

Arbiter - Blocking Dates and Times

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Navigate to Blocks

1. Sign in to your Arbitersports Official account on 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.
 - o 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.
 - o 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
<input checked="" type="radio"/> View Schedule
<input type="radio"/> Block All Day
<input type="radio"/> Block Part Day
<input type="radio"/> Clear Blocks
<input type="checkbox"/> 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 Alexis Howard (Official) Alexis 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 [Delete Note](#)

Group	Games/Blocks	Status	From	To	Site/Created	Firm
Exit						

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.

ArbiterSports Alexis Howard (Official) Alexis Test Account (111557)

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

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.
 - o 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.

The screenshot shows the ArbiterSports interface with the 'BLOCKS' menu highlighted. The 'Calendar' section is active, showing a 'Block Part Day' action. The 'Groups' list on the left includes 'AD Assigned', 'Training', 'TX #1', 'TSSAA', 'NCAA-VB', '111557', and '112093'. The 'Action' menu has 'Block Part Day' selected. The 'Time Range' box is set to 'From: 8:00 AM' and 'To: 5:00 PM'. The 'Date Range' box is empty. The calendar grid shows August 2019 with dates 12 and 14 highlighted in red. The footer includes 'ArbiterOne', navigation links, and server information.

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.

Calendar
Action - "Block Part Day"

Groups 1

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

Action

- View Schedule
- Block All Day
- Block Part Day 2
- Clear Blocks
- Add Notes

Reports

Calendar

Legend

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

Time Range

From: 12:00 AM 3
To: 1:00 PM

Date Range

From: 9/16/2019 4
To: 10/25/2019 5
Apply 6

S M T W T F S

Month: Sep

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.

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.

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

Action - "View Schedule"

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

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.

Action - "View Schedule"

Month: Mar

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

Group	Games/Blocks	Status	From	To	Site/Created	Firm
112093	BLOCKED		All Day Block	11:59 PM		<input checked="" type="checkbox"/>
Out of town.						

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.

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	

8/21/2019 - 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