

# ArbiterSports

## Blocks Calendar

Thursday, October 18, 2018

One of the most important parts of the ArbiterSports system is the "Blocks" section. The Sharing feature outlined above only blocks the officiating dates from ArbiterSports assignors. You must block the dates/times you are unavailable for other reasons yourself using the "Blocks" section of the website. Keeping your calendar updated in each sport you work is imperative to the success of the system. The assignors assume that if a date is open, you are available to work! The assignors have each undertaken their roles to help keep officials in our area working area games. Although they are compensated for their efforts, it is only a part-time position. Officials who turn back games simply because they did not keep their availability updated place a tremendous burden on the assignors and schools, who depend on the system to get their contracts out in a timely manner. Below are the steps to update your calendar once you're in the system:

Click the link for "Blocks" at the top of the page. (It doesn't matter which group you are logged into. You can block dates for multiple assignors from any group.)

Look at the upper-left section of the screen. All of the groups you belong to will be displayed by number. You can see which group is which by resting your mouse over the number. It will show you the group name in the form of a little "sticky note." Make sure you have clicked in the box beside all groups that you'd like to include in the block.

Click "Block All Day" or "Block Part Day" depending on your choice.

If you have chosen "Block Part Day" use the time range drop-down boxes to choose the time range you are unavailable to work.

On the calendar, click on the date you would like to block.

Continue blocking dates for that month until finished.

Choose another month by clicking the next or previous month links at the right and left side of the top of the calendar, or by selecting a month from the drop-down list at the right side of the screen. Repeat for the entire season.

# Other Blocks

If you would like to include a note each time you block a date, click the "Add Notes" box at the left side of the screen. This will prompt you to input a short note about that block. This note can be for yourself or for your assignors.

If a date that you have blocked later opens up, you can click the "Clear Blocks" option on the left side of the screen and then click the date or dates you would like to unblock.

You can also block larger date ranges, using the "Date Range" section at the top right of the screen. Just put in the starting and ending range, and click the boxes for which days of the week to apply

the blocks in this range and click Apply.

Keep your availability updated throughout the season, not just prior to the initial game assignments.

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