1. Log in to Athena
2. Select **CE Programs** from the navigation menu.
3. Select **Contact Info** from the sub-navigation menu.
4. Click **Add Contact Info** at the top.
5. Add a name for this set of contact info. 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:

   Name
   Florian Gardens

   Address
   2340 Lorch Avenue

   City
   Eau Claire

   State
   WI

   Zip
   54701

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

9. 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).

10. Fill in the URL Text field. This is the text that will be displayed as a link to your URL; it should be descriptive of the URL (e.g. Florian Gardens Website, Learn more about Florian Gardens, etc.).

11. 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.

12. Select whether the venue is on-campus or off using the On Campus field.
13. Click **Create Contact Info**.

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.