Calendar Centre

How to Unsubscribe or Re-subscribe to Calendar Centre

- If you no longer wish to use the Calendar Centre you can easily unsubscribe at any time. Just log in to the Calendar Centre via the link in Brightspace (under Useful links) or use the link here: https://calendarcentre.bournemouth.ac.uk/
- 2. If you have previously set up a Calendar Centre feed you will go to the Manage Calendar screen (see below). If not, you will see a page of Terms and Conditions.
- 3. Click on your name at the top right hand corner of the screen to open the drop down menu by your name, and select Settings. This allows you to unsubscribe as well as manage your settings (Text alternatives and Email subscriptions) if you need to.

BU Bournemouth University	Sarah Green - Calendar Centre
Manage Calendar Use the information below to manage (amend or remove) your personal calendar feeds that the have already set up. You can also add other feeds with a new name if needed. Use the arrow show or hide more information about your feeds.	Sarah Green 🗸
My BU Calendar (OLT & RB) Select at least one feed from the list below. Feeds marked with asterisks are external feed that will require a URL. Brightspace Online Timetable Room Bookings E-days* E-days (test)*	Ca Settings External Feed URLs View Terms and Conditions Sign Out
Save & Get/Change URL Delete Calendar Available Not Available Disabled by admin * External feed - requires URL Checking status	



Please note you will need to click the Save Settings button for any changes to take effect.

Text Alternatives High Contrast

This setting will display additional text explaining the status of each feed and calendar, as well as a high-constrast colour palette.

Display text alternatives

Email Subscriptions

Alert me whenever a new feed is made available.

Alert me whenever a feed I am subscribed to is disabled or enabled again by an administrator.

Save Settings Unsubscribe Back

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4. If you wish to unsubscribe fully click on **Unsubcribe** and then click on **Unsubscribe** again to confirm. Click Cancel if you are not sure you wish to unsubscribe.

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	Settings	
Please note you	will need to click the Save Settings button for any changes to tal	ke effect.
Text Alter	matiwas Wigh Contract	
This setting w as a high-cons	Unsubscribe? \otimes	endar, as well
Display t	Are you sure you want to unsubscribe from this system? Doing so will result in all your calendars and settings being	
Email Su	deleted.	
🔽 Alert me	Unsubscribe Cancel	
Alert me administra		an
Save Settings	Unsubscribe Back	

5. This takes to you an exit page, where you can start the subscription process again from scratch if you wish. Click on **Start again** if required.

← → C û aqacalendarcentre.bournemouth.ac.uk/unsubscribed	* 8	:
🗰 Apps 💿 Cohort - Bournemo 💿 Dashboard Manage 💿 HelpDesk Request (💿 httpintranetsp.bo 💿 Suggested Sites 📃 Imported From IE	O E-Days	
BU Bournemouth University	Sarah Green • Calendar Centre	
You are now unsubscribed from this system. All your calendar data and settings have been deleted.		
Start again		