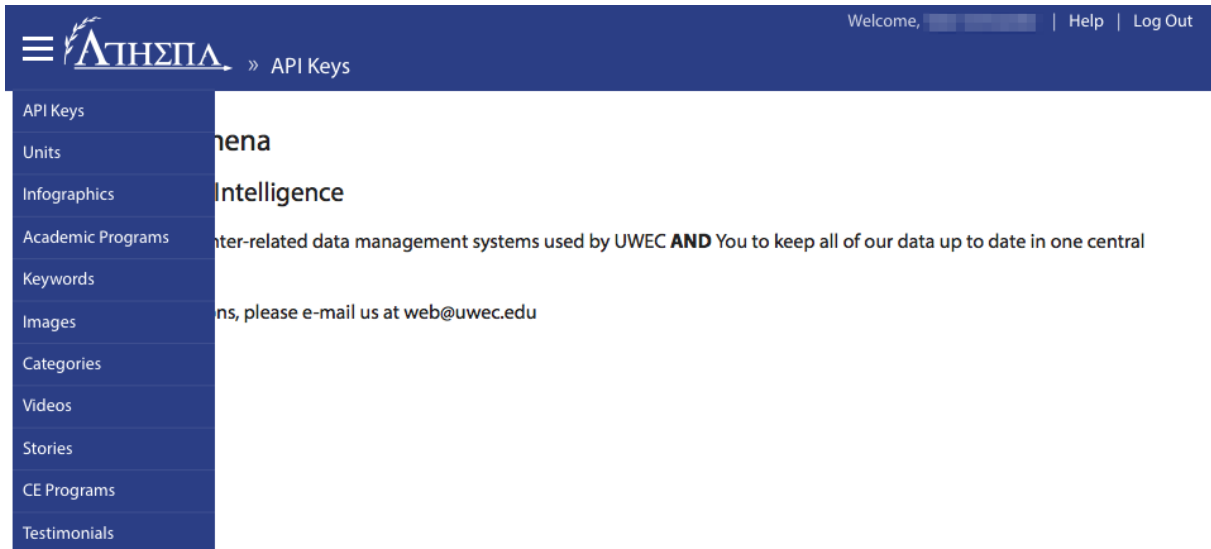


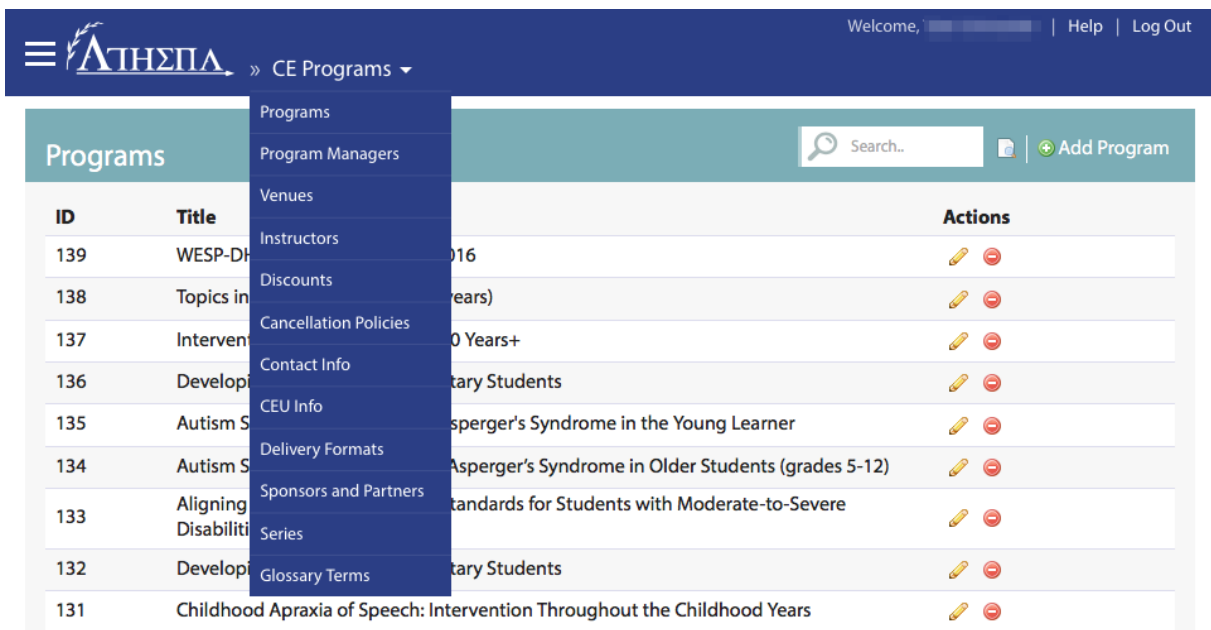
Athena CE Programs: Adding a Discount

Last Modified on 02/27/2020 2:59 pm CST

1. [Log in to Athena](#)
2. Select **CE Programs** from the navigation menu.



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



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



5. Add the discount name. This should be descriptive and will be publicly visible.

Editing Discount

Name

Code

Statement

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Register before and save \$100!

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Expiration Date

6. (Optional) Add a discount code. This is what the customer would enter at checkout to receive the discount.
7. (Optional) Add a statement. This is publicly visible.
8. Select an expiration date for this discount using the calendar picker. When the expiration date is reached, the discount will no longer be publicly visible.

Expiration Date

9. Click **Create Discount**.

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.