1. Login 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.
Sponsorship, and Links on the Internet.

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.