

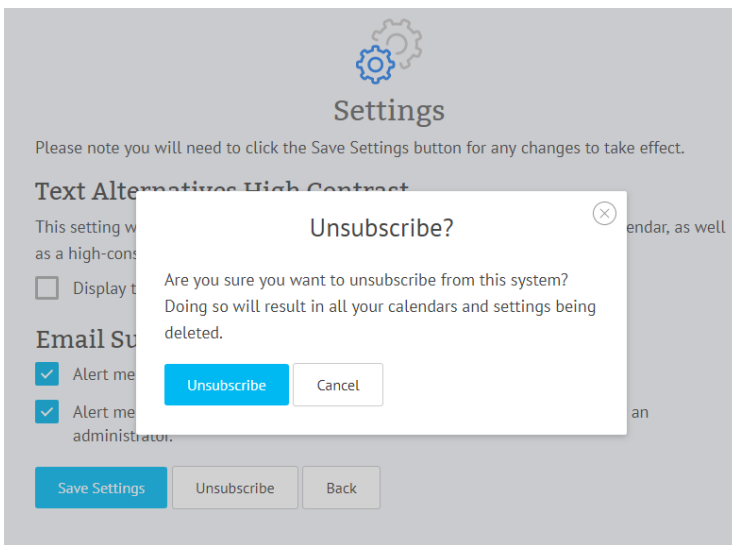
How to Unsubscribe or Re-subscribe to Calendar Centre

1. 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.

The screenshot shows the 'Manage Calendar' page for Sarah Green. At the top right, her name 'Sarah Green' is displayed with a dropdown arrow. A purple arrow points to this name. Below it, the text 'Calendar Centre' is visible. A large purple arrow points down from the name to a dropdown menu that is open. The menu contains the following options: 'Settings', 'External Feed URLs', 'View Terms and Conditions', and 'Sign Out'. A purple arrow points to the 'Settings' option. The main content area of the page is titled 'Manage Calendar' and includes a calendar icon and a gear icon. Below the title, there is a section for 'My BU Calendar (OLT & RB)' with several feed options: 'Brightspace', 'Online Timetable' (with a checkmark), 'Room Bookings' (with a checkmark), and 'E-days*'. There is also an 'E-days (test)*' section. At the bottom of this section are buttons for 'Save & Get/Change URL' and 'Delete Calendar'. A legend at the bottom indicates the status of feeds: green for 'Available', red for 'Not Available', grey for 'Disabled by admin', and a black square for 'Checking status'. A note states '* External feed - requires URL'. At the very bottom of the page is a blue button labeled 'Add New Calendar'.

The screenshot shows the 'Settings' page. At the top, there is a gear icon and the title 'Settings'. Below the title, a note states: 'Please note you will need to click the Save Settings button for any changes to take effect.' The page is divided into two sections. The first section is 'Text Alternatives High Contrast', with a sub-note: 'This setting will display additional text explaining the status of each feed and calendar, as well as a high-contrast colour palette.' There is a checkbox labeled 'Display text alternatives' which is currently unchecked. The second section is 'Email Subscriptions', with two checked checkboxes: 'Alert me whenever a new feed is made available.' and 'Alert me whenever a feed I am subscribed to is disabled or enabled again by an administrator.' At the bottom of the page are three buttons: 'Save Settings' (in blue), 'Unsubscribe', and 'Back'.

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



- 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.

