

The Arbiter Calendar

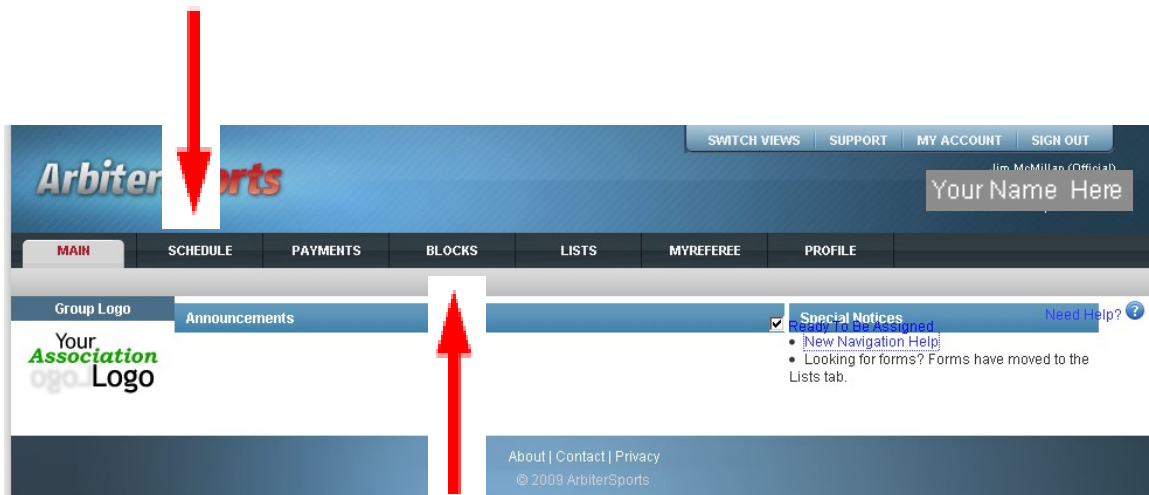
The Calendar function in the Arbiter allows you to identify the dates that you are available and unavailable.

The Shore Track Officials Association has determined that only full days can be blocked (or made available); consequently this document addresses complete days only.

How do I access the Calendar?

Once logged in, your Account page will display (see example below) the list of functions in tabs along the top of the page.

Select 'Schedule' to see a list of your assignments, pending and accepted.



Select 'Blocks' to see a calendar view of Blocks, Schedules and Pending assignments..

MAIN

SCHEDULE

PAYMENTS

BLOCKS

LISTS

MYREFEREE

PROFILE

DATES

SUMMARY

Groups

☐ 103626
☒ 103663

Action

☒ View Schedule
☐ Block All Day
☐ Block Part Day
☐ Clear Blocks

Reports

Calendar

Legend

Assigned Game

Attached Game

Pending Game

Full Day Block

Part Day Block

Open Day

Calendar

Time Range

From

8:00 AM

To

5:00 PM

Date Range

From

To

Apply

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M

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Action - "View Schedule"

Month

Sep 2009

August

September 2009

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2	3
4	5	6	7	8	9	10

9/27/2009 - Games and Blocks

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	103663	BLOCKED		All Day Block			☐

Notes:

The Default view will be "View Schedule". Click any radiobutton to perform different actions.

Refer to the Legend in the left column to see the status of your entire month.

A list of your actions will be displayed at the bottom of the page. This list will include your blocks and accepted dates.

6 weeks are always displayed; consequently there will be more than the selected month on the page. Dates from the prior and next month will be in dark grey.

Color Legend:

Grey Boxes - These dates are inactive FOR THIS VIEW, as they relate to a different month

White Boxes – These dates are open. You are available to officiate.

Red Boxes – These dates are blocked. You are not available to officiate.

Blue Boxes – Pending Assignments

Green Boxes – Assigned meets

How do I change the month I am viewing?

The current months calendar will display by default when you enter this section. To change months, click the arrow next to the month and year box to the right center of the screen. Select the month you want to see from the list.

Month Sep 2009 ▾

You can also move forward in the Calendar by clicking the month to the right of the Current Month.



August		September 2009				October	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	

View the previous month by clicking to the left of the Current Month.



August		September 2009				October	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	

How do I block single days?

The upper left corner of the calendar contains a series of 'Actions'. When first entered, the default Action is **View Schedule**. This is indicated by the 'radiobutton' in the Action section as well as the text above the calendar.



Action	
☒	View Schedule
☐	Block All Day
☐	Block Part Day
☐	Clear Blocks

Change the Action to Block All Day.

Action

☐ View Schedule
☒ Block All Day
☐ Block Part Day
☐ Clear Blocks

Block a Day – Option 1

Double-Click on the day you want to block. The box will turn red (20th, 27th)

MAIN SCHEDULE PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

DATES

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Action

Reports

Calendar

Legend

Calendar
Action - "View Schedule"

Time Range

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

Date Range

From:
To:

S M T W T F S

☐ ☐ ☐ ☐ ☐ ☐ ☐

Apply

Month: Sep 2009

Exit

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2	3
4	5	6	7	8	9	10

9/27/2009 - Games and Blocks

	Group	Games/Blocks	Status	From	To	Site/Created	Firm
	103663	BLOCKED		All Day Block			☐

Note 1: You **MUST** Double click the Date within the box. Clicking the box alone will have no effect.

Note 2: To 'Undo' your last action use the 'Back' button on your Browser. This

is usually indicated by  .

Or, use the 'Clear Block' function which is explained below.

Block a Day – Option 2

Use the Date Range box to Block multiple days or dates.

Date Range

From

To

Apply

S

M

T

W

T

F

S

Enter the ‘**From**’ and “**To**” Dates in MM/DD/YYYY format or click the box below the Date field to activate a calendar tool.

Select the date from the calendars below.

Year

Month

Six Months

August 2009						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

September 2009						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

October 2009						
Su	Mo	Tu	We	Th	Fr	Sa
				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

November 2009						
Su	Mo	Tu	We	Th	Fr	Sa
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					

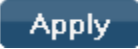
December 2009						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

Select any date by clicking the appropriate box. To alter the dates displayed, use the **Blue** arrows at the top.

- Move the calendar forward 1 month

-  - Move the calendar back 1 month
 -  - Move the calendar forward 6 months
 -  - Move the calendar back 6 months
 -  - Move the calendar forward 1 year
 -  - Move the calendar back 1 year
-  - Close this display and return to the main screen

When the From and To dates have been selected, pick the days, then click  In the example below, Monday, Wednesday and Friday will be blocked from August 8th through October 20th.

Date Range

From

8/20/2009



To

10/20/2009



Apply

S

M

T

W

T

F

S

☐

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☐

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☒

☐

How do I remove (or clear) blocks?

If you have blocked a day in error there are two ways to remove a block or range of blocks.

Before you select either option you must activate the clear block action in the upper left corner by clicking the radiobutton.

Action

☐ View Schedule

☐ Block All Day

☐ Block Part Day

☒ Clear Blocks

Remove a Block – Option 1

Double-Click on the day you want to clear. The box will turn white.

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Calendar

Action - "View Schedule"

Exit

Time Range

From 8:00 AM

To 5:00 PM

Date Range

From

To

Apply

S M T W T F S

Month Sep 2009

9/27/2009 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm
103663	BLOCKED		All Day Block			

Note 1: You **MUST** Double click the Date within the box. Clicking the box alone will have no effect.

Note 2: To **'Undo'** your last action use the 'Back' button on your Browser. This

is usually indicated by a .

Remove a Block – Option 2

Use the Date Range box to clear multiple days or dates.

Date Range

From 

To 

S M T W T F S

☐ ☐ ☐ ☐ ☐ ☐ ☐

Enter the **'From'** and **"To"** Dates in MM/DD/YYYY format or click the box below the Date field to activate a calendar tool.

[\(Refer to previous instructions regarding the calendar tool\)](#)

When the From and To dates have been selected, pick the days, then click . In the example below, Monday, Wednesday and Friday will be cleared from August 8th through October 20th.

Date Range

From 

To 

S M T W T F S

☐ ☒ ☐ ☒ ☐ ☒ ☐