HOW TO CREATE BLOCKS IN ARBITER SPORTS

What is a Block?

All officials can create 'Blocks', which <u>designate dates and times that you</u> **do not** want to be assigned <u>games</u>. 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.

Arbiter <mark>Sports</mark>											
DASHBOARD SC	CHEDULE EVALUATIONS	PAYMENTS	BLOCKS	ELIGIBIL	ITY LI	sts s	ETTINGS				
Dates Travel Limit	s Summary										
Groups All Groups FHSAA	Cathering View Schedule"							-Date Range			Exit
SGLOA	Time Range	AM V							Fror Ti	Apply	
 View Schedule Block All Day Block Part Day 	To 5:00	PM V								S M T W T F S	
Clear Blocks	Action - " View Schedule"										Month Jan 🗸
Firm Block		De	cember		J	anuary 20	25		February		
Reports			Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Calendar			29	30	31	1	2	3	4		
Legend			5	6	7	8	9	10	11		
Assigned Game			12	13	14	15	16	17	18		
Attached Game			19	20	21	22	23	24	25		
Attached Game			20	3	20	29	50	7	0		
Pending Game			2	0	4	0	0	1	0		
Full Day Block	1/9/2025 - Games and Blocks										Delete Note
Part Day Block	Group	Games	s/Blocks		Statu	IS	From	То		Site/Created	Firm

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.



<u>Step 4</u>

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.

Arbiter <mark>Sports</mark>									
DASHBOARD SCHED	DULE EVALUATIONS PAYMEN	TS BLOCKS	ELIGIBILITY	LISTS	SETTINGS				
Dates Travel Limits	Summary								
Groups All Groups FHSAA TBLOA GROUPS GROA GROA GROA GROA GROA GROA GROA GROA	Calendar Action - "Block All Day" Time Range From 12:00 AM V To 11:59 PM V					Date Range	From To S M 1 V V C	Apply	Exit Month Jan V
Firm Block		December		January 2	025	(February		
Reports Calendar		Sun 29 5	Mon 1 30 3 6	ue Wed 11 1 7 8	Thu 2 9	Fri 3 10	4 11		
Assigned Game		12 19	13 20 2	4 15 1 22	16 23	17 24	18 25		
Attached Game Pending Game		26 2	27 2 3	4 29	30 6	31 7	1 8		
Full Day Block	1/9/2025 - Games and Blocks								Delete Note
Part Day Block	Group	Games/Blocks		Status	From	То	Site	Created	Firm

B – For this example, the calendar was advanced to display the month of April.

ArbiterSports dashboard sched	DULE EVALUATION	S PAYMENTS	BLOCKS	ELIGIB	ility i	ISTS S	ETTINGS				-
Dates Travel Limits	Summary										
Groups All Groups FHSAA TBLOA GSGLOA GSGLOA GSGLOA GView Schedule Block All Day Clear Blocks Add Notes	Calendar Action - "Block All Day" Time Range From [To] Action - "Block All Day"	12:00 AM 🐱 11:59 PM 👻						-Date Range	From To	Apply M T W T F S V V V V V V V	Exit
Firm Block			March		- (April 2025			May		
Reports			Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Calendar			30	31	1	2	3	4	5		
Legend			6	1	8	9	10	11	12		
Game			13	14	10	10	24	18	19		
Attached Game			20	21	20	30	1	23	3		
Pending Game			4	5	6	7	8	9	10		
Full Day Block Part Day Block	1/9/2025 - Games and Blocks	Ga	mes/Blocks		St	atus	From	То		Site/Created	Delete Note

C - *In this example*, April 2nd was selected. The screen should update displaying the selected day in **RED**.

Arbiter <mark>Sports</mark>										
DASHBOARD SCHE	DULE EVALUATION	IS PAYMENTS	BLOCKS	ELIGIBILITY	LISTS	SETTINGS				
Dates Travel Limits	Summary									
Groups All Groups FHSAA TBLOA	Calendar Action - "Block All Day" —Time Range————————————————————————————————————						-Date Range-		Exit	
SOLOA Action View Schedule Block All Day	From To	12:00 AM V 11:59 PM V						From To	Apply S M T W T F S	
 Block Part Day Clear Blocks Add Notes 	Action - "Block All Day	"							Month Apr v	
Firm Block			March		April 20	25		Мау		
Reports Calendar	l		Sun 30	Mon Tu 31 1	e Wed 2	Thu 3	Fri 4	Sat 5		
Legend	l		6	7 8	9	10	11	12		
Game			20	21 2	2 23	24	25	26		
Attached Game			27	28 2	9 30	1	2	3		
Pending Game			4	5 6	7	8	9	10		
Full Day Block	4/2/2025 - Games and Block	s							Delete Note	
Part Day Block	1.00	Group	Games/Bl	ocks	Status	Fro	m 	Т	To Site/Created Firm	

<u>STEP 6</u>

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

<u>STEP 7</u>

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