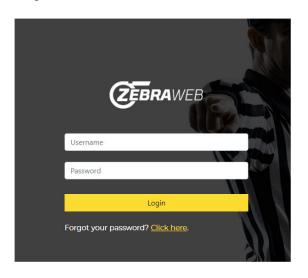# Blocking dates on your availability Calendar

Log into ZebraWeb:

Note; If you forgot your user name or Password there is a "Forgot your password?" link on this page. You can enter your email address and your User Name and Password will be emailed to you.

Once you log if requested, select the association you want, the system will bring you to the Main Console. Click on the "ZEBRAWEB.org Sports Officials Assigning System"

The system will bring you to the green navigation menu. Scroll over the "Officials" drop down and click on "My Availability".

The system will bring you to your availability calendar. A color code legend has been set up for easy view.

Legend:

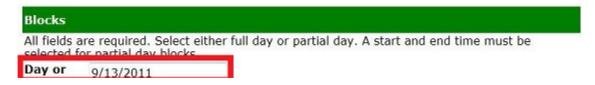| Color	Description
Blue	Confirmed games
Yellow	Pending games
Green	Split (more than one legend)
Red	Full day block (unavailable entire day)
Dark red	Partial day block (unavailable part of day)

The Monthly calendar defaults to the current month. You can select the month you want, you can view all blocks and games for the current month or you can view instructions for editing blocks.

Month: September 2011

- Mouse over day on calendar for details or click here to view all blocks and games for the month.
- Click on day and complete Blocks section below to block a day or timeframe, remove a block or edit a block (edit instructions).

Once you select the month, you can click on the Day you want to block in the calendar.

August		September 2011				October
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				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	

When you click on a day, the system will enter that date into the block portion of the page.

Blocks

All fields are required. Select either full day or partial day. A start and end time must be selected for partial day blocks.

Day or 9/13/2011

Or you can enter a date range. When entering a date range you also need to select the day(s) of the week you wish to block for this date range.

Date Range: [ ] to [ ]

S M T W T F S
[ ] [ ] [ ] [ ] [ ] [ ] [ ]

(You must check the day of week you wish to change when selecting Date Range)

Once you set the dates, you now must select the type of block you want. When selecting a Partial block you need to specify the start and end times. You must also enter an Explanation for the block (Work, Family event, other game, etc.) This section can also be used to remove or edit blocks. You must also list a reason for the block

Block:
- ● Full day
- ○ Partial day   Select start time [ ] to Select end time [ ]
- ○ Remove block
- ○ Edit selected day block(s)

Explanation of block:
(required)
For example: Wedding,
Game at ABC site

Once you have selected the Block type, you now must select the association(s) you wish to block. You can check the All Associations or you can check one or more of the associations listed. Only the associations selected will be blocked. If you have already been assigned a game for a date you are trying to block you will receive a message, "**You cannot block a full day, an assignment is in the system for this day**".

Associations:
Select association(s) that this block applies to. Check All Associations to apply the block to all associations you are a member of that have access to the Assigning System.
[ ] All Associations
OR
[ ] Collegiate Football Officials Association
[ ] ZebraWeb Sports Conference

[Update]

Once you have completed the Block information you can click the "Update" button. This will update the information in the system and return you to your availability calendar. The new block will be listed in the calendar with the appropriate legend.