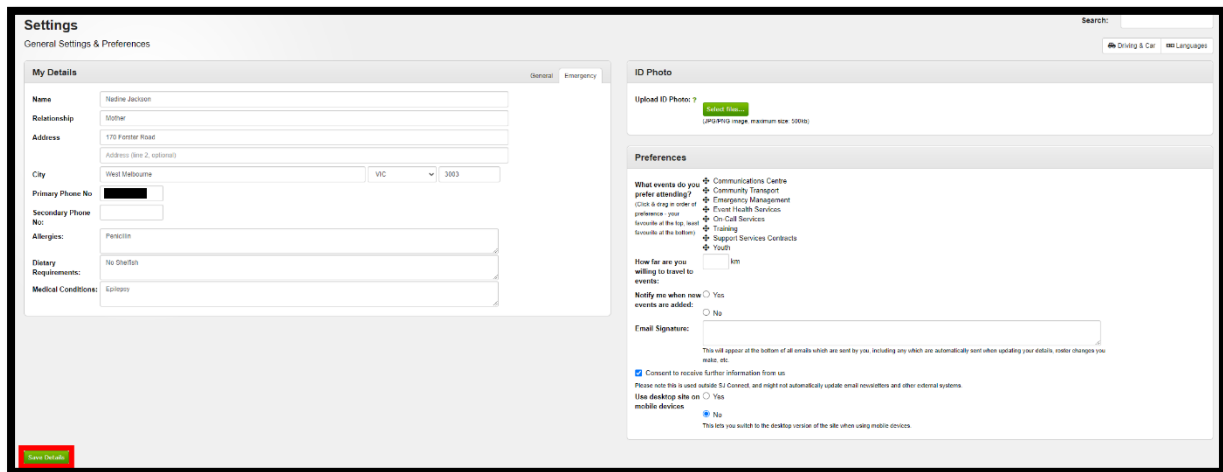

The following box will appear:

Please ensure all of these details are up to date so they can be used in the event of an emergency.

When you have finished, click **Save Details** at the bottom left.

Further information: This is also the page to upload your ID photo. For instructions on how to do this and the requirements for photos, please see the **Uploading your ID photo** reference guide, available on the SJ Connect tab of the Intranet.

SJ Connect
QUICK GUIDE
EVENTS, EOIS AND YOUR ROSTER

EXPRESSIONS OF INTEREST

- From the sidebar, select **Events** > **All Events**, click on the event required.

- In the **People** box, click **Express interest in attending.**

- Select position, add notes, click **Submit expression of interest.**

WITHDRAWING AN EOI

- From the sidebar, select **Events** > **All Events**, click on the event required.

- In the **People** box, click **Withdraw your expression of interest request.**

- Enter your reason for withdrawal.

- Click **Withdraw request**

WITHDRAWING WHEN ROSTERED

- From the sidebar, select **Events** > **All Events**, click on the event required.

- In the green roster confirmation message, click **Can't attend anymore?**

- Enter your reason for withdrawal.

- Click **Submit withdrawal request.**
- Ensure you inform EST or your Operations Officer ASAP.

ROSTERED EVENTS & DETAILS

- From the sidebar, select **Events** > **All Events.**

- The top sections shows Rostered events, while the bottom section shows EOIs.

- Click on an event to view the **Event Details.** This shows all relevant information about the event including dress code, meals and meeting points.

- Operations orders and other documents can be found in the **Documents & Planning** box.