



ADAMS Athlete User Guide

ADAMS Sporting Organizations User Guide

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ADAMS User Guide for Athletes

ADAMS Version 4.0.5

Preface

This ADAMS User Guide was designed to show you how to perform basic functions within ADAMS, step by step, in the most direct way. The individual sections are arranged in a sequence that follows a typical workflow.

Please note, too, that some screen shots may appear different than in your installation due to browser settings and hardware configuration of your computer.

What's New in Release 4.0.5?

- [Whereabouts entries – rooming list information](#)

Rooming information (Building, Floor, Room number) fields were added to the website's whereabouts entry form. Update on Mobile App will be done shortly.

- [New language - Turkish](#)

Turkish will be added to the available languages.

What's New in Release 4.0 (December 8th 2014)?

- [Code ISL ISTUE ISPPPI TDSSA 2015 effective start date in ADAMS](#)

2015 Code, IST, ISTUE, ISPPPI and TDSSA related enhancements will come in effect on January 1st 2015 New Zealand time.

- [ISTI 2015 Article I.3.2: Whereabouts 60-Minutes Testing Slot, Start Time at 5:00 AM](#)

In conformance with the International Standard for Testing and Investigation 2015, article 3.2 of Annex I, ADAMS will allow the start time of the whereabouts 60-Minutes testing slot to start at 5:00 AM instead of 6:00 AM.

- [ISTUE art.7.0: TUES Recognition / Non-Recognition](#)

In conformance with the ISTUE art.7.0, ADOs will be able to recognize TUEs granted by other ADOs.

- [ISTUE art.7.0: Request for TUE Recognition](#)

In conformance with the ISTUE art.7.0, Athletes will be able to submit a request for TUE recognition to International Federations or Major Event Organizations through the TUE form.

- [Retroactive Applications](#)

As per the TUE Application Form template in the ISTUE, the TUE requestor will have the option to indicate if this is a retroactive TUE application.

A collapsible section will be added immediately under the "Next Competition and Date" box.

- [2015 International Standard for Protection of Privacy and Personal Information](#)

ADAMS data retention policies will be updated in accordance with the ISPPPI 2015.

- [TDSSA Sports- Disciplines list management](#)

The list of sports/disciplines available in Doping Control Forms will be restricted to the ones in Appendix 1 and 2 of the International Standard for Sport Specific Analysis. It is available for download [here](#).

The field, "Sport/discipline" in Test and DCF forms, will no longer be auto-filled based on

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 - 4. Forgotten my answer.
- Logging Out
- What To Do If You Encounter An Error

My Zone - Home Page

the athlete profile information; a manual selection will be required.

What's New in ADAMS?

ADAMS features the following enhancements:

- **Athlete access to the Athlete Biological Passport result validity**
In addition to having access to their blood passport raw data and urine results, athletes also see whether their blood passport samples are valid or not.
The information is available in "[My Recent Tests](#)".
- **TUEs**
The TUE status automatically changes to "Expired" and a note is added to the "Activity" tab when the substance expiry date passes (or the latest expiration date when there are multiple substances).
The TUE Certificate generated when the application form is approved always displays the sporting organization logo.
- **ADAMS Mobile App:**
Usernames with special characters are now accepted.

- Modules
- Contact Link
- User Settings
- Print All

Messages

- How to Create Messages
- Verify the Status of a Message
- Quickly Retrieving your Messages
- Deleting / Archiving your Messages

Notifications

- Automatic Deletion of Notifications
- Whereabouts Notifications (automatic)
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- Team Whereabouts Modification
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My Profile

- View / Edit your Profile Information
- Activating SMS
- Sport / Discipline
- Security

My Address Book

- What Changed since ADAMS 2.3
- Address Book Page
- Creating an Address
- Editing an Address
- Deleting an Address

Athlete Whereabouts

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- Whereabouts - What's New in ADAMS 3.0
- The Whereabouts Interface
- Whereabouts Entries
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- Access Rights to Whereabouts
- Populating the Calendar & Submission
- Printing a Copy of the Whereabouts
- Athlete Quick Reference Card

My Recent Tests

**Therapeutic
Use Exemption
(TUE)
Documents**

- TUE (TUE)
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- TUE Fields
- Declaratio
n of Use
(DoU)
- TUE for
Asthma
(AST)

**Biological
results**

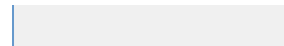
**ADAMS Mobile
App user guide**

- ADAMS
Mobile App
- Android
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- [ADAMS Quick Reference Card - Mobile App Android](#)

- ADAMS Mobile App - IOS
 - Prerequisites
 - Login
 - Home
 - Calendar
 - Profile
 - Settings
 - ADAMS Quick Reference Card - Mobile App IOS



User Setup and General Notes

Before You Start

ADAMS Basics

Logging In

Security Questions

- 1. Initial configuration
- 2. Being 'challenged'
- 3. Change your answer
- 4. Forgot my answer..

Logging Out

What To Do If You Encounter An Error

Before You Start

Before logging on to ADAMS for the first time, there are a few things you need to verify:

- *Supported Browsers*
- *Clear your Browser Cache – IMPORTANT!*
- *Allow Pop-ups*
- *Screen Resolution*
- *Using a Bookmark*

Supported Browsers

ADAMS is currently supported on the following browsers:

- Firefox Version 3.6+
- Microsoft Internet Explorer Version 8+

To verify which version you are running, click **Help /About** from the browser's main menu bar.

The Safari browser on Macintosh platforms is still not officially supported, although most of the issues encountered in the previous version users have been resolved for Safari Version 5. Should you encounter any technical issues while using ADAMS on a Macintosh computer, please report it to your ADAMS custodian organization and indicate the platform used.

Should you experience any technical issue while using a different browser, please try again using one of the above browsers. Free versions of the browsers are available at the following addresses:

- <http://www.mozilla.com/en-US/firefox/all.html>
- <http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx>

Clear your Browser Cache – IMPORTANT!

If you used a previous version of ADAMS, it is possible that your cache contains information that will conflict with a more recent version.

In any case, **always** clear your cache before you use a new version of ADAMS. To obtain detailed instructions on how to proceed for your specific browser, you can refer to pages such as the following: <http://www.wikihow.com/Clear-Your-Browser%27s-Cache>.

In a nutshell:

- If you are using Internet Explorer, select **Internet Options** from the **Tools** menu. Depending on the IE version you are using, you may click the **Delete** then the **Delete Files...** button in the **Temporary Internet Files** section of the **General** tab. Check the **Delete all offline content** checkbox and click **Ok** to clear your cache.
- If you are using Firefox, select **Clear Private Data** or **Clear Recent History** from the **Tools** menu. Make sure the **Cache** checkbox is selected; the other checkboxes can be blank. Then click the **Clear Private Data Now** or **OK** button.

Allow Pop-ups

Enabling the pop-up blocker may prevent some screens from appearing. In the Internet Explorer "Tools" menu, select "Pop-up Blocker Settings" and add adams.wada-ama.org to your "Allowed sites" list.

- If you are using Internet Explorer, select "Pop-up Blocker Settings" from the "Tools" menu and add adams.wada-ama.org to your "Allowed sites" list.
- If you are using Firefox, select "Options" from the "Tools" menu. In the "Content" tab, click the first "Exceptions..." button and add adams.wada-ama.org to your "Allowed Sites" list.

ADAMS includes a detector on the login page which will warn users if a pop-up blocker is enabled and inform them that ADAMS requires the use of pop-ups to execute properly.

Screen Resolution

Make sure that your screen resolution is set to **1024x768** pixels for optimum performance. This can be set in Display Properties within Control Panel in a Windows operating environment.

Using a Bookmark

If you experience difficulties logging into ADAMS, it may be because your bookmark (if any) for ADAMS is not correct. For access to the Production system, ensure that your bookmark is set to: <https://adams.wada-ama.org>. The "s" suffix in **https** must be present. Remove any extra characters following the URL. To verify the URL:

- If you are using Internet Explorer, click the **Favorites** button to display your bookmarks on the left hand side of the screen. Right-click the ADAMS bookmark, and select **Properties**. Ensure that the URL displayed exactly matches the one shown above.
- If you are using Firefox, select **Sidebar** from the **View** menu, then select **Bookmarks** to display your bookmarks on the left hand side of the screen. Right-click the ADAMS bookmark, and select **Properties**. Ensure that the URL displayed exactly matches the one shown above.

ADAMS Basics

Time Out – For security reasons, ADAMS has been configured to time out after a certain period of inactivity. If you do not submit any data or click any of the links for this period of time, ADAMS will log you off the system. The maximum idle period is 30 minutes; should you exceed that period, then you will need to log in again.

Back Button – ADAMS **does not support** the use of your browser Back button and in most areas of the site you will discover that it does not work. Therefore it is required that you navigate through ADAMS by using the appropriate links. You can always return to the **My zone** page by clicking the ADAMS logo in the upper-left corner of the page:



One ADAMS Session Per User – You can only have one single ADAMS session at a time. Should you try opening another session for the same user on a different computer or browser, the initial session will be deactivated and the following message will be displayed:

Your session has been deactivated because your account has been used on another computer (or browser).



User Name

Password

Login

[Forgot Password](#)

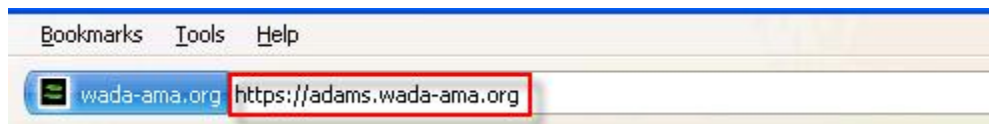
Logging In

On this page:

- [The ADAMS URL](#)
- [The ADAMS Login Page](#)
- [Problems Logging In](#)
 - [Incorrect Username / Password](#)
 - [Temporary Lock](#)
 - [Permanent Lock](#)
 - [Forgotten User Names](#)
 - [Forgotten Passwords](#)
 - [Changing the Password](#)

The ADAMS URL

Enter the ADAMS address in the URL box of your browser: <https://adams.wada-ama.org>

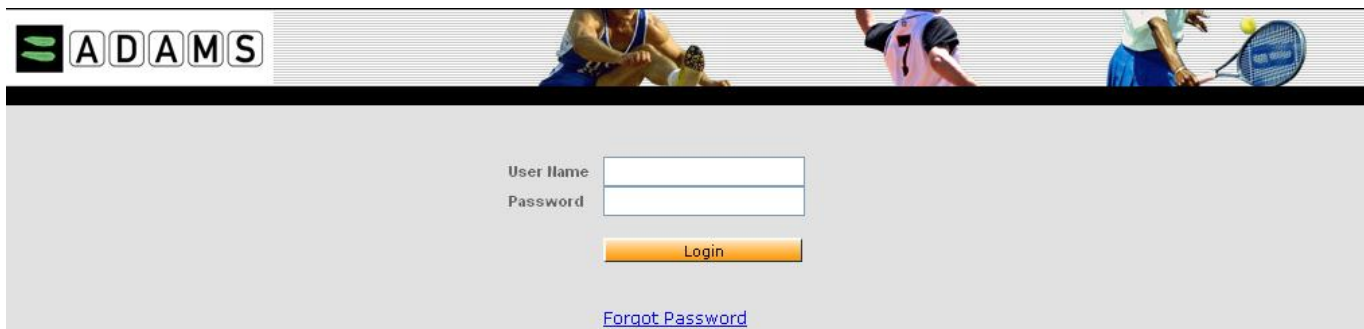


IMPORTANT: Always include the "s" in the https part of the site address.

The first time you access ADAMS, it is recommended to type the address as shown above, instead of clicking a URL hyperlink from a document. Clicking a hyperlink may have caused access issues in the past on some specific platforms and browsers.

The ADAMS Login Page

You will be greeted with the following Log in screen:

The image shows the ADAMS login page. At the top left is the ADAMS logo, which consists of a green stylized 'A' followed by the letters 'D', 'A', 'M', 'S' in individual boxes. To the right of the logo is a horizontal banner with three images of athletes: a basketball player, a soccer player, and a tennis player. Below the banner is a light gray rectangular area containing the login form. The form has two input fields: 'User Name' and 'Password'. Below these fields is an orange 'Login' button. At the bottom of the form area is a blue link labeled 'Forgot Password'.

Enter the Username and Password you received from your ADAMS custodian organization and click the login button to enter the site. Make sure that your CAPS LOCK key is not activated when you enter your password. If it is, a pop-up will remind you to turn it off.

Problems Logging In

Incorrect Username / Password

If you enter an incorrect username and password combination once or twice, ADAMS will display an error message:

This image shows the ADAMS login page after an incorrect password attempt. It features the same ADAMS logo and athlete banner as the previous page. The login form is present, but now includes a red error message: 'Please enter a valid user name and password combination'. The 'Login' button remains orange, and the 'Forgot Password' link is still blue.

Temporary Lock

If you enter an incorrect username and password combination at least three times in a row, ADAMS will lock you out for 60 minutes and display a message suggesting that you use the Forgot Password link:

This image shows the ADAMS login page after a temporary lockout. The layout is identical to the previous pages, but the red error message now reads: 'Login problems? Please use the Forgot Password link below'. The 'Login' button and the 'Forgot Password' link are still visible.

During that temporary lock period, entering the correct password will not work. However, you may contact your custodian organization or request a temporary password – see below.

Permanent Lock

If you enter an incorrect username and password combination at least nine times in a row, ADAMS will lock you out "permanently". At this stage you will have to contact your ADAMS custodian organization to have your password reset. The temporary password will not work if you are

permanently locked out.

Forgotten User Names

Contact your ADAMS custodian organization if you forgot your ADAMS username.

Forgotten Passwords

You can click the "Forgot Password" link at the bottom of the ADAMS Login page, which will display the Forgot Password page:

Forgot your password? Please enter your username and email to start the password recovery process. This procedure will only work if your email is registered in your ADAMS profile!

User name*

Email*

If you don't know your User Name or don't have an email address in your ADAMS profile, please contact your sport organization to have your password reset.

Country:

NADO ☒ IIF ☐

[back to login page](#)

If you forget your password, you have two options:

1. Request a Temporary Password: If your ADAMS profile contains your email address, you can request a temporary password through email. Simply enter your username and email address – the same as the one saved in your ADAMS profile – in the upper section of the screen, then click the submit button:

A new temporary password will be sent to the email address in your ADAMS profile shortly, and must be used within 24 hours. If you do not receive the email within the next 15 minutes, please contact your custodial organization.

[back to login page](#)

ADAMS will then send you an email containing a temporary password, which you must use within 24 hours. If you do not receive an email within 15 minutes of submitting the request, verify your spam blocker if any – since the ADAMS email could have been intercepted – then contact your ADAMS custodian organization.

2. Contact your ADAMS custodian organization: Your ADAMS custodian organization can reset your status in ADAMS, and issue a new password if required. If your custodial organization is a NADO or a National Federation, you can find their coordinates in the lower section of the Forgot Password page: select the country from the drop-down box; if the organization is a National Federation, click the NF radio button, search the sport and discipline (enter a few letters and click the magnifying glass), select the sport and discipline; then click the search button:

If you don't know your User Name or don't have an email address, please contact your sport organization to have your password reset.

Country:

NADO ☐ IIF ☒ Sport-Discipline:

[back to login page](#)

Search sport/discipline

- Athletics
- Athletics | Athletics
- Athletics | CISS Athletics
- Athletics | Combined
- Athletics | Cross Country
- Athletics | Discus Throwing
- Athletics | Field
- Athletics | Indoor Athletics

Changing the Password

ADAMS will prompt you to change your password:

- If you login to ADAMS with a temporary password, or
- On a regular basis, for security purposes.

Change password

- The current password cannot be reused.
- Password length must be at least 8 characters

Current password

New password

Repeat New Password

confirm

You can also change your password from the User Preferences. Please see the Users Preferences / Password Change section for more details.

Security Questions

ADAMS uses Security questions to provide the user with a secondary method to identify him/herself on-line. These Security questions are designed to be memorable to the user but hard for anyone else to guess. When used in conjunction with other identifying information (user name, password), they help ADAMS to verify that the user is the person requesting access to his/her account.

As a first step it is required for the user to set up his/her individual Security questions, by selecting a sub-set of at least 3 preferred questions from the large set of questions that ADAMS offers, and to provide the answers which will be stored in ADAMS. Next time, the user will be asked to answer one security question before changing his/her password or directly after logging in (under certain conditions only).

Users can change their answers for the 3 Security questions that they configured. It is very important for the users to remember the answers to their Security questions to avoid being locked out of their account. If the user forgets the answers to their Security questions, they should contact their organisation ADAMS Administrator who can 'reset the challenge questions and answers'.

What does the new feature of Security questions mean to the ADAMS user in practice?

- One-time setting up your individual set of 3 security questions and answers
- In specific occasions being challenged by a security question to answer: when changing your password, after a 'forgot-password' when using the temporary password, and when logging in from a new device (in a next project phase).

- 1. Initial configuration
- 2. Being 'challenged'
- 3. Change your answer
- 4. Forgot my answer..

1. Initial configuration

Initial configuration of your Security questions and answers

At your very first log-in on ADAMS or when there is a need to re-configure your Security questions and answers, you will be presented the following screen: *(not definitive yet – work in progress)*

ADAMS will require you to select at least **3 different questions** that you need to provide your individual **answer** to. The answer is case sensitive and cannot be too long or too short. ADAMS will inform you if your answer does not abide to these rules.

Once Saved, your set of 3 questions that you have selected along with your corresponding answers, will be used to randomly select a question from when ADAMS needs to challenge you through a Security question.

2. Being 'challenged'

Being challenged by a Security question

In certain events ADAMS will challenge you through one of the Security questions that you have previously set up the answer for. The following screen will appear:

You ought to provide the exact same answer (in the same format and upper/lower cases) that you had initially configured and stored in ADAMS.

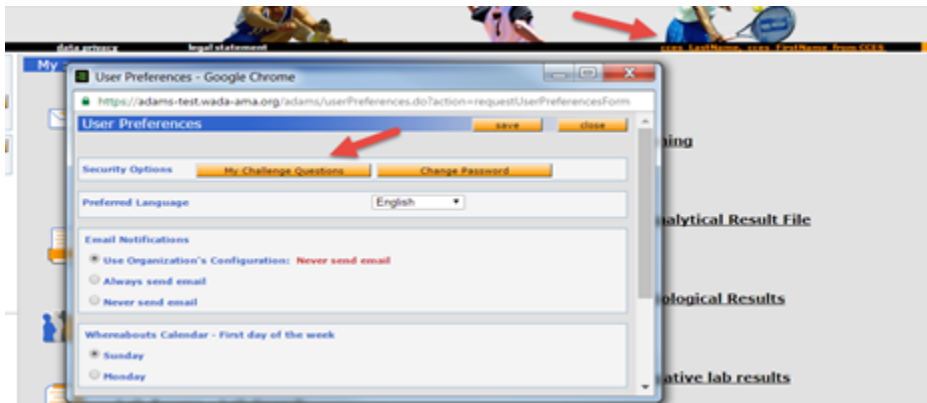
When you press the **continue** button, ADAMS will compare the answer entered with the one that was stored for you, and initiates the following actions:

- If the answer is *correct*, ADAMS allows you to proceed with accessing the ADAMS system and data
- If the answer is *incorrect*, you will be given more chances to enter the correct answer. At 3 unsuccessful attempts, ADAMS will return to the standard ADAMS Log-in page, and puts your account in the status *Temporary locked* (same behaviour as for 3 unsuccessful login attempts).

3. Change your answer

Changing the answer of your selected Security question

Once logged in on ADAMS, you have the possibility to adjust or completely replace the answer to a Security question that you previously configured. Go to your **User Preferences** by clicking your name top right of the ADAMS page, and select **My Challenge questions**:



After pressing **My Challenge Questions** you will be offered a similar window as at the initial configuration:

Security questions

ADAMS uses Security questions as an additional method for users to authenticate their identity.

As a first step it is required for users to select a minimum number of preferred questions to provide answers to, which will be stored in ADAMS as their personal subset of Security questions. Next time when changing their password or when logging in via a new device, the users will be asked to answer one of their configured security questions. Further detail is provided on: [Security questions](#).

If you have forgotten the answers to your Security questions, please contact your organisation ADAMS Administrator for a reset.

You have already answered the following questions:

- what is your favorite vacation destination?
- what is your favorite movie?
- What is the first name of your oldest niece?
- What is your favorite food ?

Select an existing question and provide the appropriate answer. It is important to remember that these answers are case sensitive.

Question:

Answer:

Password:

Your password is required each time for security reasons

You simply select the Security question from the drop down list, and enter a new answer or modify the existing answer. As an additional security measure, ADAMS will request you to enter your **password** associated with your ADAMS user name, before you can save your modification.

4. Forgot my answer..

What to do if you forgot the answers to your Security questions....?

In the unfortunate event that you may have forgotten the answers to your individually selected and configured Security questions, kindly contact your organisation Administrator.

The Administrator can enable an option in your ADAMS user account profile: *reset the challenge questions and answers*. This will erase the answers to *all* your Security questions, and the next time when you log in, ADAMS will request you to re-configure 3 Security questions of your preference.

Of course, you can also ask the Administrator to do the same when you would like to have a different set of individual Security questions to be established.

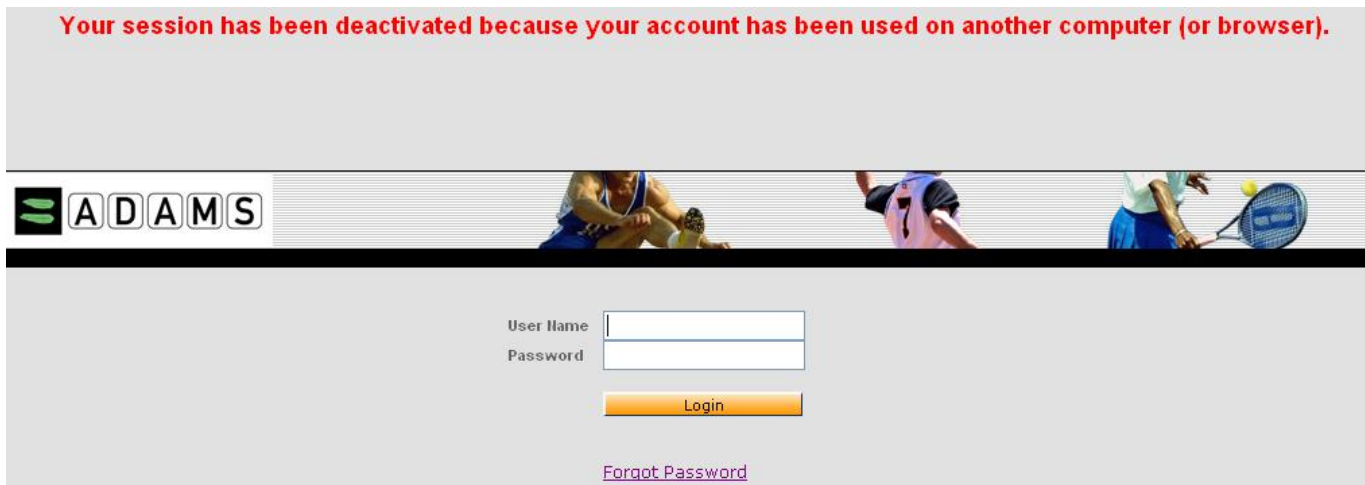
Logging Out

When you have finished working within ADAMS and wish to exit the program, click the **Logout** link in the top right hand corner of the window banner. This will safely exit you from the system and return you to the Log In page. At this point you may safely close your browser.

Please make a habit of **always** terminating your ADAMS session by clicking the **Logout** button, in the upper-right corner of the ADAMS page:



Should you not terminate a session properly – for example if you close your browser application or turn off your computer without logging out – then the "deactivated session" warning message might be displayed the next time you log in:



If you follow the proper logout procedure and still see the above warning message, please contact your ADAMS custodian organization.

What To Do If You Encounter An Error

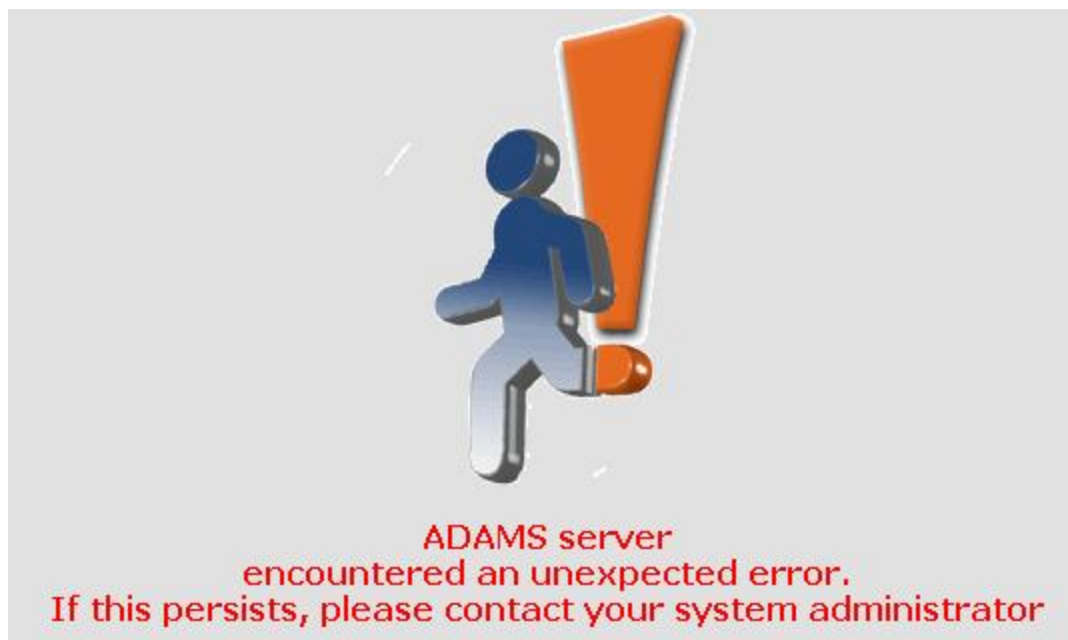
From time to time you may encounter an error on the ADAMS system. The more information that can be compiled about the circumstances around the error the easier it is to track and fix it quickly. Here's what to do:

- [Collect Information](#)
- [Contact the ADAMS Help Desk](#)

Collect Information

Therefore please take the time to submit the details.

1. Right-click the red error text (not the "running man" picture)
2. Select **View source**
3. Save the .txt file
4. Send an email to adams@wada-ama.org and attach the .txt file



Other Useful Information

- What time the error occurred
- What Internet browser you use
- What operating system (Windows XP, Windows Vista, Linux, etc) you run
- The speed of your Internet connection
- Your user name (only Username, not Password) and Organization
- What part of the screen the message was located in
- It is useful to mention the series of actions that occurred before the error was encountered, for example: how you accessed the page where the issue occurred, which link or button was clicked,, what value was entered or selected from a drop-down, was the "Previous" or "Next" button of your browser used - those are usually not supported in ADAMS- etc. Does the error occur consistently, and if so, how can you recreate it?
- Screenshot of the screen in error can also be useful.

Contact the ADAMS Help Desk

A Helpdesk is available to answer technical user queries about ADAMS. The Helpdesk, located in Québec, Canada, is available from Monday to Friday from 9am to 5pm Eastern Time.

1. From North America dial: 1(866) 922-3267 (1-866-92-ADAMS)
2. From outside North America dial: +1 (514) 904-8800

Should you require assistance outside of the helpdesk core hours please send an email at adams@wada-ama.org

Athlete Consent Agreement

The athlete consent agreement requires that you as the athlete "sign" the agreement with your birth date and password. The birth date is simply recorded in the athlete's activity grid; it is not compared against the birth date stored in the system.

Please read carefully this agreement:
ADAMS END-USER AGREEMENT

[For English, click here.](#)
[Pour le Français, cliquez ici.](#)
[Für Deutsch klicken Sie hier.](#)
[Para el español, chasque aquí.](#)
[Per Italiano, clicca qui.](#)
[日本語のために、ここにかちりと鳴らさない。](#)
[Voor Nederlands, klik hier.](#)
[Для русской версии кликните здесь.](#)

YOU HEREBY UNDERSTAND AND ACKNOWLEDGE that as a consequence of your participation in organized sport some data relating to you will be retained in and processed on "ADAMS." ADAMS is a web-based data management system developed and maintained by the World Anti-Doping Agency (WADA), in its role as central clearing house for anti-doping information. It is used by Anti-Doping Organizations (ADOs) to administer their anti-doping programs.

ADAMS may be used by ADOs for scheduling in and out-of-competition doping tests and managing related information, including Therapeutic Use Exemptions (TUE), information related to athlete whereabouts, information about the results of anti-doping tests, and sanctions-related information

Sign this consent by typing your birthdate :

... and entering your password to validate : *

However, you must enter the correct password to accept the agreement and login to ADAMS.

My Zone - Home Page

When you first log in to ADAMS, your **User Home** page loads. It is called **My zone** and it features links to launch various system modules.

Modules

[Contact Link](#)

[User Settings](#)

[Print All](#)

Modules


On this page:


- Messages
- My Whereabouts
- My Profile
- My Recent Tests
- Useful Links

Messages


The *Messages* link allows you to receive and review messages and notifications sent either by other ADAMS users or generated automatically by the system. You might receive a message from an Anti Doping Organization or from your sport federation; also the system will generate notifications to remind you of overdue whereabouts submissions, Therapeutic Use Exemptions having been approved or rejected.


My zone


Messages





9 Notifications
 No new messages


My Profile


My whereabouts
[2011-Q4](#)

Translation Credits: [click here](#)


My recent tests


Useful Links

- [WADA-AMA - World Anti-Doping Agency](#)
- [AIBA - International Boxing Association](#)
- [ABA - Brazil Anti-Doping Agency](#)


My Whereabouts

From the *My Whereabouts* link you can review existing whereabouts details or create and submit new whereabouts information. You might also receive warnings if the submitted whereabouts do not meet the set Whereabouts requirements. When clicked on the link or any of the quarters displayed to the left side of the screen, a new window will open with the whereabouts guide and the quarter's calendar.

Adams,Adam

New...

- Biological results
- TUEs
- Address Book
- ☒ Whereabouts
 - + 2012-Q2, Not Submitted
 - + 2012-Q1, Not Submitted
 - + 2011-Q4, Not Submitted



My whereabouts

2011-Q4

The quarter 2011-Q4 is overdue, you should submit it immediately.

Whereabouts must be submitted before the beginning of a new quarter.

Four weeks before the start of the next quarter, a message will appear in your MyZone page.



My whereabouts

2011-Q4

Next quarter of whereabouts must be submitted before 01-Jan-2012

My Profile

The *My Profile* link allows you to view and update your demographic profile, keeping all contact address and telephone details accurate and current.

It is recommended to enter your email address in the Contact Details section. Should you ever forget your password, you can use the "Forgot password" link to have a temporary password sent to this email address. Please ensure that your email address is current at all times; you can test it by clicking the "Email" button.



My Profile

My Recent Tests

Using the *My Recent Tests* link you are able to review the results of any recent doping tests along with contact information of the relevant Results Management Authorities.



My recent tests

Useful Links

There is also a link to the World Anti Doping Agency's website and there may be other useful web links added to this area.



Useful Links

- [WADA-AMA - World Anti-Doping Agency](#)

Contact Link

A popup containing the contact information of various organizations is now available for all users of the system. The **contact** link is located in the

top frame of ADAMS, next to the HELP link.



Clicking this link will display a popup which allows you to search for any organization registered in ADAMS.

Search on short name and long name

hockey canada search close

Role + -

Country + - sport + -

Name	Roles	Sports	Country
CHA - Hockey Canada	NF - NADO	Ice Hockey	CANADA

The criteria are as follows:

- Short name/long name: Tries to match the text entered with either the short name or long name of an organization
- Role: Searches for organizations having at least one of the roles chosen. If lab is the only role criteria chosen, then the results will return only pure labs.
- Countries: Searches for organizations (usually a NADO or NF) configured with at least one of the countries chosen.
- Sports: Searches for organizations (usually an IF or NF) configured with at least one of the sports chosen.

After clicking the search button, a list of organizations that meet the criteria will be listed. The name of each organization is in turn a link that will display a popup showing the organization's contact information.

WADA-World Anti-Doping Agency				print	close
Street	Stock Exchange Tower; 800 Place Victoria (Suite 1700) P.O. Box 120				
City	Montreal	Postal code/Zip	H4Z 1B7		
Country	CANADA	Region	Quebec		
Web site	http://www.wada-ama.org				
Organization Primary ADAMS Contact					
First name	Chaya	Last name	Ndiaye		
Phone	+1 514 904 9232	Mobile			
Email	chaya.ndiaye@wada-ama.org	Fax	+1 514 904 8748		
TUE authority					
First name	Alain	Last name	Garnier		
Phone	+41 21 343 4340	Mobile			
Email	alain.garnier@wada-ama.org	Fax			
Mission Order contact					
First name	Stuart	Last name	Kemp		
Phone	+1 514 904 9232	Mobile			
Email	stuart.kemp@wada-ama.org	Fax	+1 514 904 8748		
Result Management Authority contact					
First name	Stuart	Last name	Kemp		
Phone	+1 514 904 9232	Mobile			
Email	stuart.kemp@wada-ama.org	Fax	+1 514 904 8748		

- This information is entered by the administrator of each organization or can be entered by the ADAMS administrator on their behalf.
- If a section does not contain any information, it will be omitted from the display.

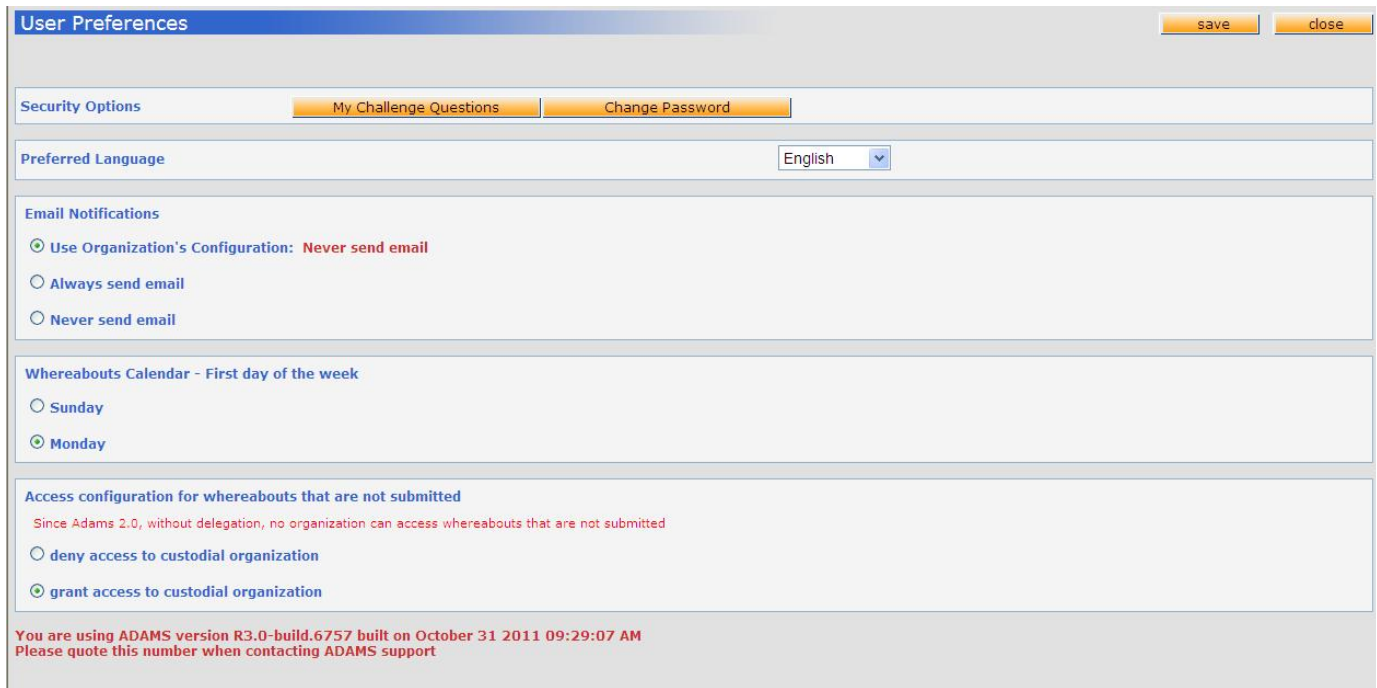
User Settings

On this page:

- Challenge Questions
- Language Setup
- Password Reset
- Email Notifications
- Whereabouts Accessibility

The User Preferences window allows you to manage your own password, configure challenge questions, set your preferred language, enable email notifications, define the first day of the week as to be displayed in your Whereabouts Calendar and allow your custodian to gain access to your not submitted Whereabouts details.

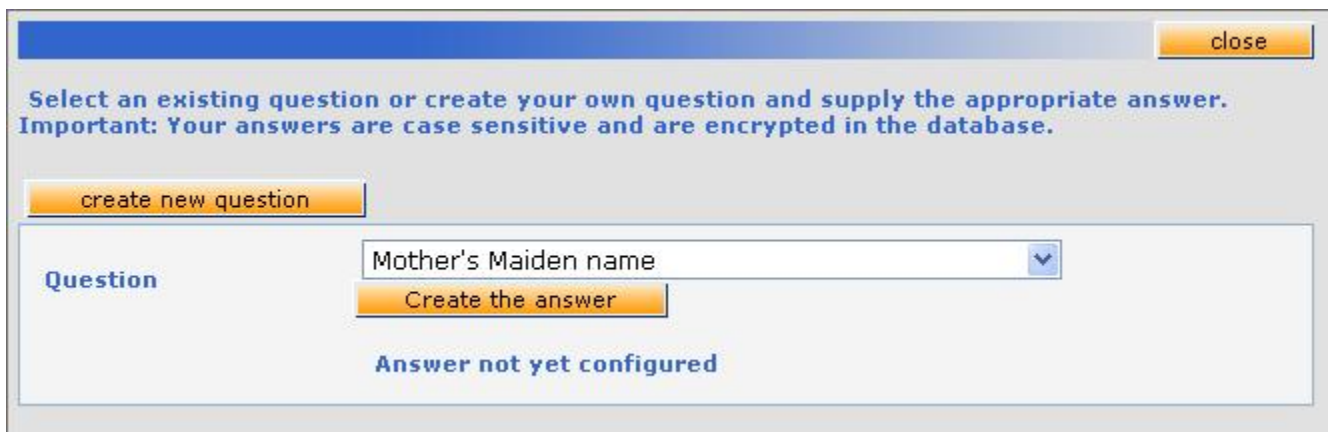
To access the User Preferences window, either click your name link at the right top in the ADAMS banner.



The 'User Preferences' window has a title bar with 'save' and 'close' buttons. It contains several sections: 'Security Options' with 'My Challenge Questions' and 'Change Password' buttons; 'Preferred Language' with a dropdown set to 'English'; 'Email Notifications' with radio buttons for 'Use Organization's Configuration: Never send email' (selected), 'Always send email', and 'Never send email'; 'Whereabouts Calendar - First day of the week' with radio buttons for 'Sunday' and 'Monday' (selected); and 'Access configuration for whereabouts that are not submitted' with radio buttons for 'deny access to custodial organization' and 'grant access to custodial organization' (selected). A footer note states: 'You are using ADAMS version R3.0-build.6757 built on October 31 2011 09:29:07 AM Please quote this number when contacting ADAMS support'.

Challenge Questions

To configure your challenge questions, click the My Challenge Questions button in the User Preferences window.



The 'Challenge Questions' window has a 'close' button in the top right. It contains instructions: 'Select an existing question or create your own question and supply the appropriate answer. Important: Your answers are case sensitive and are encrypted in the database.' Below this is a 'create new question' button. A 'Question' label is next to a dropdown menu showing 'Mother's Maiden name'. A 'Create the answer' button is below the dropdown. At the bottom, it says 'Answer not yet configured'.

Click the "Create Question" button, enter your question (e.g. Mother's maiden name, Name of first pet, Street you grew up on, City of birth, etc...) and then enter the answer by clicking the "Create Answer" button.

Select an existing question or create your own question and supply the appropriate answer.
Important: Your answers are case sensitive and are encrypted in the database.

create new question

Question: Mother's Maiden name

Create the answer

Answer not yet configured

Create the answer: Seymour

Password: ***** *

Your password is required each time for security reasons

save

Language Setup

You may select one of the eleven languages currently supported by ADAMS: English, French, Japanese, Spanish, German, Arabic, Russian, Dutch, Finnish (Suomi), Chinese, Korean and Italian. Select the desired language from the drop-down list, and then click the **Save**. ADAMS will then redisplay the **My Zone** page in the language you selected.

A disclaimer is displayed when the user selects a language other than French or English:

User Preferences

save close

Security Options My Challenge Questions Change Password

Preferred Language: 日本語

Language disclaimer:
i. WADA officially supports ADAMS in the languages English and French and bears full responsibility for the accuracy of these languages appearing on ADAMS at any time.
ii. For other languages than English and French the ADO that has solicited its incorporation within ADAMS is responsible for ensuring the correctness and accuracy of the translation in ADAMS in that particular language
iii. For languages other than English and French WADA shall have no liability for any incorrect or inaccurate translation appearing on ADAMS, nor for any damage incurred by ADAMS users as a result of the mistranslation."

Password Reset

Click the Change Password button in the User Preferences window.

Change password

Athlete, IF

- The current password cannot be reused.
- Password length must be at least 8 characters

Current password

••••••••

New password

••••••••

Repeat New Password

••••••••

confirm

- Enter your current password, enter the new password and then confirm it.
- Note that your new password must be at least 8 characters in length.

Due to the Security Policy passwords must be changed every 90 days. When you have to change your password because it has expired, a message will be displayed at the change password screen.

Your password has expired. Please enter a new one.

Current password

New password

Repeat New Password

confirm

Email Notifications

ADAMS can send you an email every time you receive an ADAMS internal notification (see Message help). Pre-condition is that you must have provided an e-mail address to your custodian organization that on its turn must have enabled the e-mail functionality. Select **Always send email**: to always receive an email.

Whereabouts Accessibility

There are restrictions on when your Custodial organization can view and edit your whereabouts details.

- You and your athlete agents can at all times view and modify your whereabouts.
- **If you don't have an ADAMS user account**, your *Custodial organization* can view and modify your whereabouts details regardless of whether you have submitted your whereabouts already or not. Other organizations with access can *only view* your *submitted* whereabouts details.
- **If you have an ADAMS user account**, your *Custodial organization* can view and modify only your submitted whereabouts. Other organizations with access can *only view* your *submitted* whereabouts details.

However, if you have an ADAMS user account, you may allow your Custodial organization to gain access to your whereabouts details regardless of whether they are submitted or not. To do this, you need to change the option in your preferences.

Print All

Some ADAMS pages feature a **print** button. It allows you to easily print out the page being displayed on screen, including the data within the non-displayed tabs. This provides a simple way to create a hard copy of a record in the system.

Simply click the print button that appears when viewing a record in either view or edit mode. Your computers print dialog box will then appear (adjusting the left and right margins may be necessary to ensure the page does not get cut off). The data will be printed out as a screenshot of what appears on screen.

Please note that when printing in edit mode, the printout will be exactly as it appears on the screen even if it the data hasn't been saved. To be sure that the data printed is what is in the system, it is recommended to print in view mode only.

The pages that have this feature are:

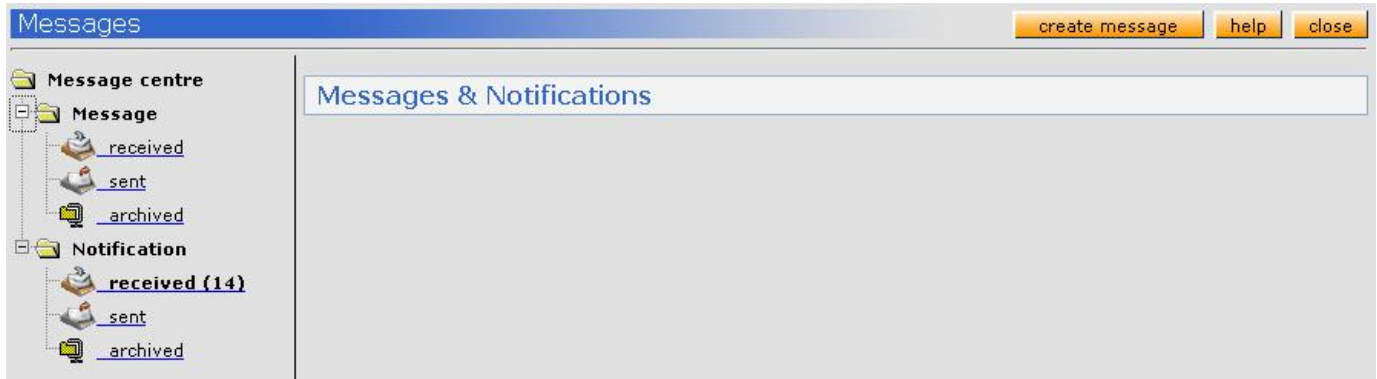
- TUE
- Test

Messages

Athlete users can send messages to:

- Every administrator of his organization;

- Every other organization which has access to him and which has at least one user with the "message" notification type;
- Their agent(s).



How to Create Messages

Verify the Status of a Message

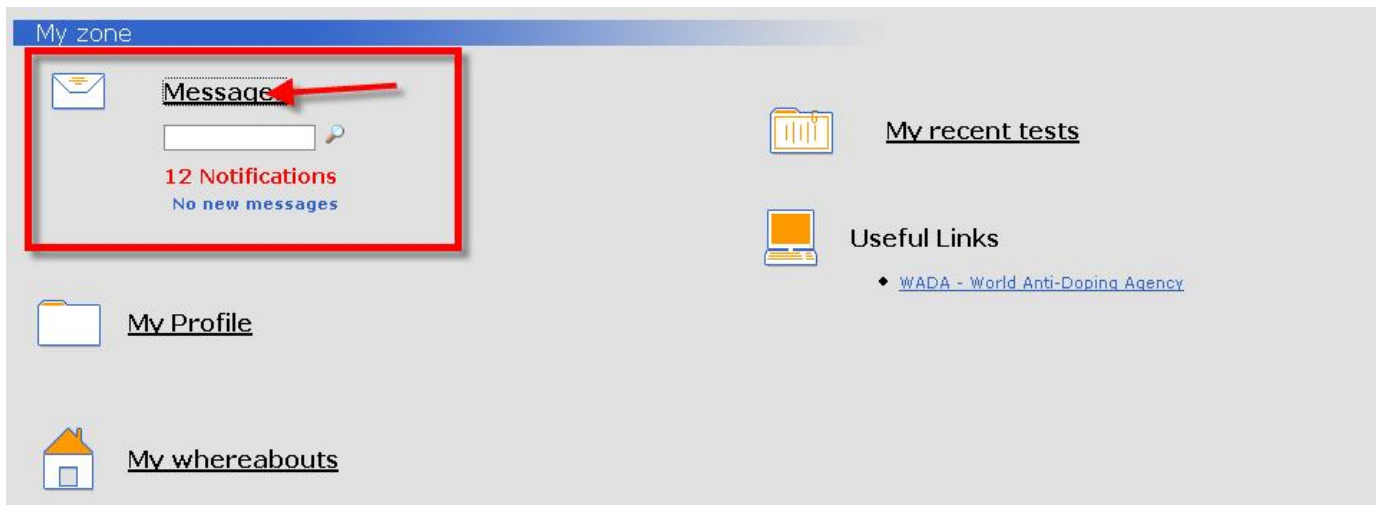
Quickly Retrieving your Messages

Deleting / Archiving your Messages

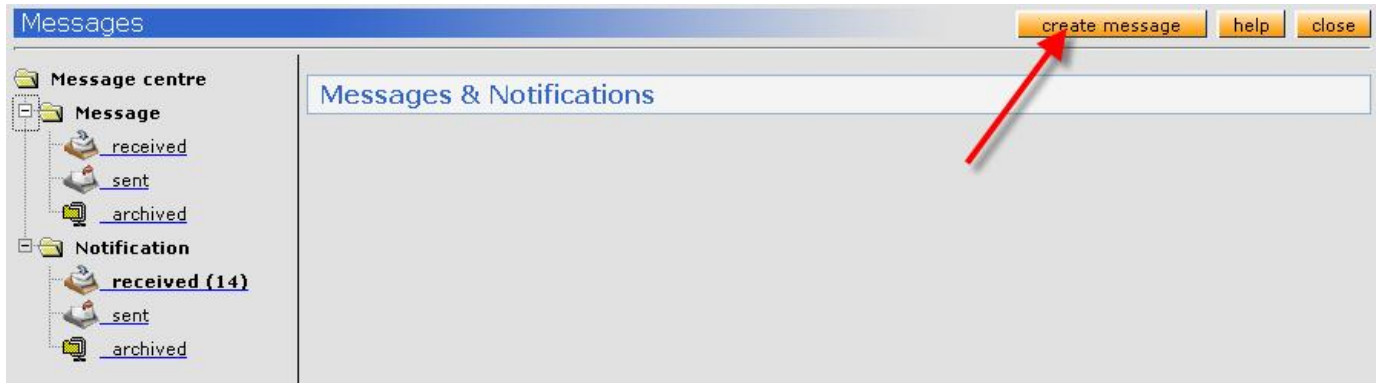
How to Create Messages

To create messages, follow these steps:

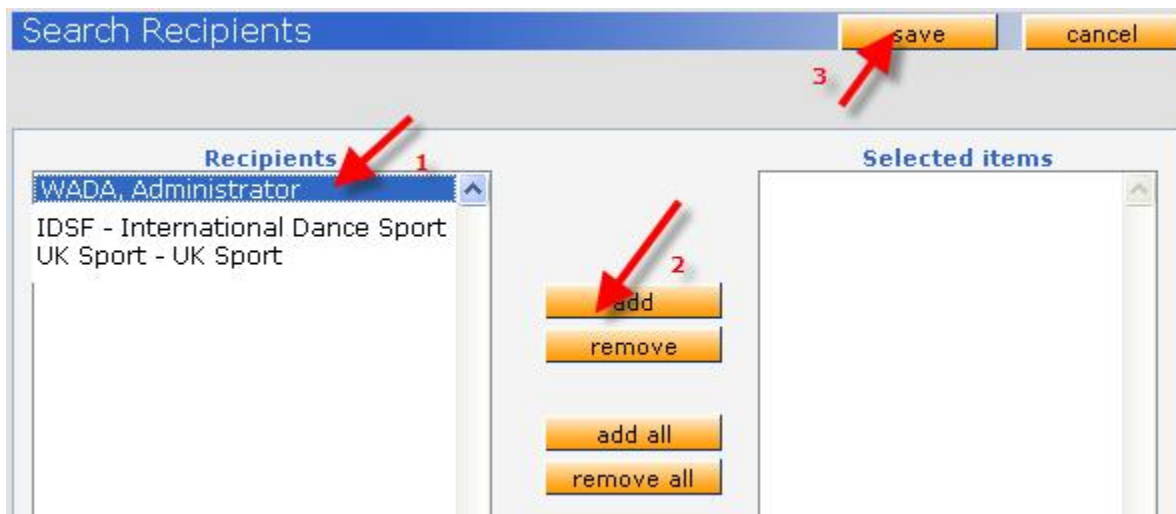
1. Go to the Messages section



2. Click **Create New message**



3. A New message window will open. Click "To" to select the users you would like to contact.



- a. Select your recipient.
- b. Click **add**.
- c. Click **save**.

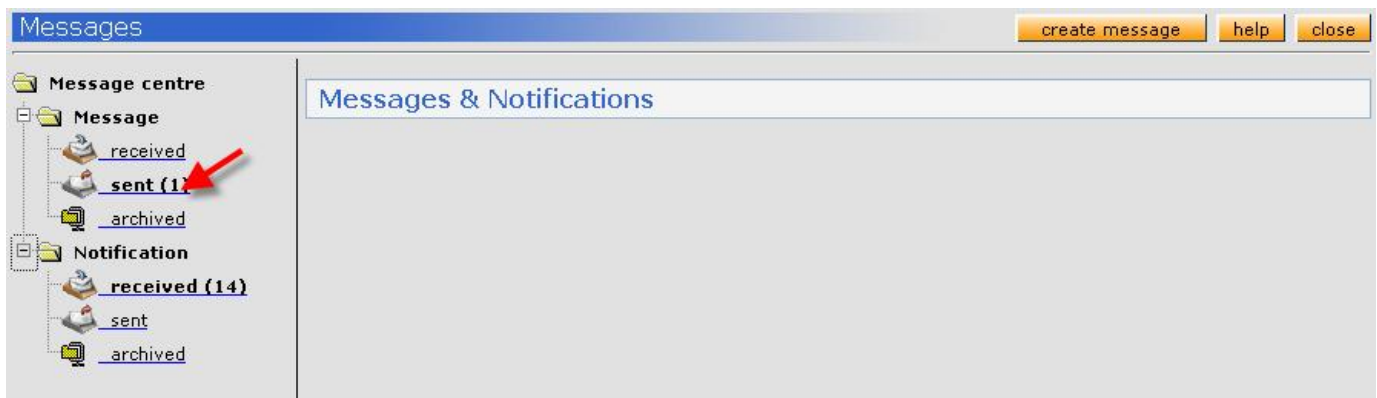
4. Enter the subject and the body of the message and click **send**.

The screenshot shows a 'Messages' dialog box with a blue title bar. It contains three input fields: 'to' (with 'WADA, Administrator' entered), 'Subject' (with 'Message subject' entered), and 'Message body' (empty). To the right are 'send' and 'cancel' buttons. Red arrows and numbers indicate the following steps: 1 points to the 'Subject' field, 2 points to the 'Message body' field, and 3 points to the 'send' button.

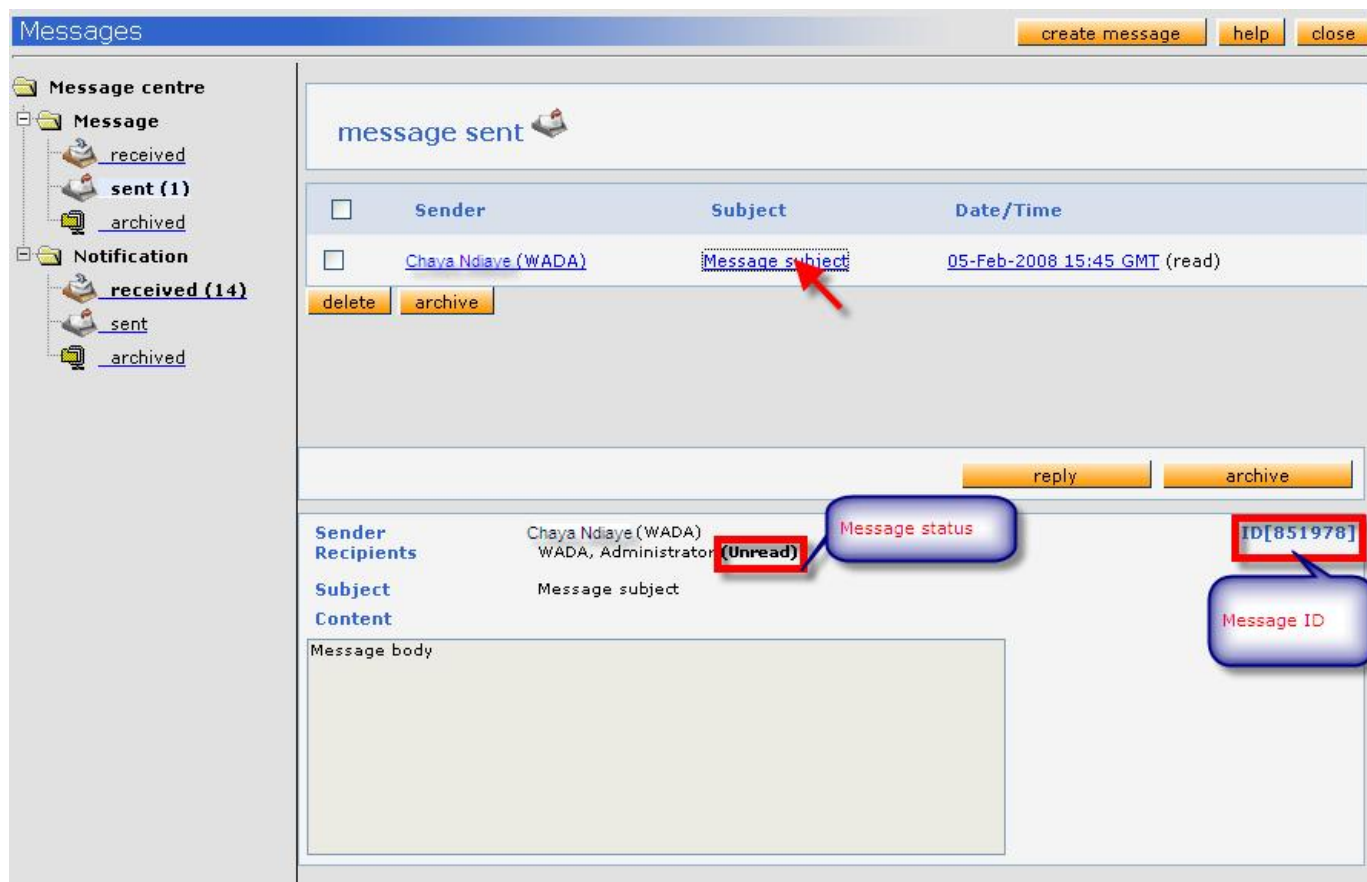
Verify the Status of a Message

To verify the status of a message, follow these steps:

1. Go to the sent folder.



2. Click the message subject to open it.



3. From the details of the message you can retrieve the following information:

- Verify if the receiver read the message: Next to the receiver's name the system will display Read or Unread
- Get the message ID: that ID can be used to quickly retrieve messages or notifications for the ADAMS homepage.



Quickly Retrieving your Messages

To quickly retrieve your messages, do the following:

1. Go to the ADAMS homepage, enter the message ID and press enter. The message ID is included in the email notification you received if your account is setup for it.



2. The system will open the message.

Deleting / Archiving your Messages

To delete a message

1. Go to the message (in any of the folders)
2. Select the box in the left (or use the select all option)
3. Click Delete

To archive a message

1. Go to the message (in any of the folders)
2. Select the box in the left (or use the select all option)
3. Click Archive



Notifications

Notifications are either manually or automatically sent by ADAMS to the different users. Each notification includes:

- A sender: user that made the action
- Recipients: the athlete
- Reference link: link to the record (TUE, Whereabouts)
- Subject: notification subject
- Content: related information

Automatic Deletion of Notifications

Whereabouts Notifications (automatic)

Whereabouts Accessibility Modification

Team Whereabouts Modification

TUE Status Modification

TUE Approval / Rejection / Incompletion / In Process

Accessibility Notification

Automatic Deletion of Notifications

Received and sent notifications are automatically deleted after 42 days. Furthermore, all received unread notifications in excess of 300 will be deleted. To avoid the automatic deletion of notifications, you can move them to the archive folder.

The following notifications can be received by an athlete:

- Whereabouts Notifications (automatic)
- Whereabouts Accessibility Modification
- Team Whereabouts Modification
- TUE Status Modification
- TUE Approval / Rejection / Incompletion / In Process
- Accessibility Notification

Whereabouts Notifications (automatic)

ADAMS sends automatic notifications to different users, following three different types of events:

- When whereabouts are submitted,
- When they are updated,
- When whereabouts SMS are received

Other notifications are also triggered following other whereabouts-related events.

Whereabouts Submission

Submitting whereabouts triggers a series of automatic notifications in ADAMS:

- An automatic notification is sent to the person who submitted the whereabouts (athlete, agent or ADO user), to acknowledge submission.

Note: Regardless of who submitted the whereabouts, the athlete and agent are always sent this notification.

- If the athlete belongs to a team, a notification is also sent to the Team Manager(s) of that team.
- In addition, another notification is sent to every user of the athlete custodial organization, as long as they have this notification type set up in their profile.
- The same notification is sent to other organizations with access to the athlete and who have included the athlete in their Registered Testing pool.
- Users from third party service providers also receive this notification if their organization is under an active Whereabouts contract with one of the above organizations.

Only organization users who have access to a given athlete will receive notifications about this athlete. The Administrator of their organization must have assigned the **Whereabouts Notification** type to their user profile.

Sender	mohan lal (WADA)	ID[1811713]
Recipients	lal, mohan (Read - 03-Dec-2008 20:26 GMT)	
Reference Link	Whereabouts Quarter	
Subject	AUTO: Whereabouts submitted!	
Content	Thanks for submitting your whereabouts for Q1-2009	


Whereabouts Updates

When the whereabouts of an athlete are modified *after* being submitted, ADAMS sends automatic notifications to specific users:

- Organizations users of the IF and NADO with access to the athlete.
- If a test is planned on the athlete, the organization's users of the test will get the whereabouts notification notified. These organizations and users include:
 - The Testing Authority,
 - The Sample Collection Authority - including the confirmed Lead DCO, and
 - The Test Coordinator.
 - The above organizations can be a third party Service Provider.
- All organization users must have the notification type *Whereabouts Update notification* set up in their user profile from the Admin.
- Users from third party service providers also receive this notification if their organization is under an active contract – Whereabouts or Test Management – with one of the above organizations.

The notification will be sent out only after a certain delay in which no updates have been done.

This delay is by default set to 15 minutes, but can be changed by the ADAMS administrator or the organization administrator.

notification received 

<input type="checkbox"/> Sender	Subject	Date/Time
<input type="checkbox"/> Wong, Pip (CMAS)	AUTO: Whereabouts modified after submission!	05-Mar-2013 19:35 GMT (read)

delete
archive

reply
archive

Sender Pip Wong (CMAS) ID[222011]

Recipients cces, cces; CMAS, User; usada, usada;

Reference Link [Whereabouts Quarter](#)

Subject AUTO: Whereabouts modified after submission!

Content

Whereabouts of athlete Wong, Pip have been modified for quarter 2013-Q1 which is submitted!

Only organization users who have access to a given athlete, either by their access rights or through the testing process, will receive notifications about this athlete. The Administrator of their organization must have assigned the **Whereabouts Update Notification** type to their user profile.

Non compliant notification

A daily Non-compliance notification is sent to the Whereabouts Custodian organizations that have RTP athletes whose whereabouts are not compliant. It will be sent to users of such organizations including agents and athlete users.

<input type="checkbox"/> Sender	Subject	Date/Time
<input type="checkbox"/> System, System	AUTO: Non-Compliant Whereabouts	18-Apr-2013 19:01 GMT (read)

reply
archive

Sender System System ID [241840]

Recipients John, Doe; manager, sam; May, Tom;

Reference Link Whereabouts Quarter

Subject AUTO: Non-Compliant Whereabouts

Content

The whereabouts quarter of athlete(s) [athlete, Other; athlete2, sam; RTP, athlete; RTP, athlete2] contains some non-compliant whereabouts. Please make the required corrections.

SMS Whereabouts

When an SMS update is being sent by an athlete, the users of the Custodian organization are notified.

Only organization users who have access to a given athlete will receive notifications about this athlete. The Administrator of their organization must have assigned the SMS **Whereabouts Notification** type to their user profile.

Other Whereabouts-Related Notifications

If the access to the not submitted Whereabouts of the athlete is granted to, or revoked from, users of the custodian organization will receive a notification.

Whereabouts Accessibility Modification

When access of the Custodian organization to your Whereabouts details that are not submitted is granted/revoked *by the administrator of your Custodian*:

- **Subject:** AUTO: Custodian organization has taken/released access to your Whereabouts that are not submitted!
- **Message:** Your Custodian organization <short name> has taken/released access to your Whereabouts that are not submitted!

Team Whereabouts Modification

When a Team manager of a team you are a member of modifies the team whereabouts (affecting your individual whereabouts calendar):

- **Subject:** AUTO: Whereabouts modified by a team manager(s)
- **Message:** Your whereabouts have been updated due to some modifications done in team (s) you are member of.

TUE Status Modification

Is sent by the system every time the sporting organization to whom you submitted your TUE, modifies the status of your TUE-application.

Subject:

AUTO: TUE has been modified: **T-7239** TUE reference number

Message:

TUE has been modified!

When you submit your TUE-application, your Sporting organization will receive a notification:

- **Subject:** AUTO: Athlete submitted a TUE: T-7239
- **Message:** Athlete submitted a TUE!

If there are no users within the Sporting organization with the specific notification type set up, a warning message will be returned to you to inform you.

TUE Approval / Rejection / Incompletion / In Process

Every time a user of the sporting organization sets the status of your application to approved, declared, rejected or marks your TUE status incomplete or 'in process' you will receive one of the notifications below.

In the cases of an Approved status, the other organizations with access to your record (including your Custodian organization if different from the Sporting organization) and WADA receive the notification.

Subject:

AUTO: TUE has been rejected: T-7239

Message:

TUE has been rejected!

Subject:

AUTO: TUE has been approved: T-7239

Message:

TUE has been approved!

Subject:

AUTO: TUE has been cancelled: T-7239

Message:

TUE has been cancelled!

Subject:

AUTO: TUE is incomplete: T-7239

Message:

TUE is incomplete!

Accessibility Notification

You will receive an accessibility notification when:

- Access is granted to an athlete agent

When an athlete agent obtains access to an athlete, the athlete will receive the following notification -

Subject:

AUTO: Add access to an athlete agent

Message:

The agent added is : Lastname firstname

- Access is revoked from an athlete agent

Subject:

AUTO: Remove access from an athlete agent

Message:

The agent removed is: Lastname firstname

- When your Custodial is transferred to another organization

Subject:

AUTO: New custodial organization

Message:

Your new custodial organization is: CCES - Canadian Centre for Ethics in Sport

- When an organization is removed from your access list
 - **Subject:** AUTO: Remove from access list an organization
 - **Message:** The removed organization is: CCES - Canadian Centre for Ethics in Sport
- When your username is locked after three unsuccessful attempts at login, the administrator from your custodian organization receives the following notification:
 - **Subject:** User was locked
 - **Message:** User Last name, First name (username) was locked.

My Profile

The **My Profile** link allows you to view and update your demographic profile, keeping all address and telephone details accurate and current. It is strongly recommended to enter and save your **email address** in your ADAMS profile. This would allow you to use the **Forgot Password** option on the ADAMS login page (which sends a temporary password to the email address in your profile), should you experience issues with your ADAMS password. See [View / Edit your Profile Information](#) for more details.

[View / Edit your Profile Information](#)

[Activating SMS](#)

[Sport / Discipline](#)

[Security](#)

View / Edit your Profile Information

To view or edit your profile information:

1. Click **My Profile**



2. Review your profile or modify your contact details by clicking on the **Edit** button in the top right corner of the screen

Athlete Profile					edit
<ul style="list-style-type: none"> These sections cannot be edited: 					
Last name	Adams *	First name	Adam *	ADAMS ID#	ADADMA71640 *
				Gender *	Male
Accreditation#	IF ID#	NF ID#	NADO ID#	BP ID#	
				BPS26K22	
Date of birth	Age	Preferred Name	Former last name		
21-Nov-1988	23				
Nationalities *			Disabilities		
AUSTRALIA					
Sport Nationality *			Disability Class		
AUSTRALIA					
<ul style="list-style-type: none"> These sections can be edited: 					
<div style="border: 1px solid #ccc; padding: 10px; width: 150px; margin: 0 auto;">No photo</div> <div style="margin-top: 10px;"> <input type="button" value="upload photo"/> </div>					
Contact Details & SMS Setup					
Phone type		Phone Number			
Mobile ▼					
Email					
adams.adam@yahoo.com		<input type="button" value="Email"/>			
Mailing Address					
Please select your mailing address:					
Residence ▼		<input type="button" value="new"/> <input type="button" value="edit"/>			
Lake view 23 Sydney , New South Wales AUSTRALIA AUS45-NH8					

3. Click **upload photo** to add a photo to your profile: image files should not exceed 1 MB in size and must be of type gif, jpeg, jpg or png.

4. Click **add phone number** to enter a new phone number to your profile, and then select the type from the drop-down box.
 5. Enter your contact **e-mail address**: (the 'E-mail' button redirects you to e.g. MS-Outlook). Entering an email address in your ADAMS profile serves two purposes:
 - a. Should you experience problems with your ADAMS password, you can ask ADAMS to send you a temporary password to the email address in your profile. This is done through the **Forgot Password** link on the ADAMS login page.
 - b. Every time a notification is sent to you in ADAMS (for example following your whereabouts submission, or TUE approval, etc.), you can ask ADAMS to send you an email at this address. See the section on Email Notifications in this guide for more details.
 6. The **mailing address** is the place where you are certain that any mail will be brought to your attention immediately and it is used by your Anti-Doping Organization to contact you whenever necessary, including for whereabouts purposes.
 - Select the type of address you are about to enter from the Type drop down list.
 - Enter a description of the address you are adding, and then complete the form with the relevant address information.
 - The country and region fields are drop down pick lists that you select from.
 - Click the **Save** button for the address form
 7. Click the **Save** button for the page, there is one located at both the bottom and the top of the demographic page for your convenience.
- To enable your phone number for SMS use, see [Activating SMS](#).

Activating SMS

If your custodian organization accepts SMS messaging for whereabouts updates in ADAMS, you can register and activate the SMS option on one or more mobile telephone numbers in your profile. To do this:

1. Click **My Profile**, and then click **edit** in your Athlete Profile page.
2. Under Contact Details & SMS Setup, make sure your mobile telephone number is entered correctly; otherwise click [add phone number], select the [Mobile] Phone type, and enter the Phone number to be recorded for SMS service. Click **[Save]**.

Always include the country code of the mobile telephone number; for example, enter "1" for North America, "44" for the United Kingdom, etc.

Here are some examples of valid telephone number formats for SMS use (all phone numbers must start with the country code):

- +1 514 555 1212 (North America)
- +33 412 3456 (France)
- +44 778 155 5666 (United Kingdom)

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514 ☒ use SMS

[add phone number](#)

3. Check the **use SMS** checkbox for the mobile telephone you wish to register for SMS service. *If the checkbox is not shown, your organization is not set up to support SMS.* The **activate** button will appear, along with a WARNING message.

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514 ☒ ☒ use SMS ☐ US based mobile **activate**

[add phone number](#)

WARNING: Your mobile phone number has not yet been activated for SMS. Please click on the "activate" button to perform this step. You must complete this process before ADAMS can process whereabouts updates via SMS.

For US-based mobile telephone numbers, the **US based mobile** checkbox should be checked. Owners of mobile numbers whose carrier is based in the United States should be using the short code number (54939) to send SMS messages to ADAMS. *(Please note that this service is not available for Canadian-based mobile numbers.)* If you register a mobile telephone number beginning with a 1 area code (i.e. based in North America), a additional message will appear. This message reminds mobile customers based in the United States that they can enter the HELP and STOP command at any time from their mobile telephone, to obtain more information and opt-out of SMS in ADAMS, respectively. A link displaying the **Terms and Conditions** for US-based customer also appears.

4. Click the **activate** button. ADAMS Whereabouts will then send an SMS message containing a three-digit activation code to the mobile telephone number being registered. The message will instruct you to reply via SMS with the three-digit activation code.

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514

☒ use SMS ☐ US based mobile

SMS activation started on 29-Aug-2012 18:26 GMT. Athlete must reply via SMS (to +447781470093) with activation code 704 to validate.

[add phone number](#)

5. You should reply back via SMS with the three-digit code within 24 hours; otherwise the activation code will expire and you will have to reactivate the connection in ADAMS over again. The activation instruction contained in the SMS will also appear on the ADAMS page until the process is complete.
6. Once you have replied with the correct activation code you will receive an **Activation Confirmed** acknowledgement via SMS from ADAMS Whereabouts.
7. The status **Activated** will be displayed in ADAMS next to the mobile telephone number you have successfully activated for SMS Whereabouts. At this time you may start sending Whereabouts updates to ADAMS via SMS.

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514

☒ use SMS ☐ US based mobile [reactivate](#) **Activated**

[add phone number](#)

8. ADAMS will send an SMS confirmation every time it receives a whereabouts update via SMS. The message will read: "ADAMS Whereabouts: Message received on dd-Mmm-yyyy hh:mm GMT. Your custodian organization will process its content." ADAMS will also display an updated status instead of the Activated status, next to the **use SMS** checkbox on the Athlete Profile page: the status message will read "SMS-update received on dd-Mmm-yyyy hh:mm GMT." and will overwrite any previous status message.

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514

☒ use SMS ☐ US based mobile [reactivate](#) **SMS update**

received on 29-Aug-2012 21:21 GMT

[add phone number](#)

Issues with SMS confirmations? Please note that, because of service agreements and international compatibility issues between mobile carriers, athletes who are not in the area normally covered by their mobile carrier may not always receive SMS confirmations from ADAMS. Should the athlete never receive any SMS confirmation from ADAMS, please ensure that the mobile number is not on a NDNC (National Do Not Call) list, which would prevent delivery of SMS confirmations. For US-based number, please ensure that the short code option is checked and activated in ADAMS, and that the short code is used to send the SMS message.

1. You can at any time disable SMS for a specific telephone number by editing your profile and un-checking the **use SMS** checkbox, then clicking **save**. Once SMS is disabled on a specific telephone number, you must follow the above procedure if you wish to re-enable SMS on the same telephone number.
2. You can also reactivate the validation procedure at any time by clicking the **reactivate** button if you suspect that there are issues with SMS messages going through the mobile network.

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514

☒ use SMS ☐ US based mobile [reactivate](#) **SMS update**

received on 29-Aug-2012 21:21 GMT

[add phone number](#)

ADAM Whereabouts SMS phone number:

- ADAMS **Production** (<https://adams.wada-ama.org>) :+44 7781 480710
 - Short code for US-based mobile numbers: 54939
- ADAMS **Training** (<https://adams-training.wada-ama.org>):+44 7624 802848

You will notice other Tabs on your Profile page:

Sport / Discipline

The **Sport/Discipline** tab lists the sports practiced by you as an athlete, the International Federation(s) and National Federation(s) you are affiliated with, Registered Test pool information, the Team/Groups you are a member of. This information has been entered by your Custodian organization and other Anti-doping organizations, you only have Read access (you cannot edit this information).

Demographic	Sport/Discipline (1)	Security
Sport/Discipline		
Sport-Discipline		Active until
Dancesport Latin		IF
Test Pool		
Organization	Name	Start Date
AFLD - Agence Française de Lutte contre le dopage	Other	
IDSF - IDSF	Other	
WADA - World Anti-Doping Agency	International	
Teams/Groups		
Team/Group Name	Organization	
Mohan	WADA - World Anti-Doping Agency	

Security

The **Security tab** displays the list of the organizations that have access rights to your ADAMS file, and also indicates which organization has a 'whereabouts custodial' role for you as an athlete within the system. If the custodial organization changes for some reason, you will receive a system generated notification, (assuming you have an ADAMS user account). As well, each time an organization is added or removed from your access list, a notification will be sent.

In release 3.2, within the framework of the Athlete Biological Passport (ABP) the concept of a *Passport Custodian* organization has been introduced.

You will be assigned a Passport Custodian: by default this is the International Sports Federation (IF) in charge of your sport. If the IF doesn't have an Active status in ADAMS, the NADO associated with your sport nationality will assume the Passport Custodian role (provided they are Active in ADAMS). If neither your IF(s) nor your NADO has an Active ADAMS status, there won't be a Passport Custodian attributed to you in ADAMS.

Demographic	Sport/Discipline (2)	Activities (2)	Security
<p>Username: IP Address: Last login date:</p>			
<p>Whereabouts custodian organization WADA-AMA - World Anti-Doping Agency details Stock Exchange Tower 800 Square Victoria Suite 1700 Montreal Quebec CANADA H4Z1B7 Web site: http://www.wada-ama.org Contact: Email: Phone: Fax:</p> <p>Can access whereabouts that are not submitted athlete has no user account</p>			
<p>Passport custodian organization CHINADA - Chinese Anti-Doping Agency details No.1 , An Ding Road An Ding Men, Wai Chao Yang District Beijing CHINA 100029 Web site: http://www.chinada.cn Contact: Email: Phone: Fax:</p>			

This tab also displays any other non athlete personnel entered into ADAMS as an agent or representative for you. This might be your coach, trainer, manager, relative or medical practitioner. Each time a so-called athlete representative is added and linked to you as an athlete, ADAMS will generate and send a notification to you.

This tab also displays your Athlete doctors: Doctors with a proper username can login ADAMS and help you entering your TUEs. These Athlete doctors will have limited access to your data, but they can be granted access by your custodian organization to enter TUE data on your behalf.

<p>List of athlete doctors</p> <p>Doctor, Athlete Email: athlete@doctor.com Mobile: 123.456.7890</p>

To have any content changed, please contact your custodial organization.

Demographic	Sport/Discipline (1)	Security
<p>Username: betty IP Address: 66.110.7.43 Last login date: 26-Nov-2008 20:28 GMT</p>		
<p>Whereabouts custodian organization <u>WADA - World Anti-Doping Agency</u> Stock Exchange Tower 800 Place Victoria (Suite 1700) P.O. Box 120 Montreal Quebec CANADA H4Z 1B7 Web site: http://www.wada-ama.org Contact: Chaya Ndiaye Email: chaya.ndiaye@wada-ama.org Phone: +1 514 904 9232 Fax: +1 514 904 8748</p>		
<p>Other organization(s) with access <u>AFLD - Agence Francaise de Lutte contre le dopage</u> 39 rue Saint Dominique Paris FRANCE 75007 Web site: http://www.cpld.fr Contact: Email: Phone: Fax:</p> <p><u>ISDF - ISDF</u> Web site: Contact: Email: Phone: Fax:</p>		
<p>List of athlete agents</p>		
<p>List of asthma doctors</p>		

My Address Book

Your address book stores all the addresses to be used in your whereabouts calendar. It also stores your mailing address, used in your profile.



What Changed since ADAMS 2.3

Address Book Page

Creating an Address

Editing an Address

Deleting an Address

What Changed since ADAMS 2.3

Addresses replace the **location descriptors** that were used in ADAMS 2.3. The major difference is that an address is not linked to a whereabouts category. Therefore the same address can be used as an overnight accommodation, a regular activity, etc.

Addresses remain in the address book as long as they appear in the past whereabouts calendars. Therefore it is no longer required to copy them from the previous quarter every three months. They will be automatically purged from the address book if they are no longer used in the past quarters, accessible from the athlete tree.

All addresses used in your whereabouts calendars prior to ADAMS 3.0, and mailing addresses located in your profile, have been migrated to your address book.

All addresses used in team whereabouts calendars have been migrated to the address book of each team.

Address Book Page

Clicking the Address Book link – either on the banner or the athlete tree – brings up the address book page:

Adams,Adam

New...

Biological results

TUEs

Address Book

+ Whereabouts

ADAMS

Adams, Adam : Help : Logout

GO BACK

MY WHEREABOUTS

MY ADDRESS BOOK

My Address Book

New

Label ^	Address	City	Region	Country	Postal code/Zip	Phone	Last Used	
Training 1	Sports Avenue 34 Olympic Complex	London	ENG: London, City of	UNITED KINGDOM	LO-90B/Z	+ 111 111 111 + 111 111 222		x

You can click the heading of the column by which you want to sort. You can click it again to toggle the sorting order between ascending and descending, as shown by the arrow.

Date / Time

▼

60-M

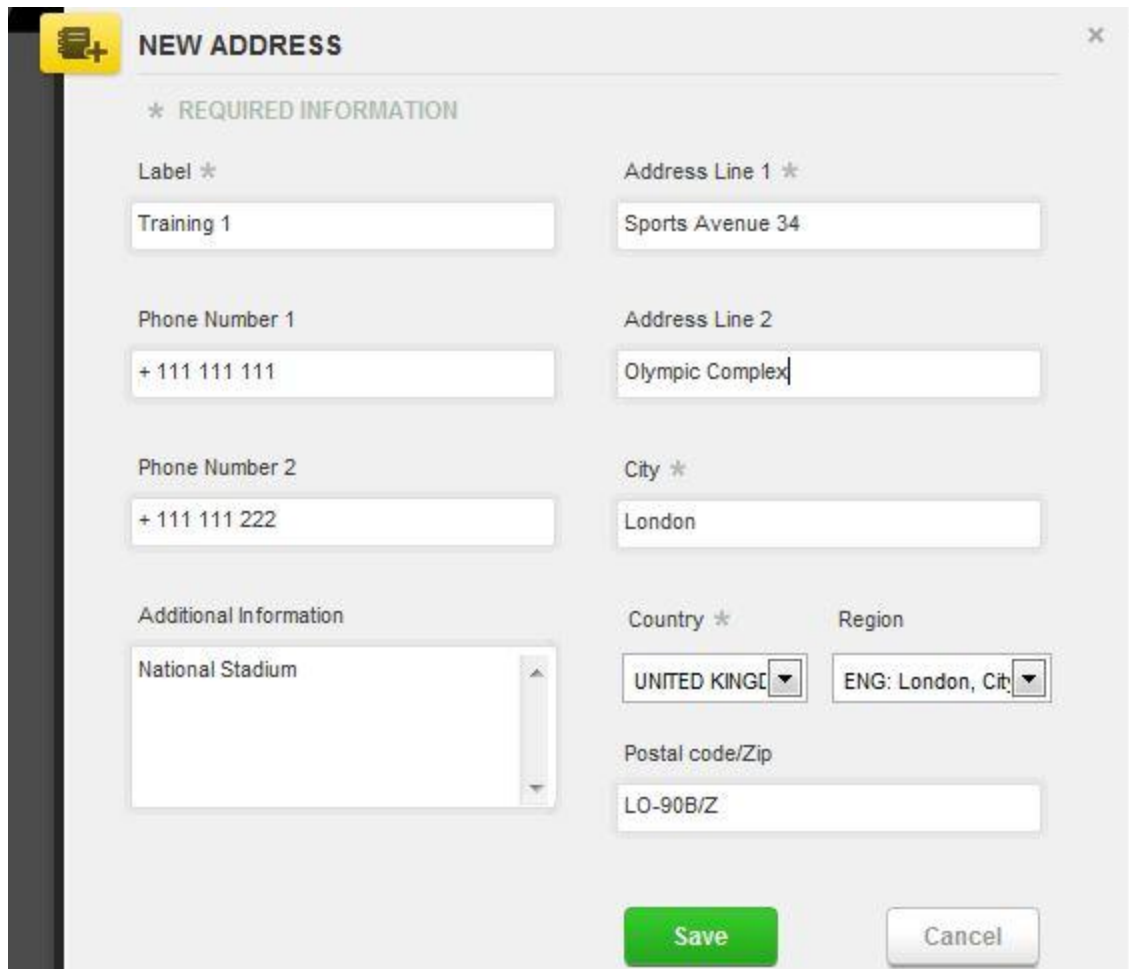
Creating an Address

You can click the New button, in the upper-right corner of the Address Book page, to create a new address entry.

New

Last Used ▼

The New Address pop-up will be displayed:



NEW ADDRESS

* REQUIRED INFORMATION

Label *
Training 1

Address Line 1 *
Sports Avenue 34

Phone Number 1
+ 111 111 111

Address Line 2
Olympic Complex

Phone Number 2
+ 111 111 222

City *
London

Country *
UNITED KINGDOM

Region
ENG: London, City of London

Additional Information
National Stadium

Postal code/Zip
LO-90B/Z

Save Cancel

All mandatory fields are indicated with an asterisk ★:

- Label (mandatory): this label will appear on the whereabouts calendar. The label must be unique. For example: "Home", "Gym", "Stadium", etc.
- Address Line 1 and 2 (line 1 is mandatory)
- City (mandatory)
- Region: this can be for example a province, a state, department
- Country (mandatory)
- Postal / Zip
- Phone Number 1 and 2
- Additional information: this field could contain, for example, instructions on how to find the address, etc.

Editing an Address

You can edit an entry in your address book. Just click any entry on the list to bring up the Edit Address pop-up.

EDIT ADDRESS

★ REQUIRED INFORMATION

Label ★: Gym

Address Line 1 ★: 123 Main St.

Phone Number 1 ★: 407-481-5820

Address Line 2: Building 3 Suite 4

Phone Number 2: 407-484-5820

City ★: Orlando

Region ★: Florida

Country ★: United State: ▼

Postal/Zip ★: 32918

Additional Information: Gold's Gym Area. Workout 30 minutes every 2 days.

Save **Cancel**

You can make changes to any address field, then click **Save**. Otherwise, clicking **Cancel** or the close icon (x) in the upper-right corner will cancel any change and close the pop-up.

The mandatory fields are indicated with an asterisk next to their label. The Label field must be unique; if it already exists in the address book, an error message will ask you to change it.

If the original address was used in past whereabouts entries, then it will remain in the address book; the label of the old address will automatically be appended a numeric suffix to differentiate it from the current version. *Past whereabouts entries cannot be changed.*

For example, if you change an address labeled "Home" from "123 First Street" to "456 Second Street" and save:

- If the "123 First Street" address was used in past whereabouts, it will be retained in the address book; its label will automatically be changed to "Home-1" (or "Home-2", etc.);
- The "456 Second Street" address will be saved in the address book with the label "Home".

If the address is used in upcoming whereabouts entries, you will be asked to confirm whether or not those whereabouts entries should be modified as well:

WARNING

You are about to modify an address used in upcoming whereabouts entries. These entries will therefore be modified in the calendar and you will need to resubmit the whereabouts quarter.

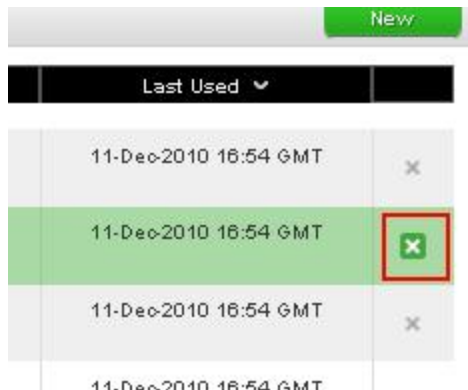
Click "OK" to proceed, Click "New Address" to create a new address, otherwise click "Cancel".

OK **New Address** **Cancel**

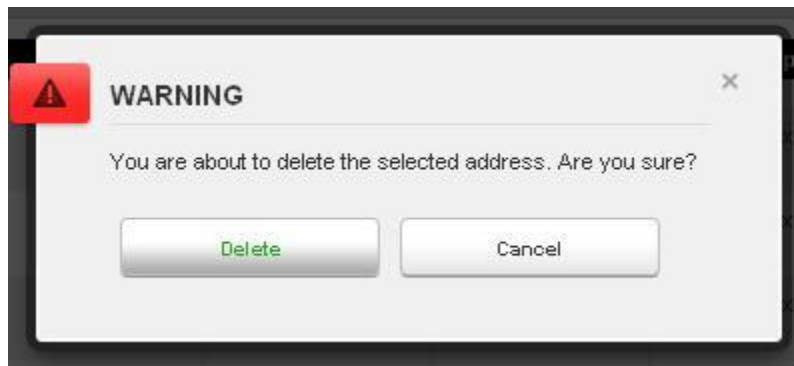
Clicking Confirm will automatically change the address on all upcoming whereabouts entries in the calendar.

Deleting an Address

You can delete an address from the address book. To do so, click the delete icon, in the rightmost column of the address list.



A pop-up window will ask you to confirm the deletion.



If the address is used in upcoming whereabouts calendars, a dialog will remind you that future whereabouts entries will also be deleted. Click yes to delete all upcoming whereabouts entries using this address, or click Cancel to abort the deletion of the address. *Past whereabouts entries cannot be deleted.*

Athlete Whereabouts

Introduction - Whereabouts Requirements

Entering Whereabouts - Getting Started

Whereabouts - What's New in ADAMS 3.0

The Whereabouts Interface

Whereabouts Entries

Submitting Whereabouts

Access Rights to Whereabouts

Populating the Calendar & Submission

Printing a Copy of the Whereabouts

Athlete Quick Reference Card

Introduction - Whereabouts Requirements

The Whereabouts function in ADAMS allows the athlete to enter and submit their whereabouts information on a quarterly basis.

If the athlete is part of a Registered Testing Pool – either a National or International - then the whereabouts requirements are enforced by ADAMS. These requirements are based on the current [International Standard for Testing \(IST\)](#), available on the WADA Web site:

- A 60-minute time slot must be entered for each day in the quarter where the athlete has to be available and accessible for Testing at a specified location. This time slot must take place between 05:00 and 23:00.
- An overnight accommodation must also be entered for each day in the quarter.
- The athlete must enter the competitions that occur for a given quarter.
- The athlete must also enter their regular activities for the quarter: training, work, class etc.

Entering Whereabouts - Getting Started


*If the athlete is *not* included in a Registered Testing Pool, continue with Step 8 below. Non-RTP athletes are not required to enter whereabouts as per the IST. However they should follow your organization's requirements, if any.*

To enter whereabouts in ADAMS for an athlete:

Click any of the quarters displayed in the left side of the screen or click "My whereabouts" link:

Adams,Adam
New...

- Biological results
- TUEs
- Address Book
- ☒ Whereabouts
 - 2012-Q2, Not Submitted
 - 2012-Q1, Not Submitted
 - 2011-Q4, Not Submitted



My whereabouts

2011-Q4

The quarter 2011-Q4 is overdue, you should submit it immediately.

1. This will open a new window showing the Whereabouts information.

ADAMS Adams, Adam : Help : Logout

GO BACK MY WHEREABOUTS MY ADDRESS BOOK

My Whereabouts **Whereabouts Guide** Show this Guide every time I access My Whereabouts ☒ **Go To Calendar**

2011-Q4 Status: Not Submitted
 Please select and confirm your mailing address for this quarter.
 The quarter 2011-Q4 is overdue, you should submit it immediately.
 Dates in red in the calendars below contain errors; Please see the Guide for assistance.

Mailing Address

Whereabouts Guide ?

Filter By: +
 2011-Q4 -Not Submit -

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

1 Introduction +
 2 Mailing Address [Click here to select and confirm your mailing address for this quarter.](#) x +
 3 Overnight Accommodation [Click here to view the list of dates missing/too many an Overnight Accommodation entry.](#) x +
 4 Competition [Click here if you have no Competition this quarter.](#) x +
 5 Regular Activities [Click here if you have no Regular Activity this quarter.](#) x +
 6 60-Minute Time Slot [Click here to view the list of dates missing or too many a 60-minute time slot.](#) x +
 7 Submission +

2. The Whereabouts Guide will appear in the new window; you can also click the **Whereabouts Guide** Link in the left area of the screen (the "Quarter Area") to toggle its display on and off.

Whereabouts Guide Show this Guide every time I access My Whereabouts ☒ **Go To Calendar**

1 Introduction -

Welcome to the Whereabouts Guide

This Guide is intended to assist you in providing your whereabouts information in accordance with the anti-doping rules of your sport. The steps outlined in the Guide will show you how to use ADAMS to submit your whereabouts and provide more information about the rationale behind the various requirements. The Guide is always available to you as a checklist for completing your whereabouts submission.

If at any time you wish to leave the guide and begin to enter your whereabouts information, you can click the green **Go to Calendar** button in the upper right hand corner of the screen. You can also go to a specific date by clicking the date on the mini three month calendar on the left hand side of this page.

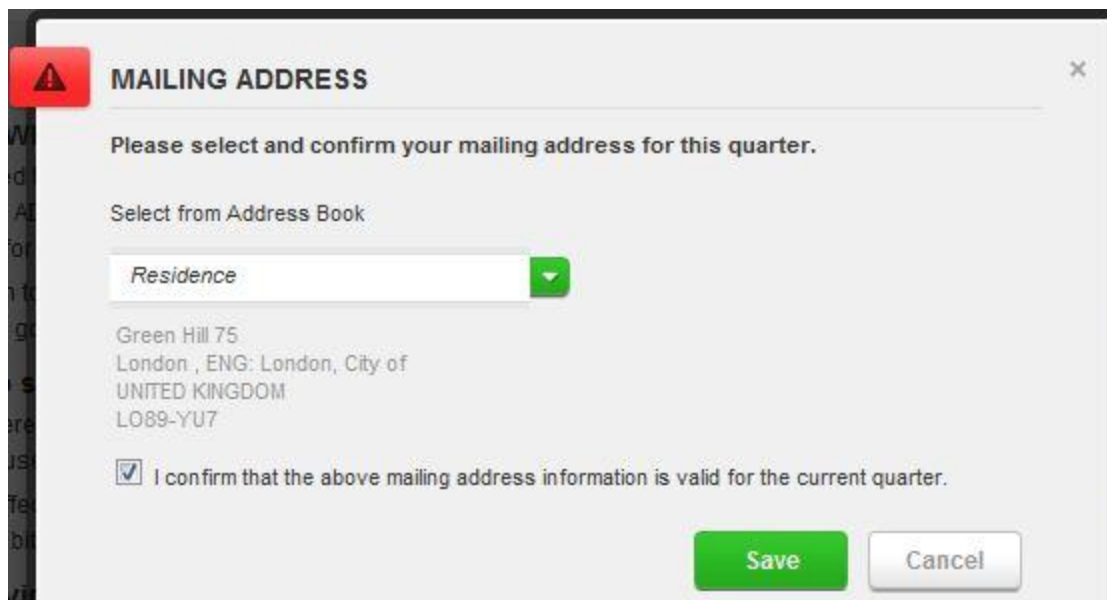
To select and confirm a mailing address for the quarter (used by your Anti-Doping / Sports Organization to contact you whenever necessary), click the **Mailing Address** tab in the Quarter Area; next, in the Mailing Address dialog, select a mailing address from the drop-down list, click the "I confirm..." checkbox, then **Save**.

My Whereabouts

2011-Q4 Status: Not Submitted
 Please select and confirm your mailing address for this quarter.
 The quarter 2011-Q4 is overdue, you should submit it immediately.
 Dates in red in the calendars below contain errors; Please see the Guide for assistance.

Mailing Address

Whereabouts Guide ?



MAILING ADDRESS

Please select and confirm your mailing address for this quarter.

Select from Address Book

Residence

Green Hill 75
London, ENG: London, City of
UNITED KINGDOM
LO89-YU7

☒ I confirm that the above mailing address information is valid for the current quarter.

Save Cancel

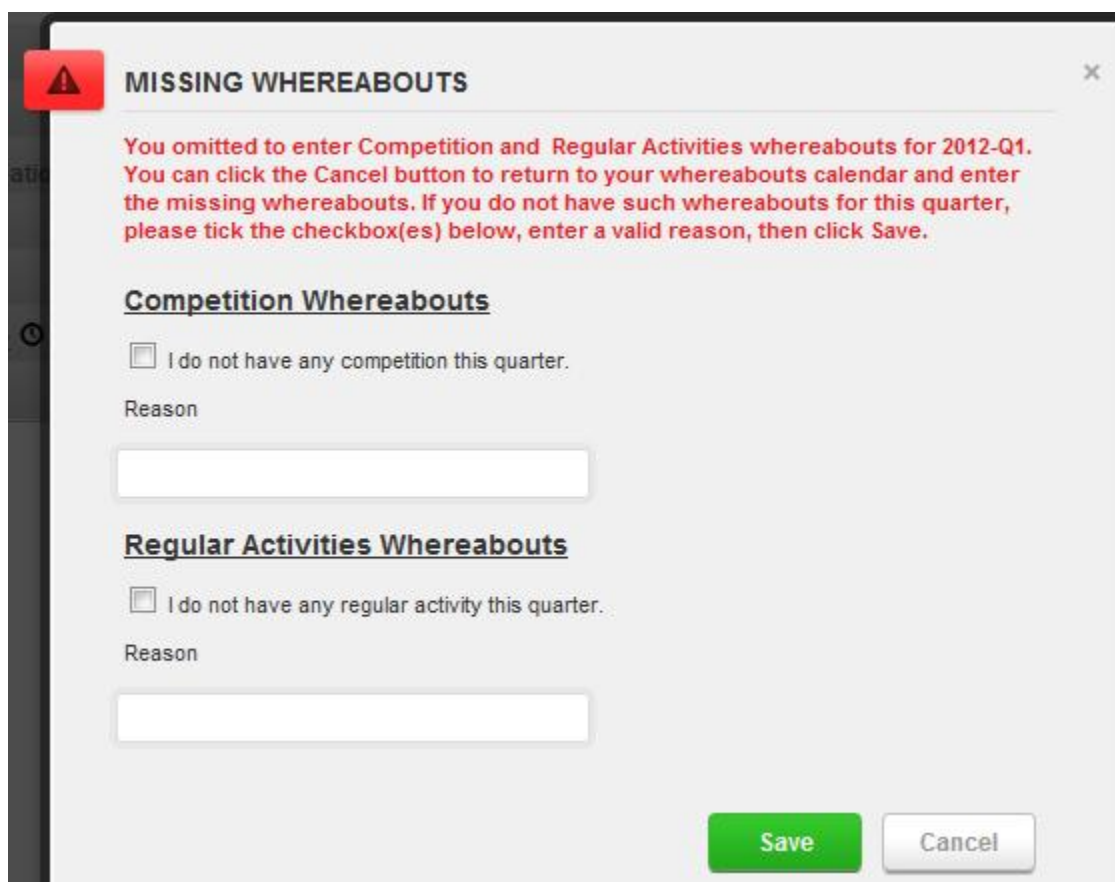
Mailing Address

Whereabouts Guide



The mailing address link will turn "green" once it has been confirmed.

3. If the athlete has no competitions for the quarter, select the Competition – Step 4 of the Guide – and click the link in the section header ("Click here if you have no Competition this quarter."). In the Missing Whereabouts dialog, click the **I do not have any competition** checkbox, provide a reason and then **Save**.



MISSING WHEREABOUTS

You omitted to enter Competition and Regular Activities whereabouts for 2012-Q1. You can click the Cancel button to return to your whereabouts calendar and enter the missing whereabouts. If you do not have such whereabouts for this quarter, please tick the checkbox(es) below, enter a valid reason, then click Save.

Competition Whereabouts

☐ I do not have any competition this quarter.

Reason

Regular Activities Whereabouts

☐ I do not have any regular activity this quarter.

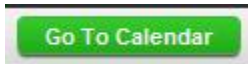
Reason

Save Cancel

4. If the athlete has no regular activities (such as training) for the quarter, select the Regular Activities – Step 5 of the Guide – then click the link

and follow the same instructions as in the previous step.

5. To start creating a whereabouts entry, click the Go to Calendar button in the upper-right corner of the Guide, or



6. Click any non-past date in one of the mini calendars to the left.



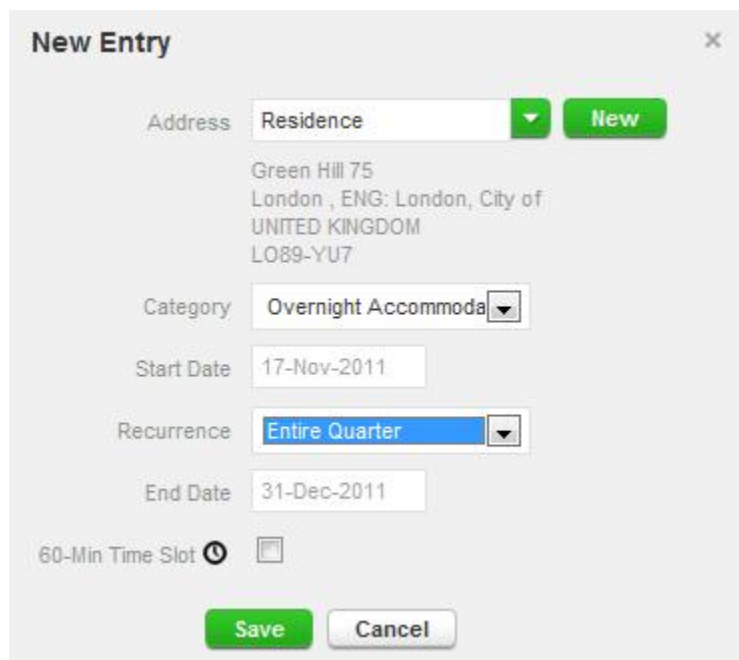
Once in the calendar view, click the "new" button and select "New Entry", or



Click any blank, non-past date in the calendar

A screenshot of the "New Entry" form and a portion of the calendar. The form has fields for Address, Category (a dropdown menu), Date (set to 17-Nov-2011), Recurrence (set to None), Start Time, End Time, and a checkbox for "All Day". There are "Save" and "Cancel" buttons at the bottom. To the right of the form, a calendar view shows dates 10, 17, and 24. The date 17 is highlighted in green, indicating it is the selected date for the new entry.

In the **New Entry** pop-up, select an address (or create a new one as indicated in the address book section) and a category; enter the recurrence information and a 60-minute time slot if applicable, then click **Save**.



New Entry [X]

Address:

Green Hill 75
London, ENG: London, City of
UNITED KINGDOM
LO89-YU7

Category: [v]

Start Date:

Recurrence: [v]

End Date:

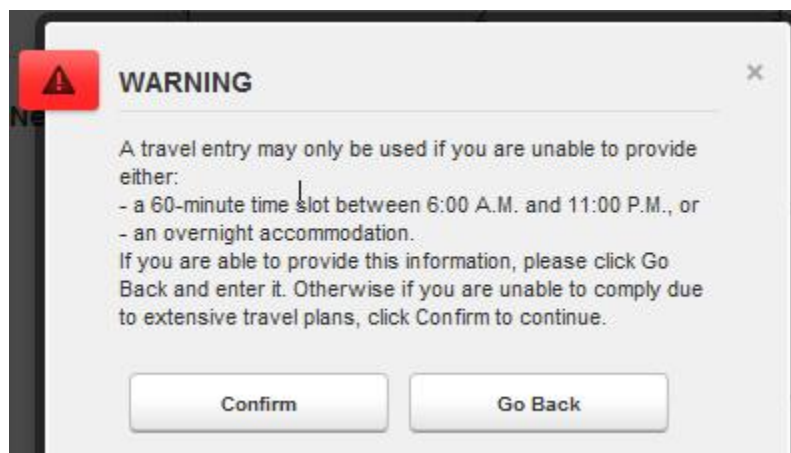
60-Min Time Slot ☒ ☐

7. Repeat this step until all days in the quarter have an overnight accommodation entry – shown at the bottom of each day with an orange background.

20	21	22
		

You may assign your 60-minute time slot to your overnight accommodation, if you wish.

Travel Entry: In some instances, it may not be possible to provide a fixed and accessible 60 minute period due to prolonged travel. When flying overnight for example or when in transit between 5am and 11pm, providing a fixed one hour period or overnight location may not be practical. Although you should make every effort to identify a 60 minute location when you will be available for testing between 5am -11pm, for those rare occasions when this is not possible please follow the steps below in order to be 'exempt' from these requirements.



WARNING [X]

A travel entry may only be used if you are unable to provide either:

- a 60-minute time slot between 6:00 A.M. and 11:00 P.M., or
- an overnight accommodation.

If you are able to provide this information, please click Go Back and enter it. Otherwise if you are unable to comply due to extensive travel plans, click Confirm to continue.

Complete the information as it may correspond.

Edit Travel Entry ✕

Created by cnif, male on 23-Apr-2013 09:41 GMT
Last updated by cnif, male on 23-Apr-2013 09:41 GMT

Transportation Type ▼

Carrier

Routing No.

Departure Location

Date / Time

Arrival Location

Date / Time

Additional Information

17

✈

All travel entries will be shown in the calendar with a "plane" icon.

8. Repeat as in step 7 to enter all competition whereabouts of the athlete for the quarter, if any.

New Entry ✕

Address ▼

Lake view avenue 34
 London , ENG: London, City of
 UNITED KINGDOM

Category ▼

Date

Recurrence ▼

60-Min Time Slot ☐ ⓘ

You may assign your 60-minute slot to your competitions, if you wish. All your competitions will be shown in the calendar in "green".

21

Competition 1

9. Repeat as in step 7 to enter all regular activities whereabouts of the athlete for the quarter, if any.

New Entry ×

Address ▼ New

Sports Avenue 34 Olympic Complex
London , ENG: London, City of
UNITED KINGDOM
LO-90B/Z

Category ▼

Start Date

Recurrence ▼

☐ S ☐ M ☐ T ☒ W ☐ T ☒ F ☐ S

End Date

Start Time ☐ All Day

End Time

60-Min Time Slot ☐

Save Cancel

You may assign your 60-minute slot to your regular activities, if you wish. All regular activities will be shown in the calendar in "yellow".

18

Training 1

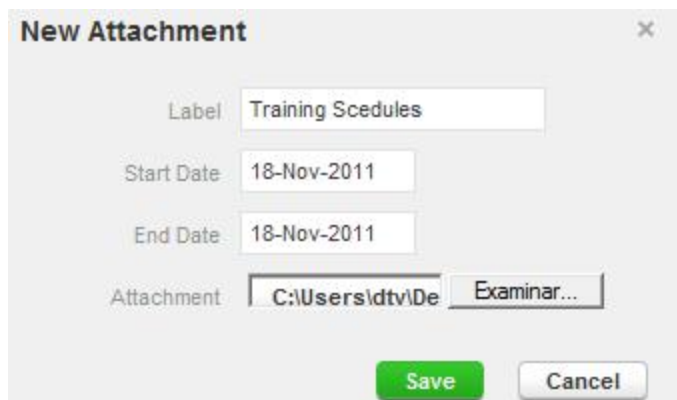
Attachments: You can indicate additional details for your whereabouts, such as hotel or training schedules; however, this does not replace the need to complete the above indicated categories. To make an attachment, click the "new" button and select "new attachment"

New ▼

New Entry

New Attachment

Provide a name for the attachment, indicate a date (an attachment is valid for a single day only); then select a file from your computer and save.



New Attachment

Label: Training Schedules

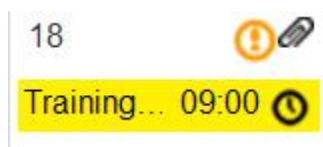
Start Date: 18-Nov-2011

End Date: 18-Nov-2011

Attachment: C:\Users\ldtv\De Examiner...

Save Cancel

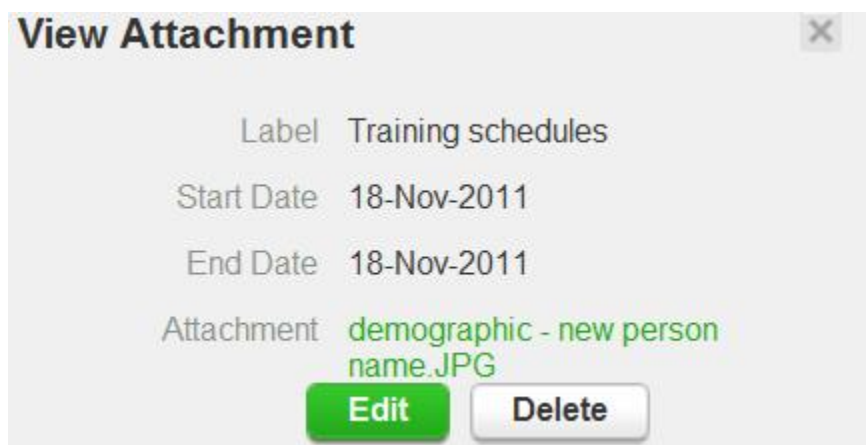
Attachments will be shown as a paper clip icon



18

Training... 09:00

To view or edit the attachment, click the paper clip icon



View Attachment

Label: Training schedules

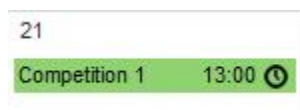
Start Date: 18-Nov-2011

End Date: 18-Nov-2011

Attachment: demographic - new person name.JPG

Edit Delete

10. Once all whereabouts entries are created, make sure that all days in the quarter have a 60-minute time slot (shown as a small clock icon on the right of the entry).



21

Competition 1 13:00

To add a 60-minute time slot to an entry, click the entry; in the pop-up, click the checkbox and enter the start time, then save.



60-Min Time Slot ☒ 06:00 to 07:00

Save Cancel

11. Review the mini-calendar on the left: all dates with invalid or missing data will be highlighted in red.

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Placing the cursor above the date will display a message indicating the error(s).



The whereabouts guide also provides information on what is missing. All "errors" are displayed with a red icon



Click the date to display it on the main calendar and fix the error. Once you have entered all the information, click the submit button. If you cannot click it, that means that there is still some missing information.



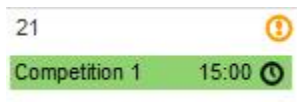
12. **Submission:** Once all data is entered and all errors are fixed, click the Submit button



Once that you have successfully entered and submitted your whereabouts information, the status will be shown as submitted



Modifications: After you have submitted your whereabouts information, you may edit it at any time. Just select the entry you want to modify and click "edit"; make the required change and save. The modified entries will appear with an orange exclamation mark icon



If the modification is made the same day of the occurrence, then the exclamation mark icon will be red.



All updates done to the calendar will become effective immediately. The status of the quarter is updated accordingly:


- Updated: if all modifications are compliant with the whereabouts requirements.
- Non-Compliant: if calendar is not compliant with the whereabouts requirements.

My Whereabouts

2013-Q3 Status:
Updated

My Whereabouts

2013-Q2 Status:
Non-Compliant



Dates in red in the
calendars below contain errors;
Please see the Guide for
assistance.

For more information:

- [The Whereabouts Page](#)
- [Whereabouts Entries](#)

Whereabouts - What's New in ADAMS 3.0


Apart from the new look and feel of the whereabouts component, other enhancements were introduced in ADAMS 3.0 to facilitate the entry of whereabouts, and to facilitate the entry of whereabouts in compliance with the [IST requirements](#).

On this page:

- [Whereabouts Categories](#)
- [60-Minute Time Slot](#)
- [Recurring Entries](#)
- [All-Day Entries](#)
- [Attachments](#)
- ["Modified" and "Modified Today" Icons](#)

Whereabouts Categories

Some whereabouts categories are renamed while others are slightly changed:

- The Daily Overnight Residence category now becomes **Overnight Accommodation**. Entries are still shown on the calendar with an orange background and a lodging icon (). Overnight accommodation is defined as the place where the athlete will sleep at the end of a given day. Therefore, overnight entries always appear as the last entry on any given day on the calendar.
- The Training category now becomes **Regular Activities**; entries are still shown on the calendar with a yellow background. Training whereabouts should therefore be entered as a Regular Activity. Regular Activities not only encompass training activities, but also other regular routines like work, school and rehab.
- **Competition**: this category does not change.
- The **Other** category is now shown with a grey background.
- **Travel** is introduced as a special category. In some instances, it may not be possible to provide a fixed and accessible 60 minute period due to prolonged travel. When flying overnight for example or when in transit between 5am and 11pm, providing a fixed one hour period or overnight location may not be practical. Although you should make every effort to identify a 60 minute location when you will be available for testing between 5am -11pm, for those rare occasions when this is not possible please follow the steps below in order to be 'exempt' from these requirements.

Athletes are not required to enter travel plans in ADAMS if they are able to provide an accessible 60-minute time slot and overnight location for a certain day.

60-Minute Time Slot

60-minutes time slots are now shown on the whereabouts calendar with a clock icon (



), on the entry to which they are attached. The start time of the 60-minute time slot is shown immediately to the left of the icon. It also appears in the 60-Min. column of the List View, and on the Whereabouts Details Report.

RTP athletes are still required as per the IST to enter only one 60-minute time slot per day. The 60-minute time slot should be attached to an entry occurring between 05:00 and 23:00. It is not possible to enter a one hour testing slot period for Travel entries, only for the categories Other, Regular activities Overnight Accommodation and Competition.

Recurring Entries

It is now possible to enter recurring entries in the calendar. These are shown on the calendar with a recurrence icon. (



)

Recurrence can be defined as one of the following values:

- **Daily:** a start and end date must be selected;
- **Weekly:** a start and end date, and at least one weekday, must be selected;

- **Entire quarter:** same as daily, but automatically starts on the first, non-past date in the quarter, and ends on the last date in the quarter; start and end dates are disabled.
- **Specific dates:** you can select any date on the calendar picker for any given month; start and end dates are disabled.

All-Day Entries

Competition entries are by default defined as an all-day activity. Only whereabouts falling into the Regular Activity and Other categories can be either defined as an all-day entry, or as an entry with a start and end time. The duration for any whereabouts entry must be at least 60 minutes.

Attachments

Attachments are still shown on the calendar as a paper clip icon, which appears in the upper-right corner of the day that it belongs to. Please refer to the Attachments section for more details.



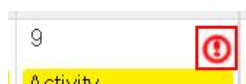
"Modified" and "Modified Today" Icons

Once whereabouts are submitted, any change to a calendar day is tracked with the "Modified" and "Modified Today" icons. The icons appear in the upper-right corner of the day they belong to. They are shown as:

- An orange exclamation mark in a circle for days that were **Modified** after submission;



- A red exclamation mark in a circle for days that were **Modified Today** – i.e. modified on the same day.



The Whereabouts Interface

On this page:

- [The Whereabouts Page](#)
 - [The Quarter Area](#)
 - [The Submission Area](#)
 - [The Mailing Address Link](#)
 - [The Whereabouts Guide Link](#)
 - [The Filter Area](#)
 - [The Mini-Calendar Area](#)
 - [The Whereabouts Guide](#)
 - [The Calendar View](#)
 - [Calendar Presentation](#)
 - [The List View](#)
 - [Submission History](#)
 - [Notes & Activities](#)
 - [Viewing a Note or Activity Entry](#)

The Whereabouts Page

The Whereabouts page includes two basic components: the **Quarter Area** in the left column, and the **Main Area** of the page.

Main Area

Quarter Area

My Whereabouts

2010-Q4 Status: **Not Submitted**
2010-Q4 Whereabouts are overdue. Please submit immediately.

Whereabouts Guide ?

Filter By: +

2010-Q4

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Calendar View **List View** Submission History Notes & Activities

December 2010

Today Day Week Month

New Print

S	M	T	W	T	F	S
28 Travel	29 Event	30 Overnight	1 Travel	2 Activity	3 Competition	4 Activity
5 Activity	6 Activity	7 Activity	8 Activity	9 Activity	10 Activity	11 Activity
12 Activity	13 Overnight	14 Overnight	15 Overnight	16 Activity	17 Activity	18 Activity
19 Activity	20 Activity	21 Activity	22 Activity	23 Activity	24 Activity	25 Activity
26 Activity	27 Activity	28 Activity	29 Activity	30 Activity	31 Activity	1 Activity

The Main Area of the calendar displays the whereabouts information in one of the following views:

- the Calendar View, which includes a monthly, weekly and daily calendar;
- the List View;
- the Submission History, and
- the Notes and Activities View

The Quarter Area

The **Quarter Area** is shown in the left portion of the Whereabouts page. It allows you to navigate through the quarters, submit whereabouts for a quarter, select a period to be displayed in the Main Area, filter its whereabouts entries and to confirm the athlete's mailing address.

My Whereabouts

2010-Q4 Status: **Not Submitted**

2010-Q4 Whereabouts are overdue. Please submit immediately.

Submit

Whereabouts Guide ?

Filter By: +

2010-Q4 -

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

It features the following components:

- Submission Area
- Whereabouts Guide
- Mailing address button
- Filter Area
- Mini-Calendar Area

My Whereabouts

2010-Q4 Status: **Not Submitted**

2010-Q4 Whereabouts are overdue. Please submit immediately.

Submit

The Submission Area

The Submission Area, located at the top of the Quarter Area, indicates the status of the quarter currently selected. The status is shown as **Not Submitted**, **Submitted**, **Non-Compliant** and **Updated**, with a short message when applicable:

- **Not Submitted**: this is the initial status for any quarter, before whereabouts are submitted for the first time.
- **Submitted**: indicates that whereabouts were submitted and that no further action is required.

- **Non-Compliant:** A submitted Quarter will be set to non-compliant if the user makes a change to the calendar that results in the Quarter no longer abides to the submission rules.
- **Updated:** A submitted quarter will be set to Updated if the user makes any changes to the calendar but does not break any of the submission rules in doing so.

For RTP athletes: if the quarter is not submitted and no error is found, the **Submit** button is enabled to submit the quarter whereabouts. The same thing occurs whenever whereabouts entries are modified: the **Submit** button is enabled.



The Mailing Address Link

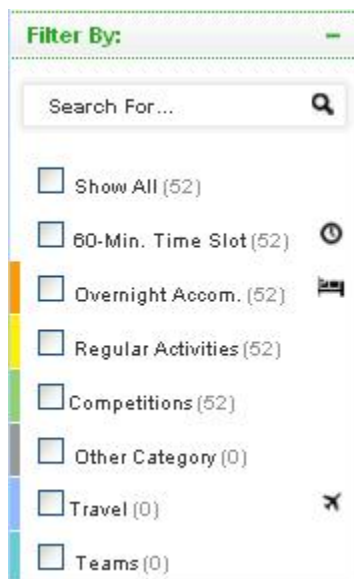
Clicking this link displays the Mailing Address dialog, which lets you select and confirm a mailing address for the quarter.

By default, the mailing address saved in the athlete profile is initially displayed in the Mailing Address dialog. Please refer to the Whereabouts Guide section for more details.



The Whereabouts Guide Link

This link toggles the display of the Whereabouts Guide in the Main Area of the screen.



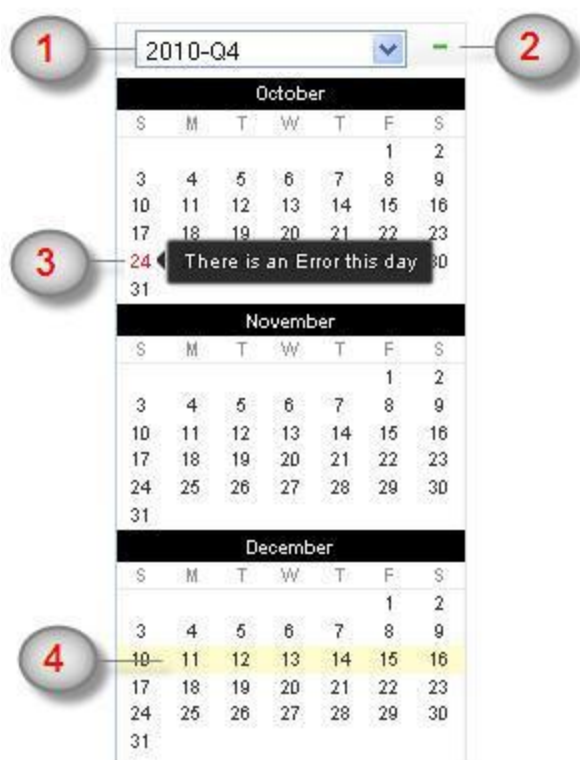
Please refer to the Whereabouts Guide section for more details.

The Filter Area

A collapsible Filter Area allows you to filter the entries displayed on the calendar. Simply click the **Filter By** header to expand or collapse the filter area.

By default, all entries are displayed in the whereabouts calendar. You can pick which types of entries will be displayed:

A Search box at the top of this section allows you to enter a search string. The filter is applicable to the monthly weekly daily and list views.



The Mini-Calendar Area

A collapsible Mini-Calendar Area allows you to see all three months of the quarter at a glance and navigate to specific dates.

- (1) You can select any available whereabouts quarters from the quarter selection drop-down box at the top.
- (2) The mini-calendar collapses automatically when the filtering area is expanded, and vice versa. To collapse or expand it, click the "-" or "+" icon in the upper-right corner.
- (3) For RTP athletes, any day in the quarter which has errors (for example, a missing 60-minute time slot or Overnight accommodation entry) is shown in red in the mini-calendar. To display a short message indicating the nature of the error, simply place your cursor over the day in error.
- (4) A yellow shade indicates the period displayed in the main calendar area – either a specific day, week or month.
- You can click any day in the mini-calendar to display the corresponding month, week or day in the main calendar.
- Repeatedly clicking the same day in the mini-calendar toggles the view in the main calendar: from monthly to weekly, weekly to daily and daily to monthly.

The Whereabouts Guide



For RTP Athletes

A Whereabouts Guide is available to assist RTP athletes with their whereabouts entry. It ensures that all whereabouts are entered in the calendar for a given quarter in conformance with the IST (International Standard for Testing).

Where can I find more information about whereabouts?

For more information on the possible consequences of failure to provide this information or for being unavailable for testing at your designated 60-minute time slot, please contact your whereabouts custodian organization, which is listed in the security section in "My Profile". This anti-doping organization should also provide you with more information regarding your rights and responsibilities with respect to whereabouts information.

By default, the Whereabouts Guide is displayed every time you access a current or upcoming whereabouts calendar of an RTP athlete. To disable the automatic display of the Guide, unselect the "Show this Guide..." checkbox shown in the Whereabouts Guide title bar.



The Whereabouts guide is displayed in the main area of the whereabouts page. It includes seven sections. Each section contains instructions on how to enter the required whereabouts information, as required by the IST:

Whereabouts Guide
Go To Calendar

1 Introduction
—

Introduction Title *Show this Guide every time I access My Whereabouts* ☒

Information about your sport.

Specify the sport for which you require a Therapeutic Use Exemption (TUE). Specify the event if it is relevant or required by your sporting organization. Select the Sporting Organization to which you are applying for this TUE. Unless specified otherwise by your sporting organization if you are a national level athlete you apply to your National Antidoping Organization (NADO) and if you are an international-level athlete you apply to your International Federation. You must specify the Registered Testing Pool you belong to.

2	Mailing Address	✓	+
3	Overnight Accomodation		+
4	Competition	✗	+
5	Regular Activities		+
6	60-Minute Time Slot		+
7	Submission		+

1. **Introduction:** this section introduces the Guide.
2. **Mailing Address:** this section indicates how to enter and confirm the mailing address to be used in the course of the quarter. This mailing address will be used if there is a need to mail official communications to the athlete.
3. **Overnight Accommodation:** this section indicates how to enter an overnight accommodation entry for each day in the quarter.
4. **Competition:** this section indicates how to enter competition entries for the quarter.
5. **Regular Activities:** this section indicates how to enter regular activities for the quarter.
6. **60-Minute Time Slot:** this section indicates how to assign a 60-minute time slot for each day in the quarter.
7. **Submission:** this section provides instructions for submission of your whereabouts.

If any whereabouts requirement is not met in one of the sections, its header displays an error message.

You are missing info for submission for this quarter. ✗

Otherwise, a green checkmark indicating that the requirement has been met.



In addition to the error message in the headers of the whereabouts guide, you can also use the mini-calendar to quickly identify the days in error – shown in red.

The submit/resubmit button in the quarter area is not enabled until all requirements are met and all errors are fixed.

The Calendar View

The whereabouts **Calendar View** is shown in the main area of the Whereabouts page. In the Calendar View, you can:

- View, create, edit and delete whereabouts entries

The Calendar View is displayed every time the Calendar View tab is selected.

Calendar View
List View
Submission History
Notes & Activities

Last Updated 16-Nov-2011 21:18 GMT by Adams, Adam

November 2011

◀
Day
Week
Month
▶

New
Print

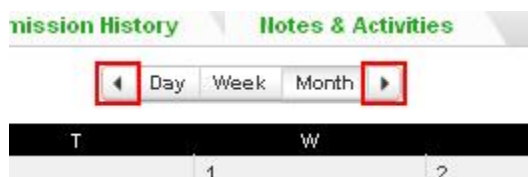
S	M	T	W	T	F	S
---	---	---	---	---	---	---

By default, the monthly calendar is displayed for the month in progress. You can display the weekly or daily view of the calendar by selecting the corresponding button at the top of the calendar.

66

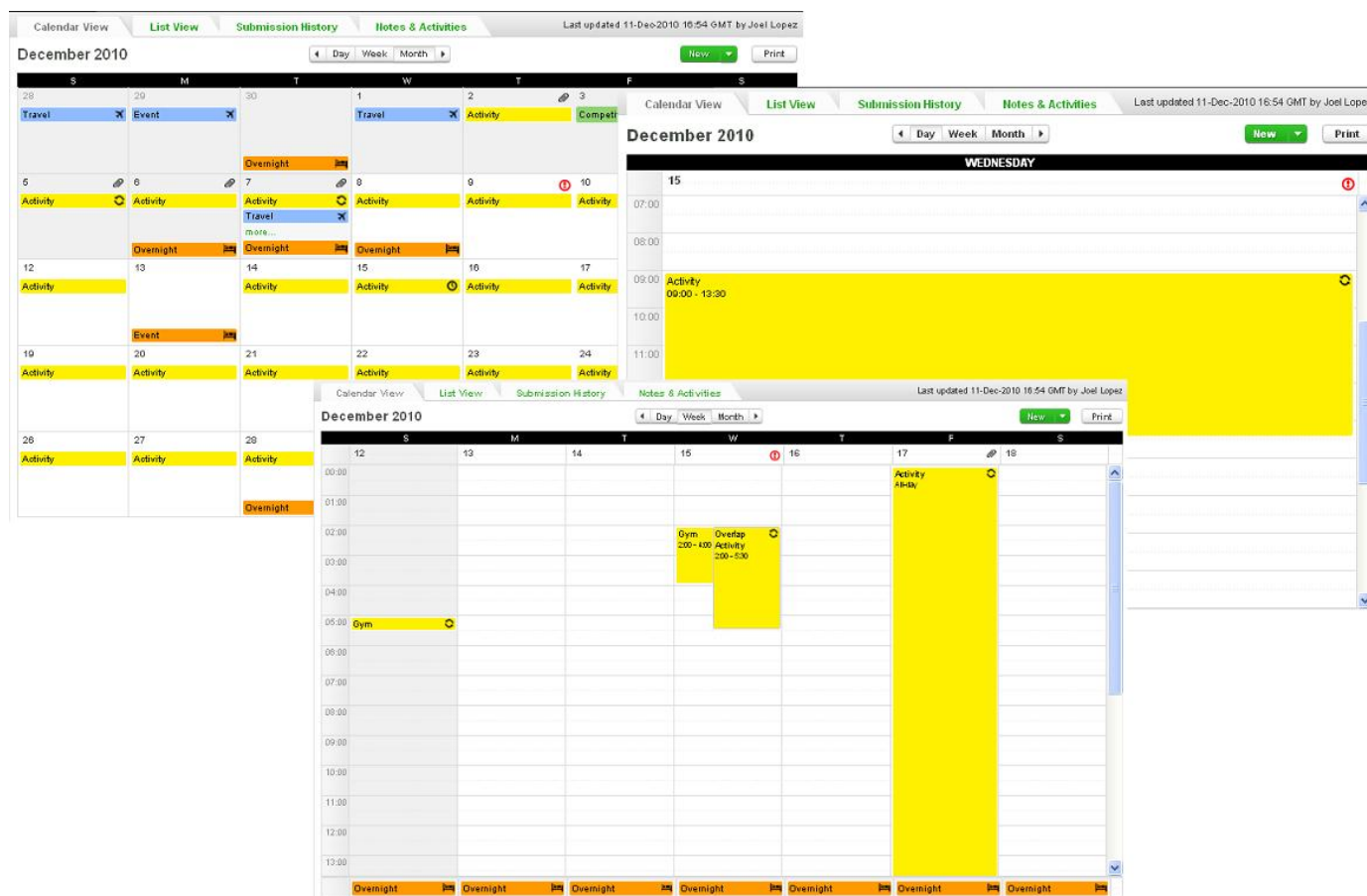


You can also navigate to a different month, week or day within the same quarter by clicking the left and right arrows on either side of the calendar selection bar.



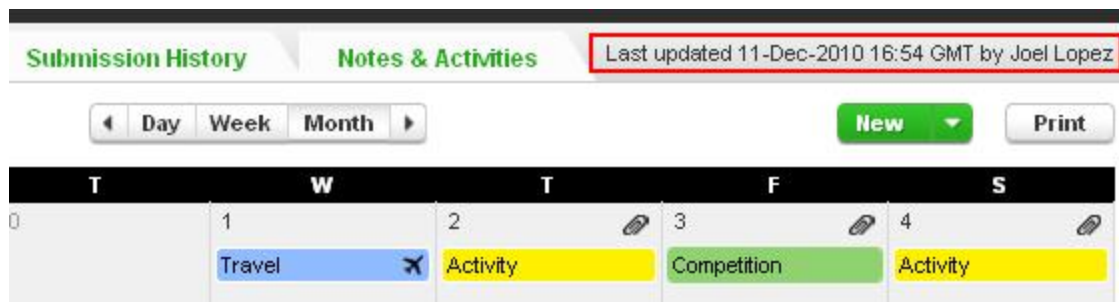
Calendar Presentation

Whereabouts calendars are displayed as a **monthly**, **weekly** or **daily** view:



All calendar views feature the same characteristics:

- You can **click** a day or a whereabouts entry to create, view or modify the entry.
- You can click the **New** button in the upper-right corner of the calendar page to create a new whereabouts entry – or click the arrow to create a new attachment. You can also click any blank area in the calendar to create a new entry.
- You can print a copy of the Whereabouts Details Report by clicking the **Print** button in the upper-right corner.
- The upper-right corner of the calendar page shows the user name who **last updated** the calendar, with the corresponding date and time.



- Whereabouts entries are shown with the **background color** corresponding to their category: orange for Overnight Accommodation, green for Competition, yellow for Regular Activity, blue for Travel and grey for Other.



- The Overnight Accommodation and Travel entries are also shown with standard right-justified **icons**.



- The **Overnight Accommodation** entries always appear as the last entry at the bottom of any given day.



- Past days** are shown with a grey background color. The whereabouts entries on past dates cannot be modified nor deleted.



- Attachments** are shown as a paper clip icon in the upper-right corner of each day; placing the mouse cursor over the icon will show you the file name of the attachment in a tooltip. Please refer to the section on attachments for more details.
- The default **first day** of the calendar week is defined by your ADAMS Administrator. You can select either Sunday or Monday as the first day of the week by updating your user preferences.



This has no impact on other people's view of the same calendar. However, please keep in mind that other users may view their calendars with a different configuration than the one you are using.

To change your user preferences: Click the orange link with your name on the black taskbar, then select Monday from the "Start Day of the Week" radio button group.

For the **Monthly** calendar view:

- When a given day contains more whereabouts entries that can be displayed, you can click the **"more..."** link to see a complete list of the whereabouts entries for that date.



- **Control-click:** you can hold down the control key while clicking, to select a series of days when creating a whereabouts entry.
- **Dragging:** you can also drag across a series of dates on the monthly calendar to create a recurring whereabouts entry.

For the **Weekly and Daily** calendar views:

- The period outside the regular testing hours (05:00 to 23:00) is shown with a grey background.
- Overlapping entries are shown side-by-side on the calendar.



The List View

To display the whereabouts List View, click the **List View** tab at the top of the Whereabouts page.

Calendar View

List View

Submission History

Notes & Activities

Last Updated 17-Nov-2011 23:17 GMT by Adams, Adam

2011-Q4

New

Print

Date / Time	60-Min.	Category	Label	Address	Recurrence	Last Updated	
17-Nov-2011 06:00-08:00	06:00	Other	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (1)	17-Nov-2011	✕
17-Nov-2011 22:00-18-Nov-2011 06:35		Overnight Travel	Air	Airline AR123		17-Nov-2011	✕
18-Nov-2011 All Day		Overnight Accommodation	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (44)	17-Nov-2011	✕
18-Nov-2011 09:00-12:00	09:00	Regular activities	Training 1	Sports Avenue 34, London, UNITED KINGDOM		17-Nov-2011	✕
19-Nov-2011 All Day		Overnight Accommodation	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (44)	17-Nov-2011	✕
19-Nov-2011 06:00-08:00	06:00	Other	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (2)	17-Nov-2011	✕
20-Nov-2011 All Day		Overnight Accommodation	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (44)	17-Nov-2011	✕
20-Nov-2011 06:00-08:00	06:00	Other	Residence	Green Hill 75, London, UNITED KINGDOM	Daily (2)	17-Nov-2011	✕
21-Nov-2011 All Day	15:00	Competition	Competition 1	Lake view avenue 34, London, UNITED KINGDOM		17-Nov-2011	✕

This view shows you a tabulated list of all whereabouts entries for a given quarter. It allows you to view, create, edit and delete whereabouts entries for the quarter. It also displays file and SMS attachments.

Like the Calendar views, the List View also features a Print button which allows you to print a copy of the Whereabouts Details Report.

Please refer to the **Whereabouts Entries** section for more information.

Submission History

The History tab contains a screenshot of the initial submission as well as all updates made to the whereabouts calendar after submission.

For the initial submission a hyperlink for each of the available months of the submitted quarter is available. Clicking the hyperlink opens the static image of the submitted whereabouts month.

Each update made to the athlete quarter (adding, updating, and deleting a whereabouts entry, travel entry, team entry, attachment or SMS) generates an entry in this view.

Updates made prior to submission are not tracked.

Calendar View List View History **Notes & Activities** Last Updated 23-Apr-2013 13:53 GMT by cnrl, male

2013-Q2

Date / Time	User	Type	Details
27-Mar-2013 09:37 GMT	username	Entry Deleted	01-Apr-2013, All Day, 06:00, Overnight Accommodation; Home 123 street city Region COUNTRY zip
27-Mar-2013 09:37 GMT	username	Entry Added	01-Apr-2013 06:00=01-Apr-2013 23:05, Travel; Ground city 1 city 2
27-Mar-2013 09:33 GMT	username	Entry Added	31-May-2013, All D
27-Mar-2013 09:05 GMT	username	Entry Deleted	31-May-2013, All D
27-Mar-2013 09:05 GMT	username	Entry Deleted	31-May-2013, 08:3
27-Mar-2013 09:04 GMT	username	Entry Updated	30-May-2013 15:00
27-Mar-2013 09:04 GMT	username	Entry Added	30-May-2013 06:00
27-Mar-2013 09:03 GMT	username	Entry Deleted	30-May-2013, All D
27-Mar-2013 09:03 GMT	username	Entry Deleted	30-May-2013, 08:3
27-Mar-2013 09:02 GMT	username	Entry Updated	30-May-2013 15:00
27-Mar-2013 09:01 GMT	username	Entry Added	30-May-2013 15:00
27-Mar-2013 09:00 GMT	username	Entry Updated	20-Apr-2013, All D
27-Mar-2013 08:59 GMT	username	Entry Updated	20-Apr-2013, All D
27-Mar-2013 08:55 GMT	username	Entry Updated	20-Apr-2013, All D
27-Mar-2013 08:54 GMT	username	Submission	April

Type of action

View Update

Field	Original Value	New Value
Label	Competition	Competition
Address	789 street city Region COUNTRY zip -	789 street city Region COUNTRY zip -
Category	Competition	Competition
Date	20-Apr-2013	20-Apr-2013
Start Time	-	-
End Time	-	-
60-Min Time Slot	06:00 - 07:00	-
Additional Information	-	27 mars 2013 10:00

Modified fields are in red.

Close

June

Notes & Activities

To display the **Notes & Activities** view, click the Notes & Activities tab at the top of the Whereabouts page.

Calendar View List View Submission History **Notes & Activities** Last Updated 22-Nov-2011 17:42 GMT by Adams, Adam

2011-Q4

Reference date	Activity	Type	Posted By	Last Updated	
01-Oct-2011	quarter [2011-Q4] modified on 22-Nov-2011 between 17:39 GMT and 17:42 GMT	Whereabouts Modified	Adams, Adam	22-Nov-2011 17:39 GMT	🔒
01-Oct-2011	quarter [2011-Q4] modified on 17-Nov-2011 between 20:58 GMT and 23:53 GMT	Whereabouts Modified	Adams, Adam	17-Nov-2011 20:58 GMT	🔒
01-Oct-2011	quarter [2011-Q4] modified on 16-Nov-2011 between 21:18 GMT and 21:31 GMT	Whereabouts Modified	Adams, Adam	16-Nov-2011 21:18 GMT	🔒

This view shows a list of all **notes** entered for a given quarter, and all **activities** generated by ADAMS:

- **Notes:** any organization user in ADAMS, with the proper access to a given athlete's calendar can view or enter or delete notes for a given quarter.

Calendar View List View Submission History Notes & Activities **WADA Notes & Activities** Last Updated 22-Nov-2011 17:42 GMT by Adams, Adam

2011-Q4 New

Reference date	Activity	Type	Posted By	Last Updated	
01-Oct-2011	quarter [2011-Q4] modified on 22-Nov-2011 between 17:39 GMT and 17:42 GMT	Whereabouts Modified	Adams, Adam	22-Nov-2011 17:39 GMT	🔒
01-Oct-2011	quarter [2011-Q4] modified on 17-Nov-2011 between 20:58 GMT and 23:53 GMT	Whereabouts Modified	Adams, Adam	17-Nov-2011 20:58 GMT	🔒
01-Oct-2011	quarter [2011-Q4] modified on 16-Nov-2011 between 21:18 GMT and 21:31 GMT	Whereabouts Modified	Adams, Adam	16-Nov-2011 21:18 GMT	🔒

- **Activities:** ADAMS automatically generates records of significant activities for each quarter of an athlete's whereabouts; for example: whenever whereabouts are modified, or whenever team whereabouts are entered by a team manager.

Notes and activity entries can be read by the athlete and any user with the access to the whereabouts calendar – such as team managers.

Reference date	Activity	Type	Posted By	Last Updated	
22-Nov-2011	Whereabouts	User Activity	Torres Villegas, Diego	22-Nov-2011 18:00 GMT	×

Notes and activities can be **signed**, which means that they are locked and can no longer be modified. This is indicated by a small padlock icon (



) in the last column of the list.

Date	Time	Signed
22-Nov-2011	12:56

Activities generated by ADAMS are automatically locked and cannot be modified. To lock an entry, you must update it and *sign* it – i.e. enter your ADAMS password in the **Signed** field.

Reference date	Activity	Type	Posted By	Last Updated	
22-Nov-2011	Whereabouts	User Activity	Torres Villegas, Diego	22-Nov-2011 18:16 GMT	

If a note contains an attachment, the last column will show a paperclip icon.

By default, the list of notes and activities is shown in descending chronological order - the most recent entries appear first. To change the order of entries on the list, click any column header; clicking the same header repeatedly alternates the sort order from ascending to descending, and vice versa.

Posted By	Last Updated
-----------	--------------

The list is paginated. If more entries exist, you can display other pages by clicking the icons at the bottom of the page:

- To go to the first page, click
- To go to the previous page, click
- To go to the next page, click
- To go to the last page, click

Viewing a Note or Activity Entry

To view a note or activity, click the entry on the list of the **Notes & Activities** view. This will display the View Activity pop-up.

VIEW ACTIVITY

Created by Torres Villegas, Diego from WADA-AMA on 22-Nov-2011 18:00 GMT
Last updated by Torres Villegas, Diego from WADA-AMA on 22-Nov-2011 18:03 GMT

Date/Time	Type
22-Nov-2011 12:56	User Activity

Subject

Whereabouts

write the note here

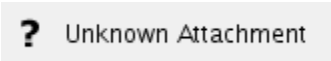
Lighthouse.jpg

Edit
Close

The pop-up shows the reference date and time, the type of entry, subject and body of the note. If the activity is not signed, and if you have write access to the Notes & Activities, you can click the **Edit** button to update it. See

Editing a Note Entry for more details.

A "Record Signed" caption appears at the bottom of the pop-up if the entry is signed (and therefore locked).



Whereabouts Entries

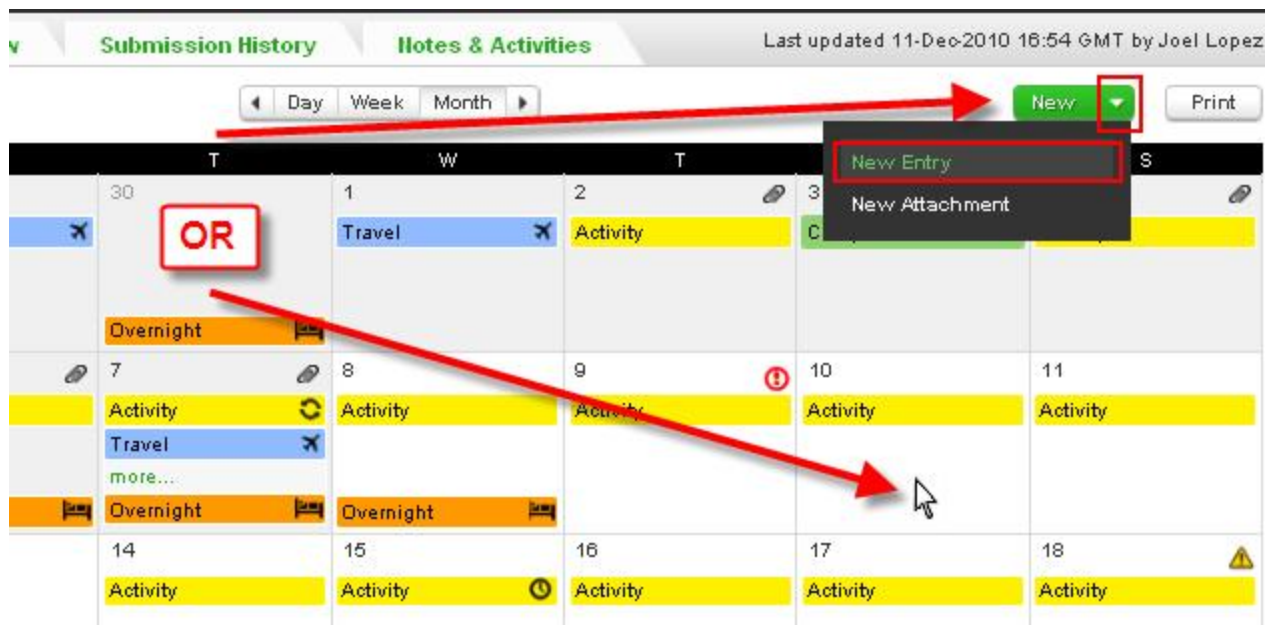
You can create, view, edit or delete whereabouts entries from any of the Whereabouts Calendar views, or from the List View. After submission of a whereabouts quarter it remains possible to make any modification to its whereabouts entries.

Whereabouts entries added to a team calendar by the team manager need to be validated by each individual athlete. The athlete can accept the entry as it was created (default), remove the team whereabouts entry from their calendar, or enter a 60-minute time slot on a team whereabouts entry. The athlete must then re-submit their whereabouts quarter.

On this page:
<ul style="list-style-type: none">• Creating Whereabouts Entries<ul style="list-style-type: none">• Whereabouts Entry on Multiple Dates• New Entry Pop-Up• Travel Whereabouts Entries<ul style="list-style-type: none">• Creating Travel Whereabouts Entries• Viewing Whereabouts Entries• Editing Whereabouts Entries• Deleting Whereabouts Entries

Creating Whereabouts Entries

From the Whereabouts Calendar or List View, click the **New** button drop down arrow in the upper-right corner of the screen, then select **New Entry** from the drop-down menu.



Tip: Clicking the New button instead of the arrow will have the same result.

You can also click **any blank area** on the calendar, on a current or future date, in order to create a whereabouts entry for that particular day.

Note: you can only create whereabouts entries if you have a write access to the athlete's (or team's) whereabouts calendar.

Whereabouts Entry on Multiple Dates

To create an entry for **multiple contiguous dates**, click and drag across the first and the last date of the series, then release the mouse button. The New Entry pop-up will then be displayed to create a recurring whereabouts entry for the selected date range.

Note: dragging is only available on the Monthly Calendar view.

To create an entry for **multiple non-contiguous dates**, hold down the Control key on your keyboard, while you click a blank area in each individual date. Releasing the Control key will display the New Entry pop-up. To add more dates to your selection, hold down the Control key again and click the additional dates; the pop-up will appear again once you release the Control key. The list of selected dates will be displayed in the Start Date, and the

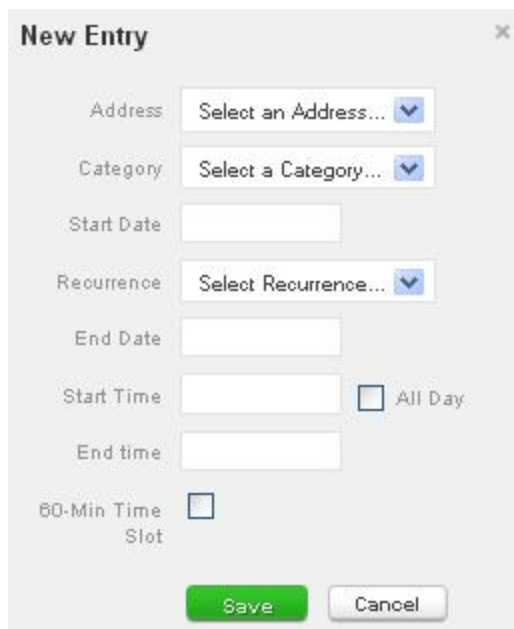
Recurrence will be set as Specific Dates.

Note: control-clicking for multiple selections is only available on the Monthly Calendar view.

You can also create a whereabouts entry on multiple dates by clicking a single date on the calendar, then adding a recurrence to the entry. For more information, see the **Recurrence** field in the [New Entry Pop-Up](#) Section.

New Entry Pop-Up

The **New Entry** pop-up will be displayed. This pop-up is *modal*, which means that you must close it before you can return to the whereabouts page. To close it, click **Save** or **Cancel**, or click the close icon in the upper-right corner of the pop-up.



New Entry

Address: Select an Address... ▼

Category: Select a Category... ▼

Start Date:

Recurrence: Select Recurrence... ▼

End Date:

Start Time: ☐ All Day

End time:

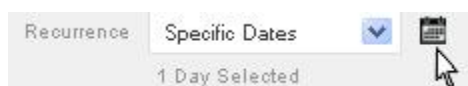
60-Min Time Slot: ☐


Enter the information for the whereabouts entry:

- **Address:** select an address from the drop-down list. This list contains all addresses in the athlete's (or team's) address book, in alphabetical order of label. To add an address to the address book, select New Address from the drop-down list.

See also the section on **Travel Whereabouts Entries**.

- **Category:** select one of the following categories to be assigned to this entry:
 - **Competition:** this category should be assigned to any competition held during the quarter.
 - **Overnight Accommodation:** this category refers to the location where the athlete would stay at the end of a given day: home, hotel, competition accommodation, etc.
 - **Regular Activity:** this includes any activity that recurs throughout the quarter: training activities, work, class, etc.
 - **Other:** this category can be used for any other type of whereabouts, as needed; for example: appointment, public appearance, etc.
- **Start Date, End Date and Recurrence:** the date will be automatically filled if the entry is created by clicking a date on the calendar. If the entry is recurrent, select the recurrence pattern: either daily, weekly, specific dates or entire quarter:
 - **Daily or weekly:** this entry repeats from the first to the last date, inclusively;
 - **Entire quarter:** this option allows you to quickly define a whereabouts entry which recurs daily, from the first to the last day of the quarter. There is no need to select the start and end date for this option.
 - **Specific Dates:** this option lets you select specific days throughout the calendar for which the entry occurs. To select these days, click the calendar icon located on the right of the drop-down box, then select the days of the quarter for which this entry is applicable



Recurrence: Specific Dates ▼ 

1 Day Selected



Recurrence: Specific Dates ▼ 

End Date:

Start Time: day

End time:

60-Min Time Slot: ☐

Calendar: April, 2011

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- **Start Time, End Time and All Day:** whereabouts entries should normally occur between 05:00 and 23:00. If the entry is valid for the entire day, you can click the **All Day** checkbox to indicate it.

Notes:

- **Competition and Overnight Accommodation:** these whereabouts entries do not require time parameters.
- **Minimum entry length:** each entry must be at least one hour long.
- **Conflicting Entries:** time periods for entries cannot overlap. However it is possible to create an All Day entry (for example, "Home All Day"), then add another entry which defines an exception ("Gym from 10:00-12:00").

- **60-Minute Time Slot:** you can add or remove a valid 60-minute time slot within the time period, and between 05:00 and 23:00. This time slot is the period during which the athlete is available for testing.
- **Additional Information:** this field is initially carried from the Address Book entry. If you wish to update it, please click the Address Book link on the navigation bar, and then edit the corresponding Address Book entry. It would also be possible to modify the contents and attach it exclusively to the specific whereabouts entry, without affecting the Address Book entry; for further details, see the section *Editing Whereabouts entries*.

Travel Whereabouts Entries

The International Testing Standard requires from an athlete included in a Registered Testing Pool, among other requirements, the full address of the place where the athlete will be residing overnight, and one 60-minute time slot where the athlete will be available for testing - for every day in a given quarter. In reality however, athletes may have extensive travel schedules that would preclude them from providing such information.

In some instances, it may not be possible to provide a fixed and accessible 60 minute period or an overnight accommodation address due to prolonged travel. When flying overnight for example or when in transit between 5am and 11pm, providing a fixed one hour period or overnight location may not be practical. Although you should make every effort to identify a 60 minute location when you will be available for testing between 5am -11pm, for those rare occasions when this is not possible please follow the steps below in order to be 'exempt' from these requirements.

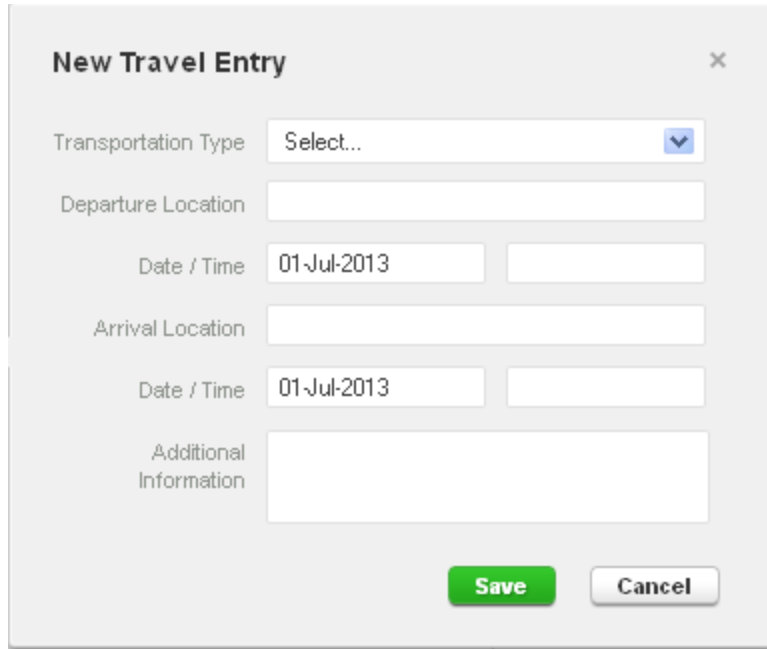
It is not possible to change a travel whereabouts entry to a regular whereabouts entry, or vice versa. You should create a new whereabouts entry and delete the old one, should this be required.

Creating Travel Whereabouts Entries

To create a Travel Whereabouts Entry:

- Create a new regular entry: click the **New** button at the top of the whereabouts page, or click any blank area on the calendar.
- From the **Address** drop-down list on the **New Entry** pop-up, select **Travel** at the bottom of the list.

- A warning will be displayed. Should the travel circumstances be as described, you can click **Confirm** to continue, otherwise click **Go Back** to return to the **New Entry** pop-up.
- The **New Travel Entry** pop-up is displayed. This pop-up is also modal, which means that you must close it in order to return to the Whereabouts page.



New Travel Entry [X]

Transportation Type: Select... [v]

Departure Location: []

Date / Time: 01-Jul-2013 []

Arrival Location: []

Date / Time: 01-Jul-2013 []

Additional Information: []

[Save] [Cancel]

- Enter the information about your trip:
 - Transportation Type:** select either Air, Ground or Other.
 - Carrier and Routing Number:** these fields are shown only for certain transportation types (air, train, etc.) For a simple itinerary, enter the carrier (e.g. the airline) and the routing number (e.g. the flight number) for your trip. For a more complex itinerary, consider adding an attachment (for example a pdf document containing your itinerary) in addition to the travel entry.



Carrier: []

Routing No.: []

- Departure:** indicate your point of departure: for example specific airport terminal, hotel for bus transportation, etc. This is the point where you get on board the major carrying vehicle.
- Departure Date and Time**
- Arrival:** indicate your point of arrival. This is the point where you deboard the vehicle.
- Arrival Date and Time**
- Details:** you may include the details of your trip, or a note (e.g. "See attachment *filename.pdf* on *date*").
- Click **Save** to create the travel entry, or **Cancel** (or the close icon, "x", in the upper-right corner), to cancel creation of the entry.
- The Travel entry will be displayed on the calendar with a blue background color and a small, right-justified, airplane icon. It will either appear as an All Day entry – in the case of a Daytime Travel entry – or as an Overnight Travel entry – in lieu of the Overnight Accommodation entry.



Travel [X]

Viewing Whereabouts Entries

You can click any whereabouts entry on the calendar or on the list to view it.

Clicking an entry brings up the **View Entry** pop-up. The pop-up displays all information for the selected entry.

View Entry

×

Created by cnif, male on 23-Apr-2013 09:10 GMT
Last updated by cnif, male on 23-Apr-2013 09:10 GMT

Label	Work
Address	456 street, line 2 city, Region COUNTRY zip 2 Phone Number 1: 00332456789 Phone Number 2: 85479331456...
Category	Regular activities
Start Date	24-Apr-2013
Recurrence	Weekly on Monday, Tuesday, Wednesday, Thursday, Friday
End Date	28-Jun-2013
Start Time	08:30
End Time	17:30
60-Min Time Slot	<input type="checkbox"/>
Additional Information	<div>additional information</div>

Edit
Delete
Duplicate

You can select other options by clicking the following buttons at the bottom of the View Entry pop-up:

- **Edit:** you can click this option to modify the whereabouts entry.
- **Delete:** you can click this option to remove the whereabouts entry from the calendar.
- **Duplicate:** you can click this entry to a copy of the whereabouts entry on a different date on the calendar.

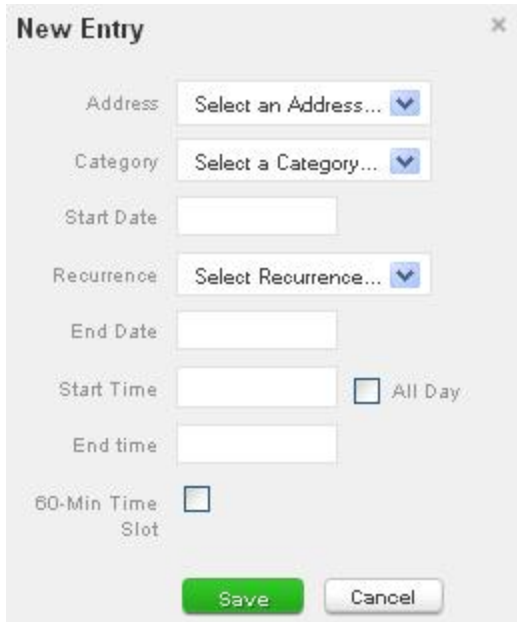
Note: these options are only available if you have write access to the whereabouts calendar. Past whereabouts entries cannot be modified or deleted.

Editing Whereabouts Entries

To edit a whereabouts entry, click the entry on the calendar (or list). On the **View Entry** pop-up, click the **Edit** button.

Note: these options are only available if you have a write access to the whereabouts calendar. Past whereabouts entries cannot be edited.

You can modify any of the fields in the **Edit Entry** pop-up. Please refer to the **Creating Whereabouts Entries** section for more details.



New Entry [X]

Address:

Category:

Start Date:

Recurrence:

End Date:

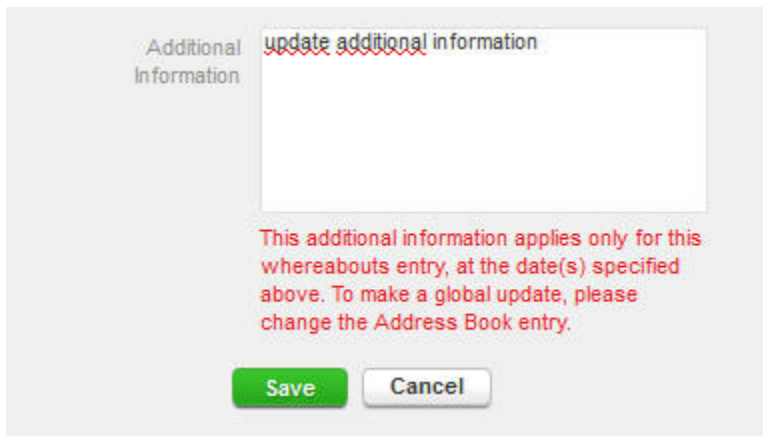
Start Time: ☐ All Day

End time:

60-Min Time Slot: ☐

Initially, the text displayed in the field *Additional Information* on the Edit Entry dialog would be the contents of the Additional Information field on the Address Book entry, if any were present. When modified, the new contents would be attached to the specific whereabouts entry. The modification would not affect the Address Book entry, it would just override it whenever displayed.

A message would be displayed in red, as shown below, whenever the value of the Additional Information field would be modified:



Additional Information:

This additional information applies only for this whereabouts entry, at the date(s) specified above. To make a global update, please change the Address Book entry.

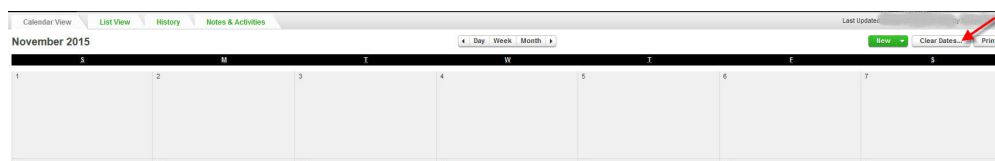
The Additional Information is added as a column on the Whereabouts Report.

In any dialog and report showing the Additional Information field, the contents displayed is the one from the Whereabouts entry, unless it is blank - in which case, it is the contents from the address entry. If the user deletes the Additional Information from a specific entry, then the blank value would override the Address Book entry for that specific entry.

Deleting Whereabouts Entries

(1). Deleting *multiple* whereabouts entries

It is possible to clear all whereabouts entries from one or more dates in the current quarter. The **Clear Dates...** button is added in the upper-right corner of the Calendar and List views, between the **New** and the **Print** buttons:



When clicked, the system displays the Clear Dates dialog:

 A screenshot of the 'Clear Dates' dialog box. It has a title bar with a close button. The main text says 'Delete whereabouts entries for for the following date(s):'. Below this are two input fields: 'From' with '01-Jul-2013' and 'To' with '01-Jul-2013'. There are three checkboxes: 'Delete all entries for the entire quarter', 'Delete attachments (in addition)', and 'Reject Team entries/attachments (in addition)'. At the bottom are 'Delete' and 'Cancel' buttons.

You can indicate the period for which the whereabouts entries should be cleared. By ticking the **entire quarter** checkbox all quarter entries will be erased.

In addition, any attachments pertaining to the selected period can be deleted, and even Team entries or Team attachments.

When **Delete** is pressed, a warning dialog is displayed:

 A screenshot of a 'WARNING' dialog box. It has a red warning icon in the top left corner. The title is 'WARNING'. The text inside says: 'You selected the following dates: From: 01-Jul-2013 To: 01-Jul-2013. All whereabouts for the above dates will be deleted. All travel entries which departure date is in the above dates will be deleted. Please confirm deletion.' At the bottom are 'Delete' and 'Cancel' buttons.

When confirming the **Delete**, the system removes the entries from the selected dates and redisplay the calendar / list view. The cleared dates are marked as Modified/ Modified Today if the quarter were submitted.

(2). Deleting a single whereabouts entry

You can delete an entry from the whereabouts calendar, provided that you have a write access to the athlete's (or team's) calendar. You cannot delete past entries.

To delete a whereabouts entry, click the entry on the calendar (or list). Then click the **Delete** button located at the bottom of the **View Entry** pop-up.

End time 11:00

60-Min Time ☒ 10:00 to 11:00

Slot

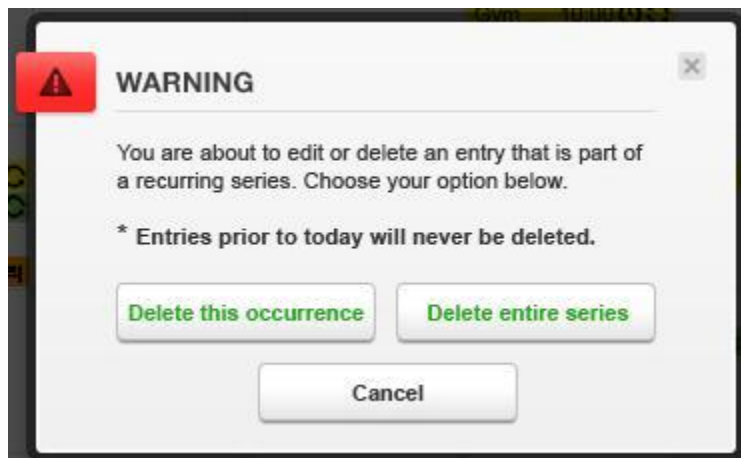
Additional Details Brief description goes here if available.

[Edit](#) [Delete](#) [Duplicate](#)

On the List View, you can also delete an entry by clicking the Delete icon – displayed on the extreme right of each entry eligible for deletion.

Class	Recurrence	
Yoga	Weekly (8)	X
Yoga	Weekly (8)	X

Deleting a whereabouts entry will trigger a confirmation dialog.



Deleting an entry that is part of a recurrence will also display a confirmation dialog. In this case you will also be prompted to confirm if you wish to delete only this specific occurrence, or all occurrences in the series – excluding past entries.

Submitting Whereabouts

On this page:

- [Submission Deadline](#)
- [Error Conditions](#)
- [Quarter statuses](#)

Submission Deadline

Whereabouts must be submitted before the beginning of a new quarter.



My whereabouts

2011-Q4


The quarter 2011-Q4 is overdue, you should submit it immediately.

A few weeks before the start of the next quarter, a message will appear in the MyZone page of athlete users.



Athlete agent users will receive a similar message on their MyZone page.

2 matching records found

Name	ADAMS ID#
Doe, Jane	DOJAF21234
Doe, John	ITHEFA87941 

For athlete agent users, a flag icon next to the athlete ADAMS ID indicates which athletes have un-submitted whereabouts.

In addition to the messages described above, ADAMS sends a notification to the athletes who are included in a National or International Testing Pool and their agents, to remind them of the submission deadline. That notification appears in the Message Center of the user. If the user's profile contains an email address, then the notification is also sent as an email message.

The deadline for entering whereabouts is defined by the administrator of each organization. It can be a number of days before the beginning of the quarter, or a specific day of the month prior to the quarter. Likewise, the number of days prior to the deadline, which marks the moment when ADAMS displays the reminder messages and sends the notifications, is defined by the administrator. Finally, the administrator can determine whether or not to send the reminder email messages.

Error Conditions

ADAMS validates whereabouts requirements for athletes included in a National or International Registered Testing Pool. (See Introduction).

Should one or more of the following elements be missing, then an error message will be generated:

- Overnight accommodation
- 60-min
- Regular activities
- Competition
- Mailing address
- (Overlap with travel entries)
- Submission reminder: a whereabouts submission reminder will appear when the current Quarter or next Quarter for the athlete is "Not submitted" or "Incompliant" and the date is within the Send notification period set by the custodian organization. If the organization has no Send notification date set; the whereabouts reminder will start appearing 15 days prior to submission deadline.

In addition, if the user moves away from the ADAMS 3.0 window without submitting, or after making making changes to the whereabouts calendar that left some errors, ADAMS will remind him/her to submit/verify the quarter (applicable to the current and next quarter). The user will have the option either to Stay on the page or to Leave the page.

Quarter statuses

Not submitted

This is the initial status of the quarter. It remains in this state until the user successfully submits the Quarter.



Submitted

The whereabouts will be in this state after the user has successfully submitted the Quarter. The submit button will then be removed from the calendar.



My Whereabouts

2013-Q1 Status: Submitted 

Mailing Address

Whereabouts Guide ?

Filter By: +

2013-Q1 - Submitted -

Non-Compliant

A submitted Quarter will be set to non-compliant if the user makes a change to the calendar that results in the Quarter no longer abides to the submission rules.



My Whereabouts

2013-Q1 Status: Non-Compliant 

Dates in red in the calendars below contain errors; Please see the Guide for assistance.

Mailing Address

Whereabouts Guide ?

Filter By: +

2013-Q1 - Non-Compli -

Updated

A submitted quarter will be set to Updated if the user makes any changes to the calendar but does not break any of the submission rules in doing so.



My Whereabouts

2013-Q1 Status: Updated 

Mailing Address

Whereabouts Guide ?

Filter By: +

2013-Q1 - Updated -

If the status of the quarter is Non-Compliant due to errors in the current calendar day (today), then on the next day, the status of the quarter will be set automatically to "Updated".

Access Rights to Whereabouts

Different ADAMS users can access whereabouts on the athlete's behalf, if they are granted the rights to do so. This section summarizes the access rights.

The list of organizations and agents who can access the athlete whereabouts, as well as team managers who can add team whereabouts to their calendar, is listed in the Security tab of the Athlete Profile.

On this page:

- Athlete Users and Athlete Agents
- Custodian Organization Users
 - Athlete's Permission
 - Access Configuration by Custodian Administrator
- Other (Than Custodian) Organization Users
- Team Managers

Athlete Users and Athlete Agents

Athlete users (and any athlete agent assigned to them) can enter, view, modify and submit their whereabouts at all times.

Custodian Organization Users

Any users from the custodian organization can be granted rights to access whereabouts for one (or more) athlete or team:

- **If the athlete does not have a user account:**

The custodial organization of the athlete can view and modify the whereabouts regardless of the submission status.

- **If the athlete has a user account:**

The custodial organization of the athlete can view and modify only the *submitted* whereabouts of the athlete. However, this rule can be changed with the athlete's permission or with the administrator's configuration, as described below.

Athlete's Permission

Athletes with a user account can give permission to their custodian to access their whereabouts details, regardless of whether or not they are submitted. To do this, the athlete needs to change the option in their User Preferences – accessible by clicking the orange link with their name on the black taskbar. Then they can select the **grant** option under **Access configuration**.

Access configuration for whereabouts that are not submitted

Since Adams 2.0, without delegation, no organization can access whereabouts that are not submitted

- ☐ deny access to custodial organization
- ☒ grant access to custodial organization

Access Configuration by Custodian Administrator

The administrator of the custodial organization can grant or revoke access to their users, for whereabouts that are not submitted. This is done individually, one athlete at a time.

To do this, the administrator accesses the athlete account in the User Account Management section. The option is presented at the bottom of the Edit User Account page:

Access configuration for whereabouts that are not submitted

☐ Use athlete configuration: Can NOT access whereabouts that are not submitted

☐ Can NOT access whereabouts that are not submitted

☒ Can access whereabouts that are not submitted

Reason to change the accessibility *

The administrator can select any of the access options that are shown: use the athlete configuration, grant access, or revoke access. A reason for the configuration change must also be entered.

Other (Than Custodian) Organization Users

Other organizations with access to the athlete can only view the submitted whereabouts of the athlete. Major Game Organizations can have an access defined with a time period.

Team Managers

Team managers can enter whereabouts for the teams to which they were granted access. Other than this right, they may have read access to the whereabouts of their team's athletes – provided that the athletes are under the custodianship of their organization.

Populating the Calendar & Submission

On this page:

- Team Whereabouts
 - Accepting / Rejecting Team Whereabouts
 - One Hour Timeslot
 - Overnight Accommodation Entries

As long as you enter the required whereabouts information, including the 60-minute time slot for each day of the quarter (see the "Entering whereabouts" section), you can view all the entries for the correspondent days displayed in the calendar.

20	21	22	23	24
Residence 06:00	Competition 1 15:00	Residence 07:00	Residence 06:00	Residence 06:15
			Training 1	
Residence	Residence	Residence	Residence	Residence

Modifications: Entries can be deleted or updated at any time (except for past dates). Just select the entry you want to modify and click "edit"; make the required change and save. The modified entries will appear with an orange exclamation mark icon

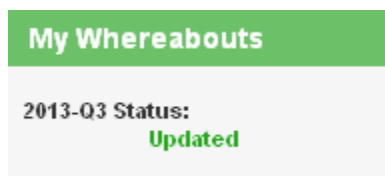
21
Competition 1 15:00

If the modification is made the same day of the occurrence, then the exclamation mark icon will be red.

17
Residence 06:30

All updates done to the calendar will become effective immediately. The status of the quarter is updated accordingly:

- Updated: Calendar status following the initial submission. It indicates that all modifications are compliant with the whereabouts requirements.
- Non-Compliant: Calendar status following the initial submission. It indicates that the calendar is not compliant with the whereabouts requirements.



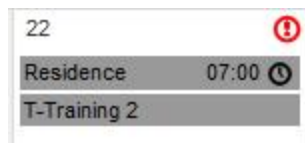
Team Whereabouts

Accepting / Rejecting Team Whereabouts

Whereabouts entries proposed by a team manager are automatically accepted unless you explicitly reject them [you will be notified whenever a team whereabouts entry is proposed in your calendar].




Team entries are preceded by "T-" in the calendar.



To edit or reject the whereabouts entries entered by a team manager, click on the entry and select "edit" or "reject". If you choose "reject", you will be asked to confirm.

Label	T-Training 2
Address	Park avenue 34, Sidney, New South Wales AUSTRALIA
Category	Other
Date	22-Nov-2011
Recurrence	None
Start Time	07:00
End Time	12:00
60-Min Time Slot	<input checked="" type="checkbox"/>
Team	Whereabouts Team
Additional Information	<input type="text"/>

[Edit](#) [Reject](#)

**WARNING**✕

You are about to reject the selected team entry. Choose your option below.

[Reject](#) [Cancel](#)

One Hour Timeslot

It is now possible for you as an athlete to specify a 60-minute time slot for team entries. Simply click the team entry on the athlete calendar and then click edit entry details on the popup.

Label	T-Training 2		
Address	Park avenue 34, Sidney, New South Wales AUSTRALIA		
Category	Other		
Date	22-Nov-2011		
Recurrence	None		
Start Time	07:00		
End Time	12:00		
60-Min Time Slot	<input checked="" type="checkbox"/>	07:00	to 08:00
Team	Whereabouts Team		
Additional Information	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Close"/>			

The entry pop-up will be displayed, but only the one-hour timeslot checkbox and one-hour start time fields are editable.

The rules remain the same as regular entries:

- The 1-hour timeslot must be within the start and end time of the entry
- The 1-hour timeslot must be between 5AM and 11PM

These rules are validated by the system when the whereabouts for the quarter are subsequently *submitted*.

Overnight Accommodation Entries

Team overnight accommodation entries are now counted towards the "one overnight accommodation per day" rule when submitting whereabouts.

Printing a Copy of the Whereabouts


Once an athlete's whereabouts have been created, you can generate a printed copy.

1. In the athlete's Whereabouts tree, click the desired month.



2. On the **Athlete Whereabouts** screen, click "print" under calendar or list view.

3. From the **Whereabouts Report** Criteria window, enter the date range for the print out you wish to generate, and select the desired type of data: details only, or calendar and details.

 **REPORT CRITERIA** ✕

Starting Date

Ending Date

21-Nov-2011

30-Nov-2011

Athletes

Adams, Adam

☒ Calendar and details

☐ Only details

View

Cancel

- 4. Click the **View** button.
- 5. The Whereabouts Details window is displayed with the requested information.
- 6. To print a copy of the displayed report, click the **print** button or press **Ctrl+P** on your keyboard.

Period covered by this report:
21-Nov-2011 / 30-Nov-2011

Generated on: 22-Nov-2011

Print | Close

Whereabouts Details Report

Adam Adams ADADMA54515 Phone numbers

Green Hill 75
London, ENG: London, City of, UNITED KINGDOM, LO89-YU7
Email: adam.adams@gmail.com

Calendar						
S	M	T	W	T	F	S
	21-Nov-2011 Competition 1 ⌚ (15:00) Residence	22-Nov-2011 Residence (07:00 - 09:00) ⌚ (07:00) Residence	23-Nov-2011 Residence (06:00 - 08:00) ⌚ (06:00) Training 1 (09:00 - 12:00) Residence	24-Nov-2011 Residence (06:15 - 08:00) ⌚ (06:15) Residence	25-Nov-2011 Residence (06:00 - 08:00) ⌚ (06:00) Training 1 (09:00 - 12:00) Residence	26-Nov-2011 Residence (06:00 - 08:00) ⌚ (06:30) Residence
27-Nov-2011 Residence (06:00 - 08:00) ⌚ (06:00) Residence	28-Nov-2011 Residence (06:00 - 08:00) ⌚ (06:00) Residence	29-Nov-2011 Residence (06:00 - 08:00) ⌚ (06:00) Residence	30-Nov-2011 Residence (06:00 - 08:00) ⌚ (06:00) Training 1 (09:00 - 12:00) Residence			

Athlete Quick Reference Card

Whereabouts for RTP Athletes

Request your username and password from your ADO.

- Send an email to your ADO (your Custodian organisation) from the email address you recorded on your last whereabouts form

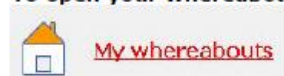
Log into ADAMS on the Internet.

- Go to <https://adams.wada-ama.org>.
- Enter your new username and password
- Click [login]
- When you log in for the first time, an information form will appear.
 - Read the statement
 - Type your password to indicate your acknowledgment
 - Click [Accept]

Update your Profile and set your Preferences

- Click [My Profile] for updating your profile if required
- To set your Preferences click on your *name* displayed at the right top in the header on the Home page
- Adjust your Password, select your Language and the first day of your calendar week, and indicate whether you want to receive notifications on your email address (as set in your profile) if desired
- Your Custodian organisation does not have (view/edit) access to your Whereabouts data that are not submitted, unless you grant the access explicitly by checking the corresponding box
- Click [Save] to save your modifications

To open your whereabouts session.



- Click [My whereabouts] on the home page
- Your main whereabouts page will open up taking you to the **Whereabouts Guide** which walks you through the steps required to submit your information.

Your Whereabouts Guide

If at any time you wish to leave the guide and begin to enter your whereabouts information, you can click the green **Go to Calendar** button in the upper right hand corner of the screen. You can also go to a specific date by clicking the date on the mini three month calendar on the left hand side of this page.

Whereabouts Guide and Mandatory Categories

Whereabouts Guide

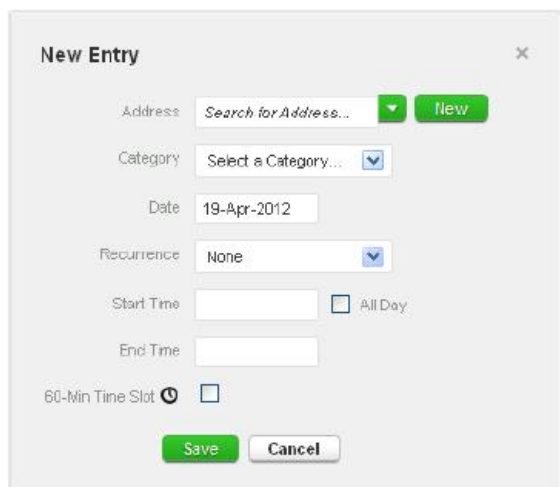
1	Introduction
2	Mailing Address
3	Overnight Accommodation
4	Competition
5	Regular Activities
6	60-Minute Time Slot
7	Submission

The steps outlined in the Guide will show you how to use ADAMS to submit your whereabouts and explain each of the requirements.

- You need to provide a mailing address.
- You need to provide the full address of where you will be staying overnight at the end of a particular day.
- You need to provide details of your competition schedule.
- You need to provide the name and address of each location where you will be training, working or conducting any other regular activity during the quarter.
- You are required to provide, for each day of the quarter, one specific 60-minute time slot between 06:00 and 23:00 where you will be available and accessible for testing at a specific location.

As you complete this information, a green check mark will indicate you have completed each section, or will identify what is missing.

Entering location information



New Entry

Address:

Category:

Date:

Recurrence:

Start Time: ☐ All Day

End Time:

60-Min Time Slot ☐

1. Click an existing entry on the calendar (or create a new one by clicking a date in the calendar, or by using the **New** button in the top right hand corner).
2. In the **Edit (or New) Entry** pop-up, choose the relevant address and category (competition, overnight address etc) and select the start and end time for this location.
3. If this is an entry that applies to other days as well, you can select the relevant days right away to save time.
4. You can also attach a 60-minute time slot to a whereabouts entry at the same time such as a **Regular Activity**, **Overnight Accommodation** or **Competition** to save you from making additional entries.
5. Click **Save**
6. Repeat this step for each of the requirements set out in the guide.

Each new location (address) that you enter will also be stored in your **Address Book** so that these locations are available to you in the future without re-entering them. They will be accessible by typing the first few letters or from a drop down menu when you add an entry to the calendar.

Populate your calendar



The screenshot shows the ADAMS application interface. On the left is a sidebar with navigation links. The main area displays a calendar for October 2011. A 'New Entry' dialog box is open, showing fields for Address, Category, Date, Recurrence, Start Time, End Time, and a 60-Min Time Slot checkbox. A callout box points to the mini-calendar in the bottom left corner, stating: "Please enter a 60-min. time slot".

As you add more entries, your calendar will begin to populate with each category highlighted with an icon or colour to illustrate what sort of entry it is.



The screenshot shows a calendar entry for October 21st. The entry is titled 'Residence' and has a time slot of 06:00. Below it, there are two more entries: 'Training 1' and 'Residence', each with a circular icon and a refresh symbol.

On the lower left corner of the screen, you will also see a mini-calendar of the quarter. Each date in red indicates a day that is missing some required information.

By placing your cursor over this date, the calendar will indicate what information is missing for that particular day.

Submitting your Whereabouts.



My Whereabouts

2011-Q4 Status: **Submitted**

Mailing Address

Whereabouts Guide ?

Filter By: +

2011-Q4 - Submitted -

Once the mini calendar no longer has any dates in red and the status bars of the whereabouts guide indicate you have met all of the requirements, you may submit your whereabouts information.

Using the Whereabouts SMS Service in ADAMS

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 331234567 ☒ use SMS

Phone type: Mobile Phone Number: 44123456789 ☒ use SMS SMS test started 25-Jan-20: reply via SMS (to +15145555555) with acti validate.

☒ Enable SMS confirmation

☒ use SMS Test OK

First, you need to ensure that your Custodian organization allows SMS messages in ADAMS; if so, you must follow their guidelines. There are no fees for using SMS with ADAMS. However your wireless carrier may charge international per-use fees. Some carriers and roaming services may not be entirely dependable; therefore we suggest performing a few tests before committing to a long-term plan.

To use the Whereabouts SMS service, you need to **register** in ADAMS:

- Click [My Profile], and then click [Edit] in your Athlete Profile page.
- Under Contact Details, make sure your mobile telephone number is properly entered; otherwise click [add phone number], select the [Mobile] Phone type, and enter the number to be recorded for SMS service (E.g. "15141234567", "44778155566"). Click [Save].
- Tick the [use SMS] checkbox. *If the checkbox is not shown, then your organization does not support SMS.* Click the [Test connection] button. A message will appear with a status of the test.
- Once you save, a checkbox will appear enabling the SMS confirmations sent by ADAMS. Uncheck the box to disable this option.
- Your mobile device will receive a registration SMS message from ADAMS. **Do not reply to this message;** instead follow the instructions it contains and compose a **new** message with the three-digit code to the number shown.
- The status next to your mobile phone in ADAMS will show **Test OK**. You may now SMS your last-minute whereabouts changes at **+44 7781 480710**. They will appear on your calendar as an attachment.

Helpdesk Phone numbers

North America: 1 866 922 3267

International: 1 514 904 8800

My Recent Tests

1. Click the **My recent tests** link on the **My zone** page.



2. You will see a list of your most recent test entered in ADAMS, if any. Up to fifteen test entries will be listed in descending chronological order - the most recent ones being displayed first. Should there be more than fifteen test entries, click the **view all** button to see all of them.

Recent Test Results

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
Athlete, IF	ATIFMA96218		COUNTRY	Male
Sport / Discipline				
Sport Discipline				

[view all](#)

Date	City	Sport	Result
21-Jan-2011		Sport Discipline	Blood passport: Result available
19-Jan-2011		Sport Discipline	Urine: No Result
19-Jan-2011		Sport Discipline	Urine: No Result
15-Jan-2011		Sport Discipline	Urine: Negative
14-Jan-2011		Sport Discipline	Urine: Negative - ATF
13-Jan-2011		Sport Discipline	Urine: Negative
12-Jan-2011		Sport Discipline	Urine: AAF
11-Jan-2011		Sport Discipline	Urine: Negative
10-Jan-2011		Sport Discipline	Urine: AAF - ATF

Therapeutic Use Exemption (TUE) Documents

A TUE is a form used by athletes to ask an Anti-Doping Organization (ADO) permission to use a prohibited substance.

You may create, fill and submit TUEs using ADAMS. Please note that:

- TUEs for Asthma are no longer to be used as of January 1st, 2011, following changes to the *International Standard for Therapeutic Use Exemptions* (ISTUE 2011). You may still need to fill a "standard" TUE if the substances you are using or planning to use for asthma appear on the [prohibited list](#).
- It is not necessary to file a Declaration of Use as of January 1st, 2011, as there are no longer substances or methods on the Prohibited List that require a Declaration of Use.
- Also please note that you may no longer create Abbreviated TUEs in ADAMS.

As an athlete you can create a TUE yourself, but you may also opt for asking your custodian organization to enter the TUE on your behalf. You may also ask a designated Athlete Doctor in ADAMS with access to your medical file to create and submit, or complete the medical information for you; in this case you should send a formal request to your custodian organization.

TUE (TUE)

- [Athlete Request for TUE Recognition](#)
- [TUE Athlete Declaration](#)

TUE Fields

Declaration of Use (DoU)

TUE for Asthma (AST)

TUE (TUE)

TUEs (formerly Standard TUE) are used for substances that are not pre-approved by an ADO or WADA.

Applying for a TUE

1. Go the file tree section.
2. Select **TUE** from the **New** drop down list.



3. Complete all required fields (with *): see the Fields descriptions below for more details:

I. Verify your *sport/discipline*

II. Select the *Sporting Organization* from the pick list. Enter the first 3 letters and press on the magnifying glass. This is the organization to which you are submitting the TUE.

Athlete TUE		save	Submit Application
Mandatory information is indicated with a red asterisk.			
STEP 1: INFORMATION ABOUT YOUR SPORT			
Specify the sport for which you require a Therapeutic Use Exemption (TUE). Specify the event if it is relevant or required by your sporting organization. Select the Sporting Organization to which you are applying for this TUE. Unless specified otherwise by your sporting organization if you are a national level athlete you apply to your National Antidoping Organization (NADO) and if you are an international-level athlete you apply to your International Federation. You must specify the Registered Testing Pool you belong to.			
Sport Discipline*	Sporting Organization*		
Aquatics Swimming	FINA - Fédération Internationale de Natatio		

III. You may select your level (National and/or International), and indicate if the TUE is applicable for a substance that is prohibited in-competition only, or at all times.

Athlete Level	TUE is for a Substance that is Prohibited
<input type="checkbox"/> International <input type="checkbox"/> National	<input type="checkbox"/> In-competition only <input type="checkbox"/> At all times

IV. You may specify the event under *Next competition and Date* if it is relevant

Next Competition and Date

V. If this TUE application is retroactive, i.e. if the treatment started prior to the application date due to specific circumstances, it is important to indicate it in the Retroactive Application section:

<input checked="" type="checkbox"/> This is a retroactive application
Treatment Start Date*
<input type="text"/>
<input type="checkbox"/> Emergency treatment or treatment of an acute medical condition was necessary <input type="checkbox"/> Due to other exceptional circumstances, there was insufficient time or opportunity to submit an application prior to sample collection <input type="checkbox"/> Advance application not required under application rules <input type="checkbox"/> Other - please specify :

- a. Click "This is a retroactive application".
- b. Enter the treatment start date.
- c. Select at least one of the reasons why the treatment already started, or enter the reason in the Other field.

VI. Information about your *physician*: fill in the Medical Practitioner's Last Name, First Name, Qualification & Medical Specialty, Address,

Country, Region, Telephone and email address. Provide at least one telephone number. [Your sporting organization has the option to make certain fields mandatory – first/last name, country, city, telephone work]

STEP 2: INFORMATION ABOUT YOUR PHYSICIAN

Last Name	First Name	Medical Specialty	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address			
<input type="text"/>			
Country	Region	City	Postal code/Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Work	Telephone Home	Telephone Mobile	Telephone Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email			
<input type="text"/>			

VII. Medical information:

- Pick a diagnosis in the **Diagnosis** drop-down list (the most common diagnosis are listed.) If your diagnosis is not in the list, pick "Other, please specify", select a **Diagnosis Class**, then enter the diagnosis in the **Diagnosis description** field.
- Enter the Medical exams/test performed and any additional information.

STEP 3: MEDICAL INFORMATION

If an appropriate diagnosis is not listed, select "Other, please specify" in the Diagnosis list and describe your condition in the "Diagnosis description" box.

Diagnosis*	Diagnosis Class*
<input type="text" value="Other, please specify"/>	<input type="text"/>
Diagnosis description*	
<input type="text"/>	
Medical Exam / Test Performed	
<input type="text"/>	
Additional Information	
<input type="text"/>	

VIII. Specify the medication:

- Fill in the Specific name of drug, frequency of administration.
- Fill in the relevant Prohibited Substance. Fill in at least 3 characters of the prohibited substance name and search for the relevant substance from a database by clicking on the magnifying glass.
- Fill in the dosage and select the unit
- Select the route of administration
- Enter an expiry date (expiry dates are per medication)
- Under Conditions and comments indicate any

STEP 4: SPECIFY THE MEDICATION YOU ARE TO TAKE

If you do not know the generic name of the substance, or it does not appear in the list, please specify it in the "Comments" box. The prescribed dosage (e.g. 375 mg) is required. You may enter more than one substance by clicking the "Add Substance" button, and you may remove a substance by clicking the small "X" that appears in the top right-hand corner of the substance box.

Specific name of drug	Prohibited Substance*	Dosage*	<input type="button" value="Add Substance"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> <input type="text"/>	
Frequency of Administration	Route of Administration*	Expiry Date	
<input type="text" value="as needed"/>	<input type="text"/>	<input type="text" value="dd-MM-yyyy"/>	
Medical Guidelines			
Conditions and Comments			
<input type="text"/>			

IX. You may attach any file or scanned document containing your medical information: enter a title and description for the document, click the Browse button and select the file to be attached.

STEP 5: ADD MEDICAL INFORMATION

Attach your scanned documents. If this is truly not possible, you may send your medical file by other means to your sporting organization.

Document Title	Document Browse... No file selected
Document Description	

STEP 6: SUBMIT YOUR APPLICATION

You may submit your application by clicking the "Submit Application" button. If you would like to save it to complete later, simply click "Save". Once submitted, your sporting organization will automatically receive notification that you are applying for a TUE. You can log into ADAMS at any time and see the status of your application by selecting the TUE from your athlete tree on the left side of the screen.

I have read, understand and agree to the term of the [Athlete's Declaration](#) ☒ *

save Submit Application

X. Fill in any other available information.

4. Review the **Athlete's Declaration** by clicking the link at the bottom of the form, then click the checkbox next to it to indicate that you agree to the terms it contains.

5. Submit your TUE electronically by clicking on the **Submit Application** button. Once submitted, the sporting organization automatically receives a notification of your TUE submission. You may also use the **Save** button to complete your TUE later.

Athlete TUE	save Submit Application
Originally created 22-Nov-2011 16:49 GMT , by Adams, Adam Last updated 22-Nov-2011 16:49 GMT , by Adams, Adam	
Generate Application Form	
Cancel Application	

6. You can use the **Generate Application Form** button to print out a completed hard copy of your application after you have submitted electronically.



[As long as the status is not Approved, Rejected or Cancelled]

7. At any time you can view the status of your application by selecting the TUE from your athlete tree on the left side of the screen. [Edit is only possible as long as the status of your TUE is Not Submitted or Incomplete].

Adams,Adam


New...

Biological results

TUEs(1)

[S] no effective date - Submitted - salbutamol - T-688653

8. When the TUE has had its status changed to Approved, you will be offered the option to generate a **TUE Receipt hard copy**.



TUE No./Numéro de AUT
T-586343
 ADO No./Numéro d'ADO

CERTIFICATE OF APPROVAL FOR THERAPEUTIC USE CERTIFICAT D'AUTORISATION D'USAGE À DES FINS THÉRAPEUTIQUES

Athlete Details/Renseignements sur l'athlète

Surname/Nom de famille	Given Name/Prénom	Gender/Sexe
Athlete	IF	male
Date of Birth/Date de naissance	Sport/Sport	Discipline/Discipline
	Sport	Discipline
Competition Name /Nom de la compétition	Registered Testing Pool /Groupe cible	

Medical Information/Renseignements médicaux
 The Athlete has received approval for the use of the prohibited substances(s) listed below under the conditions stipulated in this document. / L'athlète a reçu l'autorisation d'utiliser la (les) substance(s) interdite(s) citée(s) ci-dessous selon la (les) condition(s) stipulée(s) dans ce document.


Diagnosis/Diagnostic: **Allergies by Ingestion**

Effective date/Date d'entrée en vigueur: **24-Jan-2011**

Prohibited Substance/Substance interdite	Dosage/Dosage	Frequency/Fréquence	Route/Voie	Expiration/Expiration
betaxolol	1 cc	as needed	Epidual	28-Jan-2011

Attention: the dose, method and frequency of administration as prescribed by your physician have to be followed meticulously. This form with you at all times. This form should be presented to the doping control officer for testing.
Athlète: les posologies, voies et fréquences d'administration doivent être méticuleusement respectées.

Clicking the Generate TUE Receipt button will invoke a PDF file within the work area of the system. This can be printed by clicking the PDF Printer icon.



Application form/Formulaire de demande

Therapeutic Use Exemptions Autorisation d'Usage à des fins Thérapeutiques TUE/AUT

Please complete all sections in capital letters or typing.
Veuillez compléter toutes les sections en majuscules ou en caractères d'imprimerie.

1. Athlete Information/Renseignement sur le sportif

Surname/ Athlete Nom:	Given Names/Prénom m:	IF
Female/ Femme <input type="checkbox"/>	Male/Homme <input checked="" type="checkbox"/>	Date of Birth/Date de naissance (d/m/y):
Address/ Adresse:		
City/ Ville:	Country/ Pays:	Postcode/ Code Postale:
Tel.:		
E-mail/ Courriel: adamsh@wada-ama.org		
(with international code/avec code international)		
Sport: Sport	Discipline/Position: Discipline	
International or National Sports Organisation sportive internationale	IF - International Federation	

Athlete Request for TUE Recognition

Athletes can submit a request for TUE recognition to International Federations or Major Event Organizations through the TUE form.

1. Access the approved TUE from your athlete tree

New...

- Biological results
 - TUEs(3)
 - [S] 07-Apr-2015 - Approved - insulins - T-5819107
 - [S] 06-Mar-2015 - Expired - insulins - T-5818294
 - [S] no effective date - Submitted - other endogenous
 - Address Book
 - Whereabouts

- Click **Request for recognition** on the top right corner of the TUE form

Originally created , by
Last updated , by

Generate TUE Receipt
Request for recognition

- Select one of the ADO listed and click **submit**

Generate TUE Receipt

Request TUE Recognition

You can submit a request to have your TUE recognized by the following Sporting Organization:

FIBA - International Basketball Federation

Your TUE recognition request will be sent to FIBA . FIBA will be granted access to your medical file. Their response will appear in the "Activity" section of your TUE. You will receive a notification in ADAMS when the response is received.

submit cancel

Note: the ADO selected will automatically be granted access to your medical information

TUE Athlete Declaration

Important notice: *As of 1 January 2015, all athletes submitting TUE requests in ADAMS will be required to agree to the terms of the following declaration.*

ADAMS TUE – Athlete’s Declaration – 2015

I certify that the information set out at sections 1 and 6 is accurate. I authorize the release of personal medical information to the Anti-Doping Organization (ADO) as well as to WADA authorized staff, to the WADA TUEC (Therapeutic Use Exemption Committee) and to other ADO TUECs and authorized staff that may have a right to this information under the World Anti-Doping Code ("Code") and/or the International Standard for Therapeutic Use Exemptions.

I consent to my physician(s) releasing to the above persons any health information that they deem necessary in order to consider and determine my application.

I understand that my information will only be used for evaluating my TUE request and in the context of potential anti-doping rule violation investigations and procedures. I understand that if I ever wish to (1) obtain more information about the use of my health information; (2) exercise my right of access and correction; or (3) revoke the right of these organizations to obtain my health information, I must notify my medical practitioner and my ADO in writing of that fact. I understand and agree that it may be necessary for TUE-related information submitted prior to revoking my consent to be retained for the sole purpose of establishing a possible anti - doping rule violation, where this is required by the Code.

I consent to the decision on this application being made available to all ADOs, or other organizations, with Testing authority and/or results management authority over me.

I understand and accept that the recipients of my information and of the decision on this application may be located outside the country where I reside. In some of these countries data protection and privacy laws may not be equivalent to those in my country of residence.

I understand that if I believe that my Personal Information is not used in conformity with this consent and the International Standard for the Protection of Privacy and Personal Information, I can file a complaint to WADA or CAS.

TUE Fields

- a. **Sport/Discipline:** this field is copied from the athlete sport identity tab. If it is empty please review the sport/discipline tab of the athlete
- b. **Next competition and date:** To be filled if the TUE is for a specific event
- c. **Sporting organization:** the organization to which the TUE is submitted
- d. **Information about your Physician:** Information about the doctor prescribing the medication.
- e. **Medical Information:** Diagnosis information
 - i. **Diagnosis:** List of most frequently used diagnosis. If the athlete is not listed select "other please specify" and enter details in the Diagnostic description field (mandatory in this case).
 - ii. **Diagnosis Class:** this field will be filled automatically when you select a Diagnosis. If you select "Other, please specify" from the Diagnosis list, then you will have to select a value from the Diagnosis Class list.
 - iii. **Diagnosis description:** if you selected the "Other, please specify" diagnosis, this field must give an accurate description of the diagnosis.
 - iv. **Medical Exam/Test Performed:** list medical tests and exams performed for the diagnosis
 - v. **Additional information:** any additional information about the medical condition
- f. **Medical Information:**
 - v. **Specific name of drug:** medication name
 - vi. **Frequency of administration:** frequency of administration of the medication
 - vii. **Dates of administration:** dates of applying the drug
 - viii. **Prohibited substance:** name of the prohibited substance, as per the WADA prohibited list, included in the medication. You can add as many prohibited substance as you need.

To pick a substance: enter the first 3 letters and press the magnifying glass. The system will list the corresponding substance for you to choose from.
 - ix. **Dosage:** dosage of the prohibited substance
 - x. **Route of administration:** medication route of administration. This field must be filled only after you have entered the prohibited substance as it may vary based on the substance.
 - xi. **Condition and Comments:** any comments about the medication you would like to add.
 - xii. **Add medication:** you can add as many medications as you need

Declaration of Use (DoU)

[Quoted from the STANDARD FOR TUE 2011]:

There are no longer substances or methods on the Prohibited List that require a Declaration of Use and therefore it is not necessary to file a DoU.

You can view all your already existing DoU's from your athlete tree.

Access to a Saved Declaration of Use

Athlete users

- Athletes can view all Declaration of Uses created for them regardless of the status. There are three status values: Not Declared, Declared and Cancelled.
- They can only edit a Declaration of Use if the status is "Not Declared".
- If the status of the Declaration of Use is "Declared" the athlete can only "Cancel" it.

Athlete doctor users

- Athlete doctors can view all Declaration of Uses for the athletes for which they have been granted access in ADAMS, regardless of the status.
- They can only edit a Declaration of Use they or the athlete created, if the status is "Not Declared".

Organizations with access to the athlete

1. If the organization created the Declaration of Use:

- They can edit the Declaration of Use if it is "Not Declared".
- When the Declaration of Use is "Declared", they can edit all the fields except the Medical Information Section fields.
- When the Declaration of Use is "Cancelled" they can only view the Declaration of Use.

2. If the organization did not create the Declaration of Use:

- They can only view the Declaration of Use if it is "Declared" or "Cancelled"

3. WADA

- WADA users with access to the athlete can view all Declaration of Use's regardless of status.
- If WADA created the Declaration of Use then it follows the same rules as other organizations.

TUE for Asthma (AST)

The TUEs for Asthma were removed from the ISTUE 2010. For this ADAMS release, the functionality supporting TUEs for Asthma are phased out.

Access to a Saved TUE for Asthma

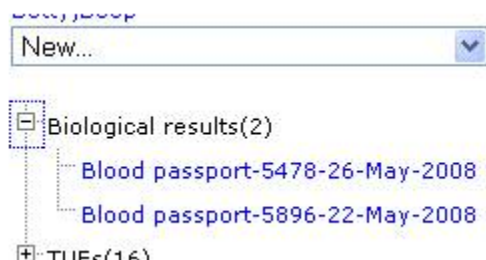
Athlete users

Athletes can view every TUE for Asthma created by them or created for them regardless of its status.

WADA and organizations with access to the athlete record have access rights to the TUE for Asthma, similar to those of the DoU. Your Athlete doctor can also access your TUE for Asthma regardless of its status, and can edit or cancel it if the status is "Not submitted", "Not declared" or "Incomplete". For more specific details, contact your Custodian organization.

Biological results

Your ADAMS athlete tree, on the left side of the screen, contains a "Biological results" link. Lab data will appear under this link once the results are submitted, in descending order of the test date:



You can click each of the links to access the lab results data. The Biological Parameters are listed at the bottom of the Biological Passport Lab Results form.

The purpose of the biological passport is to record a series of pertinent blood parameters for a given athlete over a period of time. These will constitute a representation of normal biological parameters, which can help indirect detection of doping.

ADAMS Mobile App user guide

- [ADAMS Mobile App - Android](#)
- [ADAMS Mobile App - IOS](#)

ADAMS Mobile App - Android

- [Introduction - Android](#)
- [Pre-requisites Android](#)
- [Login - Android](#)
- [Home-Android](#)

- [Calendar- Android](#)
- [Profile - Android](#)
- [Settings - Android](#)
- [ADAMS Quick Reference Card - Mobile App Android](#)

Introduction - Android

This document is aimed at athlete users and describes the ADAMS Mobile App.

For each functionality, we tried to provide the necessary details or steps in order to be able to perform easily, as in the web, the common actions (login, display, add or update entry...).

Pre-requisites Android

The following pre-requisites are necessary to the use of the ADAMS Mobile App:

- The athlete must have installed the App in the mobile device.
- The athlete must have an active user account;
- The athlete whereabouts for the current quarter must be submitted.

Login - Android

- [Login with username and password - Android](#)
- [Login with pin code - Android](#)
- [Login in offline mode \(no internet connection\) - Android](#)
- [Forgotten password - Android](#)

Login with username and password - Android

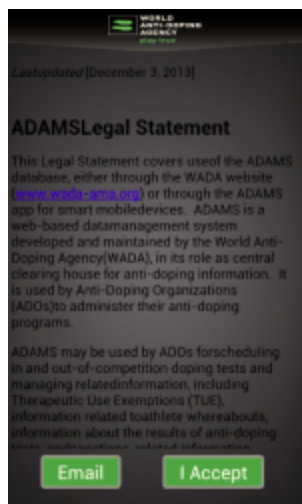
• **First login**

1. In your device, click on the ADAMS Mobile App;
2. Enter your username and password and click on the "Login" button;

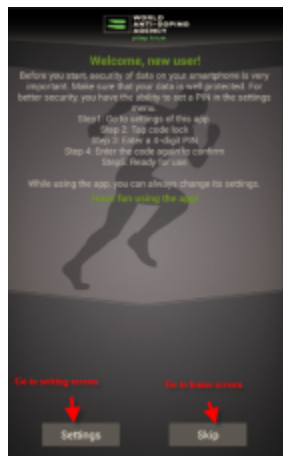


3. The "Terms and Conditions" screen is displayed with "Start" and "e-mail" options. Read the "Terms and Conditions"

4. Click "Start" to start using the App.



5. Click on "I accept" button to accept the Terms and Conditions;



6. The welcome screen allows users to define a pin code Enable, disable or access directly to the home screen.

- **Common login (with username/ password)**

1. In your device, open the ADAMS Mobile App;
2. Enter your username and password and click on the "Login" button. The home screen is displayed.

Login with pin code - Android

If activated, the user can login to the Mobile App using a pin code:

1. In your device, click on the ADAMS Mobile App;
2. The system displays the login with a pin code screen; Enter your pin code;



3. The home screen is displayed.

Note: different users can log into the Mobile App in the same device. When a new user logs into the same device, the data of the previous user will not be visible and the new user will have a new interface. The previous user will find its data upon re-login."

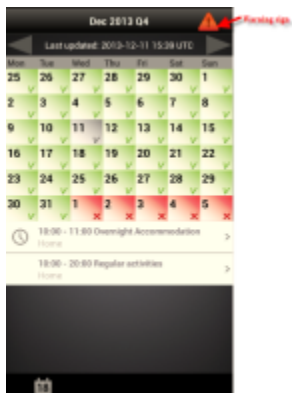
Login in offline mode (no internet connection) - Android

Users can view the last synchronized data when offline.

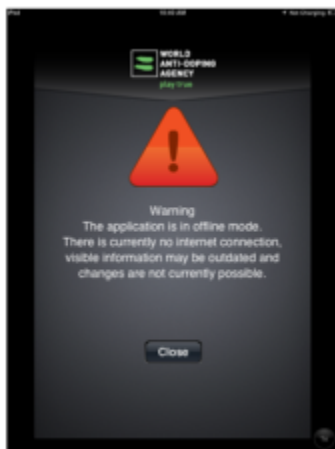
The offline mode is indicated by a "warning sign" (



).).



It is not possible to modify whereabouts or any other information while in offline mode.



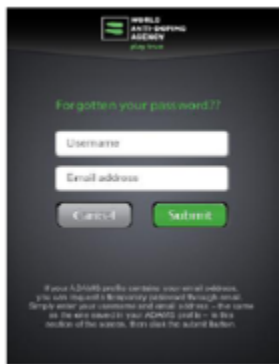
Forgotten password - Android

The athlete password can be reset using the steps below:

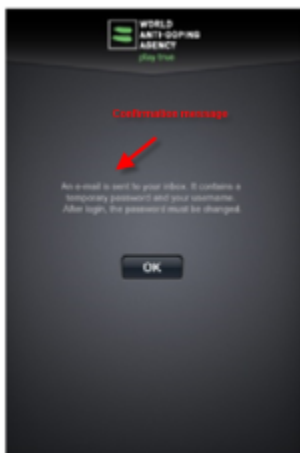
1. Click on the question mark on the login screen;



2. Enter your username and email address (the same as the one saved in your ADAMS profile) to receive a temporary password;



3. A confirmation screen is displayed.



Note that, you will only receive a temporary password on your email address if the entered email address is the same as the one in your ADAMS profile.

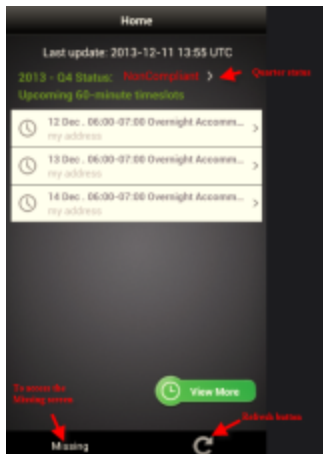
Home-Android

The home screen displays the next 3 upcoming 60-min time slots and the current quarter status which can have the following values:

- Not submitted;

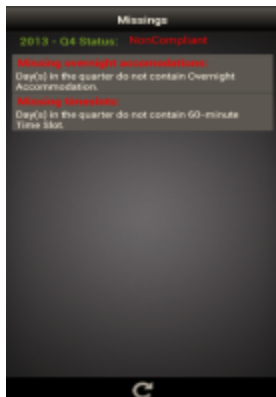
- Submitted;
- Non-Compliant;
- Compliant.

For submitted quarters users can list all upcoming 60-min time slots by clicking "View more".



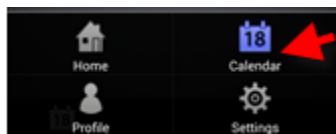
Errors screen

For RTP athletes a summary of the current quarter's errors is displayed in the "Errors screen".

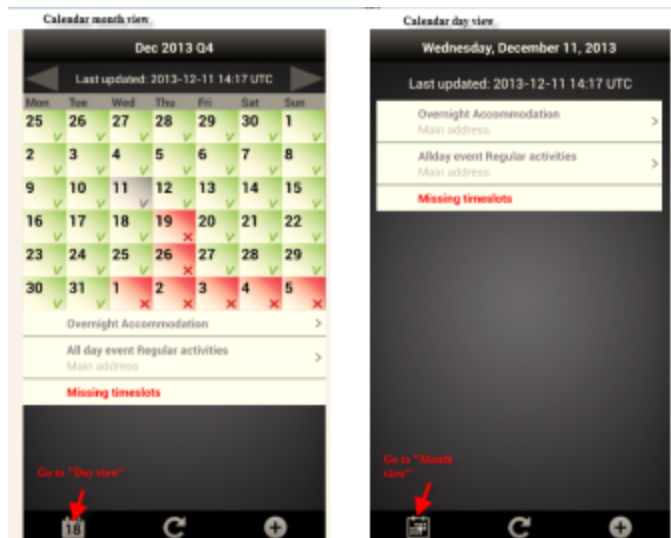


Calendar- Android

The calendar is accessible from the calendar icon.



- Updating a 60-min time slot - Android
- Adding new entry (Overnight accommodation, competition, regular activities, other) - Android
- Attachment Entry - Android
- Travel entry - Android
- Add a new Mailing Address - Android



Similar to the website, days are flagged:



- : if the date does not contain any errors;



- : If the date is not compliant with the whereabouts custodian requirements.
- The calendar is available in day and month view. To toggle between the two views click on the "Day" or "Month" button.
- Left arrow and right arrow allow respectively to go to the previous and the next month.



We also have the refresh button (



) which allows the user to have the last version of the calendar.



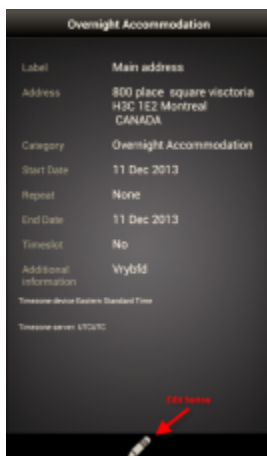
The list of entries and the information missing on the selected date are displayed below the calendar.



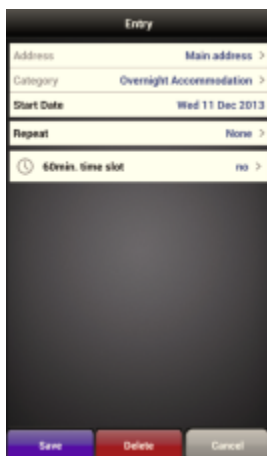
Updating a 60-min time slot - Android

Users can update their 60-min time slots and the associated addresses:

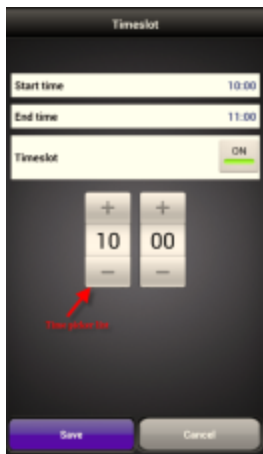
1. First choose the relevant entry (through home screen, calendar month or day view);
2. The edit entry screen is displayed. Click on the "Edit" button at the top right of the screen;



3. Click on "60-min timeslot";

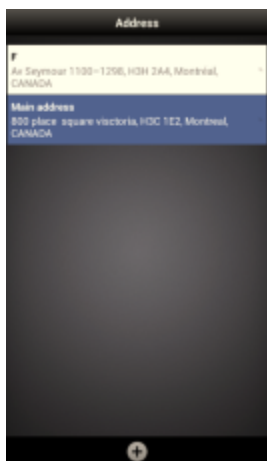


4. The edit time slot screen is displayed; Change the start and end time then save;

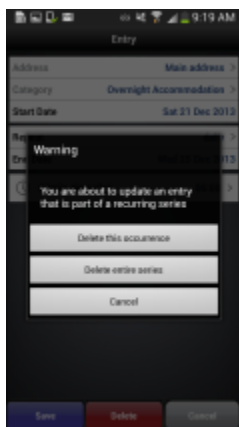


5. To update the mailing address, click on the "Address" button, the address book is displayed;

Select the correct address in the address book then save twice;



If the current entry is part of a recurring series, the pop-up below will be displayed.



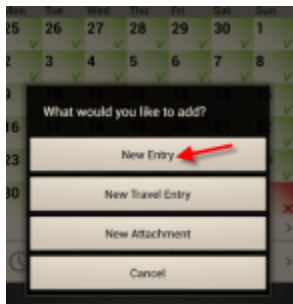
Select "Update this occurrence" or "Update entire series".

Adding new entry (Overnight accommodation, competition, regular activities, other) - Android

1. In the calendar month view, click on the "+" (add) button;



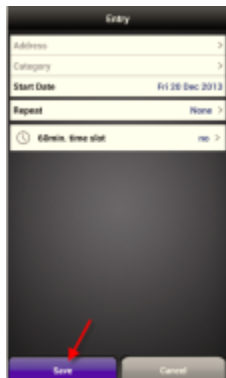
2. Choose "New entry"



3. The "Add Entry" screen is displayed, complete the information:

- Start End: choose the "Start" and "End" date of the Entry
- Category: Overnight Accommodation, Competition, Regular Activities, Other.
- Address: select an address from the "Address Book" or create a new one
- Timeslot: if needed, select a time slot
- Repeat: if applicable, select the recurrence of the entry (Daily, Weekly, Specific Dates, and Never).

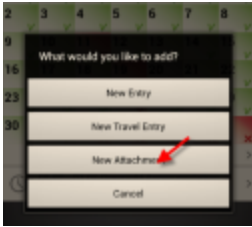
4. Click "Save".



Attachment Entry - Android

Users can add attachment to one or more specific dates. The user can do so by following the steps:

1. In the calendar month view, click on the "+" (add) button;
2. Click "New Attachment";



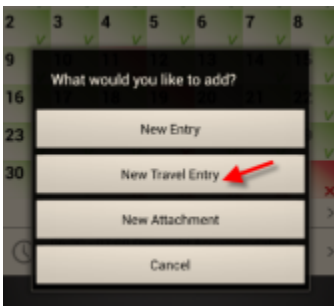
3. Click "Attachment" to choose the source of the attachment;

Label	
Start Date	10 Dec 2013
End Date	10 Dec 2013
Attachment	Attachment

4. Enter the "Label", the "Start" and "End" date, select the file and "Save".

Travel entry - Android

1. In the calendar month view, click on the "+" (add) button;
2. Click "New Travel Entry"



3. The "Add Travel Entry" screen is then displayed. Complete the information then "Save".

Travel Entry

Transportation Type: Air >

Departure

Location: Montreal

Date & Time: The 12 Dec 2013 04:08 UTC

Arrival

Location: Paris

Date & Time: The 12 Dec 2013 22:08 UTC

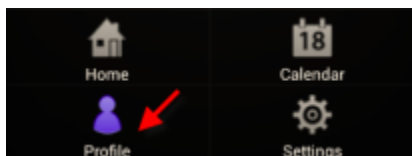
Details

Save Cancel

Add a new Mailing Address - Android

- Using the Address book

1. Click on the **Profile** icon at bottom of your screen;



2. Then click on "Demographic profile";

Profile Type

Demographic >

Discipline >

3. Click "Edit";

Demographic

WORLD
ADAMS
ADDRESS
BOOK

Tyson
Moore

Date of Birth: 10 Dec 1992

Nationality: CANADA

Sport Nationality: CANADA

Contact Details

Phone: Cell: 15142338866

Email: fatimata.ndiaye@icoadi-ama.org

Post Address: 800 place square victoria
H3C 1E3
Montreal
CANADA

Edit Address

4. The screen below is displayed. In the "Contact details " section, click on the "Post address" button;

Demographic

Name: Tyson Moore

Date of Birth: 10 Dec 1960

Nationality: CANADA

Current Residence: CANADA

Contact Details

Phone: 046-10145208848

Email: adamsa-ndays@wonder-ams.org

Postal Address: 802 place square victoria, H0E 1E3, Montreal, CANADA

Save

5. The "Address book" screen is displayed. To add a new one, click on the "+" (add) button;

Address

Home: 800 rue du square victoria, H3E1W6, Montreal, CANADA

Add new existing address

6. The "Add address screen" is displayed. Users can :

- manually enter a new address: the user will have to fill the form then save;
- use the "GPS" function:

1. Click on the "GPS":

Address

Name: Name

Address: Enter Address

Address: Address

Postal Code/Zip: Enter Zip Code

City: Enter City

Country: Select Country

Region: Select Region

Phone 1: Add phone number 1

Phone 2: Add phone number 2

Additional Information: Add additional information

GPS location

Save

2. The current location is automatically selected, click on "Save". The "Add Address" screen is then prefilled; complete the remaining fields and save.

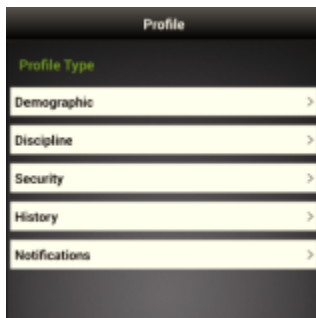


Note: For the first use of the GPS function, a pop up message is displayed as shown in the screen below. Click Ok.



Profile - Android

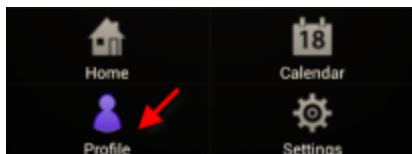
- Demographic profile - Android
- Sport and discipline - Android
- Security - Android
- History - Android



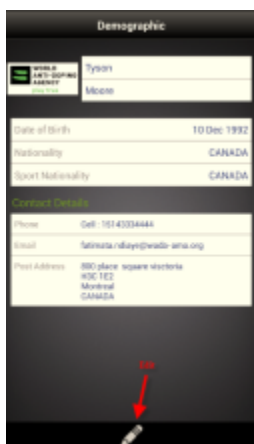
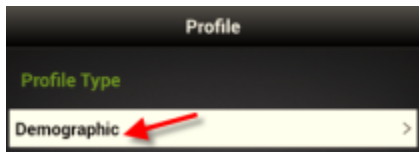
Demographic profile - Android

The **Demographic profile** link allows you to view and update your demographic profile, keeping all address and telephone details accurate. Note that only the Whereabouts Custodian has the "Edit" right on the data. To update the demographic profile:

1. Click on the **Profile** icon at bottom of your screen;

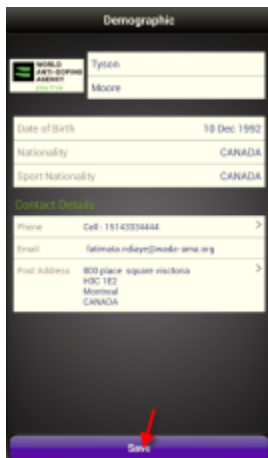


2. Then click on "Demographic profile";



3. Click on the "Edit";

The screen below is displayed.



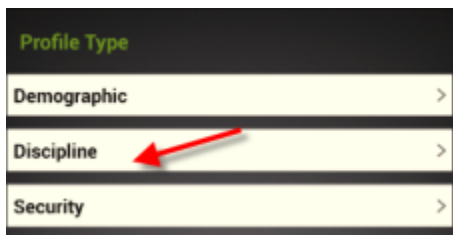
Note that you can only update contact details:

- Different phone numbers;
- Contact details: email address and the mailing address;

4. Click on the field you want to change, enter the correct value then click "Save".

Sport and discipline - Android

The **Sport/Discipline** tab lists your sport(s) and the affiliated International Federation(s) and National Federation(s). This information has been entered by your Whereabouts Custodian organization; you only have read access.

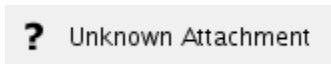


Security - Android

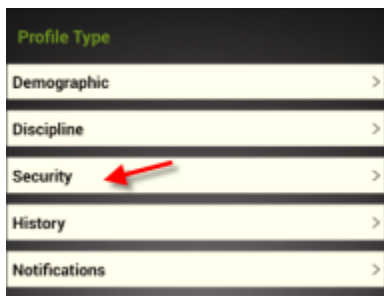
The **Security** tab displays the list of the organizations that have access rights to your ADAMS profile, including your Whereabouts and Passport custodian.

To access to the security screen:

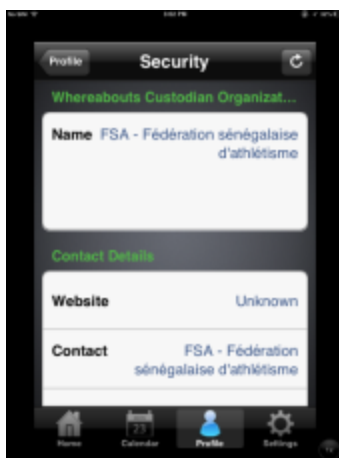
1. Click on the **Profile** icon at bottom of your screen;



2. Click on "Security";



The "security" screen is then displayed as shown below.



History - Android

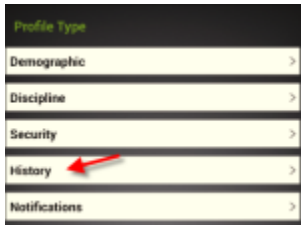
The History section lists all updates made following the Whereabouts quarter submission online.

To access to the History screen:

1. Click on the **Profile** icon at bottom of your screen;



2. Then click on the "History" button;



3. The "History" screen is displayed.

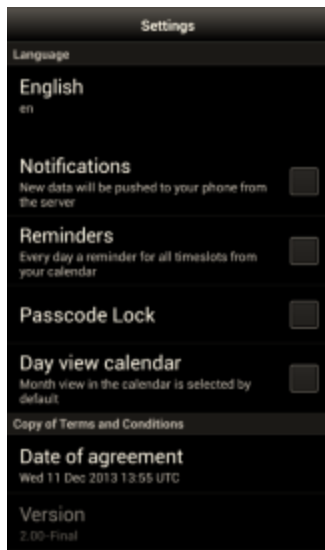


Settings - Android

1. Click on the **Settings** tab at the bottom of the home screen;

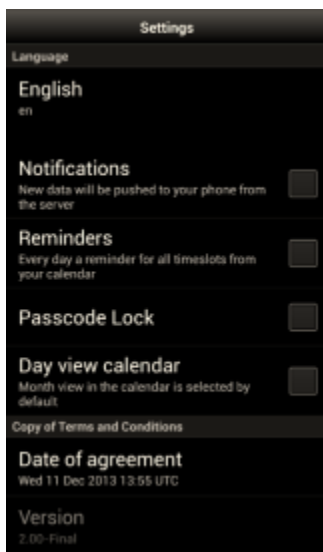


- Accessing "Settings" - Android
- Changing the Mobile App language - Android
- Enabling notifications - Android
- Enable, disable or reset the code pin - Android
- Enable reminders - Android
- Display or email Terms and Conditions0



Accessing “Settings” - Android

1. Click on the **Settings** tab at the bottom of the home screen;

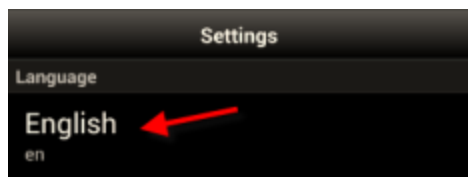


Changing the Mobile App language - Android

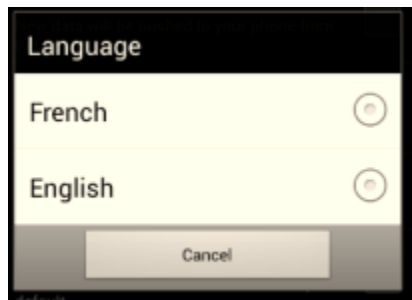
The App is available in English and French;

To change the language:

1. Click on the language button;



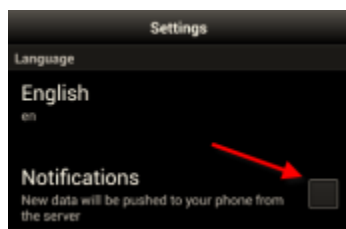
2. Choose the correct language;



3. The change will take effect automatically.

Enabling notifications - Android

Users can enable notifications in order to receive alerts even when not using the Mobile App. To enable the notifications, the user has to tick the "Notifications" checkbox.

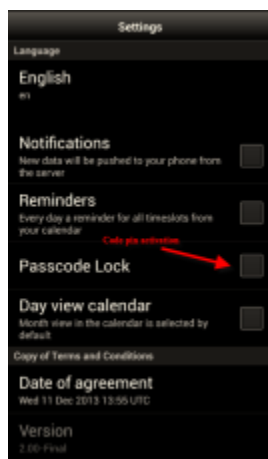


Enable, disable or reset the code pin - Android

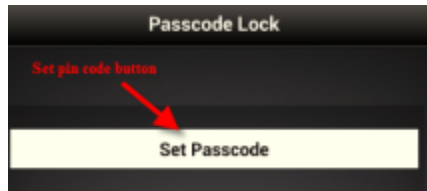
A pin code is a four digits code that can be used instead of the username and password for quicker access to the ADAMS Mobile App.

- To activate this option:

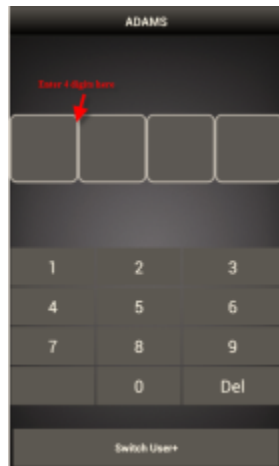
1. Tick the "Pin Code" checkbox in the settings screen;



2. Then, click on the "Set Passcode" button;



3. The pin code creation screen is displayed. Enter 4 digits and confirm by re-entering the same code. The pin code is activated.



Once activated, all subsequent connections will be done using the set pin code.

Note that only one pin code is stored in the device at a time.

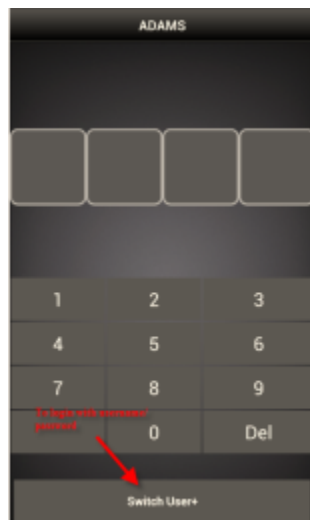
- To reset its pin code or login with a different user

- **Login with a different user:**

It is possible for multiple users to use the same device. This is however not possible if the pin code is active, users will have to login using usernames and passwords.

1. Click on "Login" button;

2. The login screen by pin code is displayed, click on the "Switch User+" button at the top left of the screen;



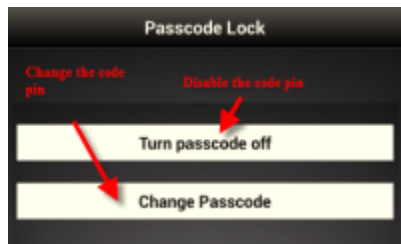
3. The login screen by username and password is displayed. Proceed with login.

- **Reset its pin code:**

1. Untick the "Code Slot" checkbox in the settings screen;



2. Then, click on the "Change Passcode" button;



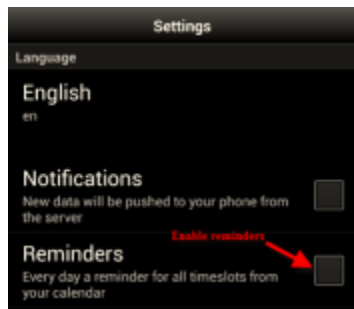
3. The new pin code creation screen is then displayed. Enter 4 digits and confirm by re-entering the same code. The pin code is updated.

Enable reminders - Android

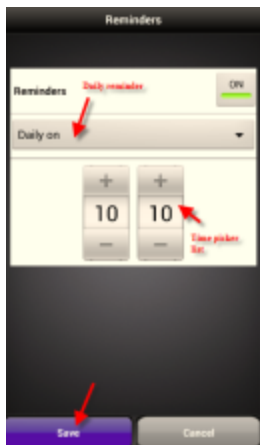
Users can set a reminder in order to receive an alert at a specific time or a number of minutes prior to the beginning of the 60-minute time slot.

- **Daily reminder:**

1. Tick the "Daily Reminder" checkbox;



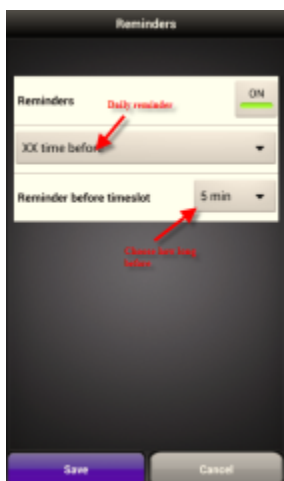
2. the "Daily on" field is displayed;



3. Choose the correct time and click on the "Save" button. The reminder is set.

- **Daily Reminder before the 60-minute time slot:**

1. Tick the "XX time before" checkbox;



2. An additional field appears, the "Alert Time" button which will allow to define a number of minutes prior the beginning of the time slot;
3. The time picker list appears, choose the correct time and click on the "OK" button. The reminder is set.

Display or email Terms and Conditions

Terms and conditions can be displayed by clicking on the "Date of Agreement" button.

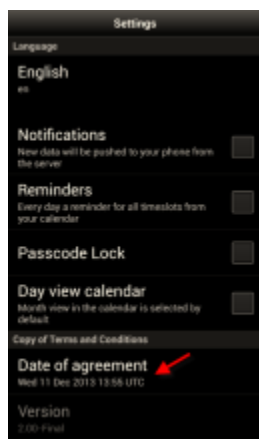
The system provides also the option to email the terms and conditions in order to read them before accepting them. This can be done in two ways:

From the settings screen

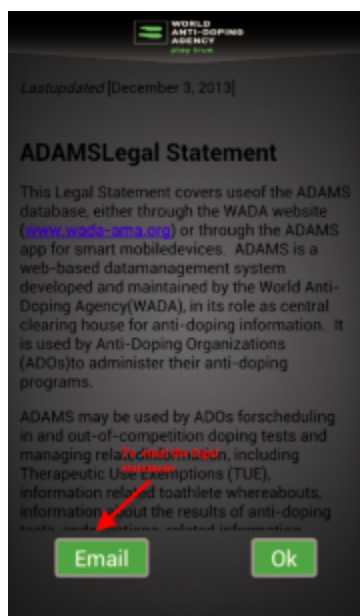
- [Login](#);
- Click on the setting tab at the bottom of the home screen;



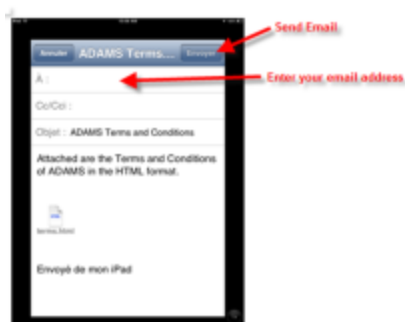
- Click on the "Date of Agreement" button to display the Terms and Conditions;



- Click "E-Mail";



- your mobile email app is launched with the ADAMS Terms and Conditions file in HTML format attached;

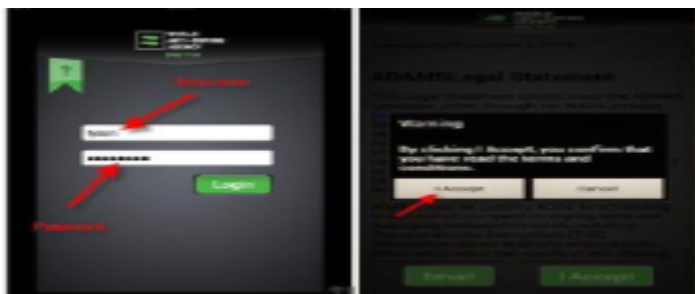


- Enter your email address and click on the button "Send";
- Click OK and go back to the Home page.

From "Terms and Conditions" screen (described in section II.a: first login)

ADAMS Quick Reference Card - Mobile App Android

First Log into ADAMS on the Mobile.



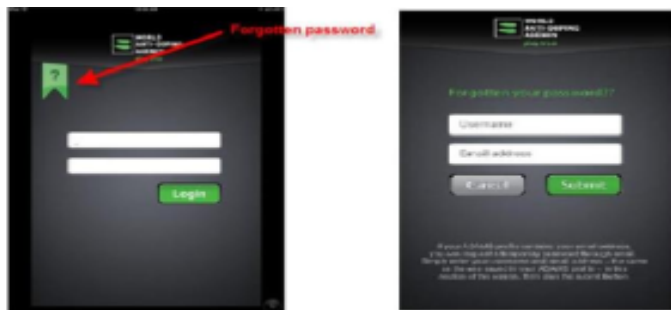
- Open ADAMS Mobile App;
- Login;
- The "Terms and Conditions" screen is displayed with "Start" options. Read the "Terms and Conditions";
- Click "Start" to start using the App.

Login



- Login to display the home screen.
- If activated, the user can login to the Mobile App using a pin code
- The system displays the login with a pin code screen; Enter your pin code. The home screen is displayed.

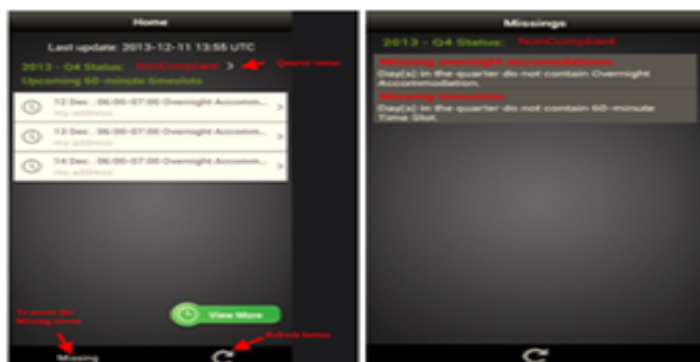
Resetting your password



- The athlete password can be reset using the steps below:
- Click on the question mark on the login screen;
- Enter your username and email address (the same as the one in your ADAMS profile) to receive a temporary password;
- A confirmation screen is displayed.

Note that, you will only receive a temporary password if the email address is the same as the one in your ADAMS profile.

ADAMS Mobile App main tabs



The home screen displays the next 3 upcoming 60-min time slots a current quarter status which can have the following values:

- Not submitted;
- Submitted;
- Non-Compliant;
- Compliant.

For submitted quarters, users can list all upcoming 60-min time clicking "View more". A summary of the current quarter's error: in the "Errors screen" for RTP athletes.

Calendar



The calendar is accessible from the calendar icon. Similar to the we are flagged:

- : if the date does not contain any errors;
- : If the date is not compliant with the whereabouts custodian re

The calendar is available in day and month view. To toggle be two views click on the "Day" or "Month" button.

Left arrow and right arrow allow respectively to go to the previc next month.

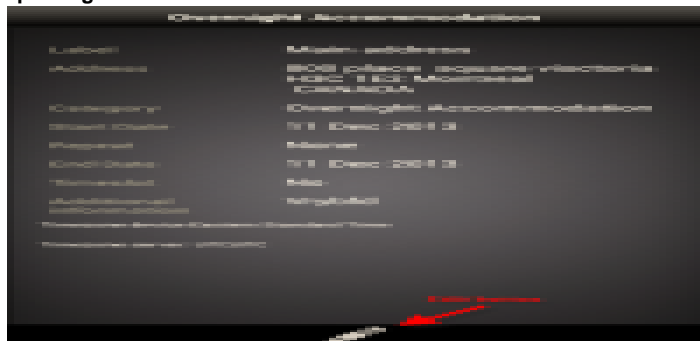
The list of entries and the information missing on the selected displayed below the calendar.

We also have the refresh button (



) which allows the user to have the last version of the calendar

Updating a 60-min time slot

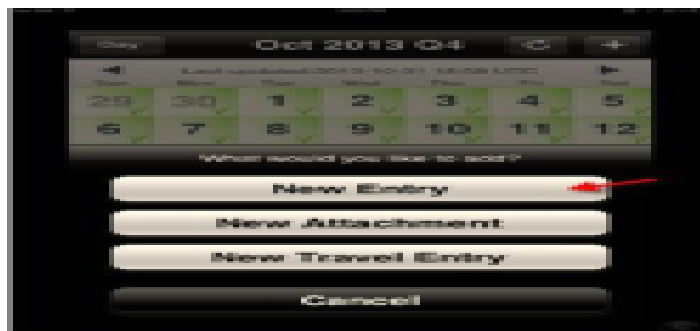


Users can update their 60-min time slots and the associated address:

- First choose the relevant entry (through home screen, calendar day view);
- Click on the "Edit" button at the top right of the screen;
- Click on "60-min timeslot";
- Change the start and end time then save;

If the current entry is part of a recurring series, the pop-up bel displayed. Select "Update this occurrence" or "Update entire s

Adding new entry (Overnight accommodation, competition, regular activities, other)



- In the calendar month view, click on the "+" (add) button;
- choose "New entry"
- Complete the information:
 - Start End: choose the "Start" and "End" date of the Entry
 - Category: Overnight Accommodation, Competition, Regul Other.
 - Address: select an address from the "Address Book" or cr one.
 - Timeslot: if needed, select a time slot
 - Repeat: if applicable, select the recurrence of the entry (C Specific Dates, and Never).
- Click "Save".

Adding a new Mailing Address



ADAMS Mobile App Android.doc

Using the Address book

- Click on the Profile icon at bottom of your screen;
- Then click on "Demographic profile";
- Click "Edit";
- In the "Contact details " section, click on the "Post address" button;
- Click on the "+" (add) button;
- The "Add address screen" is displayed. Users can :
 - manually enter a new address: the user will have to fill the save;
 - use the "GPS" function by Clicking on the "GPS"
- The current location is automatically selected, click on "Save". Address" screen is then prefilled; complete the remaining field:

Note: For the first use of the GPS function, a pop up message as shown in the screen below. Click Ok.

ADAMS Mobile App - IOS

This document is aimed at athlete users and describes the ADAMS Mobile App. For each functionality, we tried to provide the necessary details or steps in order to be able to perform easily, as in the web, the common actions (login, display, add or update entry...).

Version 2.1 (released in April 2014) includes bug fixes and IOS 7 optimization.

Table of Content

- [Pre-requisites](#)
- [Login](#)
- [Home](#)
- [Calendar](#)
- [Profile](#)
- [Settings](#)
- [ADAMS Quick Reference Card - Mobile App IOS](#)

Pre-requisites

The following pre-requisites are necessary to the use of the ADAMS Mobile App:

- The athlete must have installed the App in the mobile device.
- The athlete must have an active user account;
- The athlete whereabouts for the current quarter must be submitted.

Login

- [Login with username and password](#)
- [Login with pin code](#)
- [Login in offline mode \(no internet connection\)](#)
- [Forgotten password](#)

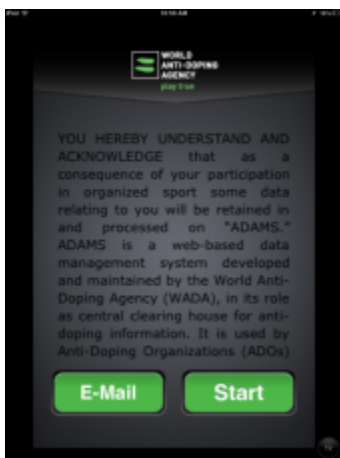
Login with username and password

- **First login**

1. In your device, click on the ADAMS Mobile App;
2. Enter your username and password and click on the "Login" button;



1. The "Terms and Conditions" screen is displayed with "Start" and "e-mail" options. Read the "Terms and Conditions"
2. Click "Start" to start using the App.



3. Click on "I accept" button to accept the Terms and Conditions;



4. The welcome screen allows users to define a pin code or access directly to the home screen.



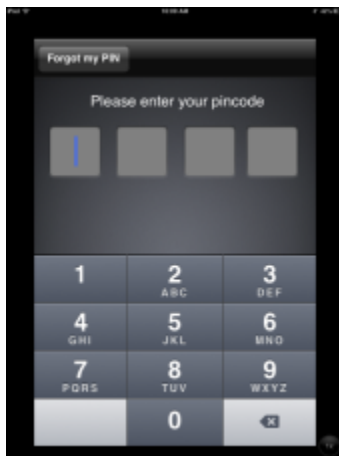
- **Common login (with username/ password)**

1. In your device, open the ADAMS Mobile App;
2. Enter your username and password and click on the "Login" button. The home screen is displayed.

Login with pin code

If activated, the user can login to the Mobile App using a pin code:

1. In your device, click on the ADAMS Mobile App;
2. The system displays the login with a pin code screen; Enter your pin code;



3. The home screen is displayed.

Note: different users can log into the Mobile App in the same device. When a new user logs into the same device, the data of the previous user will not be visible and the new user will have a new interface. The previous user will find its data upon re-login."

Login in offline mode (no internet connection)

Users can view the last synchronized data when offline.

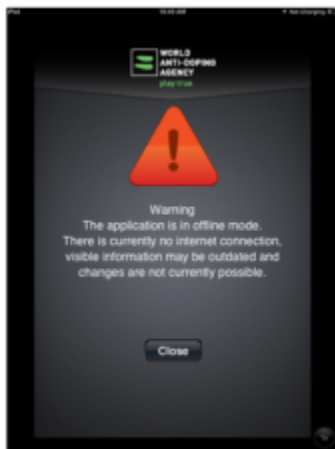
The offline mode is indicated by a "warning sign" (



).



It is not possible to modify whereabouts or any other information while in offline mode.



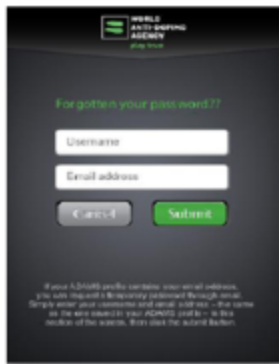
Forgotten password

The athlete password can be reset using the steps below:

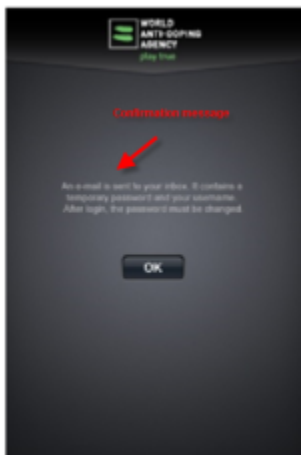
1. Click on the question mark on the login screen;



2. Enter your username and email address (the same as the one saved in your ADAMS profile) to receive a temporary password;



3. A confirmation screen is displayed.



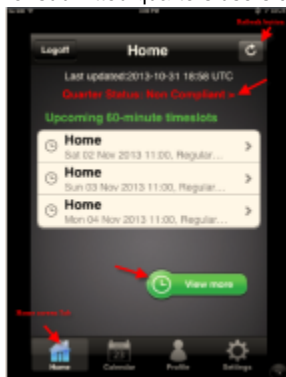
Note that, you will only receive a temporary password on your email address if the entered email address is the same as the one in your ADAMS profile.

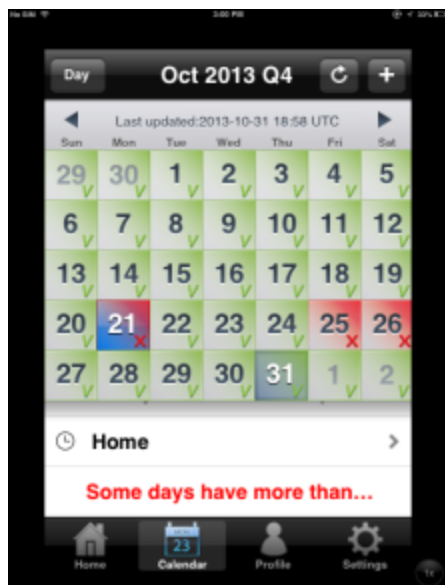
Home

The home screen displays the next 3 upcoming 60-min time slots and the current quarter status which can have the following values:

- Not submitted;
- Submitted;
- Non-Compliant;
- Compliant.

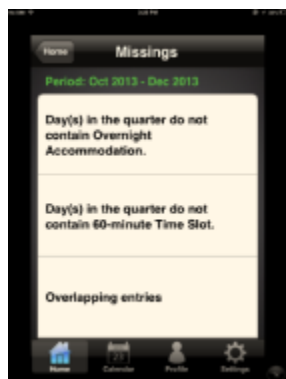
For submitted quarters users can list all upcoming 60-min time slots by clicking "View more".





Errors screen

For RTP athletes a summary of the current quarter's errors is displayed in the "Errors screen".

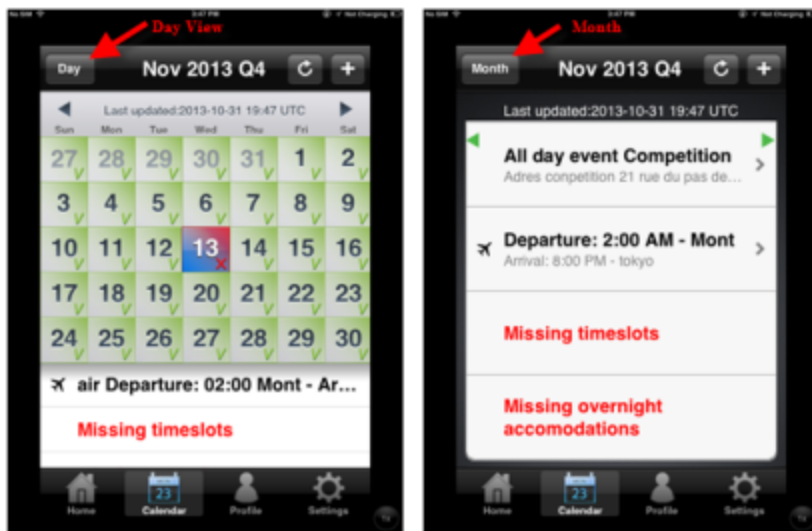


Calendar

The calendar is accessible from the calendar icon.



- Updating a 60-min time slot
- Adding new entry (Overnight accommodation, competition, regular activities, other)
- Attachment Entry
- Travel entry
- Add a new Mailing Address



Similar to the website, days are flagged:



- : if the date does not contain any errors;



- : If the date is not compliant with the whereabouts custodian requirements.
- The calendar is available in day and month view. To toggle between the two views click on the "Day" or "Month" button.
- Left arrow and right arrow allow respectively to go to the previous and the next month.

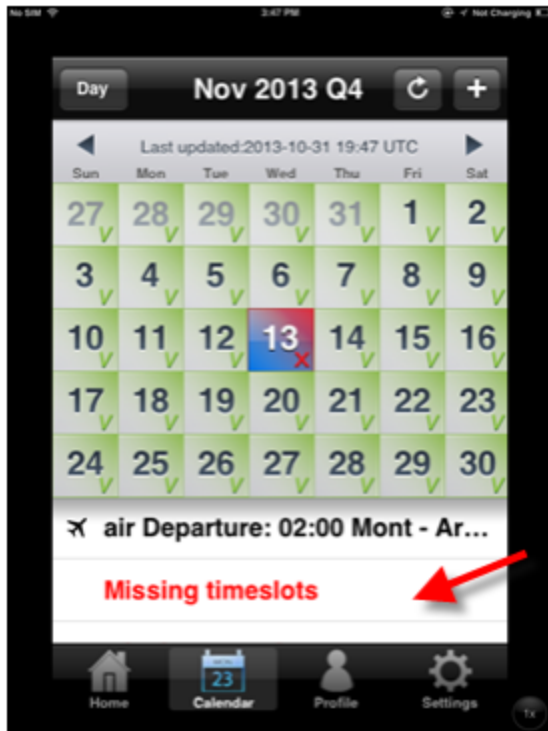
We also have the refresh button (



) which allows the user to have the last version of the calendar.



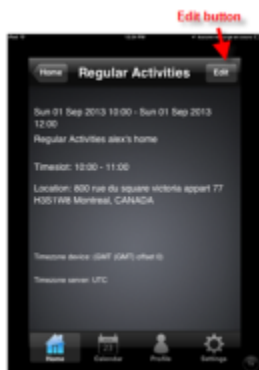
The list of entries and the information missing on the selected date are displayed below the calendar.



Updating a 60-min time slot

Users can update their 60-min time slots and the associated addresses:

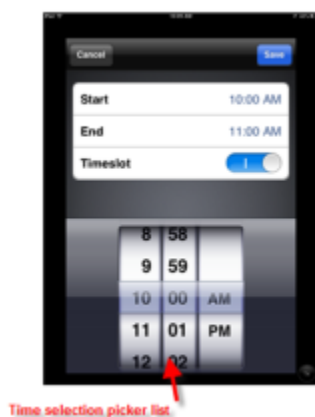
1. First choose the relevant entry (through home screen, calendar month or day view);
2. The edit entry screen is displayed. Click on the "Edit" button at the top right of the screen;



3. Click on "60-min timeslot";

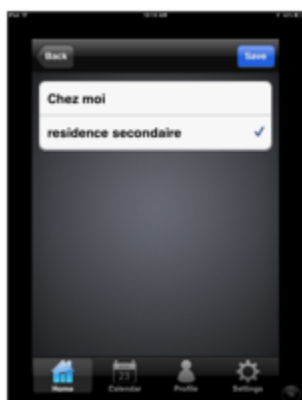


4. The edit time slot screen is displayed; Change the start and end time then save;

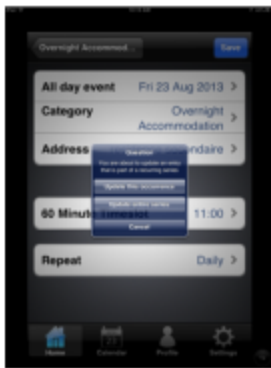


5. To update the mailing address, click on the "Address" button, the address book is displayed;

Select the correct address in the address book then save twice;



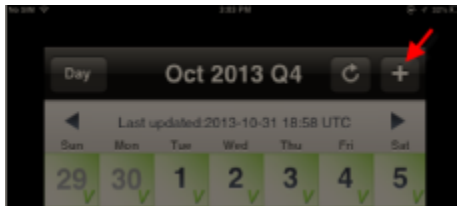
If the current entry is part of a recurring series, the pop-up below will be displayed.



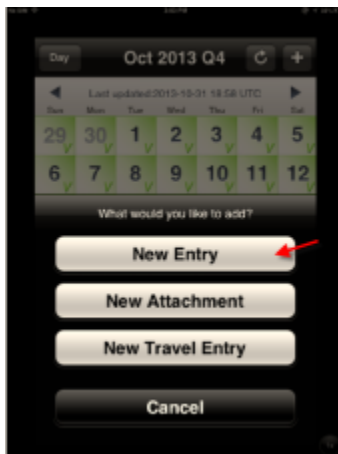
Select "Update this occurrence" or "Update entire series".

Adding new entry (Overnight accommodation, competition, regular activities, other)

1. In the calendar month view, click on the "+" (add) button;



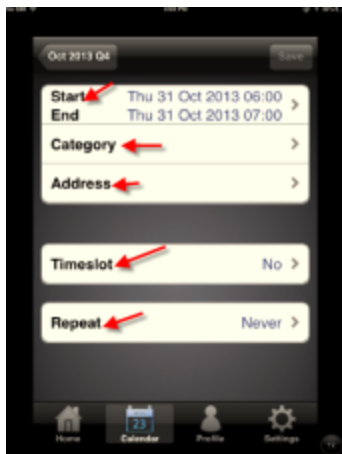
2. choose "New entry"



3. The "Add Entry" screen is displayed, complete the information:

- Start End: choose the "Start" and "End" date of the Entry
- Category: Overnight Accommodation, Competition, Regular Activities, Other.
- Address: select an address from the "Address Book" or create a new one
- Timeslot: if needed, select a time slot
- Repeat: if applicable, select the recurrence of the entry (Daily, Weekly, Specific Dates, and Never).

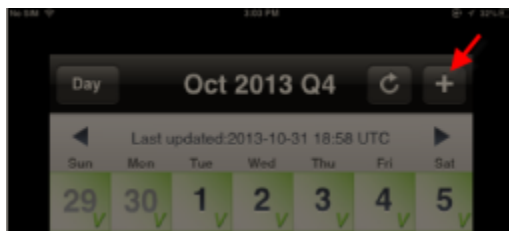
4. Click "Save".



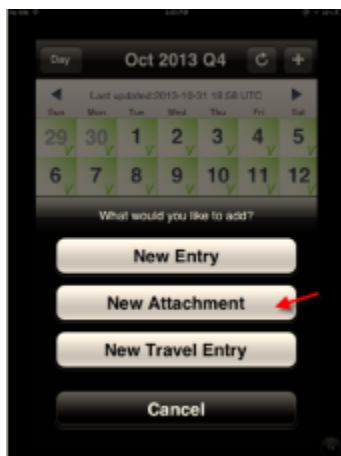
Attachment Entry

Users can add attachment to one or more specific dates. The user can do so by following the steps:

1. In the calendar month view, click on the "+" (add) button;



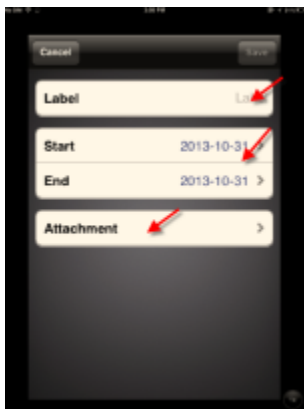
2. Click "New Attachment";



3. Choose the source of the attachment (from the photo library or use Camera);

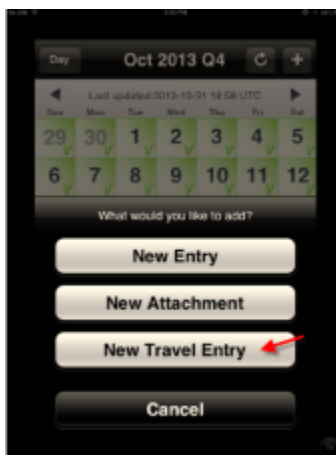


4. Enter the "Label", the "Start" and "End" date, select the file and "Save".

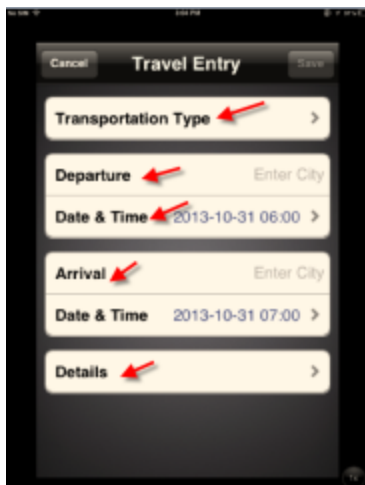


Travel entry

1. In the calendar month view, click on the "+" (add) button;
2. Click "New Travel Entry"



3. The "Add Travel Entry" screen is then displayed. Complete the information then "Save".



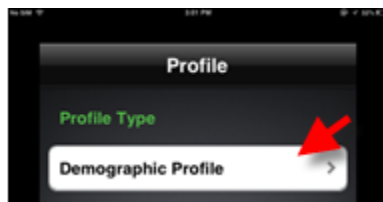
Add a new Mailing Address

Using the Address book

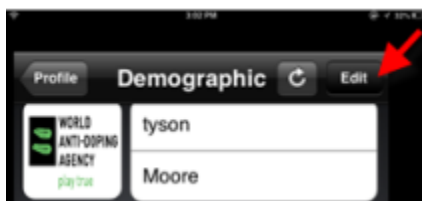
1. Click on the **Profile** icon at bottom of your screen;



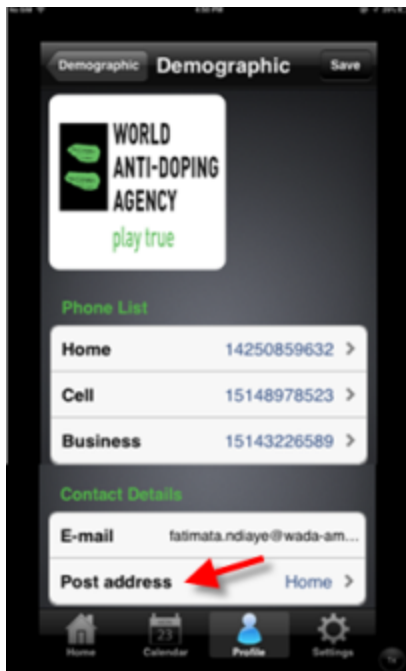
2. Then click on "Demographic profile";



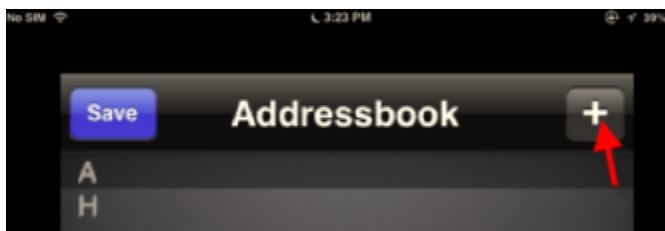
3. Click "Edit";



4. The screen below is displayed. In the "Contact details " section, click on the "Post address" button;



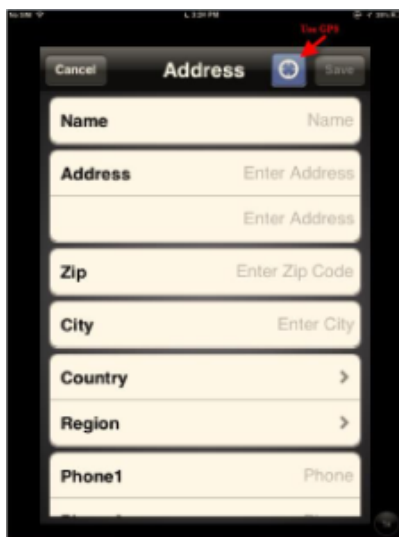
5. The "Address book" screen is displayed. To add a new one, click on the "+" (add) button;



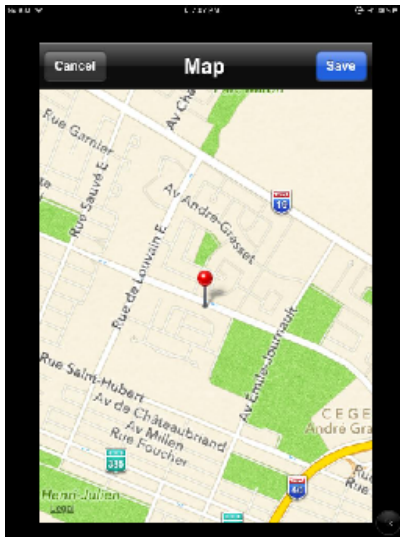
6. The "Add address screen" is displayed. Users can :

- manually enter a new address: the user will have to fill the form then save;
- use the "GPS" function:

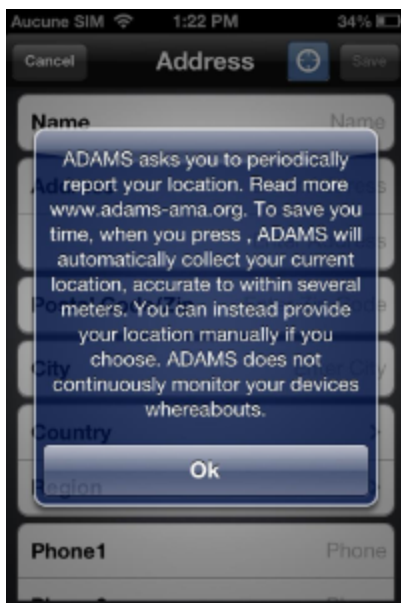
1. Click on the "GPS":



7. The current location is automatically selected, click on "Save". The "Add Address" screen is then prefilled; complete the remaining fields and save.

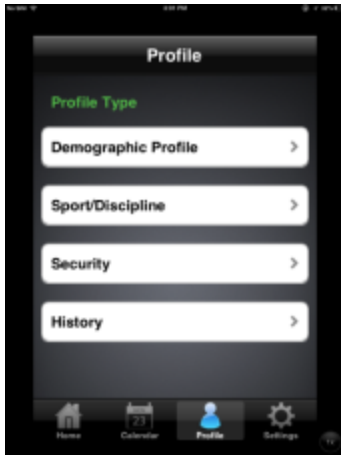


Note: For the first use of the GPS function, a pop up message is displayed as shown in the screen below. Click Ok.



Profile

- Demographic profile
- Sport and discipline
- History
- Security- Mobile
- Notifications - Mobile



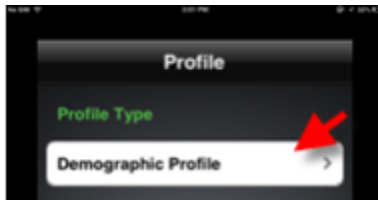
Demographic profile

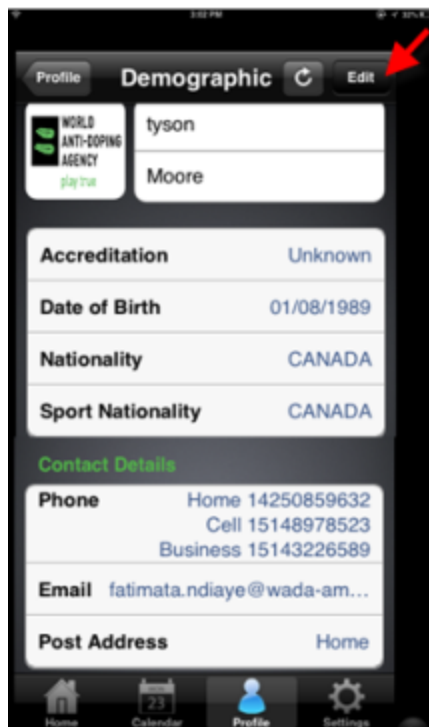
The **Demographic profile** link allows you to view and update your demographic profile, keeping all address and telephone details accurate. Note that only the Whereabouts Custodian has the "Edit" right on the data. To update the demographic profile:

1. Click on the **Profile** icon at bottom of your screen;

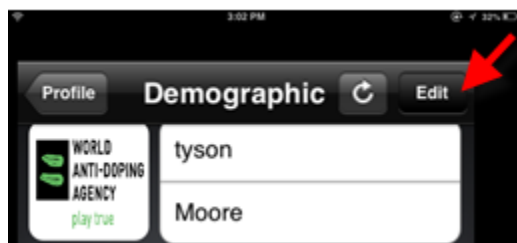


2. Then click on "Demographic profile";



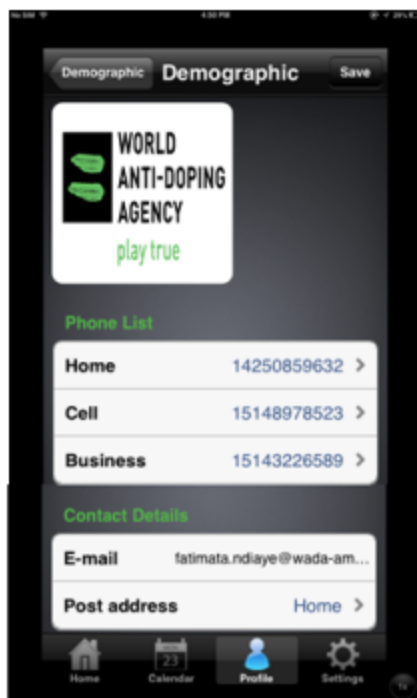


3. Click on the "Edit";

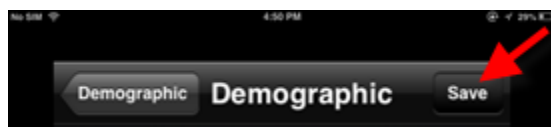


The screen below is displayed with only the updatable fields:

- Different phone numbers;
- Contact details: email address and the mailing address;

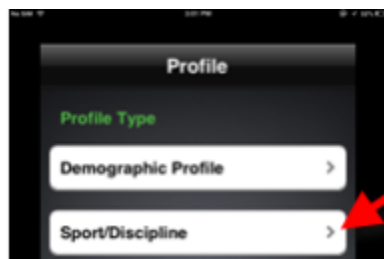


4. Click on the field you want to change, enter the correct value then click "Save".



Sport and discipline

The **Sport/Discipline** tab lists your sport(s) and the affiliated International Federation(s) and National Federation(s). This information has been entered by your Whereabouts Custodian organization; you only have read access.



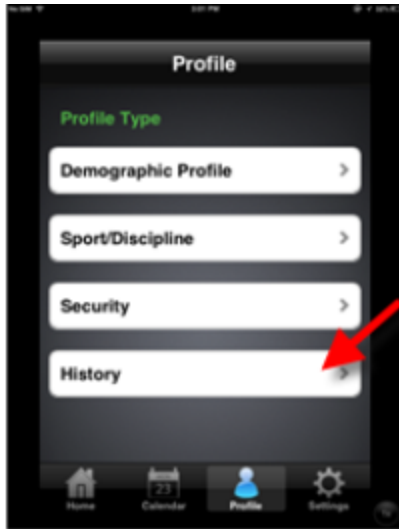
History

The History section lists all updates made following the Whereabouts quarter submission online. To access to the History screen:

1. Click on the **Profile** icon at bottom of your screen;



2. Then click on the "History" button;



3. The "History" screen is displayed.



Security- Mobile

The **Security** tab displays the list of the organizations that have access rights to your ADAMS profile, including your Whereabouts and Passport custodian.

To access to the security screen:

1. Click on the **Profile** icon at bottom of your screen;



2. Click on "Security";



The "security" screen is then displayed as shown below.



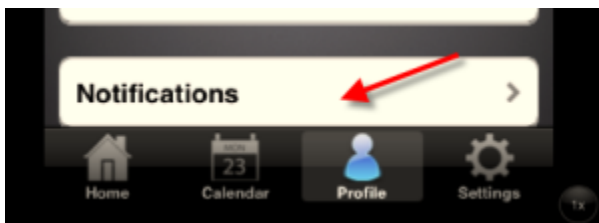
Notifications - Mobile

The user can display the quarter's notifications by going in the "notifications screen".

1. Click on the "Profil" icon as shown below ;



2. Then, click on the "Notifications" button;



3. The notification screen is then displayed:



It is possible to access to the notification's details by clicking on it:

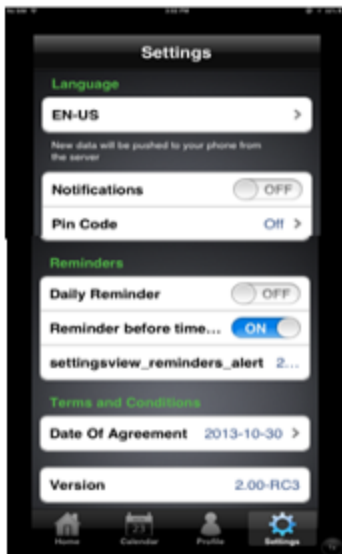


Settings

Click on the **Settings** tab at the bottom of the home screen;

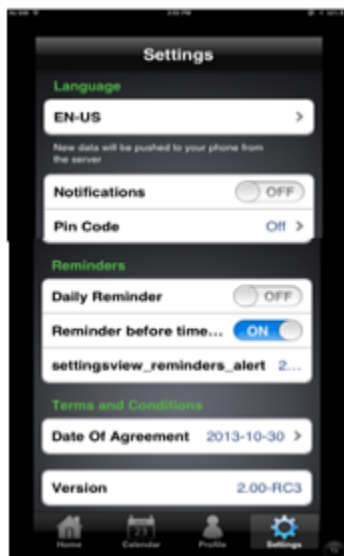


- Accessing "Settings"
- Changing the Mobile App language
- Enabling notifications
- Enable, disable or reset the code pin
- Enable reminders
- Display or email Terms and Conditions



Accessing “Settings”

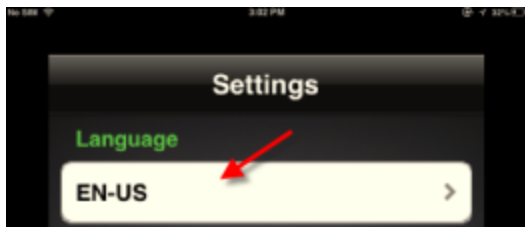
Click on the **Settings** tab at the bottom of the home screen;



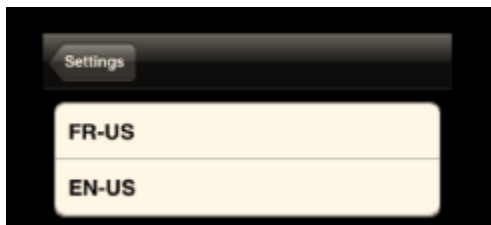
Changing the Mobile App language

The App is available in English and French;
To change the language:

1. Click on the language button;



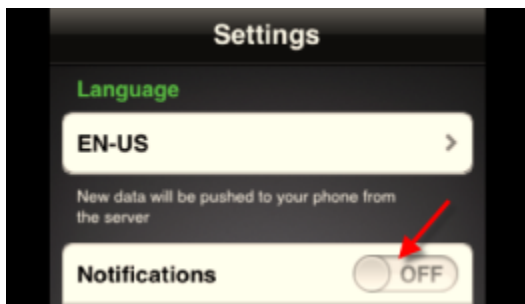
2. Choose the correct language;



3. The change will take effect automatically.

Enabling notifications

Users can enable notifications in order to receive alerts even when not using the Mobile App. To enable the notifications, the user has to switch the "Notifications" button to "ON".



Enable, disable or reset the code pin

A pin code is a four digits code that can be used instead of the username and password for quicker access to the ADAMS Mobile App.

- To activate this option:

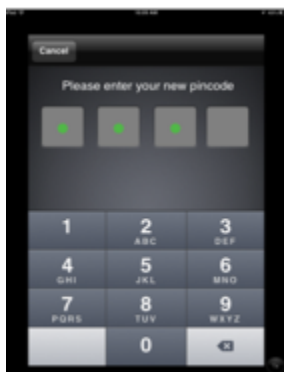
1. Click on "Pin Code" in the settings screen;



2. Then, click on the "Set Passcode" button;



3. The pin code creation screen is displayed. Enter 4 digits and confirm by re-entering the same code. The pin code is activated.



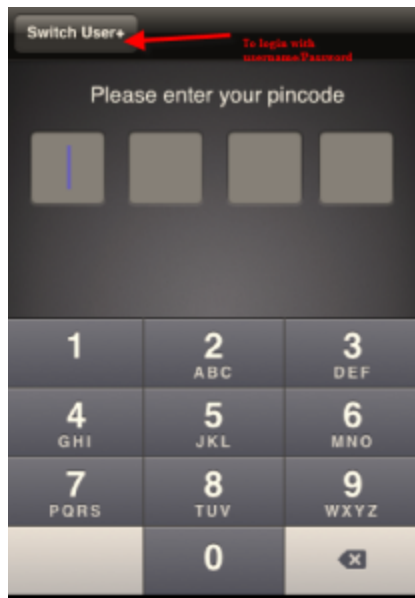
Once activated, all subsequent connections will be done using the set pin code. Note that only one pin code is stored in the device at a time.

- To reset its pin code or login with a different user

a). Login with a different user:

It is possible for multiple users to use the same device. This is however not possible if the pin code is active, users will have to login using usernames and passwords.

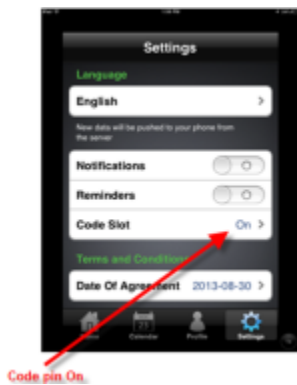
1. Click on "Login" button;
2. The login screen by pin code is displayed, click on the "Switch User+" button at the top left of the screen;



3. The login screen by username and password is displayed. Proceed with login.

Reset its pin code:

1. Click on the "Code Slot" button in the settings screen;



2. Then, click on the "Change Passcode" button;



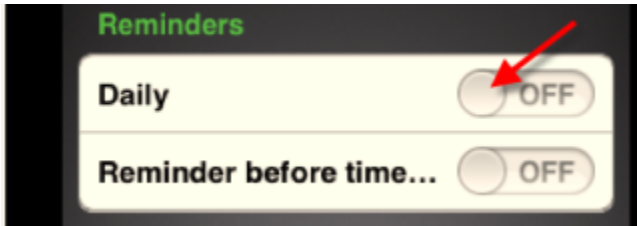
3. The new pin code creation screen is then displayed. Enter 4 digits and confirm by re-entering the same code. The pin code is updated.

Enable reminders

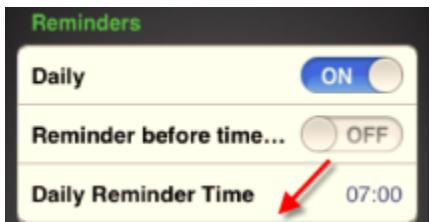
Users can set a reminder in order to receive an alert at a specific time or a number of minutes prior to the beginning of the 60-minute time slot.

- **Daily reminder:**

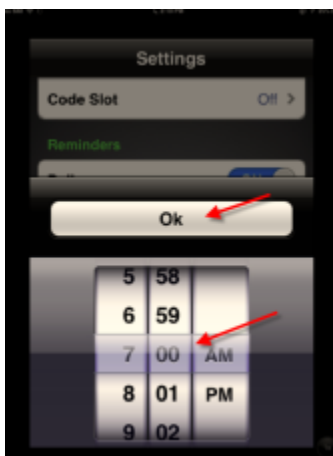
1. Switch the "Daily Reminder" button to "ON";



2. The "Daily Reminder Time" field is added, click on it;

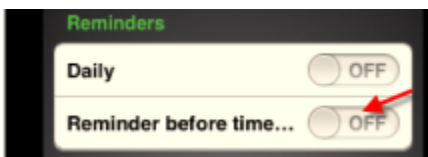


3. Choose the correct time and click on the "OK" button. The reminder is set.

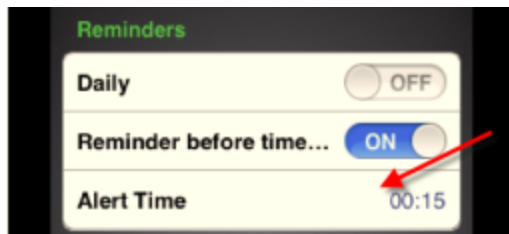


- **Daily Reminder before the 60-minute time slot:**

1. Switch the "Reminder before time" button to "ON";



2. An additional field appears, the "Alert Time" button which will allow to define a number of minutes prior the beginning of the time slot;



3. The time picker list appears, choose the correct time and click on the "OK" button. The reminder is set.



Display or email Terms and Conditions

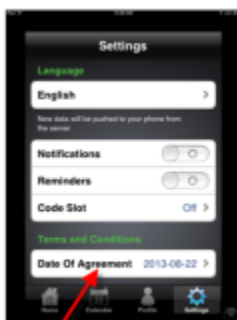
Terms and conditions can be displayed by clicking on the "Date of Agreement" button.

The system provides also the option to email the terms and conditions in order to read them before accepting them. This can be done in two ways:

- **From the settings screen**
- Login;
- Click on the setting tab at the bottom of the home screen;



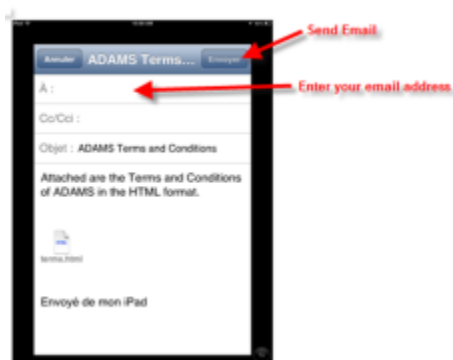
- Click on the "Date of Agreement" button to display the Terms and Conditions;



- Click "E-Mail";



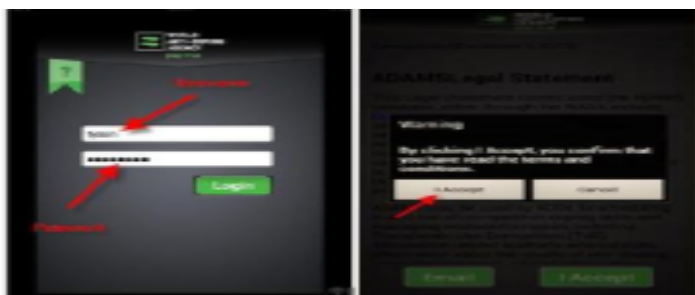
- your mobile email app is launched with the ADAMS Terms and Conditions file in HTML format attached;



- Enter your email address and click on the button "Send";
- Click OK and go back to the Home page.
- **From "Terms and Conditions" screen** (described in section II.a: first login)

ADAMS Quick Reference Card - Mobile App IOS

First Log into ADAMS on the Mobile.



- Open ADAMS Mobile App;
- Login;
- The "Terms and Conditions" screen is displayed with "Start" options. Read the "Terms and Conditions";
- Click "Start" to start using the App.

Login



- Login to display the home screen.
- If activated, the user can login to the Mobile App using a pin code.
- The system displays the login with a pin code screen; Enter your pin code. The home screen is displayed.

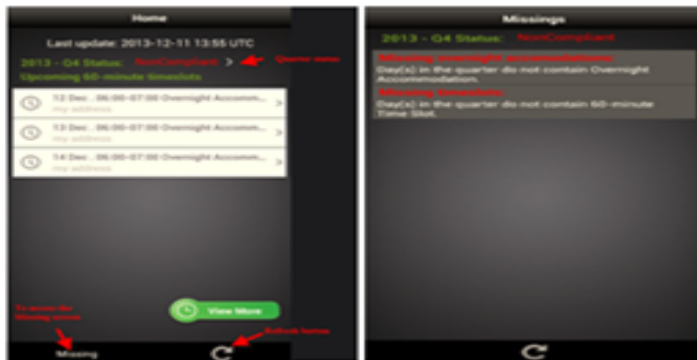
Resetting your password



- The athlete password can be reset using the steps below:
- Click on the question mark on the login screen;
- Enter your username and email address (the same as the one your ADAMS profile) to receive a temporary password;
- A confirmation screen is displayed.

Note that, you will only receive a temporary password if the email address is the same as the one in your ADAMS profile.

ADAMS Mobile App main tabs



The home screen displays the next 3 upcoming 60-min time slots a current quarter status which can have the following values:

- Not submitted;
- Submitted;
- Non-Compliant;
- Compliant.

For submitted quarters, users can list all upcoming 60-min time slots by clicking "View more". A summary of the current quarter's errors is displayed in the "Errors screen" for RTP athletes.

Calendar



The calendar is accessible from the calendar icon. Similar to the web version, it is flagged:

- : if the date does not contain any errors;
- : If the date is not compliant with the whereabouts custodian requirements.

The calendar is available in day and month view. To toggle between two views click on the "Day" or "Month" button. Left arrow and right arrow allow respectively to go to the previous or next month.

The list of entries and the information missing on the selected date is displayed below the calendar.

We also have the refresh button (



) which allows the user to have the last version of the calendar data.

Updating a 60-min time slot



Users can update their 60-min time slots and the associated address:

- First choose the relevant entry (through home screen, calendar day view);
- Click on the "Edit" button at the top right of the screen;
- Click on "60-min timeslot";
- Change the start and end time then save;

If the current entry is part of a recurring series, the pop-up below is displayed. Select "Update this occurrence" or "Update entire series".

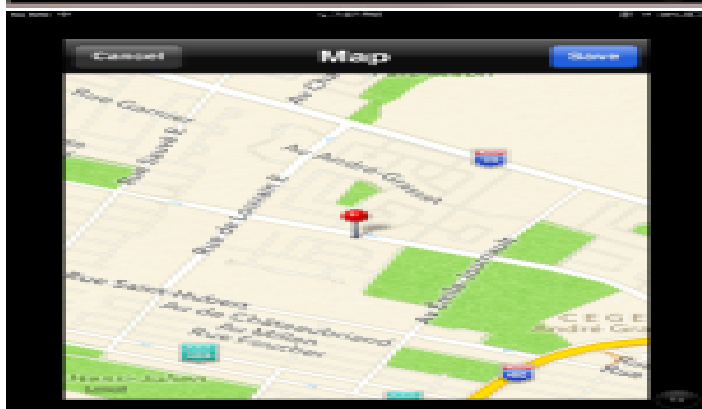
Adding new entry (Overnight accommodation, competition, regular activities, other)

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- In the calendar month view, click on the "+" (add) button;
- choose "New entry"
- Complete the information:
 - Start End: choose the "Start" and "End" date
 - Category: Overnight Accommodation, Competition, Regular Activities, Other.
 - Address: select an address from the "Address book" or create a new one.
 - Timeslot: if needed, select a time slot
 - Repeat: if applicable, select the recurrence (Daily, Weekly, Specific Dates, and Never).
- Click "Save".

Adding a new Mailing Address



Using the Address book

- Click on the Profile icon at bottom of your screen;
- Then click on "Demographic profile";
- Click "Edit";
- In the "Contact details " section, click on the "Post address" button;
- Click on the "+" (add) button;
- The "Add address screen" is displayed. Users can :
 - manually enter a new address: the user will fill the form then save;
 - use the "GPS" function by Clicking on the "GPS" button;
- The current location is automatically selected, click on "Save". The "Address" screen is then prefilled; complete the remaining fields.

Note: For the first use of the GPS function, a pop up message as shown in the screen below. Click Ok.