

# Using ArbiterSports Blocks

## AHRA Specific Tutorial

### Accessing Your Blocks

**Step 1** - Log into ArbiterSports to view your dashboard

**Step 2** - Click the 'Blocks' tab

The screenshot shows the top navigation bar of the ArbiterSports dashboard. The 'BLOCKS' tab is highlighted with a red arrow pointing to it. Other tabs include DASHBOARD, SCHEDULE, PAYMENTS, ELIGIBILITY, LISTS, and SETTINGS. On the right side, there is a 'My Account' dropdown menu and a user profile icon.

The screenshot shows the 'Blocks' page in the ArbiterSports dashboard. The 'BLOCKS' tab is highlighted in the navigation bar. Below the navigation bar, there are several sections: 'Action' (with options like View Schedule, Block All Day, etc.), 'Reports' (with a 'Calendar' option), and 'Legend' (with color-coded boxes for Assigned Game, Attached Game, Pending Game, Full Day Block, Part Day Block, and Open Day). The main content area is titled 'Calendar' and 'Action - "View Schedule"'. It features a 'Time Range' selector (From 8:00 AM, To 5:00 PM) and a 'Date Range' selector (From, To, Apply, and a day-of-week selector). Below these selectors is a calendar for January 2025, showing the days of the week and the dates. The calendar is currently set to 'Month: Jan'. At the bottom, there is a table with columns for Group, Games/Blocks, Status, From, To, Site/Created, and Firm. The table is currently empty. There are also 'Delete Note' and 'Exit' buttons.

# Creating All-Day Blocks

**Step 1** - Click 'Block All Day' under the 'Action' section

**Step 2** - Within the calendar, click the date that you wish to place an all-day block

In this example, we're using January 3<sup>rd</sup>. Once a date is selected, it will turn red indicating an all-day block has been placed.

The screenshot shows the ArbiterSports dashboard with the 'BLOCKS' tab selected. On the left, the 'Action' section has 'Block All Day' selected. The 'Calendar' section shows a date range from 12:00 AM to 11:59 PM. The calendar grid for January 2025 has the 1st highlighted in yellow. Below the calendar is a table titled '1/1/2025 - Games and Blocks'.

Group	Games/Blocks	Status	From	To	Site/Created	Firm

The screenshot shows the ArbiterSports dashboard with the 'BLOCKS' tab selected. On the left, the 'Action' section has 'Block All Day' selected. The 'Calendar' section shows a date range from 12:00 AM to 11:59 PM. The calendar grid for January 2025 has the 3rd highlighted in red. Below the calendar is a table titled '1/3/2025 - Games and Blocks'.

Group	Games/Blocks	Status	From	To	Site/Created	Firm
AHRA	BLOCKED		All Day Block			

# Creating Part-Day Blocks

**Step 1** - Click 'Block Part Day' under the 'Action' section

**Step 2** - Within the 'Time Range' section, select the times for which you are unavailable

**Step 3** - Inside the calendar, click the date that you wish to place the part day block on

In this example, we're using 6:00am to 4:00pm as the times for our part day block. Once a date is selected, it will turn orange indicating a part day block has been placed.

**ArbiterSports** DASHBOARD SCHEDULE PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Sites Travel Limits Postal Codes Summary

**Action**

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes
- Firm Block

**Calendar**

Action - "Block Part Day"

Time Range: From 6:00 AM To 4:00 PM

Date Range: From To Apply

S M T W T F S

Month: Jan

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

December		January 2025					February
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	

1/3/2025 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm

**ArbiterSports** DASHBOARD SCHEDULE PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Sites Travel Limits Postal Codes Summary

**Action**

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes
- Firm Block

**Calendar**

Action - "Block Part Day"

Time Range: From 6:00 AM To 4:00 PM

Date Range: From To Apply

S M T W T F S

Month: Jan

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

December		January 2025					February
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	

1/3/2025 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm
AHRA	BLOCKED		6:00 AM	4:00 PM		

# Creating Date Range Blocks

**Step 1** – Select either ‘Block All Day’ or ‘Block Part Day’

**Step 2** – Select the desired time and date range for the blocks to be set

**Step 3** – Select the desired days of the week for the blocks to be set

**Step 4** – Click ‘Apply’

In this example, we’re setting a part day block from 8:00am to 5:00pm, Monday through Thursday, from 1/1/2025 until 6/1/2025.

**ArbiterSports** My Account

DASHBOARD SCHEDULE PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Sites Travel Limits Postal Codes Summary

**Action**  
 View Schedule  
 Block All Day  
 Block Part Day  
 Clear Blocks  
 Add Notes  
 Firm Block

**Calendar**  
 Action - "Block Part Day"

Time Range:  
 From: 8:00 AM  
 To: 5:00 PM

Date Range:  
 From: 1/1/2025  
 To: 6/1/2025  
 Apply

S M T W T F S

Month: Jan

**Legend**  
 Assigned Game  
 Attached Game  
 Pending Game  
 Full Day Block  
 Part Day Block  
 Open Day

December		January 2025					February	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
29	30	31	1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		

1/1/2025 - Games and Blocks

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	AHRA	BLOCKED		8:00 AM	5:00 PM		

# Clearing Blocks

**Step 1** – Click ‘Clear Blocks’ under the ‘Action’ section

**Step 2** - Within the calendar, click the date that you wish to clear the block on

Once a date is selected, it will turn white indicating the block has been removed from the schedule.



**ArbiterSports** My Account

DASHBOARD SCHEDULE PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Sites Travel Limits Postal Codes Summary

**Action**

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes
- Firm Block

**Calendar**  
Action - "Clear Blocks"

Time Range: From 6:00 AM To 4:00 PM

Date Range: From To Apply

S M T W T F S

Month: Jan

**Legend**

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

**Action - "Clear Blocks"**

December		January 2025					February
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	

1/3/2025 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm
AHRA	BLOCKED		6:00 AM	4:00 PM		

**ArbiterSports** My Account

DASHBOARD SCHEDULE PAYMENTS **BLOCKS** ELIGIBILITY LISTS SETTINGS

Dates Sites Travel Limits Postal Codes Summary

**Action**

- View Schedule
- Block All Day
- Block Part Day
- Clear Blocks
- Add Notes
- Firm Block

**Calendar**  
Action - "Clear Blocks"

Time Range: From 8:00 AM To 5:00 PM

Date Range: From To Apply

S M T W T F S

Month: Jan

**Legend**

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

**Action - "Clear Blocks"**

December		January 2025					February
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	

1/3/2025 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm

# Creating Rink Blocks

**Step 1** – Click the ‘Sites’ sub-tab

**Step 2** – Select each individual rink that you wish to block

**Step 3** – Click ‘Save’

In the example shown, this official wants to only be scheduled for assignments at AZ Ice Peoria, Ice Den Scottsdale, and ASU Mullett Arena. This particular individual will not appear available to schedulers at any rink that they block.

**Block Sites**

Rows(1-200): 20

Save settings  
Reset to default

Site	Address	Date
<input type="checkbox"/> Arcadia Ice Arena *	3853 East Thomas Road, Phoenix, Arizona 85018	
<input type="checkbox"/> ASU Mullett Arena *	201 South Packard Drive, Tempe, Arizona 85281	
<input type="checkbox"/> AZ Ice Gilbert *	2305 East Knox Road, Gilbert, Arizona 85296	
<input type="checkbox"/> AZ Ice Peoria *	15829 North 83rd Avenue, Peoria, Arizona 85382	
<input type="checkbox"/> Coyotes Community Ice Center *	140 North Country Club Dr, Mesa, Arizona 85201	
<input type="checkbox"/> Ice Den Chandler *	7225 West Harrison Street, Chandler, Arizona 85226	
<input type="checkbox"/> Ice Den Scottsdale *	9375 East Bell Road, Scottsdale, Arizona 85260	
<input type="checkbox"/> Jay Lively Activity Center *	1650 North Turquoise Drive, Flagstaff, Arizona 86001	
<input type="checkbox"/> TBA *	(unknown), (unknown), (unknown), (unknown), (unknown)	
<input type="checkbox"/> Tucson Convention Center *	265 South Granada Avenue, Tucson, Arizona 85701	

Save Exit

**Block Sites**

Successfully save blocked sites.

Rows(1-200): 20

Save settings  
Reset to default

Site	Address	Date
<input checked="" type="checkbox"/> Arcadia Ice Arena *	3853 East Thomas Road, Phoenix, Arizona 85018	10/31/2024
<input checked="" type="checkbox"/> AZ Ice Gilbert *	2305 East Knox Road, Gilbert, Arizona 85296	10/31/2024
<input checked="" type="checkbox"/> Coyotes Community Ice Center *	140 North Country Club Dr, Mesa, Arizona 85201	10/31/2024
<input checked="" type="checkbox"/> Ice Den Chandler *	7225 West Harrison Street, Chandler, Arizona 85226	10/31/2024
<input checked="" type="checkbox"/> Jay Lively Activity Center *	1650 North Turquoise Drive, Flagstaff, Arizona 86001	10/31/2024
<input checked="" type="checkbox"/> TBA *	(unknown), (unknown), (unknown), (unknown), (unknown)	10/31/2024
<input checked="" type="checkbox"/> Tucson Convention Center *	265 South Granada Avenue, Tucson, Arizona 85701 *	10/31/2024
<input type="checkbox"/> ASU Mullett Arena *	201 South Packard Drive, Tempe, Arizona 85281	
<input type="checkbox"/> AZ Ice Peoria *	15829 North 83rd Avenue, Peoria, Arizona 85382	
<input type="checkbox"/> Ice Den Scottsdale *	9375 East Bell Road, Scottsdale, Arizona 85260	

Save Exit