

## **Instructions to Block Game Sites in Arbiter:**

**These instructions work pretty much the same way as blocking teams. If you have blocked game sites in the past, only those game sites you blocked will show in Arbiter; otherwise none will be displayed.**

### **To Block a Game Site:**

- 1. Click BLOCKS at the top of the homepage**
- 2. Click SITES on the sub bar (the top of the page) to view all Game Sites.**
- 3. Click on the "SHOW-ALL" checkbox on the upper right side of the page to display all the game sites. You will see most game sites have more than one site listed. Multiple game sites are listed if the schools have hosted tournaments in the past in order to allow the YAIAA to add those games to its league schedule.**
- 4. To block a game site, click to the left of the site you wish to block to record a checkmark for that site. To be safe, block all the sites listed for the team you are selecting even though checking only the first site should complete your block.**
- 5. To remove a block on a game site, simply click to the left of the site you wish to un-block and it will uncheck/remove the block.**
- 6. If you block a game site, you will block that site for all games – regardless what time those games are played.**
- 7. When you are finished blocking and unblocking game sites, simply click on the "Save" feature at the bottom right then click Exit. To ensure your changes were recorded, log back into Arbiter and view all the sites you have blocked.**

**Note: if you cannot get to a specific school for levels that are played at times that conflict with your work schedule, you will need to use the team block (not the site block).**