

## ☰ 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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1. Sign in to your ArbiterSports Official account on [www.arbitersports.com](http://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: Block All Day, Block Part Day, or Clear Blocks. 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.

**ArbiterSports** Alexcis Howard (Official) Alexcis Test Account (111557)

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS REPORTS REFLOCKER PROFILE

Dates Sites Teams Partners Travel Limits Postal Codes Summary

Need Help? Exit

**Groups**

- AD Assigned
- Training
- TX #1
- TSSAA
- NCAA-VB
- 111557
- 112093

**Action**

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes

**Reports**

Calendar

**Legend**

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

**Calendar**  
Action - "Block All Day"

Time Range

From: 12:00 AM To: 11:59 PM

Date Range

From: [ ] To: [ ] Apply

S M T W T F S

Month: Aug

July		August 2019					September
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	31	
1	2	3	4	5	6	7	

8/9/2019 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm
Delete Note						

Exit

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javascript:\_doPostBack("ctl00\$ContentHolder\$pgBlockDates\$conBlockDates\$calBlocks/'7154')

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.

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MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS REPORTS REFLOCKER PROFILE

Dates Sites Teams Partners Travel Limits Postal Codes Summary

**Groups**

- AD Assigned
- Training
- TX #1
- TSSAA
- NCAA-VB
- 111557
- 112093

**Action**

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes

**Reports**

Calendar

**Legend**

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

**Calendar**  
Action - "Block All Day"

Time Range

From: 12:00 AM To: 11:59 PM

Date Range

From: 8/2/2019 To: 8/30/2019

S M T W T F S

Month: Aug

July		August 2019					September
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	31	
1	2	3	4	5	6	7	

8/9/2019 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm

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## 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.

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MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS REPORTS REFLOCKER PROFILE

Dates Sites Teams Partners Travel Limits Postal Codes Summary

**Calendar**  
Action - "Block Part Day"

**Groups**

- AD Assigned
- Training
- TX #1
- TSSAA
- NCAA-VB
- 111557
- 112093

**Time Range**

From: 8:00 AM  
To: 5:00 PM

**Date Range**

From: [ ] To: [ ] Apply

S M T W T F S

Month: Aug

**Action**

- View Schedule
- Block All Day
- Block Part Day**
- Clear blocks
- Add Notes

**Reports**

Calendar

**Legend**

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

July		August 2019					September
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
1	2	3	4	5	6	7	

8/9/2019 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm

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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.

The screenshot shows the 'Calendar' interface with the 'Block Part Day' action selected. The 'Groups' list includes AD Assigned, Training, TX #1, TSSAA, NCAA-VB, Test Group, and 112093. The 'Time Range' is set from 12:00 AM to 1:00 PM. The 'Date Range' dialog shows dates from 9/16/2019 to 10/25/2019 with a weekly schedule of S M T W T F S. The 'Action' section has 'Block Part Day' selected. The 'Reports' section shows a calendar grid for August, September 2019, and October.

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	

### 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.

The screenshot shows the 'Action' section with 'View Schedule' selected. Other options include Block All Day, Block Part Day, Clear Blocks, and 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.

**Action**

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes

From: 8:00 AM

To: 5:00 PM

From:

To:

Apply

S M T W T F S

Month: Mar

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**Reports**

Calendar

**Legend**

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

February	March 2019						April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
24	25	26	27	28	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	
31	1	2	3	4	5	6	

3/13/2019 - Games and Blocks Delete Note

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	112093	BLOCKED		All Day Block			<input type="checkbox"/>
	TSSAA	BLOCKED		All Day Block			<input type="checkbox"/>
	TX #1	BLOCKED		All Day Block			<input type="checkbox"/>
	AD Assigned	BLOCKED		All Day Block			<input type="checkbox"/>
	Training	BLOCKED		All Day Block			<input type="checkbox"/>
	Test Group	BLOCKED		All Day Block			<input type="checkbox"/>

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

Month: Mar

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**Action - " View Schedule"**

February	March 2019						April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
24	25	26	27	28	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	
31	1	2	3	4	5	6	

3/13/2019 - Games and Blocks Delete Note

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	112093	BLOCKED		All Day Block	11:59 PM		<input checked="" type="checkbox"/>
<div style="border: 1px solid gray; padding: 5px;">Out of town.</div>							

### 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.

August 2019								
July	Sun	Mon	Tue	Wed	Thu	Fri	Sat	September
	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	31	
	1	2	3	4	5	6	7	

8/21/2019 - Games and Blocks Delete Note

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	Test Group	BLOCKED		All Day Block		Declined	<input type="checkbox"/>
This block was automatically created because you declined game 18 at TBA on Aug 21 2019 1:30PM							

End of article content.