≡ADAMS

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 the email address you recorded on your last whereabouts form

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Log into ADAMS on the Internet.

User name	nsmith
Password	••••••••••

login

➢ 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.
  o Read the statement
  o Type your password to indicate your acknowledgment
  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.

My whereabouts

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

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

Mandatory location descriptors

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])

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(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 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

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.

➢ 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
➢ 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 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 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

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Helpdesk Phone numbers
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