

## HOW TO BLOCK DATES IN ZEBRAWEB

- 1) Log into ZebraWeb (ZW)
- 2) Then select Official, My Availability



Sports Officials Assigning System

NJSIAA West #5 Field Hockey Chapter

Welcome	Officials ▾	Teams/Locations ▾	Games ▾	Reports ▾	Administration ▾
Official Avail	My Profile ▾				
Select official	My Notifications ▾				
	Availability ▾	My Availability			
	Crew ▾	Official's Availability			
	Position Mask ▾				

day of unavailability, remove a block or edit a block ([click instructions](#)).

- 3) Click on the month, this one is in November

October			November 2021			December
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<b>12</b>	<u>13</u>
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>28</u>	<u>29</u>	<u>30</u>				

- 4) Fill in your date or date range with selected days of the week checked off. (ex. All Tuesdays)

### OPTIONS

- 5) Click on full blocks, or partial blocks.
- 6) Partial blocks include the time range (ex. 1:00PM to 3:00PM) you can accept games prior to 1:00PM and starting at 3:01PM.
- 7) You can unblock a previous block select remove block.

- 8) Brief explanation for the block. (ex. Work schedule)

- 9) Select Association(s) that you want to block

**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 -

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 )

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

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

☐ South Jersey Youth Lacrosse (SJYLAX)  
☐ New Jersey State Interscholastic Athletic Association | NJSIAA  
☐ NJSIAA Postseason Field Hockey  
☐ NJSIAA West #5 Field Hockey Chapter  
☐ NJSIAA Postseason Girls Lacrosse  
☐ NJSIAA West Chapter #5 Girls Lacrosse