

The Arbiter .Net Calendar Helps

Calendar

The Calendar can be accessed from the start page by clicking on the CALENDAR link under My Blocks.

View Calendar

When first logging into the Calendar the default action select is view calendar. The view calendar option will allow you to select any date and see the blocks and games for that date. This information is displayed below the calendar. The currently selected month can be changed by selecting the desired month from the pull-down or by clicking the month names shown to the left right of the current month. Any blocks with a trash can (🗑️) to the left can be removed by clicking on the 🗑️. Blocks that do not have a 🗑️ to the left are system blocks and cannot be removed without the assigner's help.

Block an entire day

To block an entire day select the BLOCK ALL DAY under the ACTIONS menu and then click on the date you want to block. To block multiple entire days, enter the date range above the calendar view and check the days of the week you want to block and click APPLY. If you are a member of multiple groups there is a section above the actions which lists all the group numbers. To block dates for only one group make sure that is the only group that has a check mark in the box.

Example

To block every Sunday and Monday for the month of March type 03/01/04 in the first date and 03/31/04 in the second date, put the check box in Sunday and Monday and click on apply.

Block a partial day

To block only part of a day select the block part date under actions. Select the From Time and the To time and can click on the date you want to block. To block multiple dates enter the date range above the calendar view and put a check in which days of the week you want to block and click apply. If you are a member of multiple groups there is a section which lists all the group numbers. To block dates for only one group make sure that is the only group that has a check mark in the box.

Example

To block 9:00 am to 5:00 pm Monday through Friday for the month of March select 9:00am in the from time and 5:00pm in the to time, type 03/01/04 in the first date and 03/31/04 in the second date, put the check box in Monday, Tuesday, Wednesday, Thursday, and Friday and click on apply.

Clear Blocks

To clear out blocks already in the system select clear blocks and click on the date you want to remove the blocks and all blocks on that date will be removed. To remove multiple blocks enter the date range above the calendar view and put a check in which days of the week you want to remove the blocks and click apply. If you are a member of multiple groups there is a section which lists all the group numbers. To remove blocks dates for only one group make sure that is the only group that has a check mark in the box.

Example

If you blocked 9:00 am to 5:00 pm Monday through Friday for the month of March and want to clear all those blocks. Select clear blocks, select 9:00am in the from time and 5:00pm in the to time, type 03/01/04 in the first date and 03/31/04 in the second date, put the check box in Monday, Tuesday, Wednesday, Thursday, and Friday and click on apply.

Print Calendar

To print a summary of all block and events click on the print calendar option and select which months you wish to print and select which format for the report and click on begin print. This will show all dates with a game or a block and a brief summary of the games/blocks.