

Athena Units: Editing a Unit: Info Tab

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NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.

This article is used to Edit a Units Info Tab in the Units app in Athena.

1. Edit the *Phone* as desired.

NOTE: Use only UWEC office phone numbers.

Info	About	Social	Co-Curricular Assessment	Unit Types	Permissions	Admin
Contact Information						
Phone	715-836-2320			Fax		
E-mail	acadaff@uwec.edu			E-mail Name		
Miscellaneous						
Event Feed URL						
This should be a full URL (e.g. https://www.uwec.edu/something/else/)						
Primary Location						
Schofield Hall 206 Complex						
This is the location used for contact information and so on.						
Donate / Give						
Donate URL				Show Give Tab?		
				<input checked="" type="radio"/> Yes <input type="radio"/> No		
← BACK		SAVE				

2. Edit the *Fax* as desired.

3. Edit the *Email* as desired.

NOTE: Use only UWEC email addresses.

4. Edit the *Email Name* as desired.

NOTE: The actual display of the Email Name may vary based on the rules defined in the [style guide](#) for the given presentation layer.

5. Edit the *Event Feed URL* as desired.

NOTE: This is a legacy field. Use the Event Feed row instead.

6. Select a **Primary Location** as desired.

NOTE: This should be set to the main location the unit occupies. See [Editing a Location](#) for details on editing a location once it has been selected. If the desired location does not yet exist, contact the LTS Help Desk to request a new location be created.

7. **Donate / Give**

*NOTE: This area is to only be edited by **Admins** in the Units System.*

8. Edit *Donate URL*

NOTE: The Donate URL is the link associated to the "Give" buttons in the header and the footer of the units website. Leave blank to default to the main UWEC donate button.

9. Select *Show Give Tab*

NOTE: This determines if the "Glve" buttons show up or not. Defaulted to Yes.

10. Click **Save**.

11. Proceed to the [About tab](#).

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.