

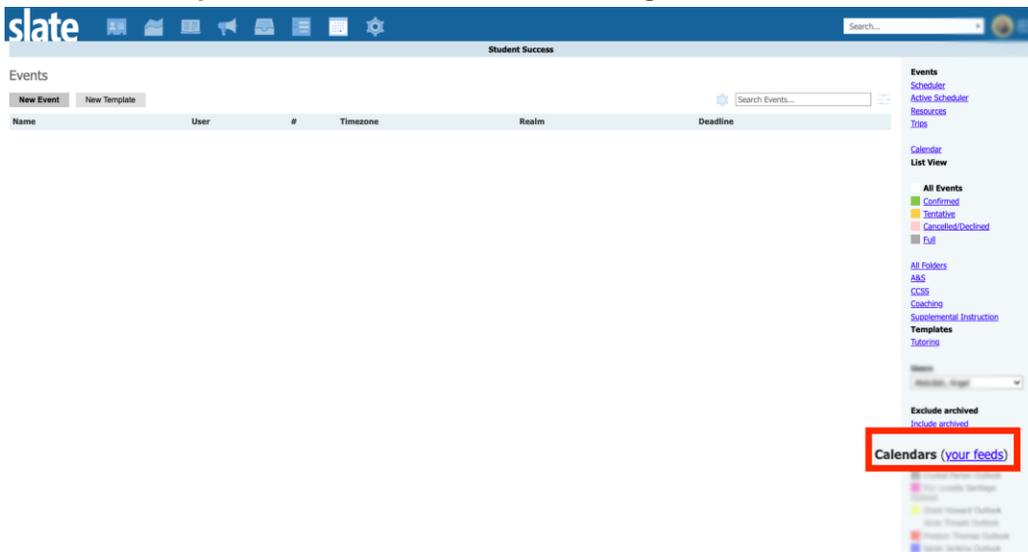


Guide: Subscribing to ‘Student Success – UA Closings’ Calendar in Slate

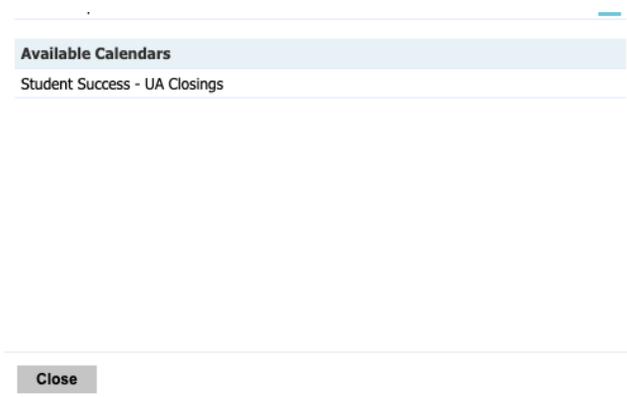
1. Login to Slate: <https://studentsuccess.ua.edu/manage/>
2. Click on ‘Events’ in the top navigation menu.



3. Click on the ‘your feeds’ link on the lower right-hand side bar.



4. Click ‘Student Success – UA Closings’ under Available Calendars.



5. Check the ‘Share as free/busy calendar’ box. (Checking this box is how Active scheduler honors the days that UA is closed. By leaving the box



unchecked, you (the user) are subscribing to see UA holidays, but not block days for students to schedule.) <https://hr.ua.edu/payroll/holiday-schedule>

Add Subscription [X]

Name: Student Success - UA Closings

Share: Share as free/busy calendar

Color: [Black square]

Color picker: [Color grid, Selection area, Color bar, #9e1b32, cancel, choose]

[Subscribe] [Cancel]

6. Change the color. The default appears to be black, but it is transparent.
(Bonus: UA crimson is #9e1b32)
7. Click **'Subscribe'**.