

# Athena Stories: Editing a Story: Events Tab

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*NOTE: if you are looking to activate or deactivate an already created item [click here](#).*

This article is for editing the Events tab in the Stories app in Athena.

1. Type in the name of the event.

The screenshot shows the 'Events' tab in the Athena Stories app. The form is divided into several sections:

- Associated Event:** A text input field for the Event Name.
- Start Date:** A date picker with the format mm/dd/yyyy.
- End Date:** A date picker with the format mm/dd/yyyy.
- Start Time:** A time picker with the format --:-- --.
- End Time:** A time picker with the format --:-- --.
- Location Name:** A text input field.
- OR Select Location:** A search bar with a magnifying glass icon. Below it, a note states: "If nothing is selected here, the location name above will be used instead."
- Notes:** A text area for adding notes.
- Map Location URL:** A text input field with an example: "e.g. https://www.google.com/maps/...". Below it, a note states: "Add a Google Maps URL to show people this location when it gets clicked."
- URL:** A text input field with an example: "e.g. https://www.uwec.edu/event".
- Link Text:** A text input field.
- Tickets URL:** A text input field with an example: "e.g. https://www.uwec.edu/tickets".

At the bottom of the form, there are three buttons: "BACK" (with a left arrow), "SAVE DRAFT", and "SAVE AND PUBLISH".

2. Set the start date of the event (e.g. mm/dd/yyyy or 02/04/2015).
3. Set the end date of the event (e.g. mm/dd/yyyy or 02/04/2015).
4. Set the start time of the event (e.g. --:-- -- or 01:30 PM).
5. Set the end time of the event (e.g. --:-- -- or 01:30 PM).
6. Add the location of the event.
7. Add notes for the event if applicable (i.e. Admission prices, what to bring, where to park, etc.).
8. Add a Google Map location URL to provide potential visitors with a map and turn-by-turn directions (e.g. The URL for Davies Center:  
<https://www.google.com/maps/place/Davies+Center/@44.7972761,-91.5032301,17z/data=!3m1!4b1!4m2!3m1!1s0x87f8bda273aeda49:0x4766719c117d8afa>).
- NOTE: [Learn how to find the coordinates of a place using Google Maps](#)*
9. Add a URL for a custom button for this event (i.e.venue website, event website like JazzFest,

etc.). This field works in tandem with the *Link Text* field.

10. Add link text if applicable (e.g. "Visit JazzFest's Site", etc.). This field works in tandem with the *URL* field.

11. Add a tickets URL where visitors can go to purchase tickets online.

12. Click **Save**.

*NOTE: Saving changes in the Events tab will apply changes directly to the story. No draft will be created.*

13. Return to the *Content* tab and click **Save and Publish** to set this story to live.

*NOTE: If the story's publication date is in the future, the story won't display in public listings until the publication date is reached.*

### **Still need help?**

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).

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