☰ 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

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Navigate to Blocks

1. Sign in to your ArbiterSports Official account on www.arbitersports.com (http://www.arbitersports.com)
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.

Need Hel

Groups [1]

☑ AD Assigned
☑ Training
☑ TX #1
☑ TSSAA
☐ NCAA-VB
☑ Test Group
☑ 112093

Action

Calendar
Action - "Block Part Day"

Time Range

From 12:00 AM ▼
To   1:00 PM ▼   [3]

Date Range

From 9/16/2019   [4]   Apply [6]
To   10/25/2019

S M T W T F S
[5] ☐ ☑ ☑ ☑ ☑ ☑ ☐

○ View Schedule
○ Block All Day
● Block Part Day [2]
○ Clear Blocks
☐ Add Notes

Action - "Block Part Day"

Month Sep ▼

Reports
Calendar

Legend

	August		September 2019				October
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5

Assigned Game (blue)
Attached Game (green)
Pending Game (light blue)
Full Day Block (red)

Exit

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.

Action

● View Schedule
○ Block All Day
○ Block Part Day
○ Clear Blocks
☐ Add Notes

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.