

ADAMS QUICK REFERENCE CARD FOR ATHLETES

16 Nov 2009

Request your username and password from your ADO.		>	Send an email to your ADO (your Custodian organisation) from email address you recorded on your last whereabouts form							
Log into A	DAMS on the Internet.									
		≻	Go to https://adams.wada-ama.org.							
User name	nsmith	≻	<ul> <li>Enter your new username and password</li> <li>Click [login]</li> </ul>							
Decemord		≻								
Fassword		≻	When you log in for the first time, an information form will appear.							
			<ul> <li>Read the statement</li> </ul>							
	login		<ul> <li>Type your password to indicate your acknowledgment</li> </ul>							
			o 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, 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 <u>not submitted</u>, unless you grant the access explicitly by checking the corresponding box
  - Click [Save] to save your modifications

# Open your whereabouts session.

Open	your whereabouts	Session.
		Click [My whereabouts] on the home page
	My whereabouts	Your main whereabouts page will open up with this quarter's
	ing microasouts	calendar and a side navigation pane

### Your Whereabouts Control Panel

Athlete Doe, Jane	ADAMS ID# DOJAFA30375	Date of birth	Sport Nationality CANADA	<mark>Gender</mark> Female
Snort / Discipline				
Jnderwater Sports   Api	noea			
Underwater Sports   Ap	noea			
Underwater Sports   Ap	noea 'S		new loc	ation descriptor
Underwater Sports   Ap	noea 'S	ategory Entrie:	new loc	ation descriptor
Underwater Sports   Ap Location descriptors + Location descriptor * Please provide a mailing	inoea 15 2 address	stegory Entrie:	new loc s in Q1 create set this catego	ation descriptor rry as not applicab
Underwater Sports   Ap .ocation descriptor + Location descriptor * Please provide a mailing * Please provide a dailyr	inoea 'S g address esidence	ategory Entrie:	new loc s in Q1 create set this catego create set this catego	<mark>ation descriptor</mark> iry as not applicab iry as not applicab
Underwater Sports   Ap Location descriptors + Location descriptor * Please provide a mailing * Please provide a training * Please provide a training	inoea 'S g address esidence g location	ategory Entrie:	new loc s in Q1 create set this catego create set this catego create set this catego	ation descriptor rry as not applicab rry as not applicab rry as not applicab

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 <u>no longer linked</u> to a start/end time at the moment of creation.

## Mandatory location descriptors

Athlete Doe, Jane	DOJAFA30375	Date of birth	Sport Nationality CANADA	Female
Sport / Discipline Underwater Sports   Apnoe	a			
alendar Label*				
Select Category*				
O Competition	O Train	ing Location	O Other	
O Daily Residence	O Mailir	ng address		
Address				
Country*		2001	Postal code/Zip	
		~	No. of Concession, Name	-
Region		~	Telephone	-
City*			Alternate Telephone	
				1
				-
	Annual Constant of			
Description of Location of	Activity (optional)			

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

STEP1 Create the **mandatory** location descriptors STEP2 Create any other desired location descriptors

- From the Whereabouts Control panel click on *Create* for the relevant mandatory location descriptor.
- A form opens in the main window
- Fill in the label, 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])



# (I). Populate your calendar by Quarter

Location	i desc	ript	or 📕	in	sert lo	cation	descr	iptor										
Location	descr	iptor			Sta	art tin	ne*	End t	ime*	On	e ho	ur tes	ting s	lot				
Gym (Tra	aining	Locat	ion)	*	(	08:00	]	12:	00	<b>~</b>	]	start:	* 08	:00	end:	* 9:	00	
Single E	ntry			add	single	entry												
Select d	ates Janu	Jary 2	2009					Febr	uary	2009					Mai	rch 21	009	
Sun Mo	n Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	2
4 5	6	17	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	1
11 12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	2
18 19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	2
25 26	27	28	29	30	31								29	30	31			
Crea	te entri	ies an	d finis	h		Crea	ite enf	tries a	nd cor	ntinue		cano	el					

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

## You could populate by Quarter

- From the tree click on the desired Quarter
- Click on 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 on each day or click on e.g. Sun or Mon to select multiple days
- Press [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

#### Submit your Whereabouts. whereabouts Control Panel 🗧 2009 Q2 🕇 Status: Not Submitted submit Athlete ADAMS ID# Date of birth Sport Nationality Gender

## 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 on the desired month under the quarter. Associate the location descriptors with days of the month.

- $\triangleright$ 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
- $\triangleright$ In the area below the month, click the dropdown arrow and select a location to add to the selected days
- $\triangleright$ 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
- $\triangleright$ Press [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  $\triangleright$ Entry] and fill in the location (which will not be saved for later use)
- $\triangleright$ Repeat these steps for the 3 months of the guarter

## NOTES:

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

## STEP4 Submission

- From the Whereabouts Control panel click [submit] to post the  $\triangleright$ guarter to ADAMS
- 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

# **Helpdesk Phone numbers**

North America: 1 866 922 3267 International: 1 514 904 8800