Instructions for CVFOA Official Blocked Dates/Availability Reporting on Arbiter

1. Starting in 2007 all officials will enter their block-out dates/availability utilizing Arbiter instead of filling out the traditional "availability sheet". The officials should indicate all block out dates in the date range starting August 1st through December 15th. The officials will enter blocked dates using Arbiter through July 31st. After that date all availability changes must be communicated directly with the appropriate supervisor. This system will be used for Varsity and less than Varsity "JV". If you are not generally working JV you must still block out JV for all dates that you intend not to be available.

2. To enter your block out dates:

a) Login to Arbiter and get to the "Start Page". Click on "Start Page" on the far upper left corner of any page if you are having trouble finding it.

b) On the Start Page Menu on the left side of the page go down to the subheading "Blocks" and click on the heading "Calendar".

c) On the Menu heading "Groups" click the box and highlight with a green check the group that you are entering blocks for. Varsity is "101649" and JV is "102024". If your blocks are the same for both you can click both of them at the same time and start entering blocks. Otherwise, you will click "101649" first and enter your blocks for Varsity. Upon completion, unclick "101649" and click "102024". Then enter blocks for JV.

d) To enter blocks for a full day, click on the button labeled "Block all day" under the Menu heading "Action". Then go to the specific date to block and click on the date. The day should turn red indicating that you are blocked for the whole day.

e) To enter blocks for part of a day, click on the button labeled "Block part day" and notice that when you do the "Time Range" box to the right of the button immediately comes live from being grayed-out. Select the time range that you wish to block out by using the arrows. After completing the time range click on the date that you wish to block part of the day. The day you selected should turn pink.

f) If you have made a mistake or just wish to change the blocked dates you can do so by clicking on the "Clear blocks" button and then click on the date that you wish cleared. The cleared date color should revert back to white or gray.

g) To block out a range of dates or a certain day of the week for a range of dates you use the "Date Range" box. To select a range of dates click on the "From and To" calendar(s). To select a day of the week click on the appropriately marked box. This date range function is used in conjunction with the Action Menu buttons.

h) To advance the calendar to another month, click on the arrow on the Month Menu Box immediately below the Date Range Box. You can also advance forward or backward one month by clicking on the month notation in the upper left or upper right corner of the calendar.

i) As noted on the Legend the calendar will note "assigned" games by coloring the day/date blue.

j) To print a report of blocked dates you can use the "Calendar" subheading under the "Reports" Menu. This will allow viewing or printing of all of your blocked dates in several available formats (.pdf, .xls, .txt, .html, etc.).

3. If you do not have any blocked dates whatsoever, please block out June 1st for the full day. This will assist the supervisors in managing the block out dates.

4. If you have questions or need assistance please contact your supervisor or call Jerry Corrick.

Thanks for your patience and cooperation.