# Using Blocks to Create Available Times in the Lesson system

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# Introduction

The Manage Blocked Times tool is primarily used to prevent members from booking Courts during specific times, however in our Lesson systems Blocks are used to create available scheduled hours. Blocks can use different "templates" or rules for reserving Courts instead of using the **Admin Only** template in this case they will use either the **Available** or **Member Booking** template.

**Use Cases**:

- Designate times when members are permitted to make bookings for a trainer.
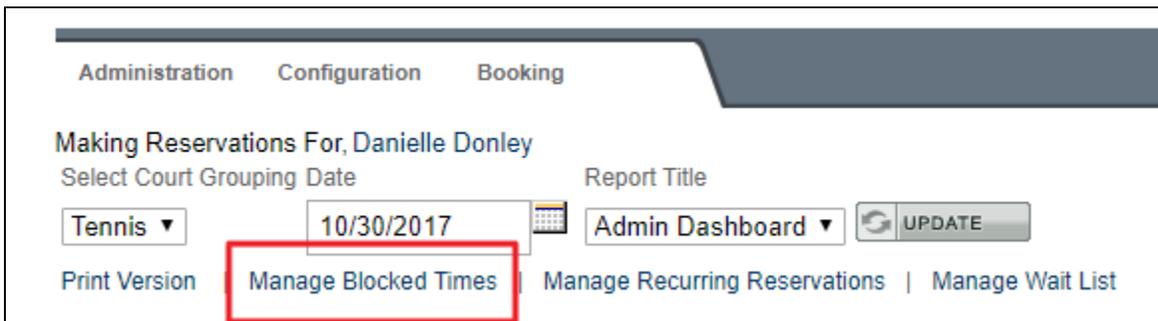
# Video

This video provides an overview of how to normally use the **Block tool**, it may be useful to review the video but steps specifically for the Lesson system are written out below.

# Content

## Accessing the Tool

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



## Blocking Times

Once the **Block Times Manager** is open you will be able to configure the block.

**Blocked Time Manager**

Add/Edit Block | View Blocks

1. Block Title
2. Court Grouping — Tennis Lessons
3. Template — Member Booking
4. Frequency — No Schedule
5. Start Date — 12/5/2018

First Blocked Timeslot
12:00 AM  6

Last Blocked Timeslot
12:00 AM  7

Select Specific Courts? ✔

Basic | Styling  8

9 ☐ Select All
☐ Court 1
☐ Court 2
☐ Court 3
☐ Court 4
☐ Court 5
☐ Court 6

Cancel | Add Blocked Time

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1. Add a **name** for the block title, such as 'Available.'

2. If you have multiple lesson systems, for example one for tennis and one for golf, use the **Court Grouping** to determine which system the block will be created for. If you only have a single Lesson system, you will never have to worry about this drop down.

3. The **template** will determine who has booking privileges during the blocked time. Since we are using the tool to determine the provider's availability, ensure **Available** or **Member Booking** is selected.



4. If this is a recurring availability, use the **Frequency** drop down to determine a schedule.
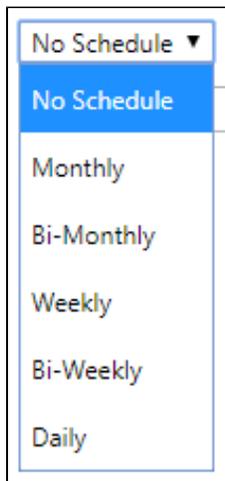
5. The **Start Date tool** will default to today's date. You can use the calendar icon to change the date the block will start on or simply type out a different date.
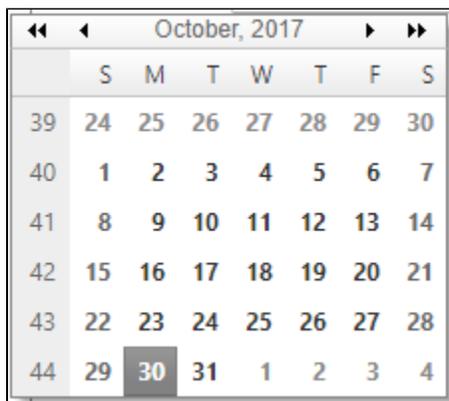


6.& 7. You can click on the **clock icons** next to **First/Last Blocked Timeslot** to choose when the block will begin and when the block will end.



8. The **Styling Tab** allows you to choose a background color and text color for the block.
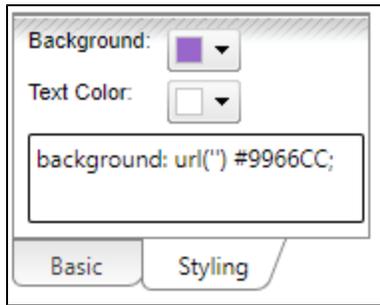
9. The block can occur on all courts or on individual courts. **Check off** which courts the block should occur on, or select all.

Once you are finished, click **Add Blocked Time** to create the blocked time.

## Removing & Editing Blocks

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

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**.
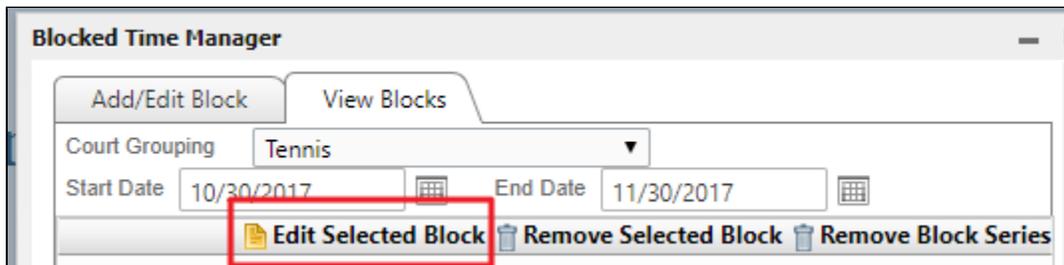


This will open the Blocked Time Manager details where you may make updates as needed.

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.
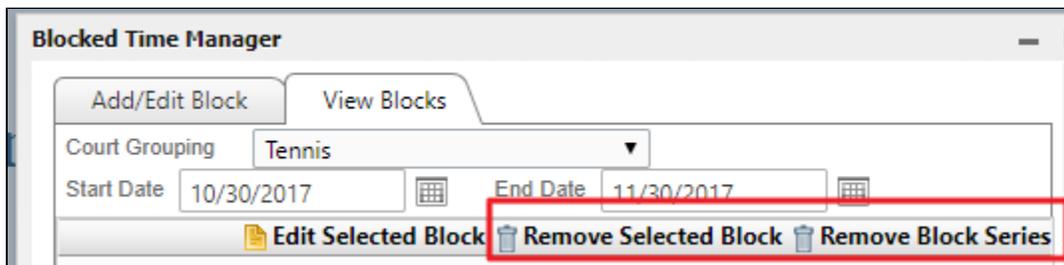


# FAQs

**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.

# Downloadable Guide