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).

Adding New Venue

Name

Address
Address 2

City
State
Zip

Phone

URL

Map Latitude
Map Longitude

on campus?
No

Image
Find Image
Upload Image

Cancel
Create Venue

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

Name
Florian Gardens

Address
2340 Lorch Avenue

City
Eau Claire
State
WI
Zip
54701

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.

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.