

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).



- Main
- Schedule
- Payments
- Blocks
- Lists
- Mobile
- Reports
- RefLocker
- Profile

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

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- MAIN
- SCHEDULE
- PAYMENTS
- BLOCKS
- LISTS
- MOBILE
- REPORTS
- REFLOCKER
- PROFILE

[Need Help? ?](#)

Groups

WWLOA

US Lacrosse

PNW Lacrosse

ACTION

View Schedule

Block All Day

Block Part Day

Clear Blocks

Add Notes

Report

Calendar
 Action - "View Schedule"

Time Range

From:

To:

Date Range

From:

To:

S M T W T F S

Calendar

Month:

Action - "View Schedule"

May 2019						
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

4/28/2019 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

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)

The screenshot shows a web application interface for managing blocks. The navigation menu includes MAIN, SCHEDULE, PAYMENTS, **BLOCKS**, LISTS, MOBILE, REPORTS, REFLOCKER, and PROFILE. Below the navigation menu, there are tabs for Dates, Sites, Teams, Travel Limits, Postal Codes, and Summary. A "Need Help?" link is visible in the top right corner.

The main content area is titled "Calendar" and has an "Action - 'Block All Day'" label. On the left side, there is a "Groups" list with the following items: WWLOA, US Lacrosse, and PNW Lacrosse. Below the "Groups" list is an "Action" menu with the following options: View Schedule, Block All Day, Block Part Day, Clear Blocks, and Add Notes. A "Time Range" section is also present, with "From" set to 12:00 AM and "To" set to 11:59 PM.

On the right side, there is a "Date Range" selector with "From" set to 5/1/2019 and "To" set to 5/17/2019. Below the date range selector is a legend for the calendar grid, showing "S M T W T F S" with checkboxes for each day of the week. The "Month" is set to May 2019.

The calendar grid shows the following dates for May 2019:

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

Below the calendar grid, there is a section titled "4/28/2019 - Games and Blocks" with a "Delete Note" button. The table below shows the following columns: Group, Games/Blocks, Status, From, To, Site/Created, and Firm.

Group	Games/Blocks	Status	From	To	Site/Created	Firm
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- 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)

Calendar
Action - "Block All Day"

Time Range
From: 12:00 AM
To: 11:59 PM

Date Range
From: 5/1/2019
To: 5/17/2019
Apply

Month: May 2019

May 2019						
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

5/6/2019 - Games and Blocks

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

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:

- 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.
- Click the "Block All Day" button in the Action menu, located on the left side of the calendar page.

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

Calendar
Action - "Block All Day"

Time Range
From: 12:00 AM
To: 11:59 PM

Date Range
From: 5/1/2019
To: 5/14/2019
Apply

S M T W T F S

Month: May 2019

Legend
 Assigned Game
 Attached Game
 Pending Game
 Full Day Block
 Part Day Block
 Open Day

May 2019						
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

4/30/2019 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm

- 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).

Groups

WWLOA
 US Lacrosse
 PNW Lacrosse

Action

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

Time Range

From: 12:00 AM
To: 11:59 PM

Date Range

From: 5/1/2019
To: 5/14/2019
Apply

S M T W T F S

Calendar

Legend

Assigned Game
Attached Game
Pending Game
Full Day Block
Part Day Block
Open Day

Calendar

Month: May 2019

May 2019						
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

4/30/2019 - Games and Blocks

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

Groups

- WWLOA
- US Lacrosse
- PNW Lacrosse

Action

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

Time Range

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

Date Range

From: 5/1/2019
To: 5/14/2019

Month: May 2019

Calendar

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

April		May 2019					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	

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.

Groups

- WWLOA
- US Lacrosse
- PNW Lacrosse

Action

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

Time Range

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

Date Range

From: 5/1/2019
To: 5/14/2019

Month: May 2019

Calendar

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

April		May 2019					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	

5/6/2019 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Print
WWLOA	BLOCKED		8:00 AM	4:00 PM		<input type="checkbox"/>

To block a specific time of day on 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 (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.

Groups

- WWLOA
- US Lacrosse
- WW Lacrosse

Action

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

Time Range

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

Date Range

From: 5/1/2019
To: 5/31/2019

S M T W T F S

Calendar

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

May 2019						
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

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.

Groups

WWLOA
 US Lacrosse
 PNW Lacrosse

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 Part Day"

Time Range

From To

Date Range

From To

S M T W T F S

Month

May 2019						
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

5/6/2019 - Games and Blocks

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	WWLOA	BLOCKED		8:00 AM	4:00 PM		<input type="checkbox"/>

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 screenshot shows the 'Calendar' interface with the following elements:

- Groups:** WWLOA (checked), US Lacrosse, PNW Lacrosse.
- Action:** View Schedule, Block All Day, Block Part Day, **Clear Blocks** (selected), Add Notes.
- Time Range:** From 8:00 AM, To 4:00 PM.
- Date Range:** From 5/1/2019, To 5/31/2019, Apply button.
- Calendar Legend:** Assigned Game (blue), Attached Game (green), Pending Game (light blue), Full Day Block (red), Part Day Block (orange), Open Day (white).
- Calendar Grid:**

April		May 2019					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	

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

The screenshot shows the 'Calendar' interface with the following elements:

- Groups:** WWLOA (checked), US Lacrosse, PNW Lacrosse.
- Action:** View Schedule, Block All Day, Block Part Day, **Clear Blocks** (selected), Add Notes.
- Time Range:** From 8:00 AM, To 4:00 PM.
- Date Range:** From 5/1/2019, To 5/31/2019, Apply button.
- Calendar Legend:** Assigned Game (blue), Attached Game (green), Pending Game (light blue), Full Day Block (red), Part Day Block (orange), Open Day (white).
- Calendar Grid:**

April		May 2019					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	

To clear blocks from a range of days:

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.

The screenshot shows a web interface for managing a calendar. On the left, there is a 'Groups' list with 'WWLOA' checked. Below it is an 'Action' menu with 'Clear Blocks' selected. To the right, a 'Date Range' box is set from 5/1/2019 to 5/31/2019, with checkboxes for days of the week (S, M, T, W, T, F, S) where M, W, and F are checked. Below this is a calendar grid for May 2019, with days 1 through 31 highlighted in orange, indicating they are blocked. The interface also includes an 'Exit' button, a 'Time Range' section (8:00 AM to 4:00 PM), and a 'Legend' for game types.

May 2019						
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

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

Groups

 WWLOA
 US Lacrosse
 PNW Lacrosse

Calendar

Action - "Clear Blocks"

Action

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

Time Range

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

Date Range

From: 5/1/2019
 To: 5/31/2019

S M T W T F S

Month: May 2019

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

May 2019						
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

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

Groups

 WWLOA
 US Lacrosse
 PNW Lacrosse

Calendar

Action - "View Schedule"

Action

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

Time Range

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

Date Range

From:
 To:

S M T W T F S

Month: Mar 2019

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

March 2019						
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