8 | Blackouts

Blackouts can be used to prevent reservations from being booked at certain times. Blackout times are not bookable by anyone, including administrators.

8.1 Create a Blackout [Admin]

1. From the menu line, choose **System**, **Blackouts.**

2. Set the Blackout begin date and time.

3. Set the Blackout end date and time.

4. Select the resource, or select the option to select all resources using a particular Schedule.

5. The G# or Reason text box needs to be filled in with a game number or reason for the Blackout.

6. If you are creating a Blackout to reserve a Resource for a game, change the Type drop-down to game. Doing so will provide some additional input fields to complete.

7. If you want the Blackout to repeat, select the interval (daily, weekly, monthly, yearly).

8. Choose the selection to show you or delete current reservations during the Blackout time.

   Show me conflicting reservations = You will see a list of reservations currently in the system that are affected by the Blackout time.

   Delete conflicting reservations = The system will automatically delete any reservations during the Blackout time and send an email to the reservation owner telling them their reservation was deleted.

8.2 Edit a Blackout [Admin]

1. From the menu line, choose **System**, **Blackouts.**

2. The bottom part of the screen lists all Blackouts in the system. Use the filter area to display the Blackout you wish to edit.

3. To edit the Blackout, click on the Blackout time.

8.2 Delete a Blackout [Admin]

1. From the menu line, choose **System**, **Blackouts.**

2. The bottom part of the screen lists all Blackouts in the system. Use the filter area to display the Blackout you wish to edit.

3. To delete the Blackout, click on the red X at the end of the row.

! When filtering for a Blackout, the calendar selection is a "between". For example, if you were filtering for a Blackout on 5/18/2016, you would filter for Blackouts between 5/17/2016 and 5/19/2016.

! Both the start date and the end date of the Blackout needs to be within the start date and end date of the filter. For example, if a Blackout is from 5/18/2016-5/20/2016, your calendar start date has to be 5/17/2016 through 5/21/2016 in order for the Blackout to appear in the list.