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# **■ Step 4: Blocking Dates and Times**

## **Step 4: Blocking Dates and Times**

If your assigner has granted you permission, you can block out days or times when you will not be available to officiate for a game. If you have blocks prior to getting added to another group, you'll be required to add the blocks for the new group as well.

(Aug 9, 2019 . Knowledge

### Content

Sections:

**Block Setup** 

**Block All Day** 

**Block Part Day** 

Marking Blocks "Firm" and Adding Notes on Blocks

**Clear Blocks** 

### Navigate to Blocks

- 1. Sign in to your ArbiterSports Official account on <a href="www.arbitersports.com">www.arbitersports.com</a> (<a href="http://www.arbitersports.com">http://www.arbitersports.com</a>)
- 2. Sign into any assigning group if you are part of more than one.
- 3. Click on the Blocks tab. You should automatically be directed to the Dates sub-tab.
  - Note if you only see a page that displays "Print Blocks Summary," you have not been given permission by your assigner to block date and times for that group. Please contact your assigner for this access.

### **Block Setup**

- 1. *Select* which **groups** you want to block in the top left corner. If you check the box next to the group, you are choosing to place the block for that group.
  - Note: If you hover your mouse over a group's box and you get this icon, it means that the group has not given you permissions to create blocks. Also, if you click on the

blocks tab and your screen says "Print Issues Summary", it means that you do not have permission to create blocks in this group.

# Groups AD Assigned Training TX #1 TSSAA NCAA-VB Test Group

2. Select your action: <u>Block All Day</u>, <u>Block Part Day</u>, or <u>Clear Blocks</u>. All actions are described in the sections below.

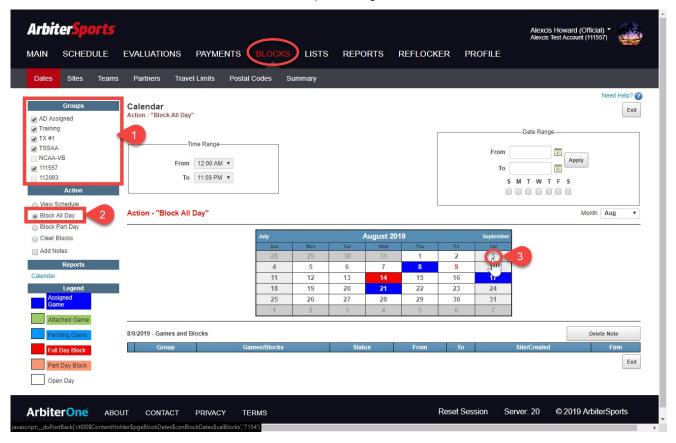
Action
● View Schedule
Block All Day
Block Part Day
Clear Blocks
Add Notes

3. Either *click* a day on the calendar, *enter* a time range, or *enter* a date range based on the action selected. See below:

### **Block All Day**

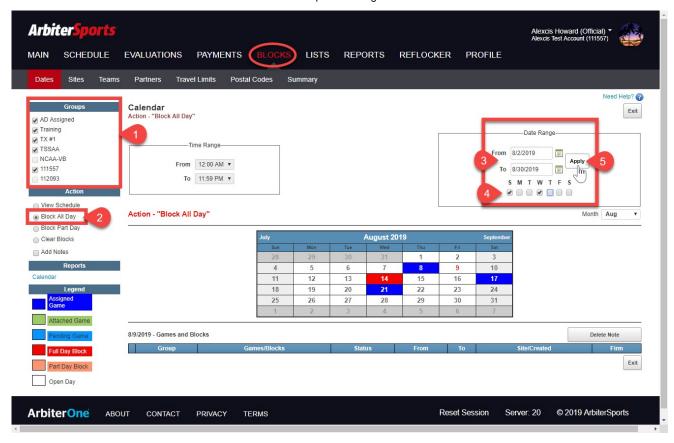
To block a single day:

- 1. Check the groups you wish to block from the groups list.
- 2. Select block all day in the action menu.
- 3. *Click* the day you want to block on the calendar. You must click on the number of the day. For example, the number 3, to apply the block on the 3rd of the month.



### To block a range of days:

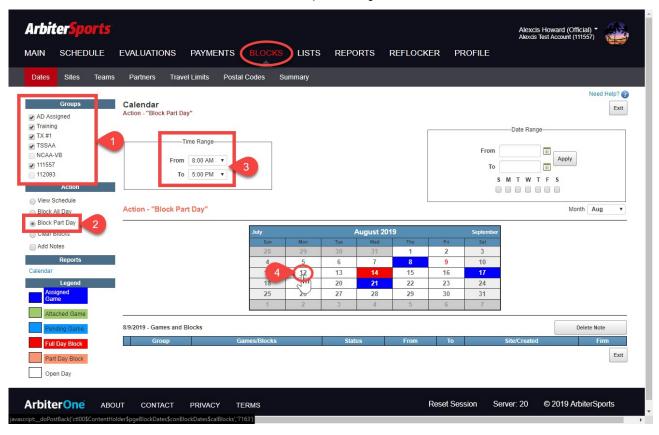
- 1. *Check* the groups you wish to block from the group's list.
- 2. Select block all day in the action menu.
- 3. *Enter* a start and end date or use the calendar icons to select the dates in the "Date Range" box (e.g. 7/1/2019 to 7/9/2019).
- 4. *Check* the boxes for the day of the week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) within that date range you wish to block.
- 5. Click the apply button.



## **Block Part Day**

To block a specific time of day on a single day:

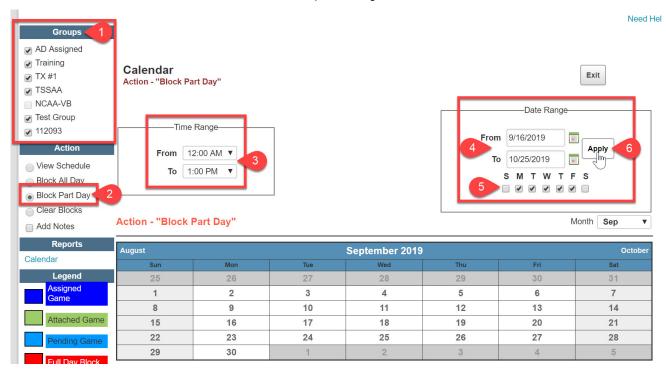
- 1. *Check* the groups you wish to block from the groups list.
- 2. Select block part day in the action menu.
- 3. Enter the start time and end time of the block in the "Time Range" box.
  - Time entered should be the time you want to block that day (e.g. 8:00 AM to 4:00 PM).
- 4. Click the day you want to block on the calendar.



### To block a specific time of day on a range of days:

- 1. *Check* the groups you wish to block from the groups list.
- 2. Select block part day in the action menu.
- 3. *Enter* the start time and end time of the block in the time range box.
  - i. Time entered should be the time you want to block.
- 4. Enter a start and end date in the date range box.
- 5. Check the boxes for each day of the week you wish to block.
- 6. Click the apply button.

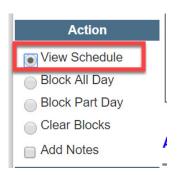
Important Note: When blocking specific times of day, please be aware that part-day blocks affect assigning-related restrictions as well as start times for games. For example, if you block out a day from 12:00 noon to 3:00 PM, you may not be eligible to be assigned to a 3:15 PM game because you may have to travel more than 15 minutes to the site, or your assigner may have placed a requirement to be on-site 30 minutes early for the game.



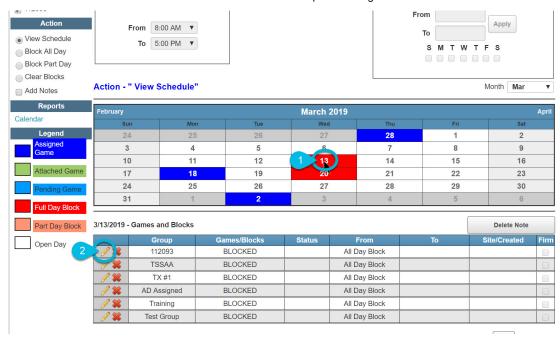
# Marking Blocks "Firm" and Adding Notes on Blocks

A "firm" block is one that your assigner cannot override when making assignments. Normally, an assigner can still make an assignment even if you have a date blocked. They simply are notified that you've set a block, but they can still assign you. Marking blocks as firm prevents your assigner from overriding a blocked date or time.

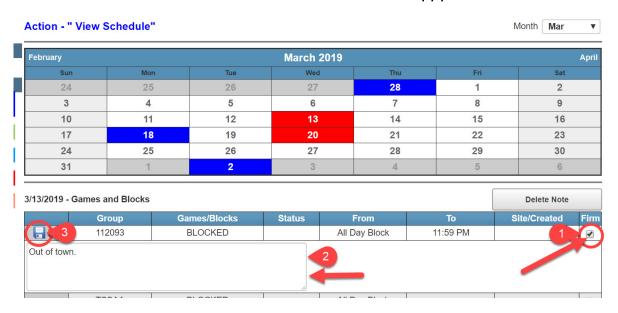
1. After you have blocked a date, select view schedule in the action section.



- 1. *Click* on the date and the lower portion of the screen will show you the blocks that have been set on that date.
- 2. *Click* the edit **pencil** to the left-side of the block.



6. Check the box in the firm column then click the blue floppy disk icon to save.



### **Clear Blocks**

To clear a block from a single day:

- 1. *Check* the groups you wish to un-block from the groups list.
- 2. Select clear blocks in the action menu.
- 3. Click the day you want to clear on the calendar.

To clear blocks from a range of days:

1. *Check* the groups you wish to un-block from the groups list.

- 2. Select clear blocks in the action menu.
- 3. Enter a start and end date in the "Date Range" box.
- 4. Check the boxes for each day of the week you wish to clear.
- 5. Click apply.

Important note: Officials are unable to clear blocks created from declined games. Please reach out to your assigner to have a declined game block cleared.





End of article content.