Blocking Dates in Arbiter for Multi-Sport Officials
(with special thanks to Bob Kyle, Commissioner Eastern Virginia Officials)

This document is designed to help those officials who are multi-sport officials with multiple Arbiter accounts and who use Arbiter for those multiple sports.

If you want to block some dates or days in one sport but leave dates or days open to another assigner in another sport and both (or several) of those assigners use the Arbiter system, then this document is for you.

Log in to Arbiter. Sign in to one of your accounts. On your Start Page, you'll see a menu of options near the top of the page. Click on "Blocks" and your calendar for the current month will be displayed.

On the left hand side near the top, you'll see all the various Arbiter accounts to which you belong. Each of those accounts will have a green check mark in a box to the left side of the account. When there is a check mark in that box, it means anything you do to your calendar will apply to that account. With all the accounts checked, whatever action you do will be applied to all the accounts. For purposes of this document, let's assume you want to leave Mondays, Tuesdays, and Thursdays open for volleyball. Let's further assume you want to leave Wednesdays open to baseball and Fridays open for football. We'll do volleyball first.

Put your mouse over the check mark for the CVVOA volleyball account (102823) and left click it. Now there will be check marks on every account except volleyball. Move your mouse over the "Block All Day" radio button and left click it. It will turn green. You can then go to your calendar and start closing out (blocking) days. Simply click on the date number and that day will be closed out for all your accounts except volleyball. You'll be closing out every Monday, Tuesday, and Thursday in every account except volleyball. The volleyball commissioner will see that you're open. All the other assigners will see that you're blocked that day.

Now since you want to keep Wednesdays open for baseball only, go back up to your accounts and put a check mark in every account except the baseball account(s). Again click on "Block All Day". Then go to your calendar and click on every Wednesday. That will block every Wednesday in every account except baseball.

Now since you want to keep Fridays open for football only, go back up to your accounts and put a check mark in every account except the football account. Again click on "Block All Day". Then go to your calendar and click on every Friday. That will block every Friday in every account except football.

The converse of the described actions is also true. If you want to do something to one account only, then remove the check marks on every account except the account you want to change. That account will be the only one checked and everything you do will apply only to that account.

Every time you go to your calendar page from your start page, the calendar will show all blocked dates for all accounts. That is the default. You'll know that is what is being shown to you because there will be a check mark in the box to the left of each of your Arbiter accounts and the "View Schedule" radio button will show green. Your calendar will be full of red dates because it is showing all blocked dates for all accounts. To view the blocked dates for an individual account (sport), remove the check mark to the left of all accounts except the sport you wish to view. Then the blocked dates for just that one account will be shown.

During the year, you may want to make a change in your availability in one account for a certain day. For example, let's assume you don't get a baseball assignment for a certain Wednesday and want to open up that date to other sports (accounts). When you select your calendar from the start page, all your accounts will have a check mark and the "View Schedule" button will be green. Click on the date in your calendar you wish to change. Scroll down to the bottom and you will see a listing of each account in which you are blocked and the type of block you have (all day or partial day). To delete the block, click on the red **X** to the left of the account you want to change. The day will now be open for that account.

One thing that is very problematic for assigners is when an official has more than one block on an individual day. This usually happens when an official has applied a block and then wants to change the block for that day or account. Arbiter doesn't do an automatic update when you change a block. It simply adds the change you have input – which causes you to have two or more blocks for some days. In order to change a blocked day or time, you must first delete the old block and then enter the new block.

The best way to check the blocks you have for your accounts is to get a report of all the blocks you have currently in the system. After you have clicked on the "Blocks" menu item, a sub-menu will appear directly under the main menu listing. Click on "Summary". The next screen will have a drop down menu for you to designate a format to view the report. The default format is pdf. Although you can designate other formats, I recommend you stick with the default pdf format which you'll be able to view if you have Adobe Acrobat Reader. Click "Print Preview". Another window will open titled "Official Blocks Summary" which will contain an entire listing of blocks you have applied FOR THE ACCOUNT YOU LOGGED IN TO (for example volleyball, baseball, or football). If you want to view block information for other accounts, go back to the last Arbiter page you were on and click "Switch Views" at the top of the page and select the account you want to switch to. The report will give you a complete listing of all days you have blocked or times on a particular day you have blocked; any teams you have blocked; any sites you have blocked; any partners you have blocked; and your daily departure zip code and mileage limit. If you have more than one block on a day, you'll see that in the first section. That means you'll have to go back in the system and remove the blocks that do not apply.

The following is correct but not an option for ODOA members at this time. If you need the assignor to alter your departure zip code or travel limits, please email him.

To enter the correct departure Zip Code and correct travel limits, go back to the "Blocks" page and click on "Travel Limits" in the sub menu. The default departure Zip Code is your home. If you will depart from your place of work, change the departure Zip Code to your work Zip Code. This is important because Arbiter automatically computes travel time from your departure Zip Code to the assignment and includes a default I've input that requires you to be able to travel to the assignment site and arrive at least 30 minutes prior to the match start time. If you feel a need to apply a mileage limit, I'd recommend you make that limit not less than 100 miles. When you apply a short distance (such as 15 or 25 miles) it severely limits the number of assignments you are available for.

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