



# Courts - Blocking Times

2017 - Fall Edition

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# Overview

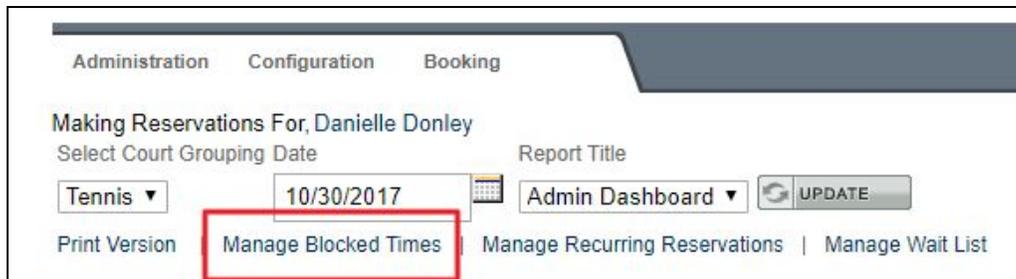
**Blocking Courts** is an easy way to prevent members from booking a court during a regularly scheduled open booking time. You can use the **block courts tool** for various reasons like: scheduling a class, tournament, or maintenance.

## Use Case

- **Prevent Members From Booking**
- **Tournaments or Classes**
- **Court Maintenance**

## Accessing the Tool

To access **Blocked Times**, go to the **Courts Admin Dashboard**. Click on **Manage Blocked Times** to begin.



## Blocking Times

Once the **Block Times Manager** is open you can begin creating the rules for the block.

Add a **name** for the block title, like Court Maintenance or Cardio Tennis.

If you have multiple courses, like one for tennis and one for bocce ball, use the **Court Grouping** to determine which court the block will appear on.

The **template** will determine who has booking privileges during the blocked time. Since blocked times are typically used to prevent members from booking, choose **Admin Booking Only**.

Template	Admin Booking Only ▼
Frequency	Admin Booking Only
Start Date	Member Booking

If this is a recurring event, use the **Frequency drop down** to determine a schedule.

No Schedule ▼
No Schedule
Monthly
Bi-Monthly
Weekly
Bi-Weekly
Daily

The **datepicker** will default to today's date. Use this to change the start date if needed.

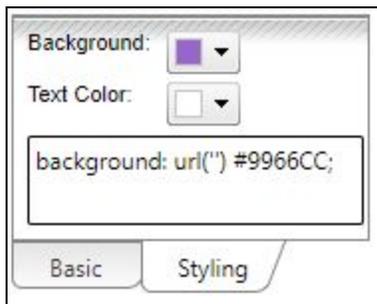
	S	M	T	W	T	F	S
39	24	25	26	27	28	29	30
40	1	2	3	4	5	6	7
41	8	9	10	11	12	13	14
42	15	16	17	18	19	20	21
43	22	23	24	25	26	27	28
44	29	30	31	1	2	3	4

Use the **time pickers** to determine when the block will begin and when the block will end.

- The end time will block the calendar 30 minutes passed the time chosen. So, if you would like for opening booking to resume at 10am, you will want to set the block end time to 9:30 a.m..

12:00 AM	12:30 AM	1:00 AM	1:30 AM	2:00 AM	2:30 AM
3:00 AM	3:30 AM	4:00 AM	4:30 AM	5:00 AM	5:30 AM
6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM
9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:30 PM
9:00 PM	9:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

The **Styling Tab** allows you to choose a background color and text color for the block.



The block can occur on all courts or on individual courts. **Checkmark** which courts the block should occur on, or select all.

**Click Add Blocked Time** to schedule the blocked time.

## Removing & Editing Blocks

You can edit an existing block or remove a block at any time.

**Blocked Time Manager**

Court Grouping: **Tennis**

Start Date: 
 End Date:

Date	Title	Resource	First Time	Last Time	Rule Set	Frequency
10/30/2017	Career Tennis	Court 1	12:30 PM	2:00 PM	Admin Booking Only	Weekly
10/30/2017	Career Tennis	Court 2	12:30 PM	2:00 PM	Admin Booking Only	Weekly
10/30/2017	Event name	Court 3	4:00 PM	5:00 PM	Admin Booking Only	Weekly
10/30/2017	Event name	Court 4	4:00 PM	5:00 PM	Admin Booking Only	Weekly
10/31/2017	Ron's Lessons	Court 2	1:00 PM	2:00 PM	Admin Booking Only	Weekly
10/31/2017	Camp for little ones	Court 6	1:30 PM	2:30 PM	Admin Booking Only	Weekly
11/1/2017	Clinic 3.5	Court 1	8:00 AM	8:30 AM	Admin Booking Only	Weekly
11/1/2017	Mon, Wed Lesson	Court 2	8:00 AM	8:30 AM	Admin Booking Only	Weekly
11/1/2017	Event name	Court 3	4:00 PM	5:00 PM	Admin Booking Only	Weekly
11/1/2017	Event name	Court 4	4:00 PM	5:00 PM	Admin Booking Only	Weekly
11/6/2017	Career Tennis	Court 1	12:30 PM	2:00 PM	Admin Booking Only	Weekly
11/6/2017	Career Tennis	Court 2	12:30 PM	2:00 PM	Admin Booking Only	Weekly

From the **Courts Admin Dashboard**, click **Manage Block Times**.

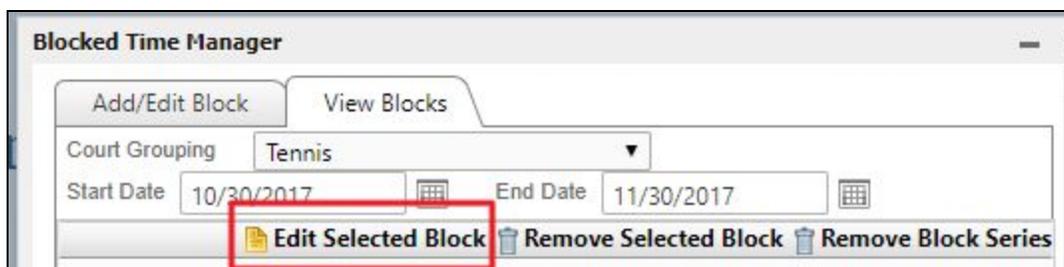
Click the **View Blocks Tab**.

If you have multiple groupings, you can use the Court Grouping dropdown to **filter** all blocks related to various courts.

Use the **datepickers** to filter through blocks depending on their calendar date to easily find the block you wish to edit or delete.

## Editing Blocks

Click on the **block** you wish to edit and click **Edit Selected Block**.



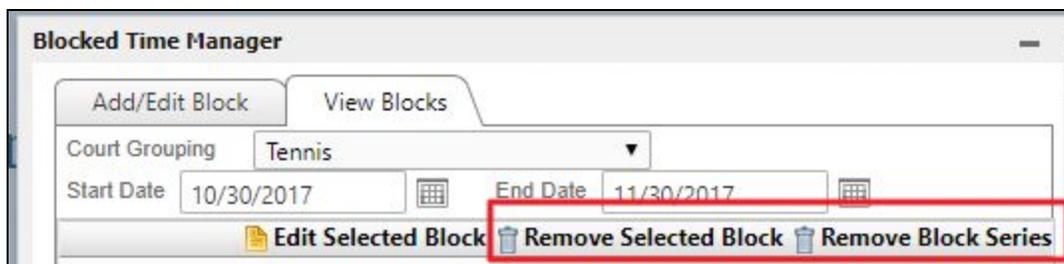
This will open the Blocked Time Manager details where you may make updates as needed.

Click **Saved Blocked Time** to save the edits.

## Deleting Blocks

Click on the block you wish to delete and then click **Remove Selected Block**.

If the **block** is part of a **series (recurring block)**, click **Remove Block Series** to remove the entire series at once.



## FAQs

### Q. How do I set up block templates?

A. Please contact the Res Team or your Project Manager for assistance with creating templates.

## Best Practices

- Before adding or editing a block it is recommended to load the date on the tee sheet. The block manager automatically starts on the same date as is loaded on the tee sheet.