

Arbiter Block Instructions

Log on

Click on the tab Blocks

The screenshot shows the ArbiterSports interface. At the top, the user is logged in as Kelly Muffoletto (Official) with TVVOA (101954). The navigation menu includes MAIN, SCHEDULE, PAYMENTS, **BLOCKS**, LISTS, REPORTS, and PROFILE. Under the BLOCKS tab, there are sub-tabs for Dates, Travel Limits, and Summary. The main content area is titled 'Calendar' with an 'Action - "View Schedule"' button. On the left, there are sections for 'Groups' (with checkboxes for All Groups, AD Assigned, 1099, TVVOA, and 110832), 'Action' (with radio buttons for View Schedule, Block All Day, Block Part Day, Clear Blocks, Add Notes, and Firm Block), 'Reports', 'Calendar', and 'Legend' (with 'Assigned Game' in blue and 'Attached Game' in green). A red arrow points to the 'Block All Day' option. The calendar shows a grid for May 2023, with May 5th highlighted in red. A 'Date Range' selector is also visible, showing 'From' and 'To' fields and a 'Date Range' calendar.

To block a single day, or multiple days, click on “Block all Day” on the left side under Action.

Then click the date you are blocking. It will turn red.

August		September 2023					October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	6	7	

To unblock a single day, click Clear Blocks under the Action Tab and then click on the day. The red will go away! If it does not, you are still blocked!

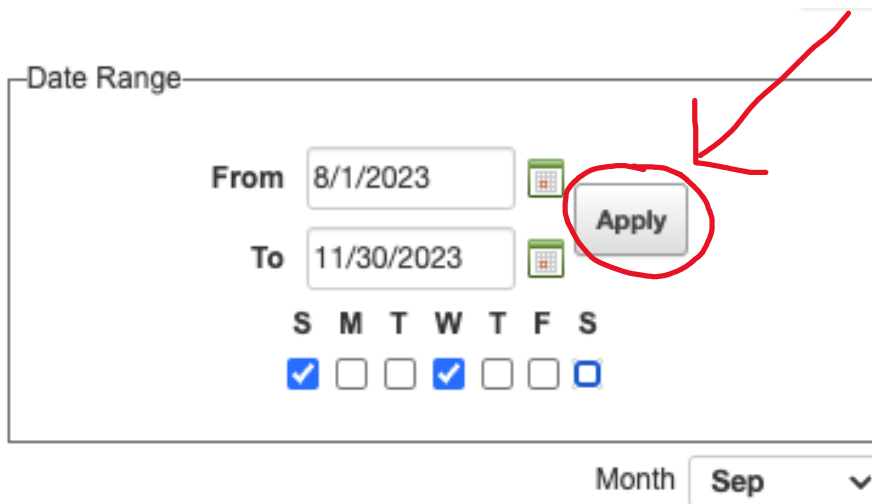
Blocking Multiple Days in a Range

To **block a range of days**, or **certain days of the week in a range**, type in the dates or use the calendar to input the dates.

If you are blocking certain days of the week every week for a range of dates, be sure only those days of the week are checked.

(In this example, this official will not work on Sunday or Wednesday from August 1 – November 30th.)

Hit apply.



The screenshot shows a 'Date Range' form. It has two date input fields: 'From' with '8/1/2023' and 'To' with '11/30/2023'. Below these are checkboxes for days of the week: S (checked), M, T, W (checked), T, F, S. A red circle highlights the 'Apply' button, with a red arrow pointing to it from the right. At the bottom right, there is a 'Month' dropdown menu currently set to 'Sep'.

The days that you have blocked will turn red.

August		September 2023					October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	6	7	

To clear those blocks, click Clear Blocks under the Action Tab. Then go to the Date Range box and hit apply. The red will magically disappear!

Block Part of a Day

- 1099
- TVVOA
- 110832

Action

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

Time Range

From 8:00 AM

To 4:00 PM

Action - "Block Part Day"

September	
Sun	

Click on Block Part Day and the Time Range box should open. Set your time. If this is for every day of the week, then fill in the date range as well.

Time Range

From 8:00 AM

To 5:00 PM

Date Range

From 8/1/2023

To 11/30/2023

Apply

S M T W T F S

Action - "Block Part Day"

Month Oct

September	October 2023					November
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
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

Travel Limits

Edit Travel Limits

Postal Code Distance

<input checked="" type="checkbox"/>	Day	PostalCode	Distance
<input checked="" type="checkbox"/>	Sunday	Lindale, TX 75771	100
<input checked="" type="checkbox"/>	Monday	Lindale, TX 75771	100
<input checked="" type="checkbox"/>	Tuesday	Lindale, TX 75771	100
<input checked="" type="checkbox"/>	Wednesday	Lindale, TX 75771	100
<input checked="" type="checkbox"/>	Thursday	Lindale, TX 75771	100
<input checked="" type="checkbox"/>	Friday	Lindale, TX 75771	100
<input checked="" type="checkbox"/>	Saturday	Lindale, TX 75771	100

Put in your postal code if it is not already in.
Click on the days of the week to which your travel range limit applies.
Type in the max distance you are willing to travel.
Click Apply