Instructions to Block Dates on Your Arbiter Calendar:

On the left side of the screen, you will find the following available options to assist you in blocking dates on your personal Arbiter Calendar:

1. View Schedule
2. Block All Day
3. Block Part Day
4. Clear Blocks

To Block a Date:

1. Click BLOCKS at the top of the homepage.

2. Click DATES on the sub bar (top of page) to display the calendar feature.

3. To block <u>All Day</u>, click in the "Block All Day" circle located on the left side of the page. That will activate the "from and to" date range. Let's say you only want to block 2 days, one in December and one in January. Select December where the calendar month is shown then double click on the day of the month you want to block. Then change the calendar to the month of January and double click on the actual day of the month. Let's say you want to block every Tuesday from the beginning through the end of the season. Click on the little calendar to the right of the "from" space and choose your beginning date, then click on the little calendar to the right of the "to" space and choose your ending date. Next check the "T" in the date range (below the date range) to designate Tuesday and then click on Apply". This action will block every Tuesday from your beginning date through your ending date.

4. To block <u>Part Days</u> (for example every weekday until 5:00 PM) click in the "Block Part Day" circle on the left side of the page. That will activate the time range box. Select the time frame you are unavailable. For example, 8:00 AM to 5:00 PM, then go to the date range box and select your beginning and ending dates as well and the days of the week you are unable to officiate until after 5:00 PM. Then click "Apply" to designate that you are unavailable from 8:00 AM – 5:00 PM on every day you selected from the first date through the last date you choose.

5. Click in the "Clear Block" circle If you inadvertently blocked a date by mistake. Double click on the day you blocked in error, and it will clear the block for that day.

6. Click <u>APPLY</u> to finalize any blocks you have made.

7. When finished, Click <u>EXIT.</u>