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.

   **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 an Image*, *Editing Image Properties*, and *Cropping an Image*.

12. Click *Create Venue*.

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**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.