

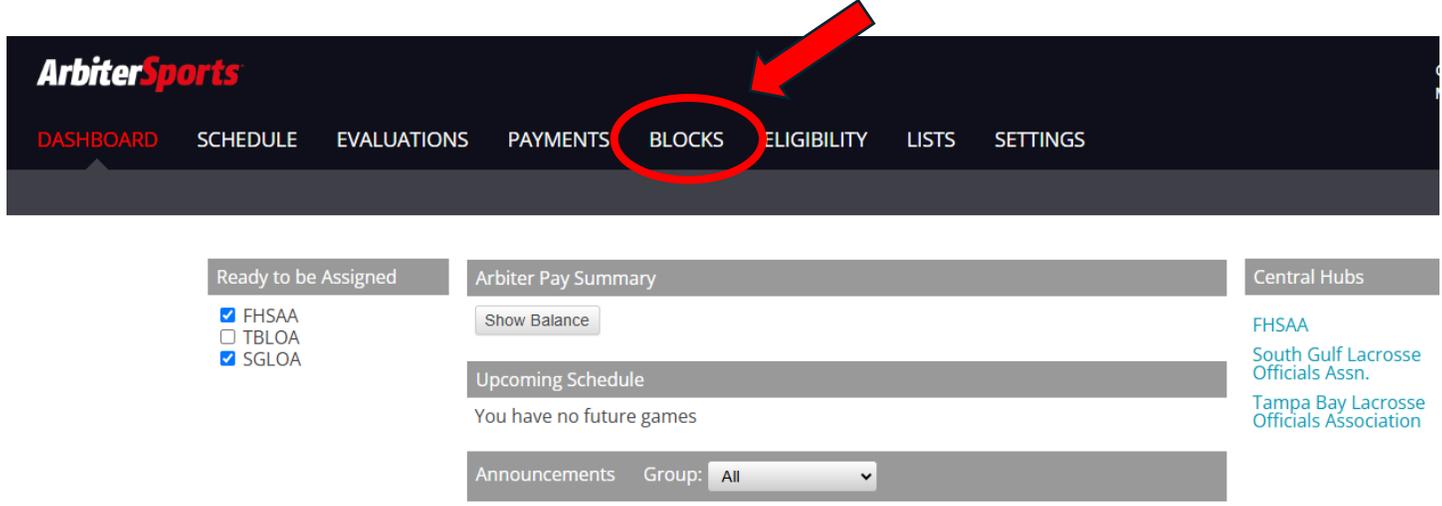
# HOW TO CREATE BLOCKS IN ARBITER SPORTS

## What is a Block?

All officials can create 'Blocks', which designate dates and times that you **do not** want to be assigned games. This is an invaluable tool for both the official and the assignor so that conflicts and cancellations can be avoided when planning the season.

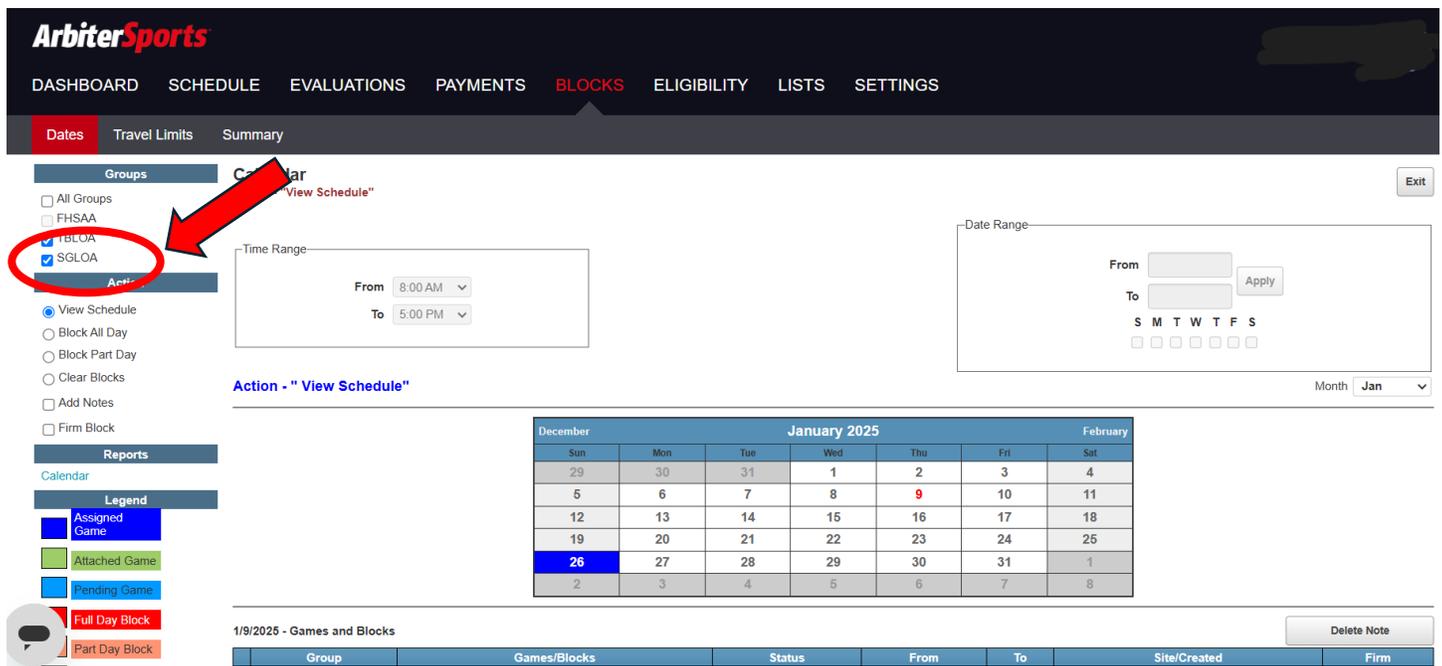
## Step One

Log In to Arbiter. Once at the Dashboard, select '**BLOCKS**'.



## Step Two

At the Blocks page, you will see your current schedule displayed, as well as options along the left-hand side of the page. Verify that '**SGLOA**' is checked to ensure the block is applied to this organization.



### Step 3

You can create blocks for either the entire day or a partial day. This example will block an entire day. To begin, locate and select the **"Block All Day"** radio button under the **Action** heading along the left side of the page. Verify that Action – **"Block All Day"** is displayed.

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DASHBOARD SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Travel Limits Summary

**Groups**

- All Groups
- FHSAA
- TBLOA
- SGLOA

**Action**

- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes
- Firm Block

**Time Range**

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

**Action - "Block All Day"**

**Date Range**

From: [ ] To: [ ] Apply

S M T W T F S

Month: Jan

December		January 2025					February
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	

1/9/2025 - Games and Blocks

Delete Note

Group	Games/Blocks	Status	From	To	Site/Created	Firm
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### Step 4

**A** - On the displayed calendar, hover your cursor over the month name, then click, to advance the calendar to the month of the day you would like to block. Once you have the desired month displayed, click on the day you would like to block.

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DASHBOARD SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Travel Limits Summary

**Groups**

- All Groups
- FHSAA
- TBLOA
- SGLOA

**Action**

- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes
- Firm Block

**Time Range**

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

**Action - "Block All Day"**

**Date Range**

From: [ ] To: [ ] Apply

S M T W T F S

Month: Jan

December		January 2025					February
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	

1/9/2025 - Games and Blocks

Delete Note

Group	Games/Blocks	Status	From	To	Site/Created	Firm
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**B** – For this example, the calendar was advanced to display the month of April.

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DASHBOARD SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Travel Limits Summary

**Calendar**  
Action - "Block All Day" [Exit]

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

Date Range: From [ ] To [ ] Apply  
S M T W T F S  
[x] [x] [x] [x] [x] [x]

Month: Apr

March		April 2025					May
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	6	7	8	9	10	

1/9/2025 - Games and Blocks [Delete Note]

Group	Games/Blocks	Status	From	To	Site/Created	Firm
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**C** - In this example, April 2<sup>nd</sup> was selected. The screen should update displaying the selected day in **RED**.

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DASHBOARD SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Travel Limits Summary

**Calendar**  
Action - "Block All Day" [Exit]

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

Date Range: From [ ] To [ ] Apply  
S M T W T F S  
[x] [x] [x] [x] [x] [x]

Month: Apr

March		April 2025					May
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	6	7	8	9	10	

4/2/2025 - Games and Blocks [Delete Note]

Group	Games/Blocks	Status	From	To	Site/Created	Firm
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## STEP 6

Repeat these steps to block any other days that you are not available to officiate games.

## STEP 7

Select the 'Exit' button at the top right of the page to complete the process.