BLOCKING DATES AND TIMES

You can block out days or times when you will not be available to officiate for a game. To navigate to the Blocks page, click the "Blocks" tab (circled in red).

You will be able to view the calendar on your screen as shown below.

Setting Up Blocks by Date

Block All Day

To block a single day:

1. Check the groups you wish to apply the block to from the list in the Groups list, located in the upper-left corner of the page (WWLOA is selected circled in Green in the screen shot above).

2. Click "Block All Day" button in the Action menu, located on the left side of the calendar page circled in Blue in the screen shot below. (NOTE the default Action is "view schedule" as shown in the screen shot above circled in Blue)

3. Click the day you want to block on the calendar. NOTE: Click on the NUMBER not just on the rectangle (see the Red arrow pointed to May 6th)

NOTE: May 6th now appears in RED and is shown as BLOCKED at the bottom of the page (see Red arrow)

To block a range of days:

1. Check the groups you wish to apply the block to from the list in the Groups list, located in the upper-left corner of the page. This will be WWLOA.
2. Click the "Block All Day" button in the Action menu, located on the left side of the calendar page.

3. Enter a start and end date in the "Date Range" box, located on the right side of the calendar page (shown in the Blue circle in the screen shot below).

4. Check the boxes for each day of the week you wish to block, located just under the date range boxes.

5. Click the "Apply" button. (I choose to block all day every M, W & F between May 1st and May 14th. And they all are shown in Red = Blocked in the screen shot below.

Block Part Day

To block **a specific time of day** on a **single day**:

1. Check the groups you wish to apply the block to from the list in the Groups list, located in the upper-left corner of the page. This will be WWLOA (circled in Green).
2. Click the "Block Part Day" button in the Action menu, located on the left side of the calendar page (circled in Blue).
3. Enter the start time and end time of the block in the "Time Range" box, located just above the calendar (circled in Red). I have selected 8am – 4pm
4. Click the day you want to block on the calendar (see Red arrow pointed at May 6th). NOTE: you need to click on the NUMBER rather than the rectangle containing the number.

Once you have clicked on the number of the day the screen changes the color of the date to beige and the times that are blocked are shown in the box below the calendar.

<u>To block a specific time of day on a range of days:</u>

1. Check the groups you wish to apply the block to from the list in the Groups list, located in the upper-left corner of the page. This will be WWLOA (circled in Green).
2. Click the "Block Part Day" button in the Action menu, located on the left side of the calendar page (circled in Blue).
3. Enter the start time and end time of the block in the "Time Range" box (circled in Red), located just above calendar.
4. Enter a start and end date in the "Date Range" box, located on the right side of the calendar page (circled in Purple).
5. Check the boxes for each day of the week you wish to block, located just under the date range boxes. I have selected to block 8am-4pm M-F from May 1st through May 31st.

6. Click the "Apply" button. As shown below, all those days now appear in beige signifying the block of part of each of those days.

Important Note: When blocking specific times of day, please be aware that part-day blocks affect assigning-related restrictions as well as start-times for games. For example, if you block out a day from 12:00 noon to 3:00pm, you may not be eligible to be assigned to a 3:15pm start time because you may have to travel more than 15 minutes to the site, or your assigner may have placed a requirement to be on-site 30 minutes early for the game.

Clear Blocks

To clear a block from a single day:

1. Check the groups you wish to un-block from the list in the Groups list, located in the upper-left corner of the page. This will be WWLOA (circled in Green)
2. Click the "Clear Blocks" button in the Action menu, located on the left side of the calendar page (circled in Blue).

3. Click the day you want to clear on the calendar. NOTE: you must click on the NUMBER of the date. (See Red arrow)

The date now appears without the beige highlighting signifying that the day is not blocked. (see Red arrow)

<u>To clear blocks from a range of days:</u>

1. Check the groups you wish to un-block from the list in the Groups list, located in the upper-left corner of the page. This will be WWLOA (circled in Green)
2. Click the "Clear Blocks" button in the Action menu, located on the left side of the calendar page (circled in Blue).
3. Enter a start and end date in the "Date Range" box (circled in Purple), located on the right side of the calendar page.
4. Check the boxes for each day of the week you wish to clear, located just under the date range boxes. I have selected M, W & F from May 1st through May 31st.

5. Click the "Apply" button. The beige highlighting is now gone from those days signifying that the blocks have been removed.

Calendar
Action - "Clear Blocks"

Exit

Time Range
From 8:00 AM
To 4:00 PM

Date Range
From 5/1/2019
To 5/31/2019   Apply

S	M	T	W	T	F	S
☐	☑	☐	☑	☐	☑	☐

Action - "Clear Blocks"   Month May 201⌄

April						June
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
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	5	6	7	8

May 2019

NOTE:
Days that are OPEN appear in white or light grey
Days that have partial blocks appear in beige
Days that have full blocks appear in red
Days that have an assigned game appear in blue

Calendar
Action - "View Schedule"

Exit

Time Range
From 8:00 AM
To 5:00 PM

Date Range
From
To   Apply

S	M	T	W	T	F	S
☐	☐	☐	☐	☐	☐	☐

Action - " View Schedule"   Month Mar 2019⌄

February						April
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
24	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

March 2019