

## **HOW TO GET TO YOUR BLOCK CALENDAR**

1. Log into [www.thearbiter.net](http://www.thearbiter.net)
2. Click on the word "Calendar" under the heading "Blocks" on the left side of the page.

## **HOW TO CHECK YOUR BLOCKS**

(NOTE: Don't use the "Legend" colors to do this!)

1. Go to the Block Calendar page.
2. Select "View Schedule" under the heading "Action" on the left side of the page.
3. Ignore "Time Range" and "Date Range."
4. Find the day you want to check on the calendar--if you need to change the month select the correct "Month" using the pull-down menu on the center of the right side of the page.
5. Click on the date you want to check.
6. Read your assignments, attachments, and blocks in the list below the calendar.

## **HOW TO BLOCK A DATE**

1. Go to the Block Calendar page.
2. Select "Block All Day" under the heading "Action" on the left side of the page.
3. Ignore "Time Range" and "Date Range."
4. Find the day you want to block on the calendar--if you need to change the month select the correct "Month" using the pull-down menu on the center of the right side of the page.
5. Click on the date you want to block.
6. Read the assignments, attachments, and your new block in the list below the calendar. There should be an entry "BLOCKED" with "All Day Block."

## **HOW TO BLOCK A TIME**

1. Go to the Block Calendar page.
2. Select "Block Part Day" under the heading "Action" on the left side of the page.
3. in the "Time Range" box, select the "From" time and "To" time using the pull-down menu. This will be the time range BLOCKED, not the time range you are available.
4. Find the day you want to block this time range on the calendar--if you need to change the month select the correct "Month" using the

pull-down menu on the center of the right side of the page.

5. Click on the date you want to block the time range.

6. Read the assignments, attachments, and your new block in the list below the calendar. There should be an entry "BLOCKED" with your "From" and "To" times.

## **HOW TO REMOVE ALL BLOCKS FROM A DAY**

1. Go to the Block Calendar page.

2. Select "Clear Blocks" under the heading "Action" on the left side of the page.

3. Ignore "Time Range" and "Date Range."

4. Find the day you want to unblock on the calendar--if you need to change the month select the correct "Month" using the pull-down menu on the center of the right side of the page.

5. Click on the date you want to unblock.

6. Read your assignments, attachments, and check for no blocks in the list below the calendar.

## **HOW TO REMOVE A SPECIFIC BLOCK**

1. Go to the Block Calendar page.

2. Select "View Schedule" under the heading "Action" on the left side of the page.

3. Ignore "Time Range" and "Date Range."

4. Find the day of the block you want to remove on the calendar--if you need to change the month select the correct "Month" using the pull-down menu on the center of the right side of the page.

5. Click on the date with the block you want to remove.

6. Read your assignments, attachments, and blocks in the list below the calendar.

7. Click on the trash can to the left of the block.

8. Check your assignments, attachments, and blocks in the list below the calendar.