Athena CE Programs:
Adding a Sponsor or Partner

1. Log in to Athena

2. Select CE Programs from the navigation menu.

3. Select Sponsors and Partners from the sub-navigation menu.

4. Click Add Sponsor at the top.
5. Add a name for this sponsor/partner.

6. Add a description for this sponsor/partner. This cannot include URLs or special formatting.

7. Add a URL for this sponsor/partner. This should generally be a URL to the sponsor/partner's website.

8. Select a type for this sponsor/partner.

9. (Optional) Select or upload a new logo/image

   NOTE: Be sure to check the "CE Programs" crop tab. For help adding a new image, see Adding an Image, Editing Image Properties, and Cropping an Image. Logos should be a JPG or PNG file of at least 300px by 300px with a transparent background.

10. Click Create Sponsor.

   NOTE: Make sure the sponsor/partner listing, including Name, Description, URL, and Logo, complies with UW-System Administrative Policy 1025 on Advertising,
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.