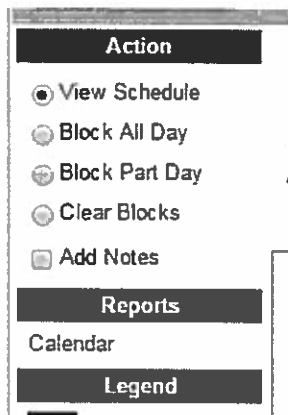To Set Up Blocks;

Sign into your Arbiter account. Go to your "BLOCKS" tab at the top and click.

This now has you on your page for entering any times you are NOT able to time keep. This should include School, any sports, weekends away etc. The can be added as you go but they need to be updated as soon as you know you are unable to be available on any given day. The way the Arbiter works is if you block a time off, example Wednesday, Sept 14th 5 pm to 8 pm and I go to try and book a game during this time at 6:30pm, your name will not appear on my list of AVAILABLE Timekeepers. This means fewer declines and faster scheduling.

Step #1 – Check off the action you wish to do, "BLOCK PART DAY" is for small blocks of time you are not available; example; (School Hours 8 – 3pm or hockey practices 5:30 – 7:30 pm). If you are going away for an entire day and not available please check off 'BLOCK ALL DAY"
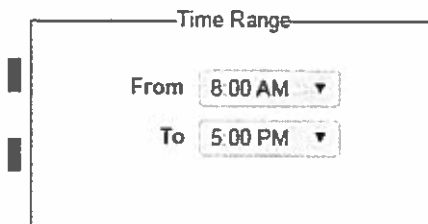

Step #2 – Once you select what type of block you want, the time "Calendar" below will become active and allow you to change the times you are not available, example School would be 8 am – 3 pm for most of you. Or if it is a hockey practice/game time put in that time not available.

Calendar
Action - "View Schedule"

Step #3 – Next change the "Date Range" by first clicking on the small calendar shown to the right of the "FROM" section, this will bring up a six month calendar (shown below) for you to choose your date. Once you have selected the date the calendar disappears and you can now do the same for the "TO" date, again the calendar pops up and you select your date. For example; School you can select the date September 6, 2016 to June 30, 2017. This will do all of your blocks for school. Once you have both dates in you check off the M, T, W, T, F, below the dates which means you want to block off Monday to Friday for those times and dates. If you are blocking off a practice day or weekend away you would select ONLY the day of the week you are blocking. Once you are sure you have the date(s) correct and the proper day(s) of the week you may hit "APPLY" and if you take a look at your Calendar below, your blocks should appear in different colours.
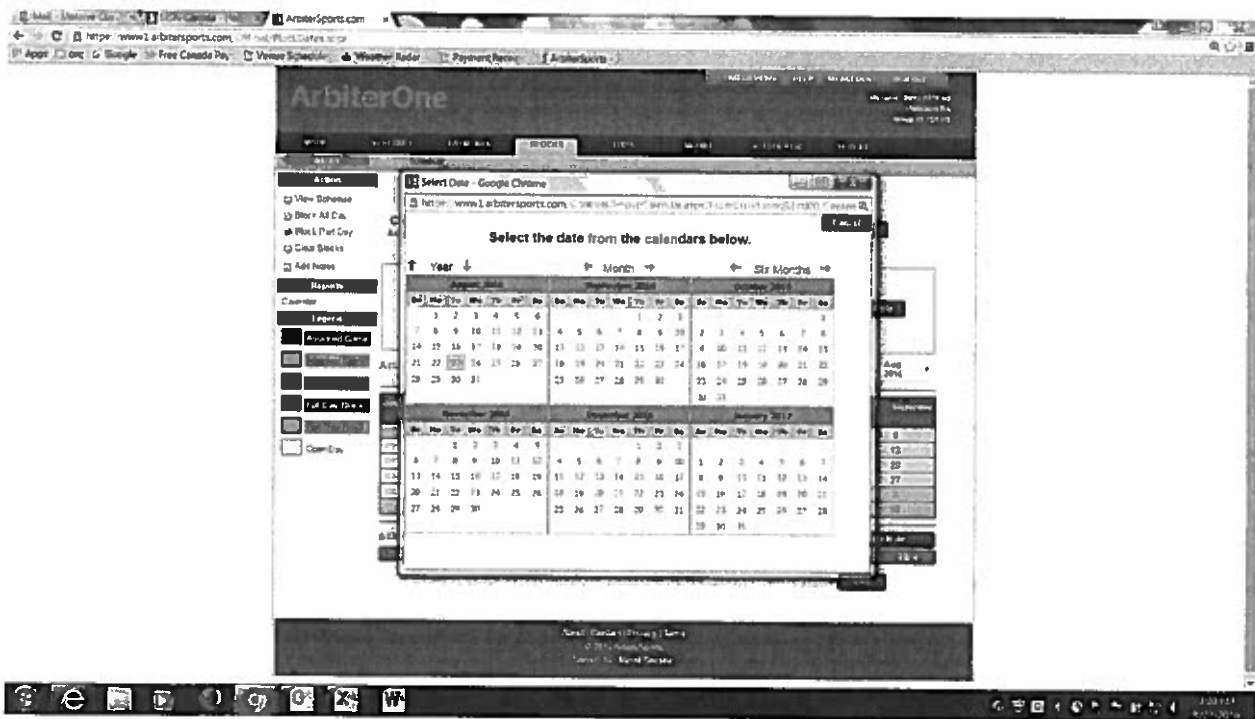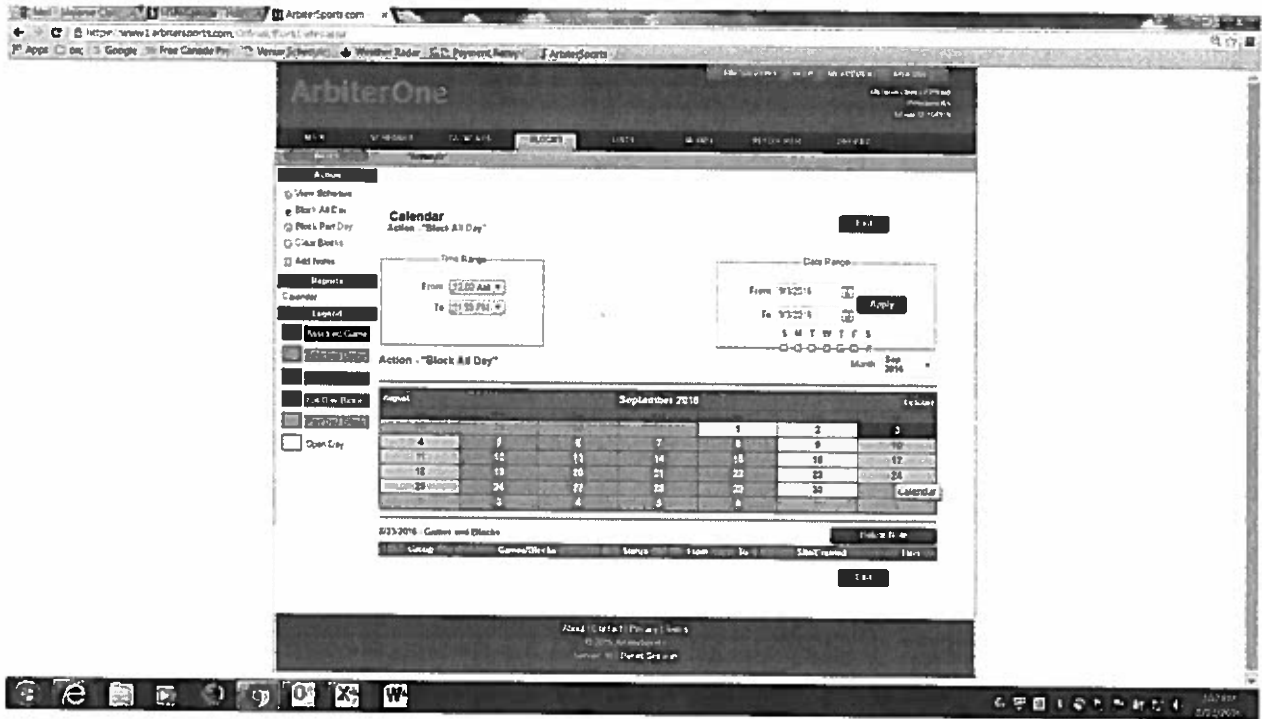
Your Blocks Calendar below now shows your blocks in different colors for whatever action is on that day, example (see chart at bottom) Assigned Games, Pending Games, Full Block, Part Block, Open day.

If you make a mistake, DON'T PANIC. You simply start the same process again only this time you select "REMOVE BLOCKS", selecting your time and date range, you click on the date on your Large Calendar and hit APPLY and it removes it.