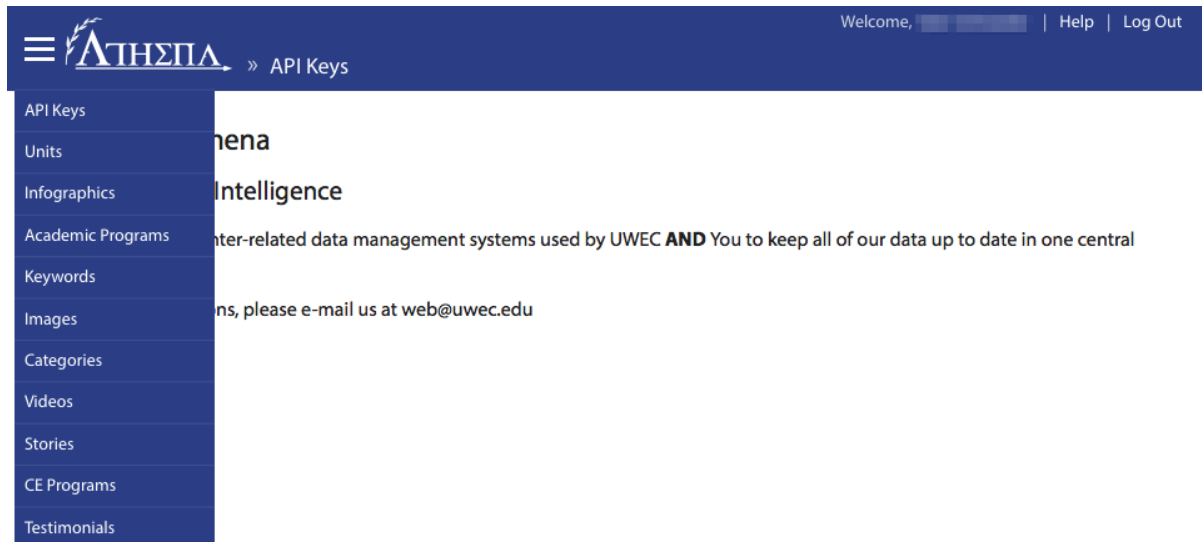


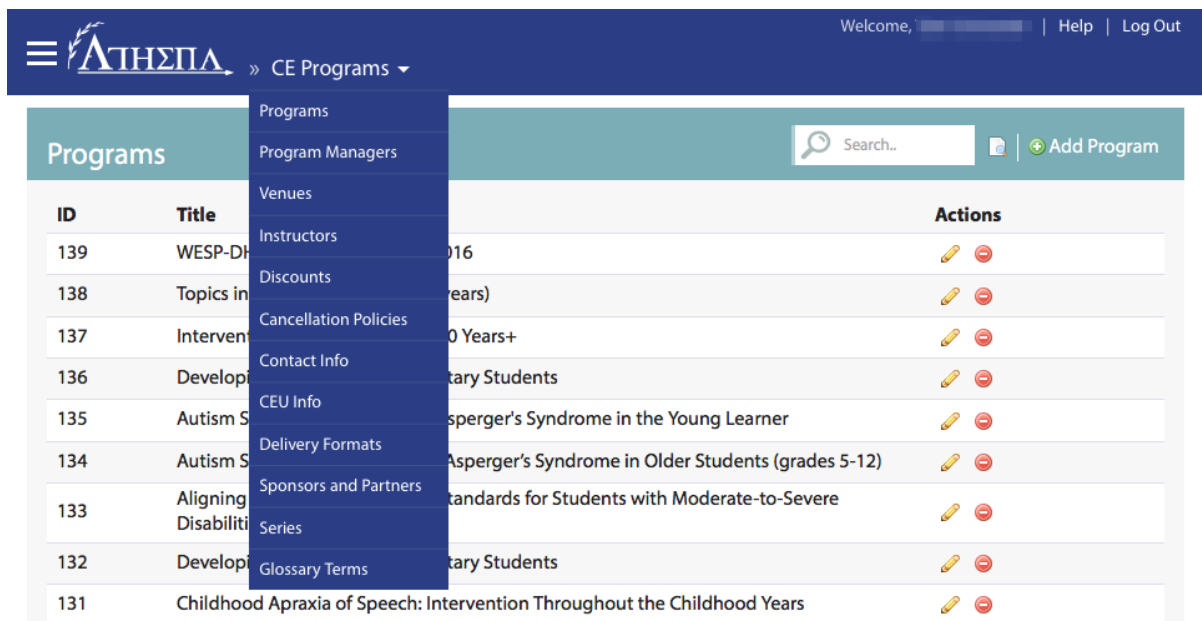
# Athena CE Programs: Adding Contact Info

Last Modified on 02/27/2020 10:52 am CST

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).*

### Adding New Contact Info

Name		
Contact		
Address	Address 2	
City	State	Zip
Phone	Toll Free	
URL	URL Text	
Map Latitude	Map Longitude	
on campus? No		

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

Name Florian Gardens		
Address 2340 Lorch Avenue	Address 2	
City Eau Claire	State WI	Zip 54701

*NOTE: Avoid abbreviations 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. (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**.

Cancel

Create Contact Info

### 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](mailto:helpdesk@uwec.edu).