

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

To Block All Day

- Click Block All Day.
- Click day in calendar below.
- Highlights Red.

To Block Multiple Days

- Enter Date Range.
- Click days of week to block.

Date Range

From 3/11/2018

To 3/17/18

Apply

S M T W T F S

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Month

Mar 2018

Action - "Block All Day"

February		March 2018					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	7	

3/5/2018 - Games and Blocks

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	RBWLO	BLOCKED		All Day Block			

[MAIN](#) [SCHEDULE](#) **[BLOCKS](#)** [LISTS](#) [MOBILE](#) [REPORTS](#) [REFLOCKER](#) [PROFILE](#)[Dates](#) [Teams](#) [Partners](#) [Travel Limits](#) [Summary](#)[Need Help?](#) ?**Action**

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Reports[Calendar](#)**Legend**

- ☒ Assigned Game
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- ☒ Full Day Block
- ☒ Part Day Block
- ☐ Open Day

Calendar

Action - "Block Part Day"

Time Range

From 8:00 AM ▾
To 3:30 PM ▾

To Block Part Day

- Click Block Part Day
- Enter Time Range
- Click on day in calendar
- Highlights Pink

To Block Multiple Days

- Enter Date Range
- Click days of week to block
- Click Apply

Exit

Date Range

From 3/11/2018
To 3/17/2018
S M T W T F S
☐ ☐ ☒ ☒ ☒ ☐ ☐ Month **Mar 2018** ▾

Action - "Block Part Day"

February		March 2018					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
25	26	27	28	1	2	3	
4	5	6	7	8	9	10	
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25	26	27	28	29	30	31	
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3/1/2018 - Games and Blocks

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

Calendar

Legend

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Calendar

Action - "Block Part Day"

Time Range

From

To

Note:

- Only enter one block per day. When changing a block, delete the old block.
- Exception: Saturdays can have multiple blocks. Ex. 8:00-12:00 & 5:00-9:00.
- To Clear Blocks, click on Clear Blocks, then click on day below or Date Range.

Exit

Date Range

From

To

☐ S
 ☐ M
 ☒ T
 ☒ W
 ☒ T
 ☐ F
 ☐ S





Apply

Month Mar 2018

Action - "Block Part Day"

February		March 2018					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
25	26	27	28	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
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1	2	3	4	5	6	7	

3/13/2018 Games and Blocks

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
 	RBWLO	BLOCKED		8:00 AM	3:30 PM		<input type="checkbox"/>
 	RBWLO	BLOCKED		8:00 AM	5:00 PM		<input type="checkbox"/>

Exit