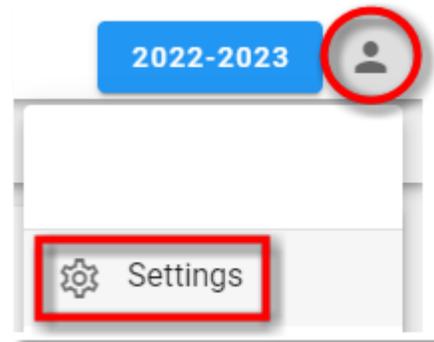## Configuring Blocked Dates for Trip Requests

The Blocked Dates setup table allows you to prevent requesters from submitting requests for specific dates.
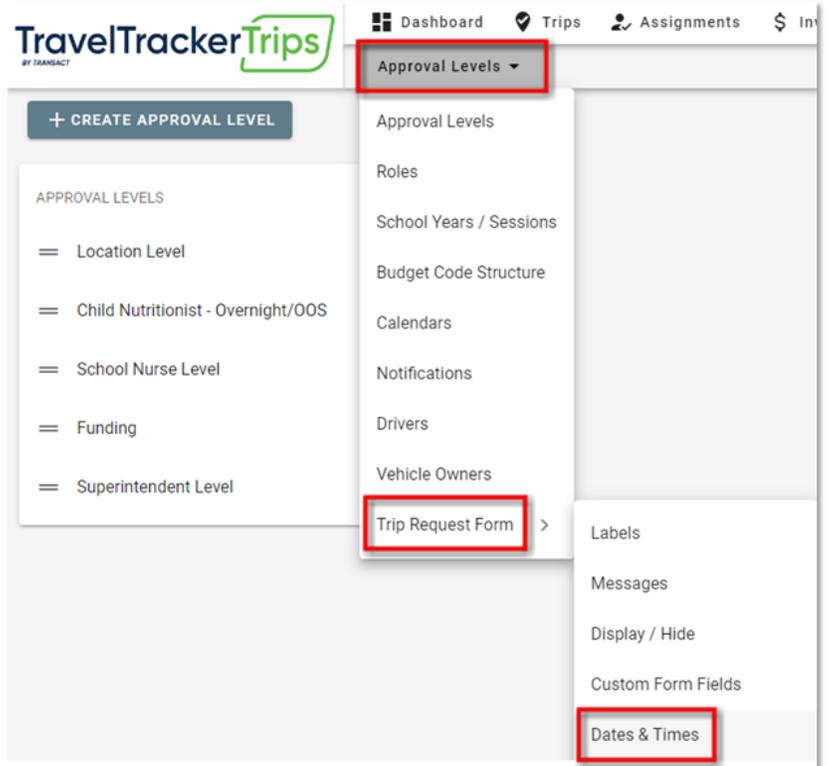
Blocked dates will show on the Trip Calendar in red as well. If users try to submit a trip in the specified date range, they will receive a message that trips are blocked for this date.

Configuring Blocked Dates To set Blocked Dates, go to the half-person icon in the top right-hand corner of your screen. Click on "Settings."	
In the setting dropdown menu, select "Trip Request Form" then "Dates & Times."	

On the "Dates & Times" page, expand the "Blocked Dates" section.	**Trip Time Messages** ⌃ ⊕ ☐ Begin Time End Time Message Trip Types ☐ 16:00 21:00 The transportation may require additional information to assist with finding drivers for events that occur after normal school hours at the end of the day. Athletic, Computer Science, Field Trip, Garden Club, Special Needs, Staff, Swim Class, Work Study Rows per page: 10 ▾ 1-1 of 1 ‹ › **Blocked Dates** ⌄ **Special Dates** ⌄ **Lead Days** ⌄
Click "+ Create Blocked Date" to start configuring blocked dates.	**Blocked Dates** ⌃ ⊕
Set the Begin and End Dates that you would like blocked.	**Blocked Dates** ⌃ ✕ Begin Date 📅 Mon, Jun 19, 2023 End Date 📅 Fri, Jun 23, 2023
Add a description of the Block Dates. It is a good idea to offer a reason to requesters explaining why these dates are blocked.	Description No Trips this week - EOY Testing in progress
Select the Trip Types and Events affected by these blocked dates.	**Trip Types** ☑ All ☑ Athletic ☑ Computer Science ☑ Field Trip ☑ Garden Club ☑ Special Needs ☑ Staff ☑ Swim Class ☑ Work Study **Trip Events** ☑ All ☑ Basketball ☑ Football ☑ Soccer ☑ Legoland Build & Test ☑ Activity ☑ Chorus ☑ Educational ☑ Garden Club Trip ☑ OHV Program ☑ PT ☑ Conference ☑ Swim Meet ☑ Library

Be sure to click save once all changes are made.

Begin Date
📅 Mon, Jun 19, 2023

End Date
📅 Fri, Jun 23, 2023

Description
No Trips this week - EOY Testing in progress

Trip Types

☑ All   ☑ Athletic   ☑ Computer Science   ☑ Field Trip

☑ Garden Club   ☑ Special Needs   ☑ Staff   ☑ Swim Class

☑ Work Study

Trip Events

☑ All   ☑ Basketball   ☑ Football   ☑ Soccer

☑ Legoland Build & Test   ☑ Activity   ☑ Chorus   ☑ Educational

☑ Garden Club Trip   ☑ OHV Program   ☑ PT   ☑ Conference

☑ Swim Meet   ☑ Library

SAVE

Example from a Requester's point of view:

Requesters trying to fill out a trip request that conflicts with your blocked dates will receive a warning message and will not be allowed to submit their request.

*Required
Leave Date
📅 Mon, Jun 19, 2023

*Required
🕐 Leave Time

*Required
Return Date
📅 Mon, Jun 19, 2023

*Required
🕐 Return Time

⚠ Trip date is blocked by District Office: No trips this week - EOY testing in progress

Example of Blocked Dates on the District Calendar:

	SUN	MON	TUE	WED	THU	FRI	SAT
	28	29	30	31	Jun 1	2	3
		9 AM Trip #417 · BMES · Lancaster County Central Park · Field Trip	9 AM Trip #418 · BMES · Lancaster County Central Park · Field Trip				
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19 Blocked Date	20	21	22	23	24