

Request your username and password from your ADO.

- Send an email to your Custodian organization – the organization which informs you on the whereabouts rules – 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 your *name* displayed at the right top in the header on the Home page
- Adjust your Password, select your Language, 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

Open your whereabouts session.



- Click [My whereabouts] on the home page
- Your main whereabouts page will open up with this quarter's calendar and a side navigation pane

Your Whereabouts Control Panel

From the **Whereabouts Control Panel** you can submit your Whereabouts, create new location descriptors, populate your calendar and view your modification history. This panel is also accessible by clicking on the relevant quarter on your tree.

Location Descriptors are saved profiles of the places you can often be found. The **mandatory** location descriptors include your daily residence (overnight), your training location, a competition's location and your mailing address.

Location descriptors are only valid for the quarter they are created in. It is yet possible to **Copy location descriptors** from previous Quarters. Location descriptors only describe the location and are no longer linked to a start/end time at the moment of creation.

Mandatory location descriptors

You must create the four (4) mandatory location descriptors or set the category as "not applicable" (a reason must be provided)

- STEP 1** Create the **mandatory** location descriptors
- STEP 2** Create any other desired location descriptors

- From the Whereabouts Control panel click [Create] for the relevant mandatory location descriptor.
- A form opens in the main window
- Fill in the label (e.g. "Stadium"), category, and address information for one of the places you will be this quarter. (* is a mandatory field)
- Click [Save and go back] to return to the Whereabouts Control panel and complete the other mandatory location descriptors or
- Repeat these steps for the other places you will be adding to your whereabouts forms for the upcoming quarter. [Save and create entries] to populate the calendar.

If you are travelling for a full day or more: create a second location descriptor of "Daily residence" (Click [new location descriptor])

ADAMS Helpdesk

email: adams@wada-ama.org • North America: 1 866 922 3267 • International: +1 514 904 8800
Business Hours: 09:00 – 17:00 Eastern Time, Monday through Friday

(I). Populate your calendar by Quarter

STEP3 - I | Link the location descriptor to a **day/time** (incl 1-hr slot)

You could **populate by Quarter** :

- From the tree click the desired Quarter
- Click the [populate calendar] button on the Panel
- Select the location descriptor from the dropdown menu
- Enter start/end time, check the 1-hr testing slot if applicable and enter the start time of the slot
- Select the days on the calendar that the entry is valid for. Click each day or click the day header (e.g. Sun or Mon) to select multiple days.
- Click [Create entries and finish] to save the entries and go back to the Whereabouts Control Panel or [Create entries and continue] to save the entries and populate the calendar
- By using the [insert location descriptor] button you can create entries for multiple location descriptors at once.

(II). Populate your calendar month-by-month

STEP3- II | Link the location descriptor to a **day/time** (incl 1-hr slot)

Instead of STEP3-I it is also possible to **populate month by month**. From the tree click the desired month under the quarter. Associate the location descriptors with days of the month.

- Select a day by clicking its check box, or select a week by clicking the checkbox at its right, or select all Fridays (for example) by clicking the checkbox at the top of the column
- In the area below the month, click the dropdown arrow and select a location to add to the selected days
- Click [Add to Selected Days]. A form opens where the location descriptor can be linked to a start/end time and the **1-hour testing slot** can be indicated
- Click [Populate calendar and finish] to save the entries and go back to the monthly view or [Populate calendar and continue].
- To delete an entry, click the blue X. To delete all entries in multiple days, click the checkbox of each day and click [Delete selected days]
- For one-off entries, select the days or weeks, choose [New Single Entry] and fill in the location (which will not be saved for later use)
- Repeat these steps for the 3 months of the quarter

NOTES:

- Every day of the quarter must have a 'Daily residence' entry
- A 'Daily residence' entry is by default for the whole day
- 1-hr testing slot does not apply to 'Mailing address' entries
- There can only be one single 1-hr testing slot per day

Submit your Whereabouts.

STEP4 | Submission

- From the Whereabouts Control panel click [submit] to post the quarter.
- **Modifications can be made at any time, but always re-submit (!)** the Whereabouts. These entries are marked with a red M.
- Submission History on the Panel shows (re-)submissions snapshots: whereabouts recordings at the time of submission.

Using the Whereabouts SMS Service in ADAMS

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 and **click [Save]** again. *If the checkbox is not shown, then your organization does not support SMS.*
- Once saved, click the **[Test connection]** button.
- 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 be shown on your ADAMS Calendar as an attachment.