



Block A Court: Manage Blocked Times

2016 - Season Edition

User Guide - Table of Contents

[Overview](#)

[Use Cases](#)

[Accessing the Tool](#)

[Add a Basic \(One-Time\) Block](#)

[Editing One-Time Block](#)

[Add a Recurring Block \(Block Series\)](#)

[Frequency](#)

[End Date](#)

[Editing Block Series](#)

[Use Block Templates - Choose Booking Rules](#)

[Shortcut to "Copy" Blocks](#)

[Common Questions and Concerns](#)

[How do I set up block templates?](#)

[Best Practices](#)

Overview

The Manage Blocked Times tool is primarily used to prevent members from booking Courts during specific times. Blocks may also be used for adjusting Court times for seasonality. Additionally, blocks can use different “templates” or rules for reserving Courts.

Use Cases

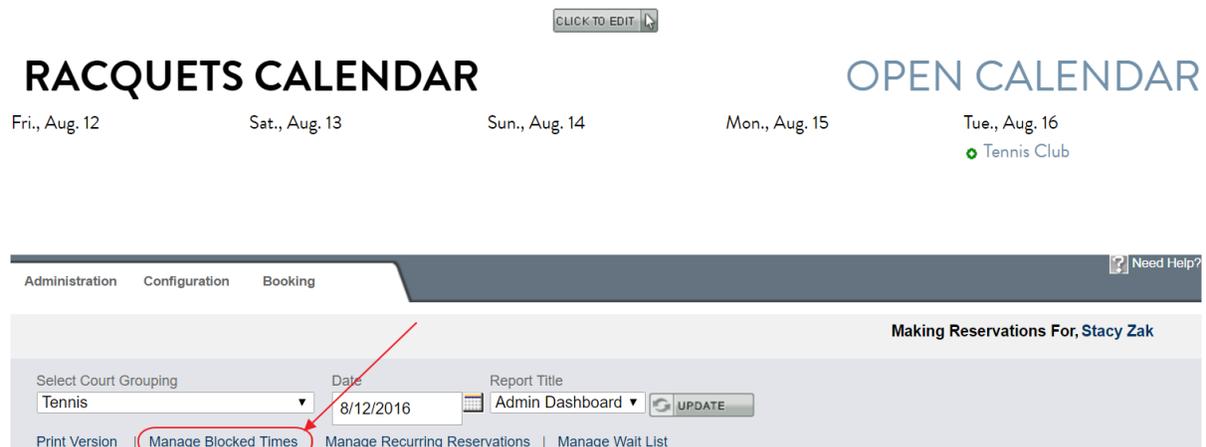
- Prevent Members from booking a Court during allotted Maintenance hours.
- Adjust the the 1st Court time from 8am back to 9am for the next 2 months.
- Set up an Evening block every Wednesday that allows only a particular group of Members to reserve Courts.

Accessing the Tool

From the respective Courts Dashboard (Tennis, Squash, Racquetball, etc), click “Manage Blocked Times” as shown below.

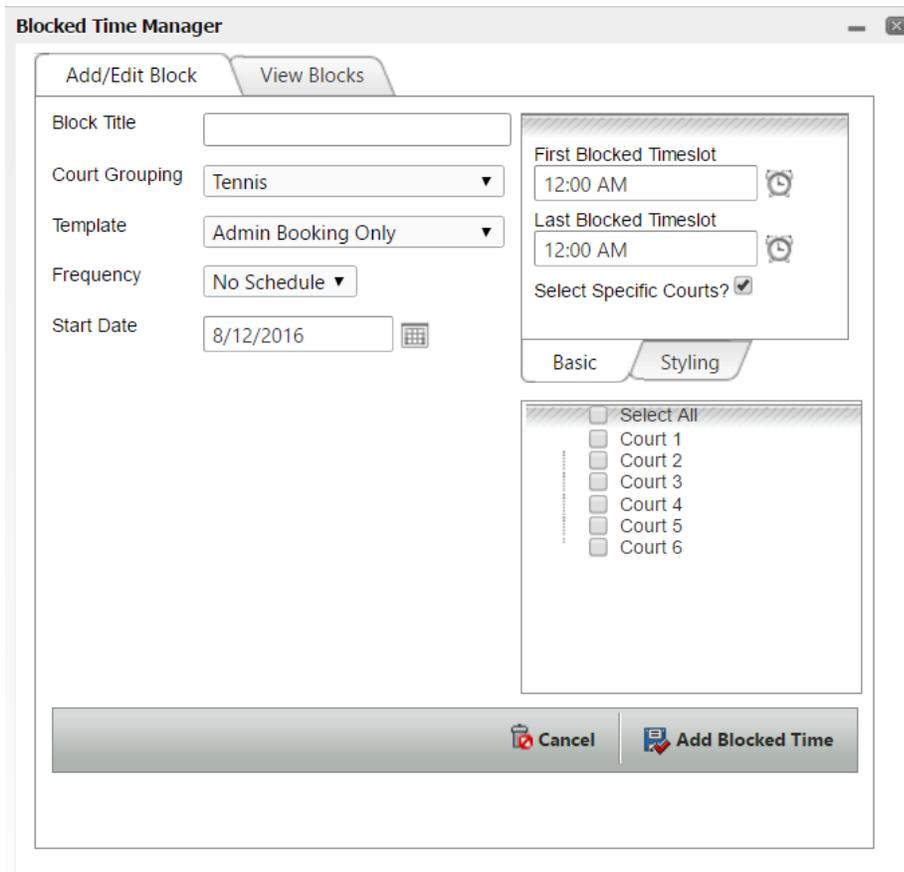
Tennis Admin Dashboard*

[Tennis Lessons Dashboard](#)



The screenshot shows the Tennis Admin Dashboard interface. At the top, there is a navigation bar with 'Administration', 'Configuration', and 'Booking' tabs, and a 'Need Help?' link. Below this is a 'RACQUETS CALENDAR' section with dates from Fri., Aug. 12 to Tue., Aug. 16. A 'CLICK TO EDIT' button is visible above the calendar. To the right is an 'OPEN CALENDAR' section for 'Tennis Club'. Below the calendar is a header for 'Making Reservations For, Stacy Zak'. The main content area contains a form with 'Select Court Grouping' (set to 'Tennis'), 'Date' (8/12/2016), and 'Report Title' (Admin Dashboard). An 'UPDATE' button is next to the report title. At the bottom of the form, there are three links: 'Print Version', 'Manage Blocked Times' (highlighted with a red circle and a red arrow), and 'Manage Recurring Reservations | Manage Wait List'.

The “Blocked Time Manager” window will appear.



Add a Basic (One-Time) Block

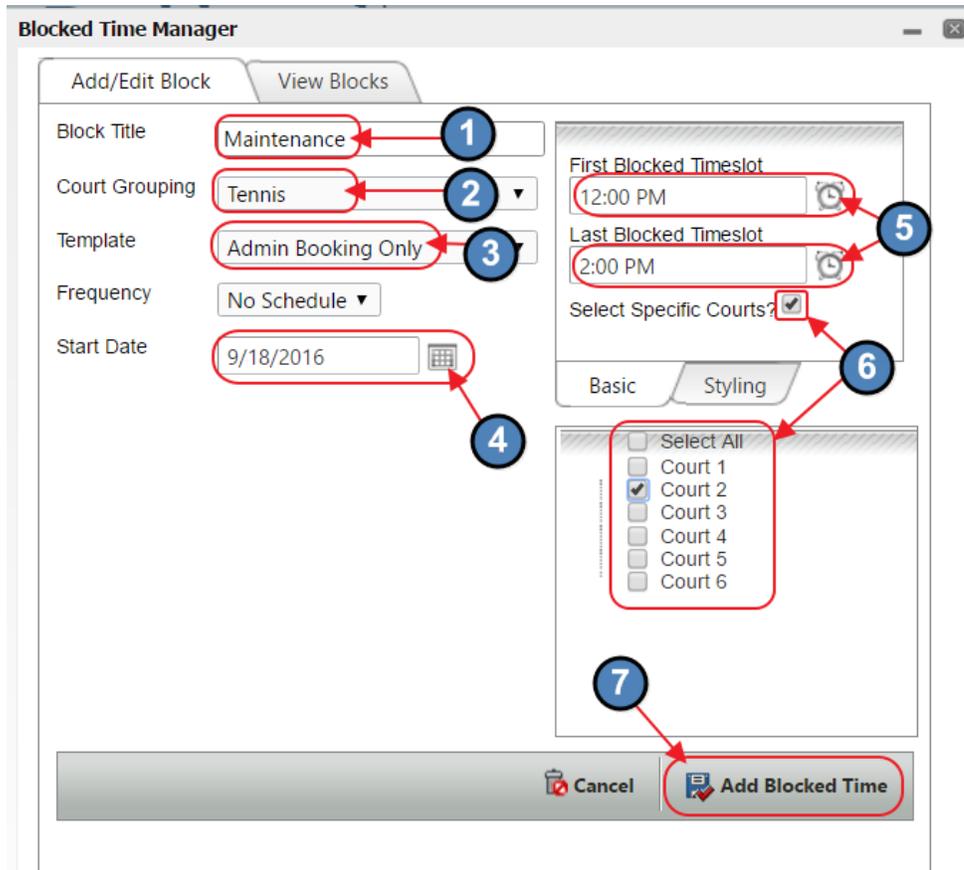
Creating a single block takes only a few steps. This would be done when a Club would like to block Members from playing on a Court or Courts at a specific date and time.

To add a basic block:

1. Type in the Block Title (Optional). This title will be visible to the Members when booking Court Reservations.
2. Ensure Court Grouping is proper.
3. Template should remain on Admin Booking Only. This ensures Members will not be able to reserve Court times during this window.
4. Select the start date of the date to block.
5. Enter the 1st and last timeslot to block. *Tips: The clock icon can be used to select a 30 min interval. For other intervals simply type in the time. The box is intelligent, meaning you*

can type in many ways such as "1310" or "110pm" for 1:10pm, or "832" for 8:32am. In other words you don't need the ":", or "am/pm".

6. Designate where the Block is to occur. To block all Courts in the Court Grouping, uncheck the "Select Specific Courts" option, or check the "Select Specific Courts" option, and choose the "Select All" feature. To choose specific Courts, check the "Select Specific Courts" option, and check the Court(s) where the Block will occur.
7. To complete the block, click the "Add Blocked Time" button at the bottom-right.



Once added, Block Title will be visible on both the Admin and Member Court Sheets, and will not allow Members to book during the block.

Friday, September 16 Saturday, September 17 «		Sunday, September 18 Jump to Today			» Monday, September 19 Tuesday, September 20	
Daily Notes (Visible to Members) <small>CLICK TO EDIT</small>			Staff Only Notes <small>CLICK TO EDIT</small>			
7:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
7:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
8:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
8:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
9:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
9:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
10:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
10:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
11:00 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
11:30 AM	Court 1	Court 2	Court 3	Court 4	Court 5 Court Closed	Court 6
12:00 PM	Court 1	Court 2 Maintenance	Court 3	Court 4	Court 5 Court Closed	Court 6
12:30 PM	Court 1	Court 2 Maintenance	Court 3	Court 4	Court 5 Court Closed	Court 6
1:00 PM	Court 1	Court 2 Maintenance	Court 3	Court 4	Court 5 Court Closed	Court 6
1:30 PM	Court 1	Court 2 Maintenance	Court 3	Court 4	Court 5 Court Closed	Court 6
2:00 PM	Court 1	Court 2 Maintenance	Court 3	Court 4	Court 5 Court Closed	Court 6

Also note it is possible to control/change how the Court Times will appear on the Court Sheet by utilizing the **"Styling"** tab. The Background and Text Color of how the Block appears on the Court sheet can be edited here.

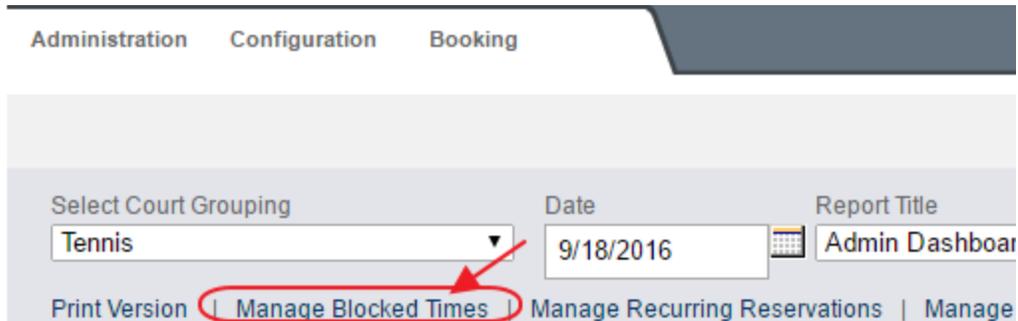
Blocked Time Manager - X

Add/Edit Block | View Blocks

Block Title	<input type="text" value="Maintenance"/>	Background:	<input type="color" value="#cccccc"/>
Court Grouping	<input type="text" value="Tennis"/>	Text Color:	<input type="color" value="#000000"/>
Template	<input type="text" value="Admin Booking Only"/>	<div style="border-bottom: 1px solid gray; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid gray; height: 20px; margin-bottom: 5px;"></div>	
Frequency	<input type="text" value="No Schedule"/>		
Start Date	<input type="text" value="9/18/2016"/> <input type="button" value="Calendar"/>	<div style="display: flex; justify-content: space-between; border-top: 1px solid gray; padding-top: 5px;"> Basic Styling </div>	

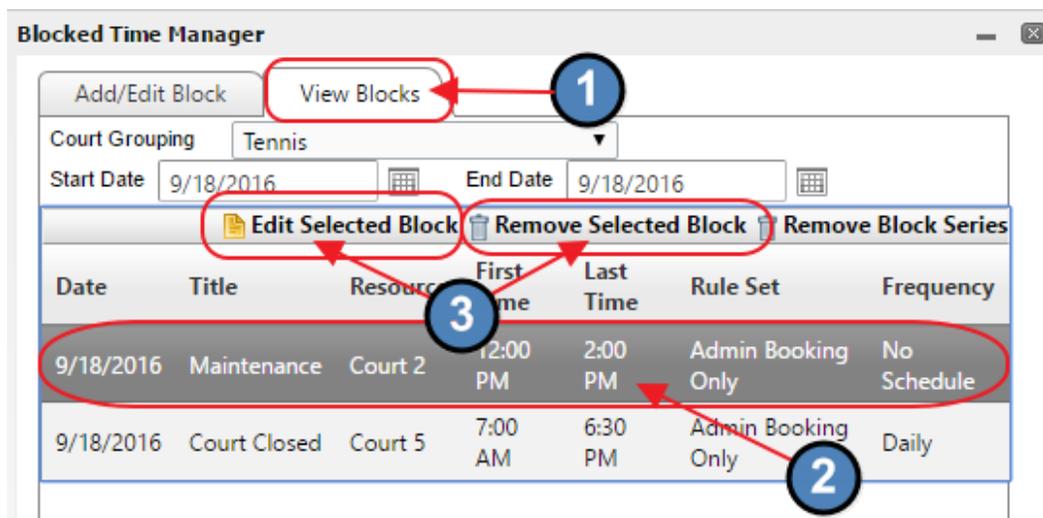
Editing One-Time Block

To edit an existing one-time block, click, Manage Blocked Times.



Navigate to the "View Blocks" tab.

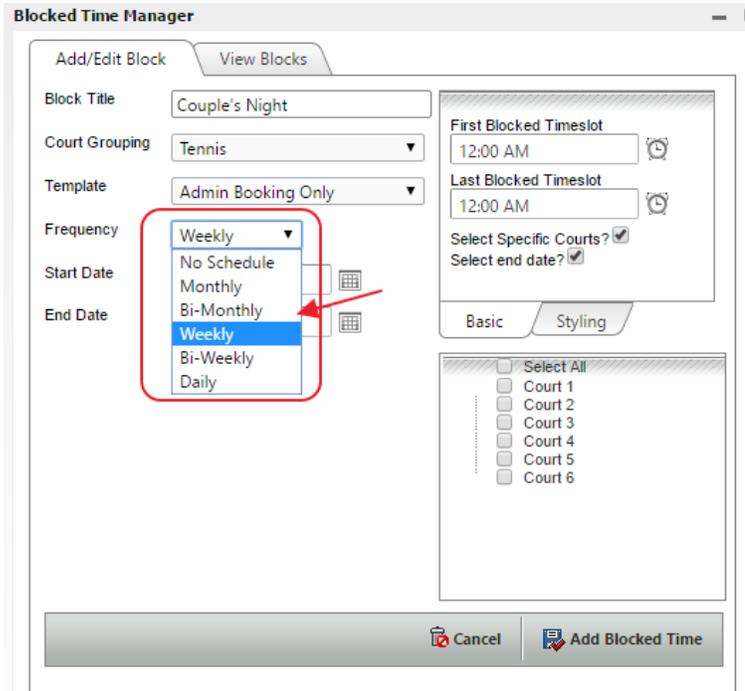
Then, click on the desired block to edit or delete.



Add a Recurring Block (Block Series)

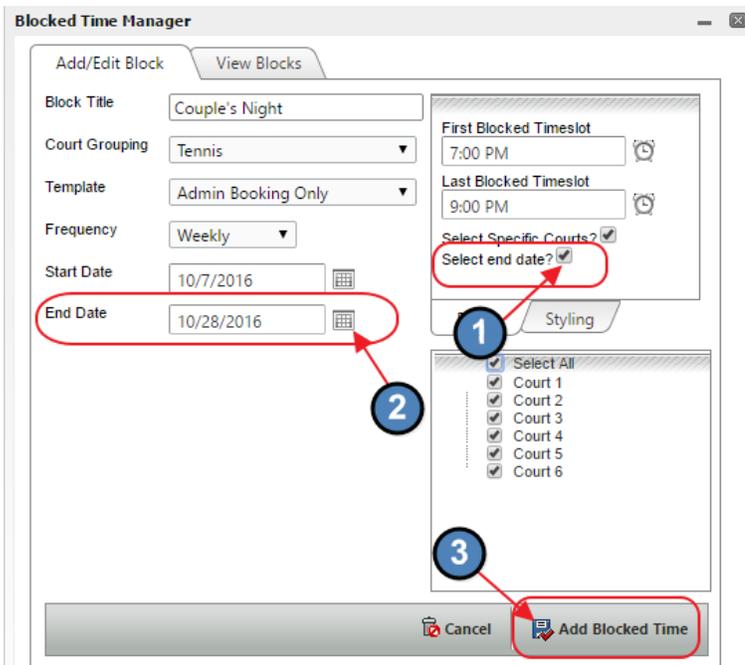
Frequency

The frequency setting is used to set recurring blocks called a series. For example, Friday Night Couple's league could be set up as a weekly block series.



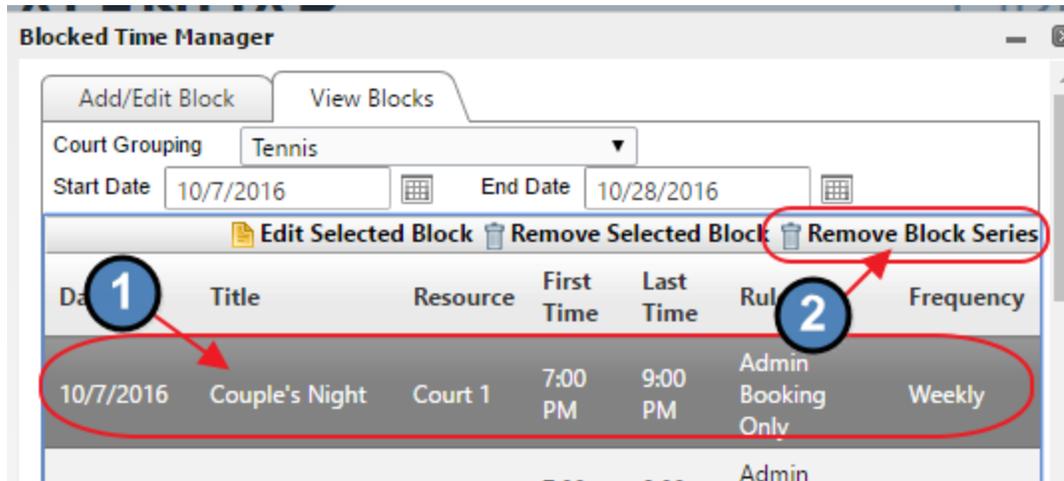
End Date

The end date is often important for recurring blocks but it isn't required. A block series can be set to extend until the Courts Admin removes the series. Check the **"Select end date?"** option to open and populate the "End Date" field. Click "Add Blocked Time" when finished.



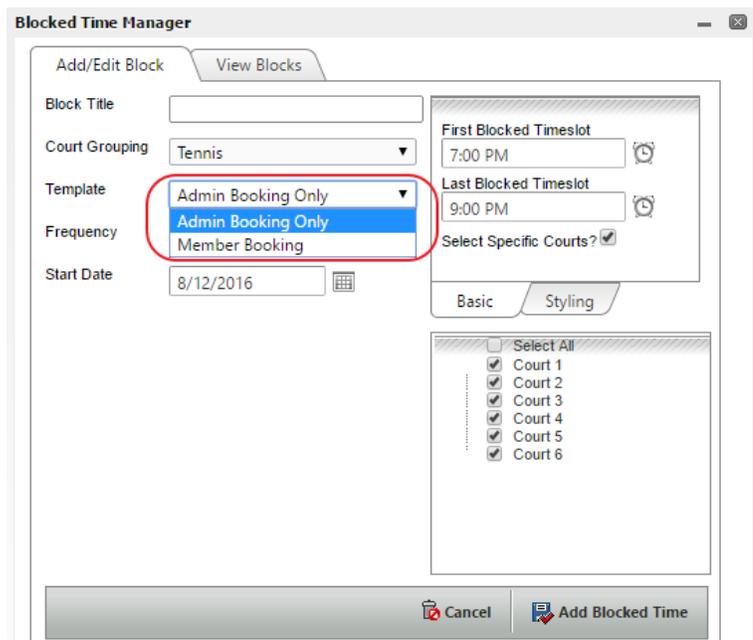
Editing Block Series

To edit a block series requires removing the series and then re-adding it.



Use Block Templates - Choose Booking Rules

A standard block simply closes the time so members cannot book. However, blocks can be used for more than just closing the time. By adjusting the block template setting, they can also be used to adjust who can book or what Court times are on the sheet.



For example, seasonal Court times can be controlled using blocks. This can also be done with the schedules for more advanced Court sheet configurations.

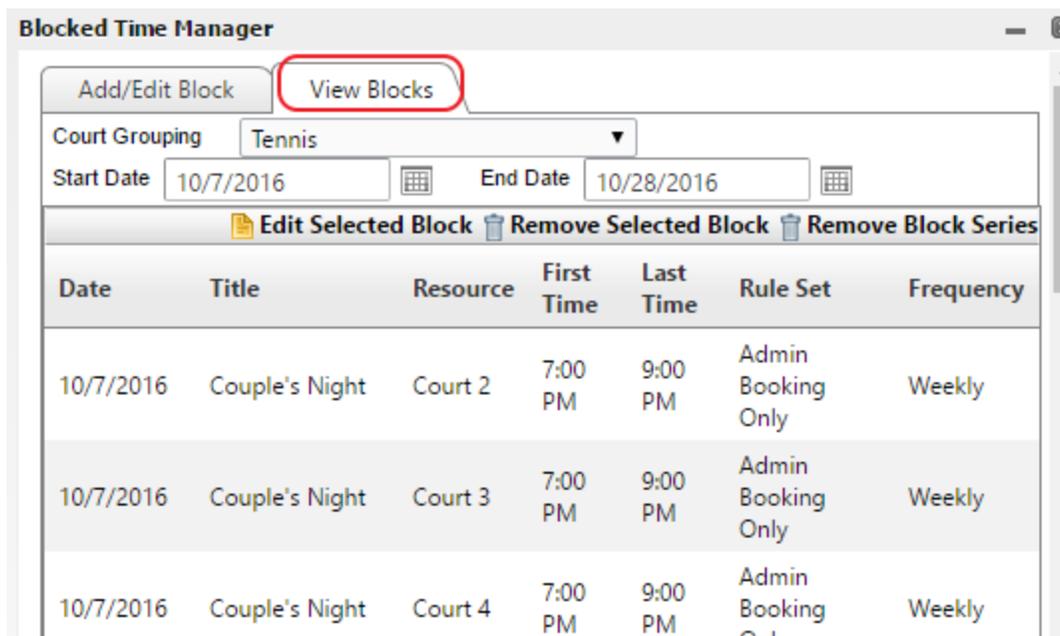
Blocks can be also used for basic event sign ups. For example, a “Women Only” block can be set to recur weekly on Thursdays 8am-10am. This would allow only males to book the Court times during this window.

Shortcut to “Copy” Blocks

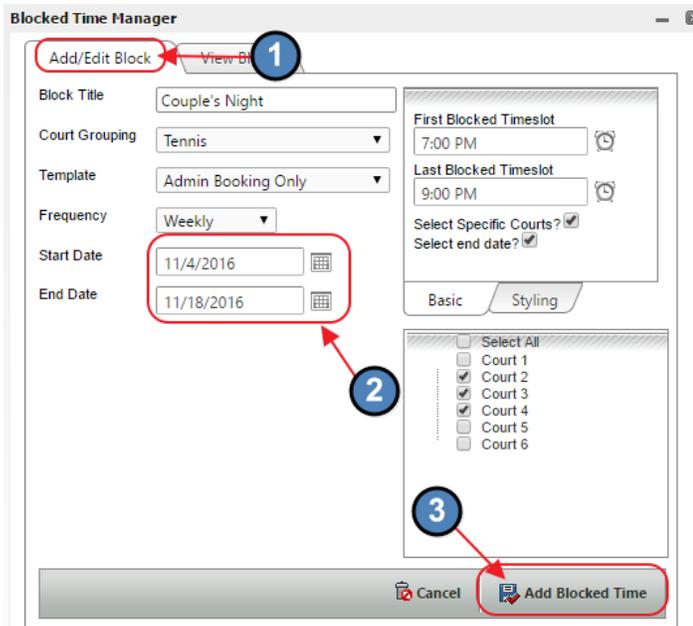
Sometimes similar blocks are needed throughout the month or year but not on a regular frequency. For these cases a shortcut may be used to copy blocks, requiring only a quick change to the date.

Steps:

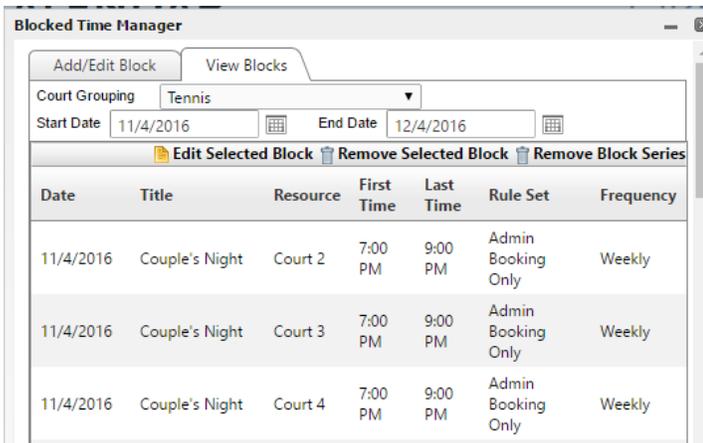
1. Add a block which takes you to the “View Blocks” tab to see the newly created block.



2. Click the “Add/Edit Block” tab to load the same settings for the block created in step 1.
3. Change the settings for the new block. Often this would be just changing the date.
4. Click “Add Blocked Time”. This copies the block but with the new settings such as the new date.



5. Repeat as needed.



Common Questions and Concerns

How do I set up block templates?

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 Courts sheet. The block manager automatically starts on the same date as is loaded on the Court sheet.