Arbiter Sports Blocks Tutorial

- From the home page, click on the "BLOCKS" tab on along the top portion of the page.

- It will show this page:

- The page begins on the "View Schedule" view, which shows all your currently blocks, part day blocks, and scheduled games.

- First, if you are a part of more than one association, you will have a list of choices on the left hand side with checkboxes for each group. Choose the group that you **want to create the block for. Unchcked boxes will not have blocks applied to them.**

DATES

Groups

- ☑ Allianc-TASO
- ☑ SOUnlimited
- ☑ 105048
- ☐ 105421
- ☑ NTCUA
- ☑ TASO
- ☑ HVABSA
- ☑ NTSO

Action

- Once you have chosen a group, you will then choose the action you would like to perform (Block full day, block part day, clear block)

BLOCK FULL DAY –

If you choose "Block All Day", you are blocking an entire day for the associations that you have selected. Simply click the "Block All Day" circle and then click on a day in the calendar. The day will turn red.

If you would like to block a range of days, use the range box above the calendar.

After typing in dates, click apply. This will block all day for the date range given.

If you only want to block, for example, all the Tuesdays in a given date range, select the day of the week below the date range box and then click apply. That will block all of the chosen day(s) within the date range.
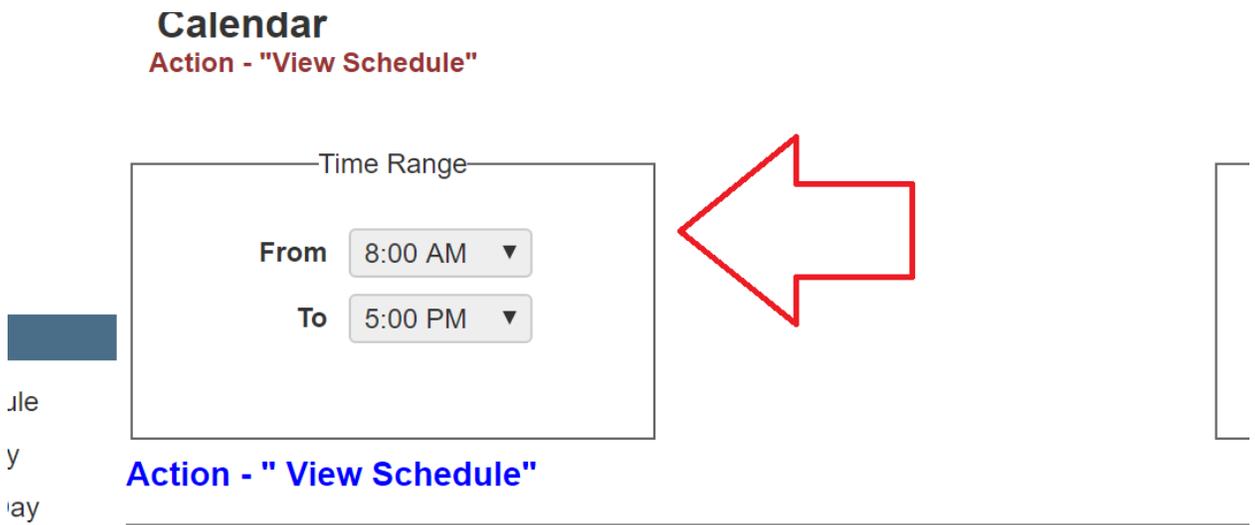
BLOCK PART DAY –

To block part of a day (a time range), choose the "Block Part Day" option. This will enable the "Time Range" option immediately to the right of the actions menu.

Choose the time range that you would like to block. Double check that the AM or PM is correct. Once you have selected the time range, you can again select a date range if desired. If you want to do each day individually, you may click on the individual dates within the calendar as you could before with Block Full Day. This will apply your block times to the days selected.

CLEAR BLOCKS –

To clear blocks, use the same instructions as the "Block Full Day" section. However, instead of creating a block, it will delete blocks on the selected days or in the selected ranges.

Extra notes

- Blocks can be created for all associations at once and all of your assigners will see these blocks if you enter this way. This is done by selecting all of the associations in your "groups" section on the BLOCKS page.
- Declining a game creates a FULL DAY BLOCK. If you decline a game, the system will show that you are entirely blocked for that day.
- If you accept a game for another association that also uses arbiter, the system will show your other assigners that you have a conflict that day. Your assigners will know if you are already working somewhere else (if they both use arbiter).