# Removing a Provider from the Calendar

> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

To remove a provider from the Calendar:

|    | Steps |
|----|-------|
| 1. | Click **Administration** |
| 2. | Click **User and Groups** |
| 3. | Select **Staff Members** sub-menu |
| 4. | Select the **Show** button next to the relevant provider you want to set up appointment sessions for |

1. Select the **Show** button next to the relevant provider you want to set up appointment sessions for
   a. The provider details will display.
2. Select the **Edit** button.
3. Scroll down to **Calendar** section and Un-Check **Calendar Views**.
4. Un-check **Schedule Appointments**.
5. Click **Update Staff Member**.