Calendar Centre

Regenerating your Calendar Centre feed

If you have accidentally shared your Calendar Centre feed with others and now want to be sure that only you can see your Calendar Centre data, you can regenerate and re-apply your iCal URL at any point. You can do so logging into the Calendar Centre via the link in Brightspace (under Useful links) or use the link here:

https://calendarcentre.bournemouth.ac.uk/.

1. Once you have logged in, click on the Save & Get/Change URL option.

BU Bournemouth University	Sarah Green • Calendar Centre
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Manage Calendar	
Use the information below to manage (amend or remove) your personal calendar fee have already set up. You can also add other feeds with a new name if needed. Use th show or hide more information about your feeds.	ds that you e arrows to
My BU Calendar (OLT & RB)	\sim
Select at least one feed from the list below. Feeds marked with asterisks are extended that will require a URL.	nal feeds
Brightspace Online Timetable ⊘ Room Bookings 🧼 E-days*	
Save & Get/Change URL Delete Calendar Available Not Available Disabled by admin * External feed - requires URL Checking status	
Add New Calendar	

2. Then click on the Change URL option and confirm to re-generate your unique URL. If you generate a new URL you will need to set up the new URL in your calendar application of choice, on the devices that you are using it with.



3. Click on **Copy Link** to copy the link into your clipboard so you can use it in another calendar, on another device or on your phone. See the links below to Knowledge Base support information on setting up an iCalendar feed in Outlook, Google Calendar or an Apple Calendar.



4. Once you have used the link to set up your calendar feed, click on Close to return you to the Manage Calendar Screen. To sign out, just click on the drop down arrow by your name, and click on **Sign Out.** Then close your browser window.