Athena CE Programs: Adding Venues
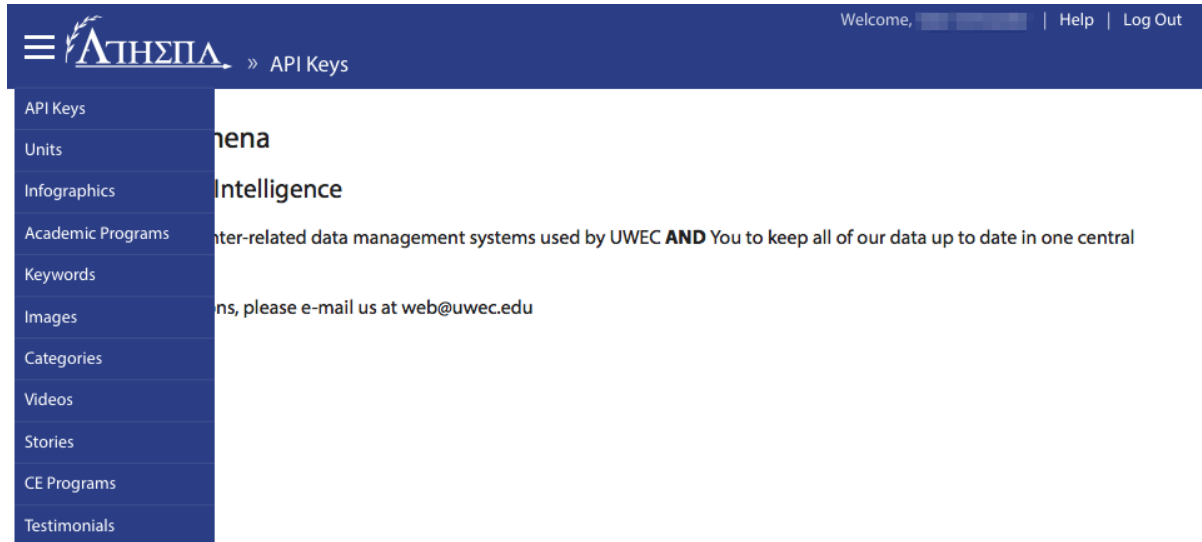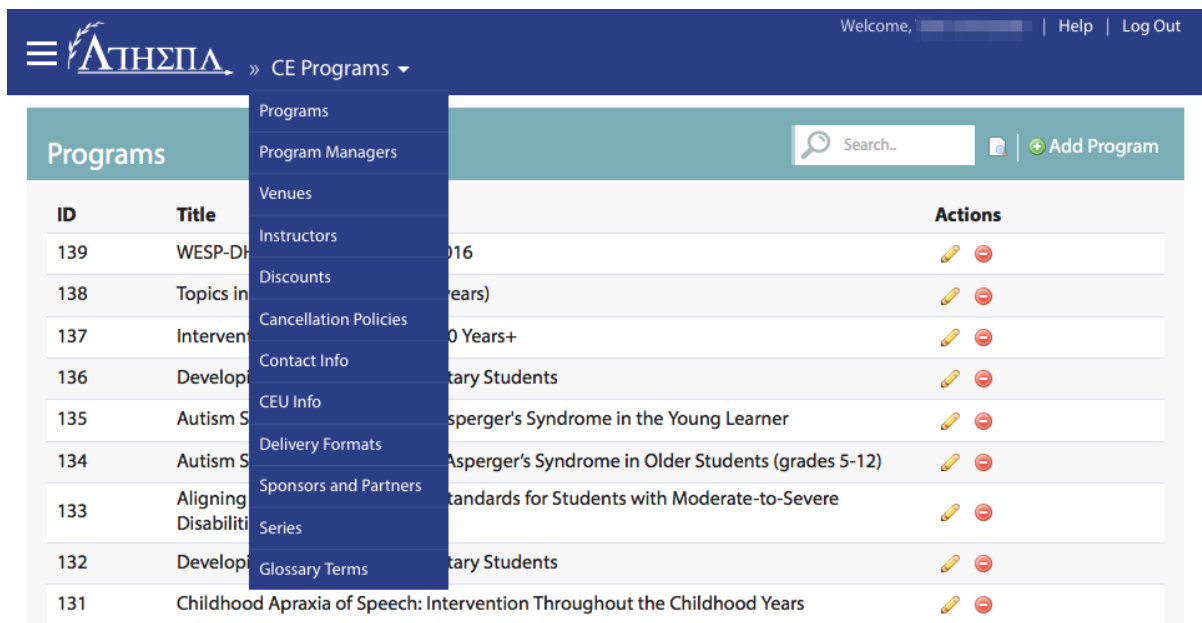
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1. Log in to Athena

2. Select **CE Programs** from the navigation menu.

3. Select **Venues** from the sub-navigation menu.

4. Click **Add Venue** at the top.

5. Add a useful name for the venue. This will show in Athena systems' search results and will be displayed publicly in certain cases.

University of Wisconsin-Eau Claire

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NOTE: For locations with multiple sub-locations (i.e. campus buildings), use a colon to separate the two (e.g. UW-Eau Claire Campus: Hibbard Hall).

6. Fill in the *Address*, *Address 2* (where applicable), *City*, *State*, and *Zip* fields. For example:

NOTE: Avoid abbreviations in addresses (e.g. Avenue instead of Ave., etc.).

7. Fill in the *Phone* field. Athena will automatically add proper formatting to the phone number. For example, Athena would reformat "7158364636" to "(715) 836-4636".

8. Fill in the *URL* field. Athena will not alter the URL entered, so be sure it contains the appropriate protocol (http://, https://, ftp://, etc.). (e.g. http://www.uwec.edu).

   NOTE: Generally, this should link to the venue's homepage.

9. Fill in the *Map Latitude* and *Map Longitude* fields. This data will be important when using map visualizations and way-finding for visitors.

   NOTE: Learn how to find the coordinates of a place using Google Maps.

10. Select whether the venue is on-campus or off using the *On Campus* field.

11. (Optional) Select or upload a new image.

    NOTE: For help adding a new image, see *Adding anImage*, *EditingImage Properties*, *and* *Cropping an Image*.

12. Click **Create Venue**.

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at 715-836-5711 or helpdesk@uwec.edu.