



ADAMS Version 2.3

User Guide – Athletes

Last Update: January 27, 2011

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.

Throughout this document, we have used fictitious names for all persons in our screen shots and examples. Any resemblance to real persons, living or not, is purely coincidental.

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 ADAMS 2.3

This version of ADAMS 2.3 features the following enhancements:

- **Supported browsers** now include Internet Explorer 7 and 8, and Firefox 3.5 and 3.6. See [Section 1.1.1](#).
- The **login process** has been improved to provide the user with more feedback messages when issues are encountered. The logout button has been made more visible. See [Section 1.3.3](#) and following.
- Some ADAMS Notifications in your Message Center will automatically be deleted after 42 days. See [Section 5.1](#).
- The size of the **picture** in your profile is now limited to **1 MB**. See [Section 6.1](#).
- **SMS**: ADAMS now sends an **acknowledgement** whenever a Whereabouts update SMS message is received. See [Section 6.1](#).
- A **view all button** is now available in the **My Recent Tests** screen, to see all test entries. See [Section 8](#).

In this document, all new features are identified with an **ADAMS 2.3** icon in the right margin, as shown on the right.



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1 USER SETUP AND GENERAL NOTES

1.1 BEFORE YOU START

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

1.1.1 SUPPORTED BROWSERS



ADAMS is currently supported on the following browsers:

- Firefox Version 3.5 and 3.6
- Microsoft Internet Explorer Version 7 and 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>

1.1.2 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.

1.1.3 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.

1.1.4 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.

1.1.5 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.

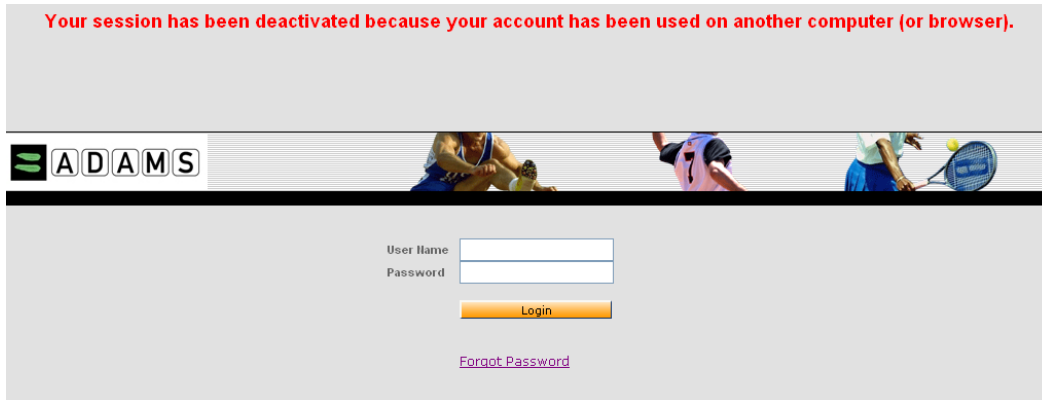
1.2 ADAMS BASICS

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:



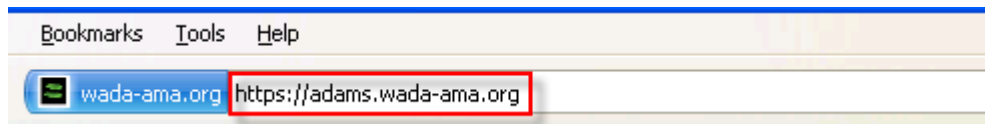
One ADAMS Session Per User – You can only have one single ADAMS session at a time. Should you try opening another session for the same user on a different computer or browser, the initial session will be deactivated and the following message will be displayed:



1.3 LOGGING IN

1.3.1 THE ADAMS URL

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

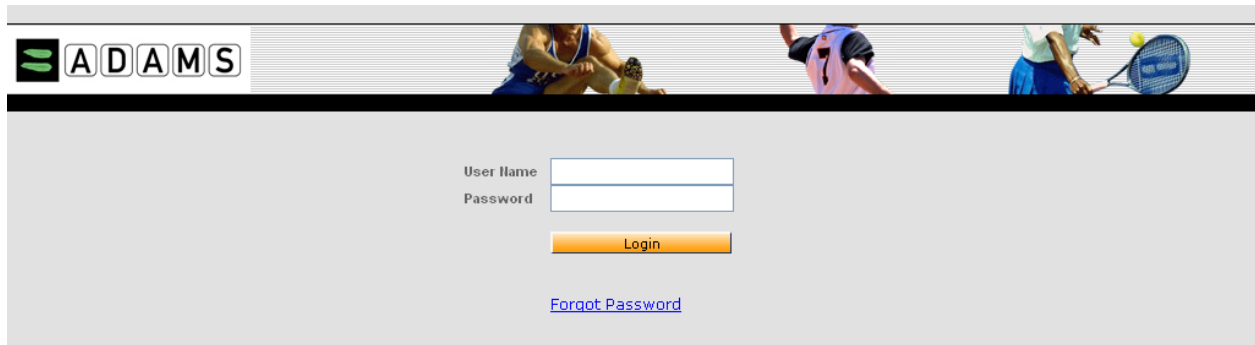


IMPORTANT: always include the “s” in the **https** part of the site address.

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.

1.3.2 THE ADAMS LOGIN PAGE

You will be greeted with the following Log in screen:



The screenshot shows the ADAMS login interface. At the top left is the ADAMS logo. To the right is a banner image featuring three athletes in action. Below the banner, there are two input fields: 'User Name' and 'Password'. Below these fields is an orange 'Login' button. Underneath the 'Login' button is a blue link labeled 'Forgot Password'.

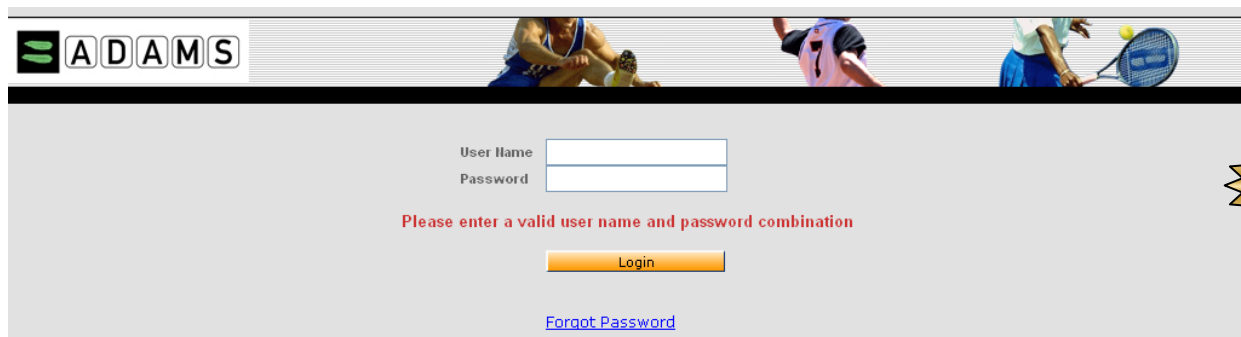
Enter the Username and Password you received from your ADAMS custodian organization and click the **login** button to enter the site.

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.

1.3.3 PROBLEMS LOGGING IN

1.3.3.1 *Incorrect Username / Password*

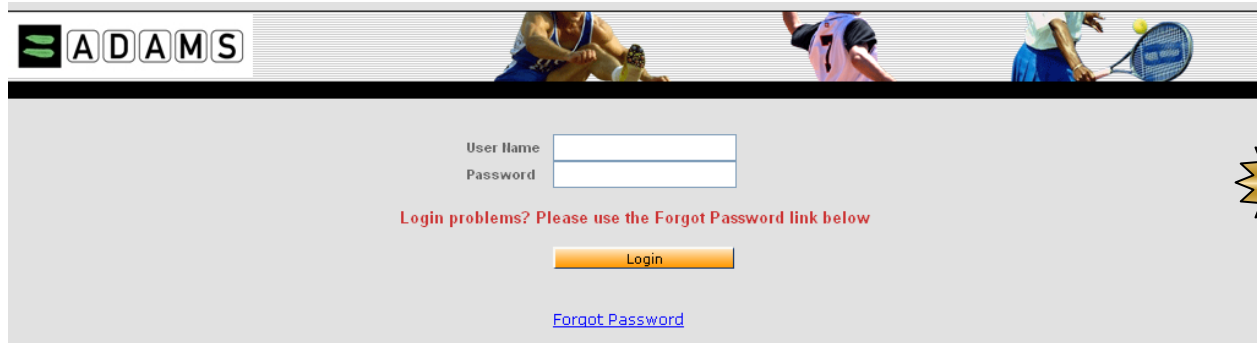
If you enter an incorrect username and password combination once or twice, ADAMS will display an error message:



This screenshot shows the ADAMS login page with an error message. The 'User Name' and 'Password' fields are empty. Below the fields, a red error message reads: 'Please enter a valid user name and password combination'. The orange 'Login' button and the blue 'Forgot Password' link are still visible. On the right side of the page, there is a yellow starburst graphic containing the text 'ADAMS 2.3'.

1.3.3.2 *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:

A screenshot of the ADAMS login page. At the top left is the ADAMS logo. To the right is a banner image showing three athletes in action. Below the banner is a login form with two input fields: 'User Name' and 'Password'. Below the fields is a red text prompt: 'Login problems? Please use the Forgot Password link below'. Underneath is a yellow 'Login' button. At the bottom of the form area is a blue link labeled 'Forgot Password'. On the right side of the page, there is a yellow starburst graphic containing the text 'ADAMS 2.3'.

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.

1.3.3.3 *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.

1.3.3.4 *Forgotten User Names*

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

1.3.3.5 *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:

IADO IIF

[back to login page](#)

If you forget your password, you have two options:

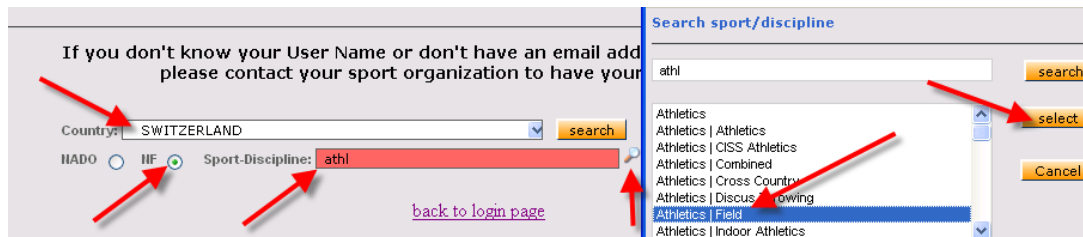
1. **Request a Temporary Password:** If your ADAMS profile contains your email address, you can request a temporary password through email. Simply enter your username and email address – the same as the one saved in your ADAMS profile – in the upper section of the screen, then click the submit button:

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:



1.3.3.6 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.

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

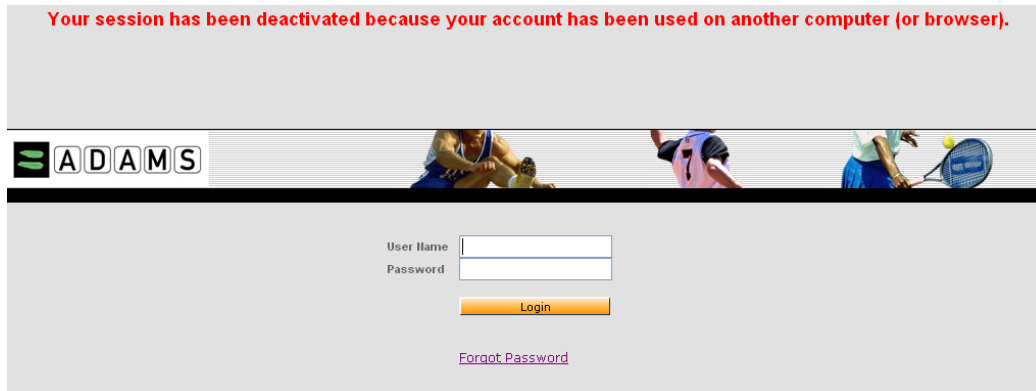
1.4 LOGGING OUT

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.

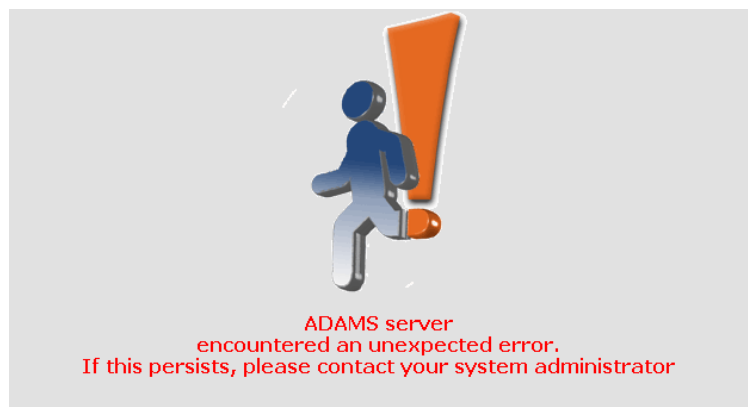
1.5 WHAT TO DO IF YOU ENCOUNTER AN ERROR

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.

1.5.1 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.

1.5.2 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: (866) 922-3267 (1-866-92-ADAMS)
2. From outside North America you may reach the Helpdesk by dialing:
+1 (514) 904-8800

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

2 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.

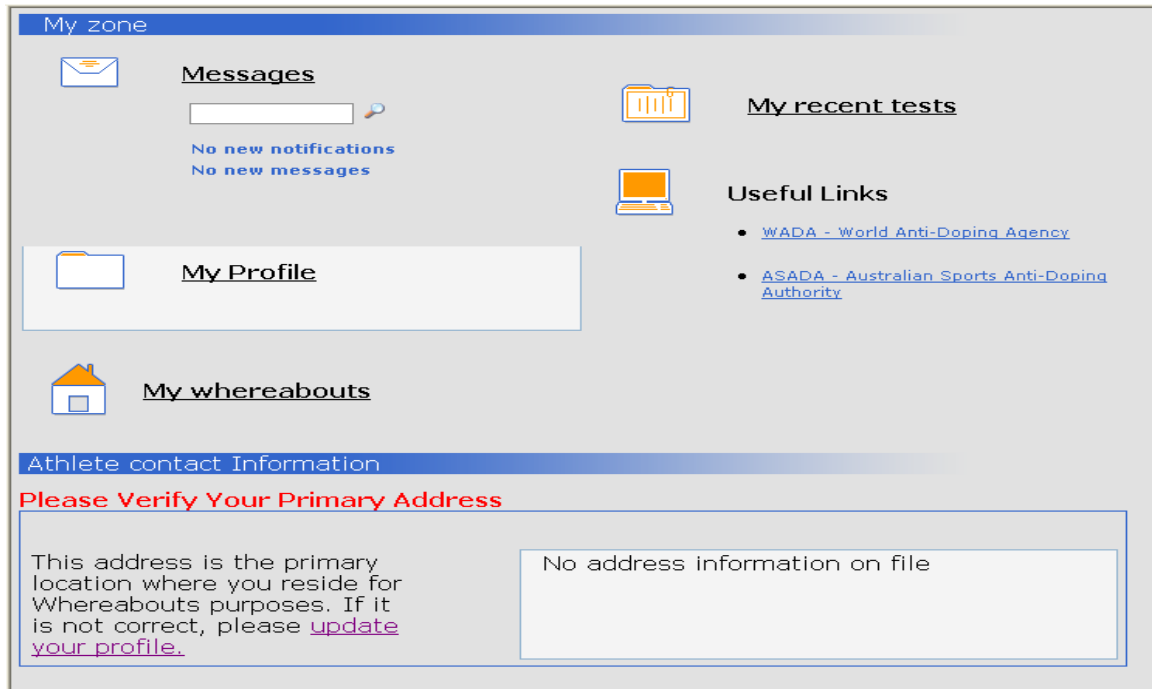
A screenshot of a web browser window displaying the ADAMS End-User Agreement. The page title is "ADAMS END-USER AGREEMENT". It includes several language links: "For English, click here.", "Pour le Français, cliquez ici.", "Für Deutsch klicken Sie hier.", "Para el español, chasque aquí.", "Per Italiano, 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.", and "Для русской версии кликайте здесь.". Below the links is a scrollable text area containing the agreement text. The text states: "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." and "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". At the bottom of the form, there are two input fields: "Sign this consent by typing your birthdate :" followed by an empty text box, and "... and entering your password to validate :" followed by an empty text box with a red asterisk to its right. Below the input fields are two buttons: "Accept" and "Decline".

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

3 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.

3.1 MODULES



The screenshot shows the 'My zone' home page. At the top, there is a blue header with the text 'My zone'. Below this, the page is divided into several sections. On the left, there is a 'Messages' section with an envelope icon, a search bar, and the text 'No new notifications' and 'No new messages'. Below this is a 'My Profile' section with a folder icon. At the bottom left is a 'My whereabouts' section with a house icon. On the right side, there is a 'My recent tests' section with a folder icon and a 'Useful Links' section with a laptop icon. The 'Useful Links' section contains two links: 'WADA - World Anti-Doping Agency' and 'ASADA - Australian Sports Anti-Doping Authority'. Below these sections is a blue header for 'Athlete contact Information'. Underneath, there is a red warning message: 'Please Verify Your Primary Address'. This message is followed by a text box containing the text: 'This address is the primary location where you reside for Whereabouts purposes. If it is not correct, please [update your profile.](#)' and another text box containing the text: 'No address information on file'.

3.1.1 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.

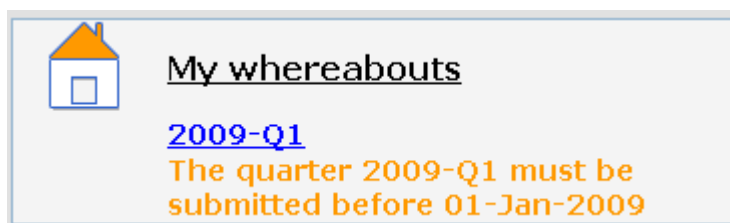
3.1.2 MY WHEREABOUTS

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, your main Whereabouts page will open up with this quarter’s calendar and a side navigation pane.

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.



3.1.3 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.

3.1.4 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.

3.1.5 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.

3.2 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.



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.

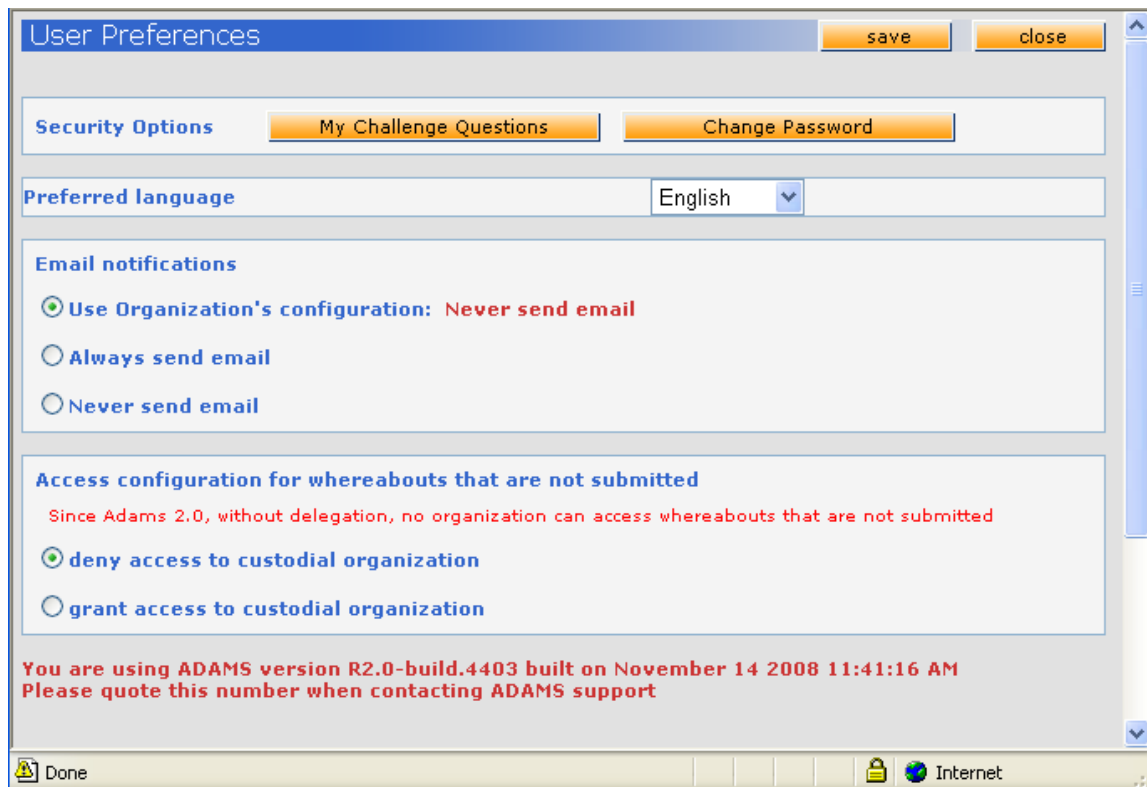
After clicking the search button, a list of organizations that meet the criteria will be listed. The name of each organization is in turn a link that will display a popup showing the organization's contact information.

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.

3.3 USER SETTINGS

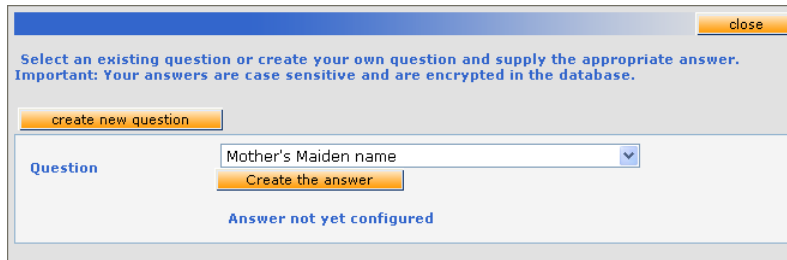


The User Preferences window allows you to manage your own password, configure challenge questions, set your preferred language, enable email notifications and allow your custodian to gain access to your not submitted Whereabouts details.

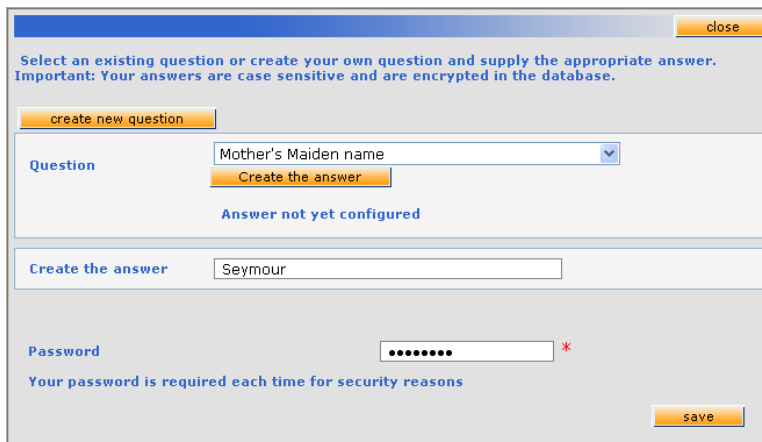
To access the User Preferences window, either click your name link at the right top in the ADAMS banner.

3.3.1 CHALLENGE QUESTIONS

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

A screenshot of a web form titled "Create Question". At the top right is a "close" button. Below the title is a blue header bar with a "close" button. The main content area has a blue header with the text: "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. The form contains a "Question" label, a dropdown menu with "Mother's Maiden name" selected, a "Create the answer" button, and the text "Answer not yet configured".

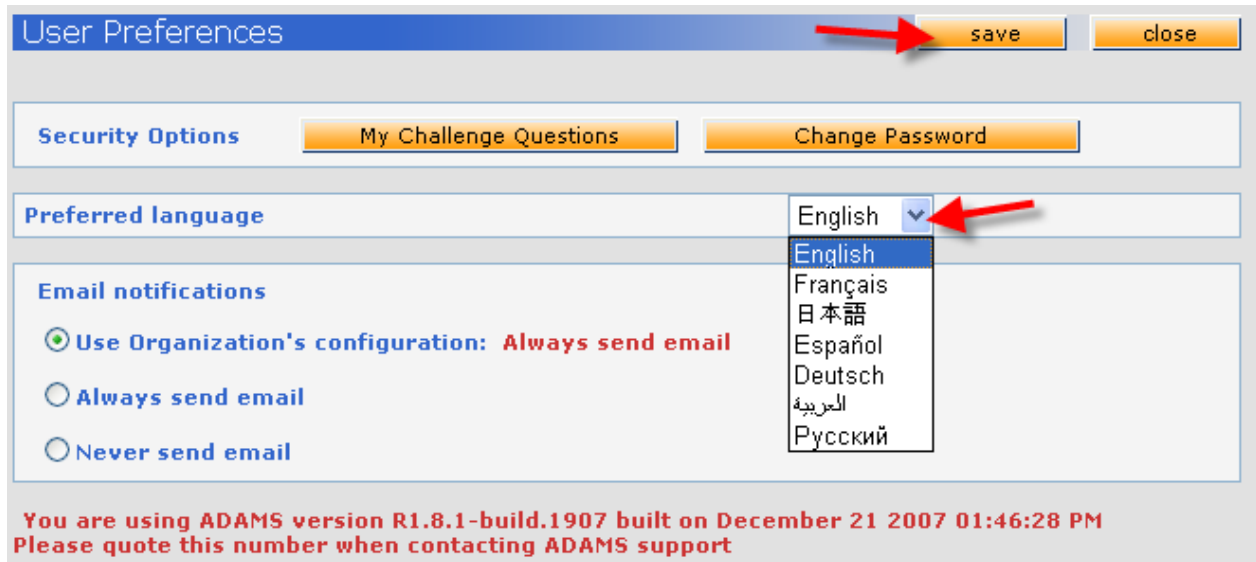
Click the "Create Question" button, enter your question (e.g. Mother's maiden name, Name of first pet, Street you grew up on, City of birth, etc...) and then enter the answer by clicking the "Create Answer" button.

A screenshot of a web form titled "Create Answer". At the top right is a "close" button. Below the title is a blue header bar with a "close" button. The main content area has a blue header with the text: "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. The form contains a "Question" label, a dropdown menu with "Mother's Maiden name" selected, a "Create the answer" button, and the text "Answer not yet configured". Below this is a "Create the answer" label, a text input field containing "Seymour", a "Password" label, a password input field with a red asterisk, and the text "Your password is required each time for security reasons". At the bottom right is a "save" button.

3.3.2 LANGUAGE SETUP

ADAMS is offered in: English, French, Spanish, Arabic, Russian, German, Italian, Japanese and Dutch.

To select your preferred language, pick the relevant one in the drop down and save.

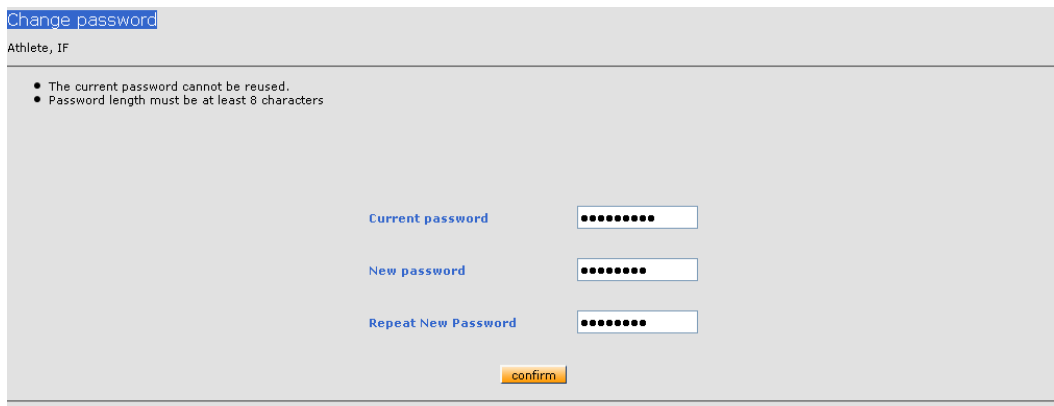


The screenshot shows the 'User Preferences' window. At the top right, there are 'save' and 'close' buttons. Below this is a 'Security Options' section with 'My Challenge Questions' and 'Change Password' buttons. The 'Preferred language' section has a dropdown menu currently set to 'English', with a list of other languages including Français, 日本語, Español, Deutsch, العربية, and Русский. The 'Email notifications' section has three radio buttons: 'Use Organization's configuration: Always send email' (selected), 'Always send email', and 'Never send email'. At the bottom, a red text message reads: 'You are using ADAMS version R1.8.1-build.1907 built on December 21 2007 01:46:28 PM Please quote this number when contacting ADAMS support'.

Note that the system will bring you back to the ADAMS homepage

3.3.3 PASSWORD RESET

Click the Change Password button in the User Preferences window.



The screenshot shows the 'Change password' form. It includes a title 'Change password' and a subtitle 'Athlete, IF'. Below this are two bullet points: 'The current password cannot be reused.' and 'Password length must be at least 8 characters'. The form contains three input fields: 'Current password', 'New password', and 'Repeat New Password', each with a masked password field. A 'confirm' button is located at the bottom right of the form.

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

3.3.4 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.

User Preferences

Security Options

Preferred language English

Email notifications

Use Organization's configuration: **Always send email**

Always send email

Never send email

You are using ADAMS version R1.7-build.2629 built on May 18 2007 09:28:50 AM
Please quote this number when contacting ADAMS support

3.3.5 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.

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

3.4 REQUESTING A PASSWORD RESET (FORGOT PASSWORD)

1. Click the **Forgot password** link



2. Enter your username and email address (must be same email address as in your profile) and submit. An email will be sent to you with a temporary password. You will have to change it at your first login.

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*

3. Or if you do not have an email address in your profile you can look-up your IF, NADO or NF.

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 NF

Name	Type	Country	Sport Discipline
CCES - Canadian Centre for Ethics in Sport	NADO	CANADA	
TAL - Test Ado With Lab	NADO	CANADA	

[back to login page](#)

3.5 PRINT ALL

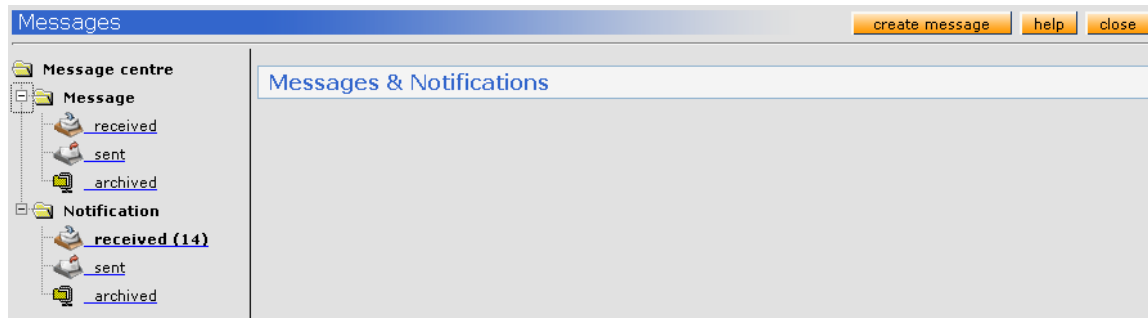
Some ADAMS pages feature a **print** button. It allows you to easily print out the page being displayed on screen, including the data within the non-displayed tabs. This provides a simple way to create a hard copy of a record in the system.

- 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 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
 - Location Descriptors
 - Test

4 MESSAGES

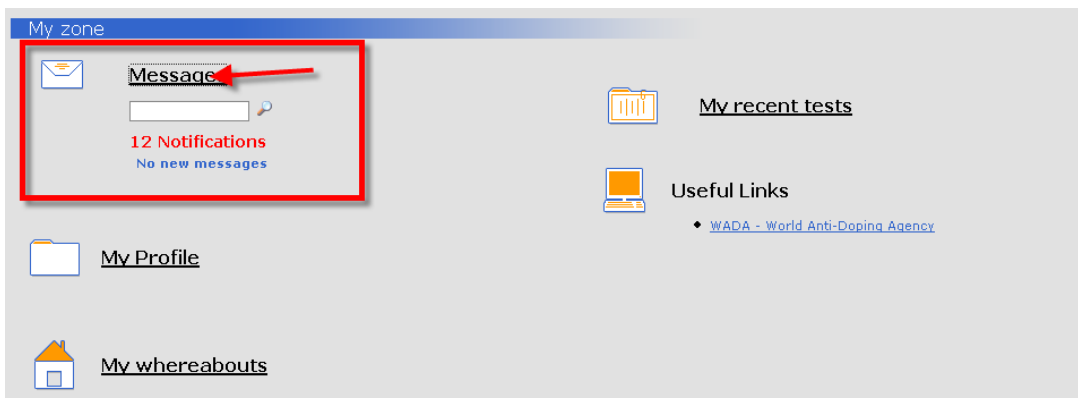


Athlete users can send messages to:

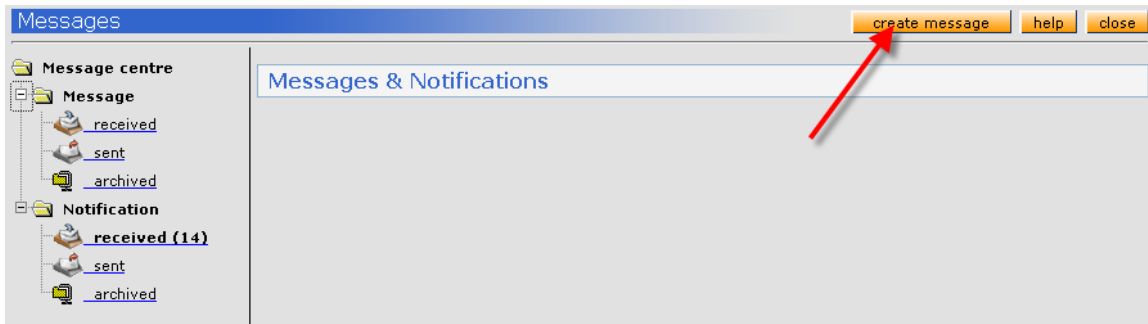
- every administrator of his organization;
- every other organization which has access to him and which has at least one user with the "message" notification type;
- their agent(s).

4.1 HOW TO CREATE MESSAGES:

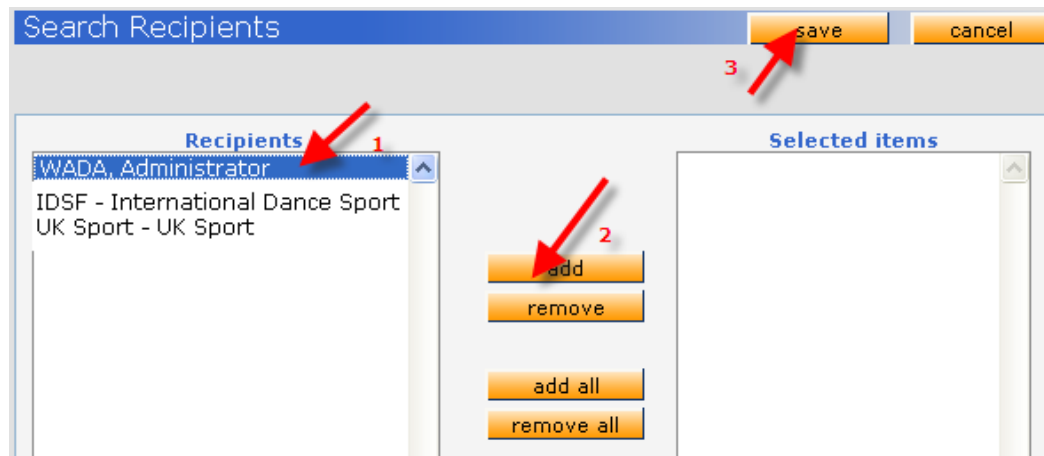
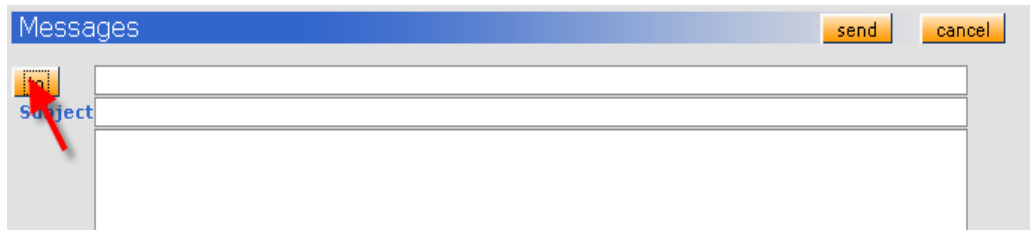
1. Go to the Messages section



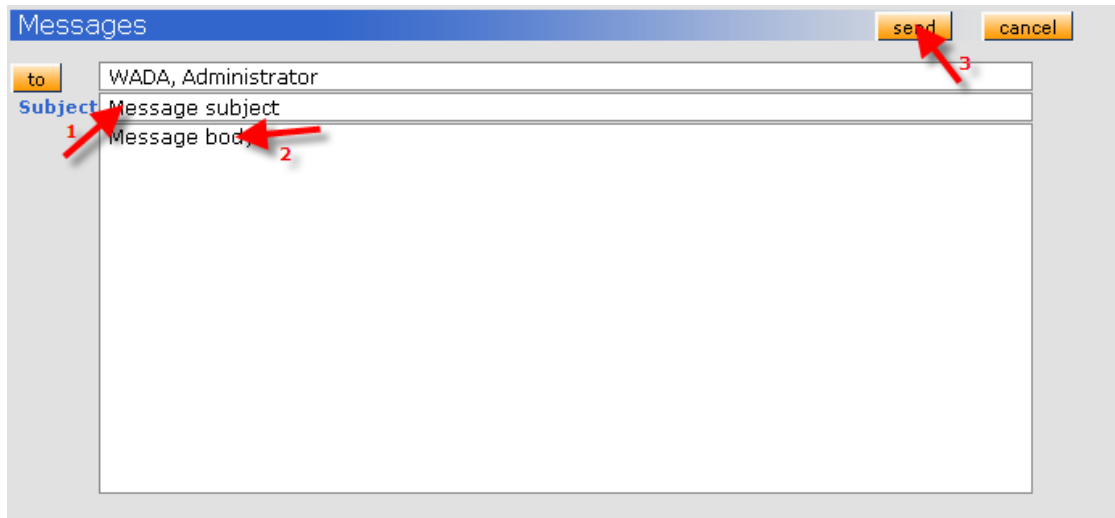
2. Click **Create New message**



3. a New message window will open, click **To** to select the users you would like to contact

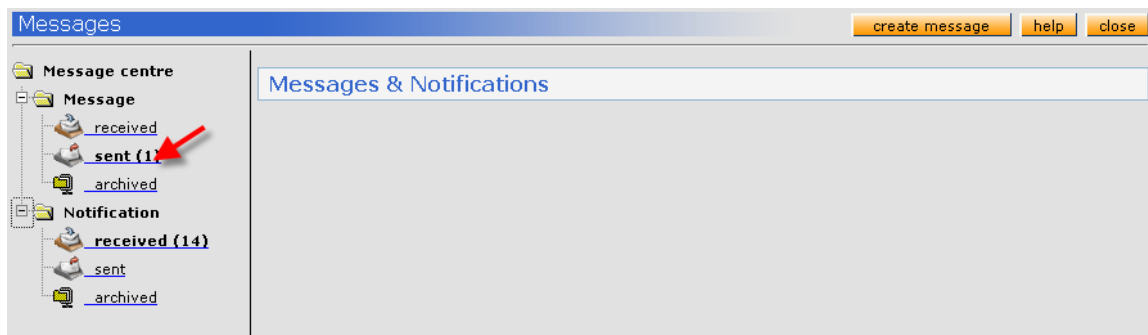


- a. Select your recipient
 - b. Click **add**
 - c. **Save**
4. enter the subject and the body of the message and click send

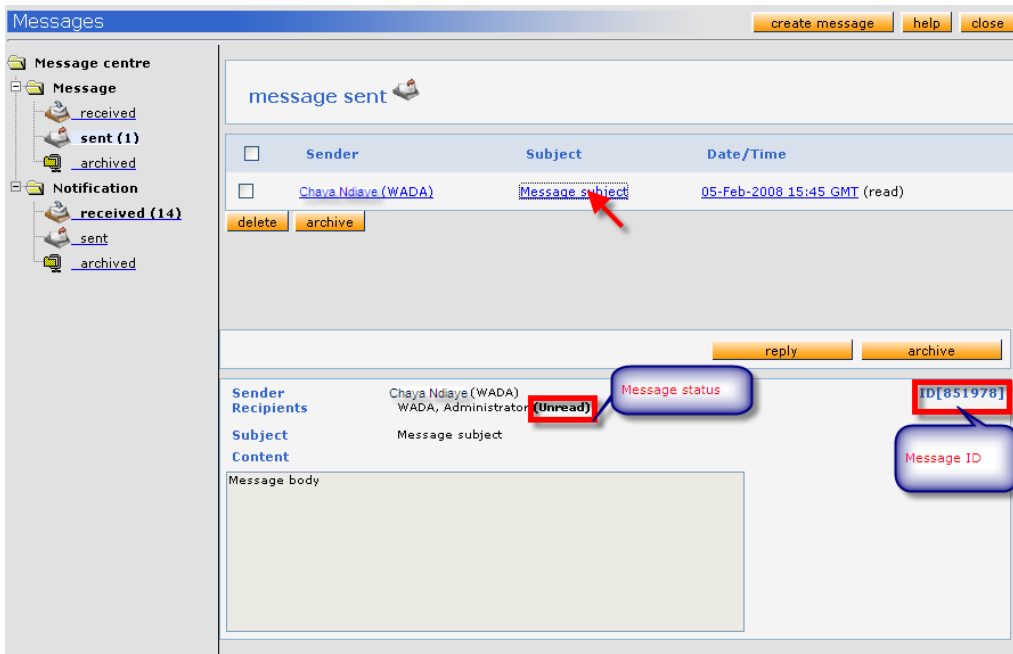


4.2 VERIFY THE STATUS OF A MESSAGE

1. Go to the sent folder



2. Click the message subject to open it.



- a. From the details of the message you can retrieve the following information:
 - o verify if the receiver read the message: Next to the receiver’s name the system will display Read or Unread
 - o Get the message ID: that ID can be used to quickly retrieve messages or notifications for the ADAMS homepage.



4.3 QUICKLY RETRIEVING YOUR MESSAGES

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

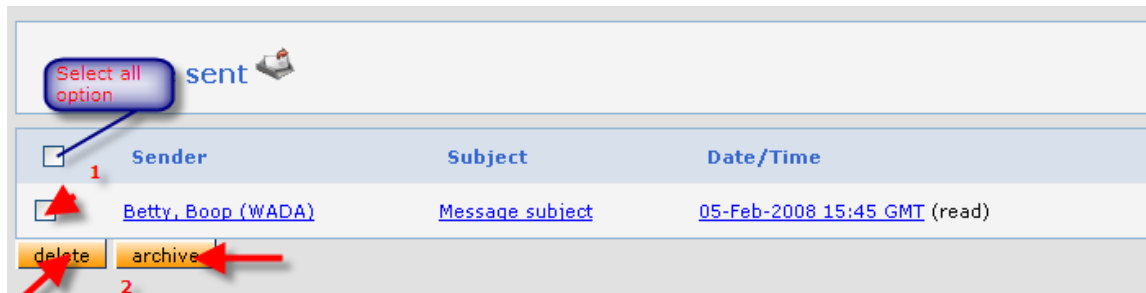
4.4 DELETING / ARCHIVING YOUR MESSAGES

4.4.1 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

4.4.2 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



5 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

5.1 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:

5.2 WHEREABOUTS SUBMISSION CONFIRMATION

Whenever the athlete/agent/organization user submits whereabouts
For Quarterly submission:

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	

5.3 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!

5.4 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.

5.5 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.

When you declare your DoU or TUE for Asthma-application, your Sporting organization will receive a notification, as well as other relevant Anti-doping organizations with access (including your Custodian organization) and WADA:

Subject:

AUTO: Athlete declared a DoU: DU-7239

Message:

Athlete declared a DoU!

5.6 TUE APPROVAL / REJECTION / INCOMPLETION / INPROCESS

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 or Declared 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!

5.7 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 Lastname, Firstname (username) was locked.

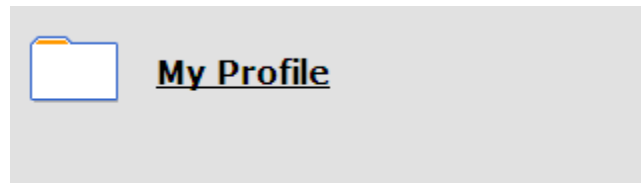
6 MY PROFILE

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 point 5. below.

6.1 VIEW / 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

Edit Athlete Profile

cancel save

Originally created 18-Nov-2010 22:56 GMT , by IF, User
Last updated 24-Jan-2011 21:29 GMT , by Athlete, IF

Last name * First name * ADAMS ID# * Gender *

Demographic **Sport/Discipline (1)** Security

Accreditation#	IF ID#	NF ID#	NADO ID#	BP ID#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="BPZ22L0"/>
Date of birth	Age	Preferred Name	Former last name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Nationalities *

COUNTRY

Sport Nationality*

COUNTRY

Disabilities

[Empty]


Disability Class

[Empty]

No photo

upload photo

These sections are editable



Contact Details & SMS Setup

Phone type Phone Number use SMS

For US mobiles only: ADAMS whereabouts SMS. To opt-out at any time, send STOP to 54939. To receive more information, send HELP to 54939. **Message and Data Rates May Apply.** Account holder authorizes charges to appear on wireless bill or be deducted from prepaid balance. SMS test started 24-Jan-2011 21:27. Athlete must reply via SMS (to +447624802848) with activation code "338" to validate.

Enable SMS confirmation
[add phone number](#)

Email Email

Select address +

edit
add

copy address

No phone number associated with this address.

Type	<input type="text" value="Residence"/>
Description	<input type="text" value="Student Housing"/>
Street address	<input type="text" value="123 Main St."/>
Country	<input type="text" value="COUNTRY"/>
Town/city	<input type="text" value="Townville"/>
Region	<input type="text" value="Region"/>
Postal code/Zip	<input type="text" value="123456"/>

Permanent / Mailing Address

Current Address (used for Whereabouts)

cancel save

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, then select the type from the drop-down box.



Activating SMS

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

- a. Click the use SMS checkbox for the *mobile* telephone you wish to register for SMS service. The **test connection** button will appear, along with the caption **To be tested**.

Here are some examples of proper telephone number formats for SMS use:

- 15145551212 (North America)
 - 334123456 (France)
 - 447781555666 (United Kingdom)
- b. Click the **test connection** button. ADAMS will then send a message to the mobile telephone number being registered. The message will instruct you to send a three-digit number to an SMS number owned by ADAMS. (Do not simply reply, but create a new message with the three-digit number.) You should send this message within 24 hours; otherwise it will expire and you will have to test the connection in ADAMS over again. The instruction contained in the message will also appear on the ADAMS page until the test is complete.
 - c. Once you have sent a message with the correct code as per instructions, and after your message is received by ADAMS, the **Test OK** caption will be displayed in ADAMS next to the telephone number. At this time you may start sending Whereabouts updates to ADAMS via SMS.
 - d. ADAMS will also send an SMS confirmation every time it will receive a whereabouts update via SMS. You may choose to deactivate this option by unchecking the **Enable SMS confirmation** checkbox, which appears following the **Test connection** button, then clicking **save**.



- e. 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. You can also re-initiate the validation procedure at any time (uncheck the **use SMS** checkbox and **save**, then check it and test the connection again) if you suspect that there are issues with SMS messages going through the mobile network.

SMS phone number:

- **ADAMS Production** (<https://adams.wada-ama.org>) :+44 7781 480710
- **ADAMS Training** (<https://adams-training.wada-ama.org>):+44 7781 480724

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. Enter your contact *address*:
 - Click the + sign button next to the Select Address field.
 - 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.
 - Add any pertinent phone numbers for this address
 - Disregard the Permanent/Current address tick boxes – this functionality is not active in ADAMS

- 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.

You will notice other Tabs on your Profile page:

6.2 SPORT/DISCIPLINE

The **Sport/Discipline tab** list 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.

Demographic		Sport/Discipline (1)		Security	
Sport/Discipline					
Sport-Discipline		Active until		IF	
Dancesport Latin					
Test Pool					
Organization		Name	Start Date	End 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		

6.3 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.

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.

List of athlete doctors

Doctor, Athlete
Email: athlete@doctor.com
Mobile: 123.456.7890

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 Française 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>IDSF - IDSF</u> Contact: Email: Phone: Fax: Web site:</p>		
<p>List of athlete agents</p>		
<p>List of asthma doctors</p>		

7 MY WHEREABOUTS

Athletes being managed within ADAMS as a member of an ADO's Registered testing pool are to submit/create a schedule of their whereabouts. This ensures that ADO's are able to access information about your current and future locations and activities. Athlete Whereabouts may be created and submitted either by the athlete themselves or by a nominated athlete representative.

This is managed by adding and viewing an Athlete Whereabouts record.

As per 1 January 2009 in accordance with the revised World Anti-Doping Code, the rules for whereabouts in ADAMS have been adjusted.

- Submission is based on the whole quarter instead of month-by-month.
- All organizations will follow the same rules for entering whereabouts
- The whereabouts submission rules are enforced for athletes that are marked as 'International' or 'National' in their Registered Testing Pool (RTP). *Only athletes with no RTP – marked as 'Other' – can submit without following these rules.*
- All athletes are required to specify a period of one hour each day where they are available for testing. This one hour testing slot must take place between 6:00 AM and 11:00 PM

7.1 WHEREABOUTS BASICS

7.1.1 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.



Click the blue quarters to see the Panel

Whereabouts Control Panel

2009 Q1 → Status: Not Submitted

Athlete Test, Whereabouts	ADAMS ID# TEWHMA68265	Date of birth	Sport Nationality UNITED KINGDOM	Gender Male
Sport / Discipline Cycling Road				

Location descriptors

+ Location descriptor	Category	Q1 entries
* Please provide a mailing address		create set this category as not applicable
* Please provide a daily residence		create set this category as not applicable
* Please provide a training location		create set this category as not applicable
* Please provide a competition location		create set this category as not applicable

7.1.2 MANDATORY LOCATION DESCRIPTORS

The location descriptors below are mandatory as per the 2009 International Standard for Testing for each quarter.


- Daily (overnight) residence: athlete’s overnight residence where he/she stays at the end of a given day. ***This location type is mandatory for everyday of the quarter.***
- Mailing address: athlete current mailing address.
- Training location: athlete’s training location or any regular activity.
 - o If you are not training for the whole quarter set this category as not applicable
- Competition location: athlete’s competition address.
 - o If you do not have any competition set this category as not applicable

Location descriptors can be set as not applicable, as the athletes can for example not compete for a quarter. Yet a reason must be provided.

Required for submission!

7.1.3 60-MINUTE TIME SLOT

As per the 2009 International Standard for Testing the athlete must for each day in the forthcoming quarter, indicate one specific 60-minute time slot where he/she will be available at a specified location for Testing.

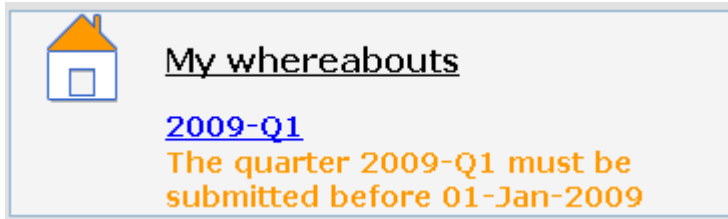
The 60-minute time slot is marked by an exclamation point  in your monthly view and whereabouts details report.

Required for submission!

7.1.4 SUBMISSION DEADLINE

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.



7.1.5 ACCESS TO YOUR WHEREABOUTS – STEP 1

There are restrictions on when a user in general can view and edit your whereabouts data.

Athlete users and athlete agents

You as an Athlete user (and any athlete agent assigned to you) can view and modify your whereabouts at all times.

If you as an athlete do not have an ADAMS user account

Your custodial organization can view and modify your whereabouts regardless of the submission status.

Other organizations with access to your athlete record in ADAMS can view only your submitted whereabouts.

If you as an athlete have a user account:

Your custodial organization can view and modify only your submitted whereabouts.

Other organizations with access to your athlete record in ADAMS can view only your submitted whereabouts.

However, you as an athlete can allow your custodian 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 [click your name on the right in the Header of your ADAMS window)

**** **STEP**  ****

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

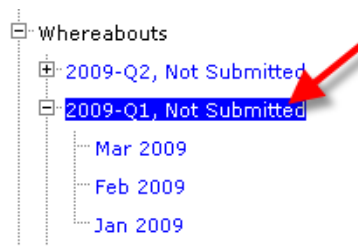
7.2 CREATING LOCATION DESCRIPTORS – STEP 2

7.2.1 CREATING MANDATORY LOCATION DESCRIPTORS

Location Descriptors are used to record the location of athlete activities that occur on an ongoing and regular basis. Creating a Location Descriptors saves the user having to define a new location for each Athlete Whereabouts record for recurring activities.



**** **STEP**  ****

1. Go to the Whereabouts Control Panel (Click the link with the quarter number).



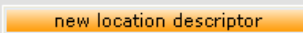
2. From the Whereabouts Control panel click Create for the relevant mandatory location descriptor.

Whereabouts Control Panel

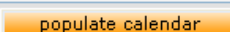
2009 Q1  Status: Not Submitted 

Athlete Test, Whereabouts	ADAMS ID# TEWHMA68265	Date of birth	Sport Nationality UNITED KINGDOM	Gender Male
-------------------------------------	---------------------------------	----------------------	--	-----------------------

Sport / Discipline
Cycling | Road

Location descriptors 

+ Location descriptor	Category	Q1 entries
* Please provide a mailing address		create set this category as not applicable
* Please provide a daily residence		create set this category as not applicable
* Please provide a training location		create set this category as not applicable
* Please provide a competition location		create set this category as not applicable



A new Location Descriptor record will display.

Calendar Label*

Select Category*

Competition ■

 Training Location ■

 Other

Daily (overnight) residence ■

 Mailing address ■

Address Use address of location:

Country* **Postal code/Zip**

Region **Telephone**

City* **Alternate Telephone**

Description of Location or Activity (optional)

Linked location

3. Fill in the label (description of the location descriptor).
4. Select a Category
 - a. Competition: recurring competition address
 - b. Daily Residence: overnight athlete address
 - c. Training location: regular location
 - d. Mailing address: quarter mailing address
 - e. Other

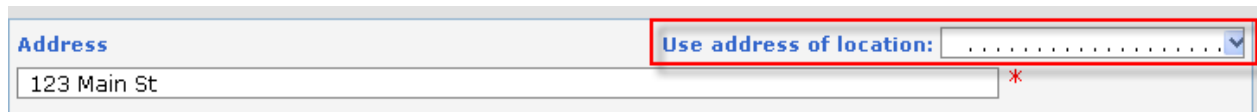
✍ If you are travelling or going on Vacation: use the Daily residence location type

5. Fill in the address
6. Fill in any other relevant fields.
7. Click **Save and go back**
8. Repeat these steps for all four mandatory location descriptors.

7.2.2 NEED ADDITIONAL LOCATION DESCRIPTORS?

Click [New location descriptor] and repeat steps 3 to 7.

- o It is possible to copy location descriptors from a previous Quarter; by clicking the button **copy previous quarter’s location descriptors** on the Whereabouts control Panel.
- o Once a descriptor is created, you may opt to copy the existing location descriptor with address onto new location descriptors at the same time, using the “Use address of location” drop-down list. E.g. if you create a label ‘stadium’ for a Competition and you want to link the same address to other descriptors like ‘cup selection’ or ‘medal award’:



You can create new location descriptors from an existing one using the “Linked location” section at the bottom of the “Whereabouts Location Descriptor” screen.

To create a new location descriptor from here, click the **“add linked location”** button. Then enter a label, select the category for the new location descriptor and save the page.



Once saved, ADAMS will automatically create a new location descriptor that is linked to this one. At any time you can break the link from the (parent) descriptor by clicking the x icon next. This does not delete the location descriptor, but breaks the link between the two descriptors.

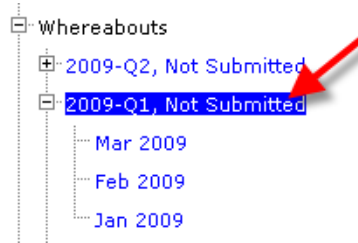
7.3 POPULATING YOUR CALENDAR – **STEP 3**

7.3.1 INITIAL SUBMISSION

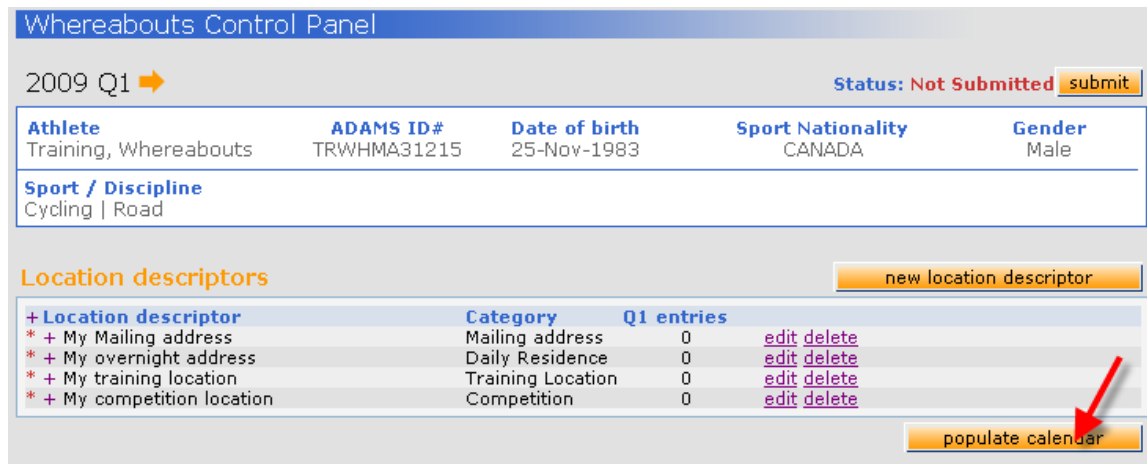
**** **STEP 3** ****

7.3.1.1 Using the Whereabouts Control Panel





- From the tree click the desired Quarter



- Click the [populate calendar] button on the Panel



- Select the location descriptor from the dropdown menu (To populate multiple location descriptor click [Insert location descriptor])
- Enter start/end time.

-  Mailing address and Daily Residence location type do not need a start and end time.
 -  Time periods for entries cannot overlap (does not apply to entries of category “Daily Residence” or “Mailing Address” as they do not have time periods.)
5. check the **One hour testing slot** if applicable and enter the start time of the slot
 -  You must have *one and only one* “One hour testing slot” per day to be able to submit the quarter as per the new International Standard for Testing
 -  It is not possible to enter a one hour testing slot period for “Mailing Address” entries.
 6. Select the days on the calendar that the entry is valid for. Click each day or click e.g. Sun or Mon to select multiple days or select the entire month by using the checkbox right above the calendar. *Days that don't have any athlete entries are displayed in red!*
 7. 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

Populate calendar

Athlete Training, Whereabouts	ADAMS ID# TRWHMA31215	Date of birth 25-Nov-1983	Sport Nationality CANADA	Gender Male
---	---------------------------------	-------------------------------------	------------------------------------	-----------------------

Sport / Discipline
Cycling | Road

Location descriptor insert location descriptor

Location descriptor ¹	Start time* ²	End time*	One hour testing slot	
My Mailing address (Mail) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> ³	<input checked="" type="checkbox"/>
My competition location (<input type="text"/>	09:00	17:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
My overnight address (D <input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> start:* 19:00 end: * 20:00	<input checked="" type="checkbox"/>
My training location (Trai <input type="text"/>	07:00	08:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Single Entry add single entry

Select dates ⁴

January 2009							February 2009							March 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

Populate calendar and finish
Populate calendar and continue
cancel

8. The system brings you back to the Whereabouts Control Panel, then press [Submit]

Whereabouts Control Panel Whereabouts entries created

2009 Q1 ➔ Status: Not Submitted submit

Athlete Training, Whereabouts	ADAMS ID# TRWHMA31215	Date of birth 25-Nov-1983	Sport Nationality CANADA	Gender Male
---	---------------------------------	-------------------------------------	------------------------------------	-----------------------

Sport / Discipline
Cycling | Road

Location descriptors new location descriptor

+ Location descriptor	Category	Q1 entries	
* + My Mailing address	Mailing address	90	edit delete
* + My overnight address	Daily Residence	90	edit delete
* + My training location	Training Location	90	edit delete
* + My competition location	Competition	90	edit delete

populate calendar

You will notice a new section “Submission history” which contains a snapshot of your whereabouts at the submission time

Whereabouts Control Panel

2009 Q1 → Status: Submitted [resubmit](#)

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
Training, Whereabouts	TRWHMA31215	25-Nov-1983	CANADA	Male

Sport / Discipline
Cycling | Road

Location descriptors [new location descriptor](#)

+ Location descriptor	Category	Q1 entries	
* + My Mailing address	Mailing address	90	edit delete
* + My overnight address	Daily Residence	90	edit delete
* + My training location	Training Location	90	edit delete
* + My competition location	Competition	90	edit delete

[populate calendar](#)

Submission History

Date/Time	User	January	February	March
25-Nov-2008 22:09 GMT	Ndiaye, Chaya	January	February	March

7.3.1.2 Using the Monthly View

1. Create your [location descriptors](#)
2. from the tree select the relevant month



3. Select relevant dates by ticking the checkboxes next to these dates.
4. Click the Location Descriptor drop-down list and select the appropriate descriptor.

home

5. Click the **Add to selected days** button.
6. Repeat steps 3 to 6 from the [previous section](#)
7. Repeat these steps for the rest of the quarter and go back to the whereabouts control panel to submit your whereabouts.

← February 2009 →

Calendar		Notes & Activities (2)				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> 1 home 09:00-12:00 dfs	<input type="checkbox"/> 2 home 09:00-12:00 dfs	<input type="checkbox"/> 3 home 09:00-12:00 dfs	<input type="checkbox"/> 4 home 09:00-12:00 dfs	<input type="checkbox"/> 5 home 09:00-12:00 dfs	<input type="checkbox"/> 6 home 09:00-12:00 dfs	<input type="checkbox"/> 7 home 09:00-12:00 dfs
<input type="checkbox"/> 8 home 09:00-12:00 dfs	<input type="checkbox"/> 9 home 09:00-12:00 dfs	<input type="checkbox"/> 10 home 09:00-12:00 dfs	<input type="checkbox"/> 11 home 09:00-12:00 dfs	<input type="checkbox"/> 12 home 09:00-12:00 dfs	<input type="checkbox"/> 13 home 09:00-12:00 dfs	<input type="checkbox"/> 14 home 09:00-12:00 dfs
<input type="checkbox"/> 15 home 09:00-12:00 dfs	<input type="checkbox"/> 16 home 09:00-12:00 dfs	<input type="checkbox"/> 17 home 09:00-12:00 dfs	<input type="checkbox"/> 18 home 09:00-12:00 dfs	<input type="checkbox"/> 19 home 09:00-12:00 dfs	<input type="checkbox"/> 20 home 09:00-12:00 dfs	<input type="checkbox"/> 21 home 09:00-12:00 dfs
<input type="checkbox"/> 22 home 09:00-12:00 dfs	<input type="checkbox"/> 23 home 09:00-12:00 dfs	<input type="checkbox"/> 24 home 09:00-12:00 dfs	<input type="checkbox"/> 25 home 09:00-12:00 dfs	<input type="checkbox"/> 26 home 09:00-12:00 dfs	<input type="checkbox"/> 27 home 09:00-12:00 dfs	<input type="checkbox"/> 28 home 09:00-12:00 dfs

Daily Residence

New Single Entry...

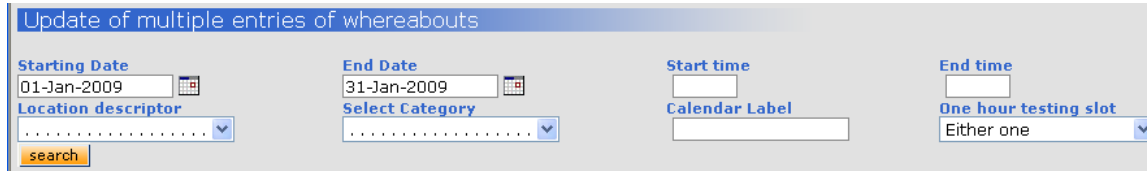
Whereabouts Attachments

Starting Date	End Date	Size	Name	Description
---------------	----------	------	------	-------------

7.3.2 MODIFYING YOUR WHEREABOUTS

1. 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, select the entire month by using the checkbox right above the calendar.
2. In the area below the month, click the dropdown arrow and select a location to add to the selected days
3. Click [Add to Selected Days]. A form opens where the location descriptor can be linked to a start/end time and the 60-minute time slot can be indicated

4. 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]
5. Click [Update Multiple entries] to *update the time and the 60-minute time slot of multiple entries at once*. It invokes a popup where you can search for the entries you want to edit, by specifying various criteria.

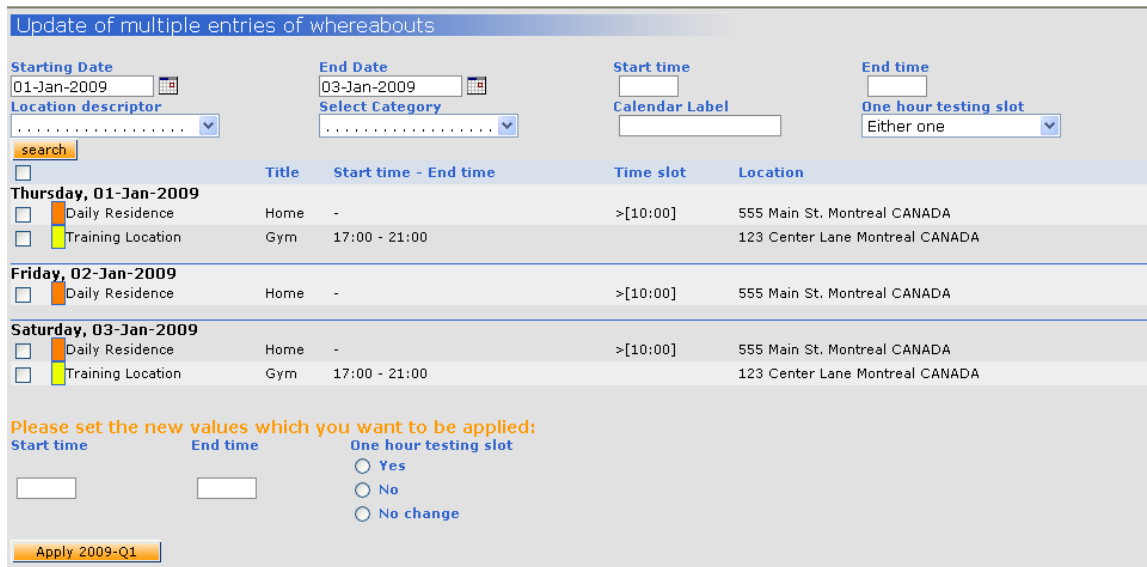


Update of multiple entries of whereabouts

Starting Date: 01-Jan-2009
End Date: 31-Jan-2009
Start time: []
End time: []
Location descriptor: []
Select Category: []
Calendar Label: []
One hour testing slot: Either one

search

Clicking the search button will display a list of entries matching the specified criteria.
Note: *You will only see your athlete entries*. Team entries cannot be found this way.



Update of multiple entries of whereabouts

Starting Date: 01-Jan-2009
End Date: 03-Jan-2009
Start time: []
End time: []
Location descriptor: []
Select Category: []
Calendar Label: []
One hour testing slot: Either one

search

	Title	Start time - End time	Time slot	Location
Thursday, 01-Jan-2009				
<input type="checkbox"/>	Daily Residence	Home -	>[10:00]	555 Main St. Montreal CANADA
<input type="checkbox"/>	Training Location	Gym 17:00 - 21:00		123 Center Lane Montreal CANADA
Friday, 02-Jan-2009				
<input type="checkbox"/>	Daily Residence	Home -	>[10:00]	555 Main St. Montreal CANADA
Saturday, 03-Jan-2009				
<input type="checkbox"/>	Daily Residence	Home -	>[10:00]	555 Main St. Montreal CANADA
<input type="checkbox"/>	Training Location	Gym 17:00 - 21:00		123 Center Lane Montreal CANADA

Please set the new values which you want to be applied:

Start time: [] End time: [] One hour testing slot: Yes No No change

Apply 2009-Q1

You can then change some or all of the entries by following these steps:

- i. Use the checkboxes to select which entries you want to change
- ii. Enter the desired start time and end time
- iii. Select a radio button pertaining to the 60-minute time slot values

- iv. Click the Apply... button

“Mailing address” entries are excluded from the search results because they don’t have start/end times and they don’t qualify as 60-minute time slots. Therefore they cannot be updated in this screen.

- 6. Repeat these steps for the 3 months of the quarter

7. You must resubmit your whereabouts once you are done with your modifications!

Athlete Whereabouts (Boop Betty) Whereabouts entries created Submitted

resubmission required

← January 2009 →

Calendar		Notes & Activities (4)				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs
4	5	6	7	8	9	10
home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs
11	12	13	14	15	16	17
home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs
18	19	20	21	M 22	M 23	M 24
home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs
25	26	27	28	29	30	31
home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs

Daily Residence

New Single Entry... add to selected days Whereabouts details
delete selected days update multiple entries

- Click Resubmission required. The system brings you back to the whereabouts control panel

Whereabouts Control Panel

The quarter has been modified since the last submission. Please resubmit it!

2009 Q1 → Status: Submitted [resubmit](#)

Athlete	ADAMS ID# BEBOFA66447	Date of birth 26-Jan-1979	Sport Nationality UNITED KINGDOM	Gender Female
----------------	---------------------------------	-------------------------------------	--	-------------------------

Sport / Discipline
Dancesport | Latin

Location descriptors [new location descriptor](#)

+ Location descriptor	Category	Q1 entries	
* + This category has been set as not applicable	Mailing address	-	edit delete
* + home	Daily Residence	90	edit delete
* + This category has been set as not applicable	Training Location	-	edit delete
* + dfsf	Competition	89	edit delete

[populate calendar](#)

Submission History

Date/Time	User	January	February	March
18-Dec-2008 21:55 GMT	Betty, Boop	January	February	March

- Click submit. The error message will disappear and you will see a new snapshot on the **Submission History** section with today's date.

Whereabouts Control Panel

2009 Q1 → Status: Submitted [resubmit](#)

Athlete	ADAMS ID# BEBOFA66447	Date of birth 26-Jan-1979	Sport Nationality UNITED KINGDOM	Gender Female
----------------	---------------------------------	-------------------------------------	--	-------------------------

Sport / Discipline
Dancesport | Latin

Location descriptors [new location descriptor](#)

+ Location descriptor	Category	Q1 entries	
* + This category has been set as not applicable	Mailing address	-	edit delete
* + home	Daily Residence	90	edit delete
* + This category has been set as not applicable	Training Location	-	edit delete
* + dfsf	Competition	89	edit delete

[populate calendar](#)

Submission History

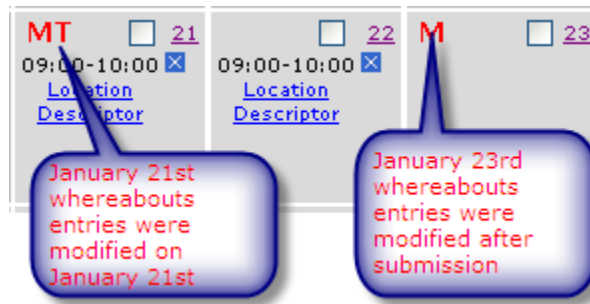
Date/Time	User	January	February	March
19-Dec-2008 16:10 GMT		January	February	March
18-Dec-2008 21:55 GMT		January	February	March

Note:

Modifications after submission are tracked by the system.

The labels are:

- **M**: stands for Modified. This label will be applied to all days that were modified after submission
- **MT**: Modified Today. Means that the athlete modified today, his whereabouts for today.



7.3.3 SINGLE ENTRIES

It is still possible to create single entries for locations which will not be used often in a quarter (one-off entries). Single entries are not stored as a location descriptor and can not be copied from one quarter to another. In the Populate Calendar page, there is a section for single entries.

Single Entry

Calendar Label*	Start time*	End time*	One hour testing slot
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Select Category*

Mailing address
 Daily Residence
 Training Location
 Competition
 Other

Address*	City*	Telephone	Alternate Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Country*	Region	Postal code/Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Description of Location or Activity (optional)

If the single entry section is not displayed, click the add single entry button to have it displayed.

Single Entry

add single entry

Single entries follow the same rules as location descriptors. Just like descriptors, once the entry is completed you can click create entries and finish to save the entries and go back to the Whereabouts Control Panel. Or you can click the Create entries and continue button to save the entries and return to a blank Populate Calendar page to create new entries.

It is also possible to create a combination of entries from location descriptors and a single entry for the days selected.

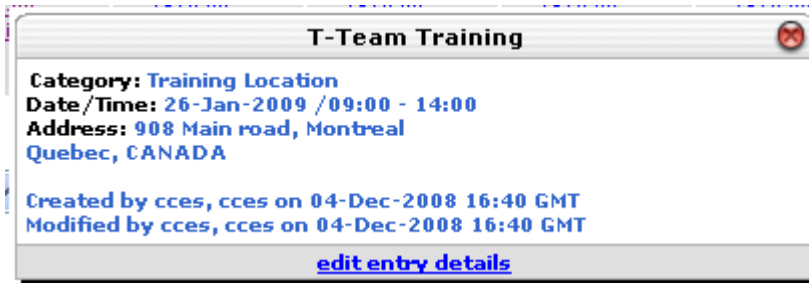
7.3.4 TEAM WHEREABOUTS

7.3.4.1 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]. You can reject whereabouts entries entered by a team manager by clicking on the small “X” next to the team entry. Team entries are preceded by “T-” in the calendar.

7.3.4.2 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.



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

Whereabouts Entry

print cancel save

Originally created 04-Dec-2008 16:40 GMT , by cces, cces from CCES
Last updated 04-Dec-2008 16:40 GMT , by cces, cces from CCES

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
				X(Unknown)

Sport / Discipline
 Calendar Label*

Start Time	End Time	One hour testing slot	start*	end*
<input type="text" value="09:00"/>	<input type="text" value="14:00"/>	<input checked="" type="checkbox"/>	<input type="text" value="09:00"/>	<input type="text" value="10:00"/>

Select Category*
 Competition Training Location Other

Address
 *

Country* <input type="text" value="CANADA"/>	Region <input type="text" value="Quebec"/>	City* <input type="text" value="Montreal"/>
Postal code/Zip <input type="text"/>	Telephone <input type="text"/>	Alternate Telephone <input type="text"/>

Description of Location or Activity (optional)

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 6AM and 11PM

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

7.3.4.3 Daily Residence Entries

Team Daily Residence entries are now counted towards the “one daily residence per day” rule when submitting whereabouts.

7.4 ENABLING SMS

An SMS feature in ADAMS makes it simple for athletes to submit Whereabouts updates using a mobile phone, smart phone, or PDA. While athletes are still required to enter Whereabouts into ADAMS on a quarterly basis, this new SMS feature facilitates updates, especially when Internet is not available.

Please refer to **Activating SMS** in Section [View / Edit Your Profile Information](#) for detailed instructions on how to activate the SMS option in ADAMS for a mobile telephone number.

How it works: An athlete enters a short message describing his or her change of plans and sends this via SMS directly to ADAMS using a “virtual” mobile number. Upon receipt, ADAMS files this message in the athlete’s Whereabouts calendar as determined by the athlete’s mobile telephone number. This message will be considered as a change to whereabouts and will be added as an attachment to today in the athlete’s whereabouts calendar. A “SMS Whereabouts Notification” is automatically sent to the anti-doping organization’s Whereabouts coordinator indicating that an SMS message has been received from the athlete. The notification contains a link to the received message. When the Whereabouts coordinator opens the notification, the athlete’s record will be automatically retrieved and the corresponding month’s Whereabouts calendar will be displayed on the screen. The Whereabouts coordinator will update the athlete’s calendar as instructed by the SMS text message.

An athlete can activate and configure his account to accept SMS messages from one or more mobile phones. This is done by placing a “Use SMS” checkbox next to each mobile phone number in an athlete’s profile.

Here are the telephone numbers to use to send Whereabouts updates to ADAMS through SMS:

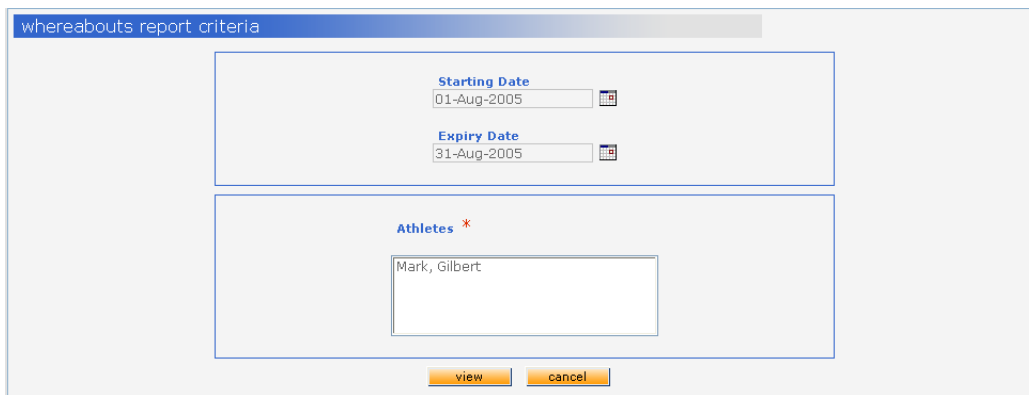
- **ADAMS Production** (<https://adams.wada-ama.org>) : +44 7781 480710
- **ADAMS Training** (<https://adams-training.wada-ama.org>) : +44 7781 480724

7.5 PRINTING A COPY OF THE WHEREABOUTS

Once an athlete's whereabouts have been created, you can generate a printed copy. Click the **Whereabouts details** button on the month you wish to print.



From the Whereabouts report criteria window enter the date range for the print out you wish to generate.

A screenshot of a web application window titled "whereabouts report criteria". The window contains two main sections. The first section has two date pickers: "Starting Date" with the value "01-Aug-2005" and "Expiry Date" with the value "31-Aug-2005". The second section is labeled "Athletes *" and contains a text input field with the value "Mark, Gilbert". At the bottom of the window are two buttons: "view" and "cancel".

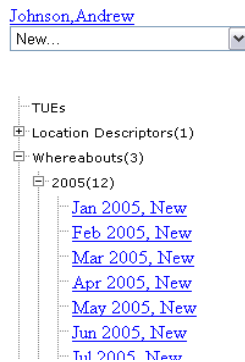
1. Click the **View** button.
2. To print a copy of the resulting report, press **ctrl + p** on your keyboard.

7.6 ATTACHING DOCUMENTS

7.6.1 ADDING AN ATTACHMENT

ADAMS also allows you to attach documents to the whereabouts calendar month by month. For example, you may want to attach a team training or competition schedule.

1. Click the + icon next to Whereabouts in the tree.
2. Click the + icon next to current year.



3. Click the Starting Month to open that calendar page.
4. Click the **Add an attachment** button.

Whereabouts Attachments

Starting Date	End Date	Size	Name	Description
---------------	----------	------	------	-------------

5. Click the **Browse** button.

Attach File for Whereabouts

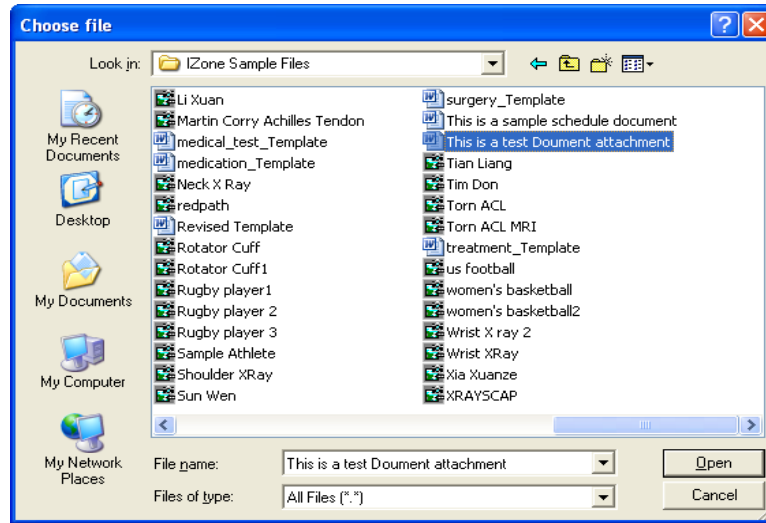
This will attach a file to one or more days in an athlete's whereabouts calendar (for example: a team itinerary).

Description of Attachment

Please select the date range that the attached file references.

<p style="font-size: small; margin: 0;">Starting Date</p> <input style="width: 95%; height: 20px;" type="text" value="01-Aug-2005"/>	<p style="font-size: small; margin: 0;">Expiry Date</p> <input style="width: 95%; height: 20px;" type="text" value="01-Aug-2005"/>
--	--

- Navigate to and select the file you wish to attach and click the **Open** button.



- Select the **Start Date** and **Expiry Date**.
- You can enter a description text if required.
- Click the **Attach and Continue** button.

Whereabouts Attachments

[add an attachment](#)

Starting Date	End Date	Size	Name	Description
23-May-2005	27-May-2005	19456	This is a test Document attachment.doc	Work Schedule

7.6.2 VIEWING ATTACHMENTS

- In the Whereabouts Attachment section click the paperclip symbol to view the attached file.

7.6.3 EDITING THE VALIDITY PERIOD OF THE ATTACHMENT

- In the Whereabouts' Attachments section click the Name of the file.
- Change the Starting Date and Expiry Date to the desired values.
- Click the **Save and continue** button.

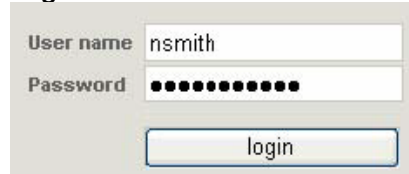
7.7 ATHLETE QUICK REFERENCE CARD

ADAMS QUICK REFERENCE CARD FOR ATHLETES

Request your username and password from your ADO.

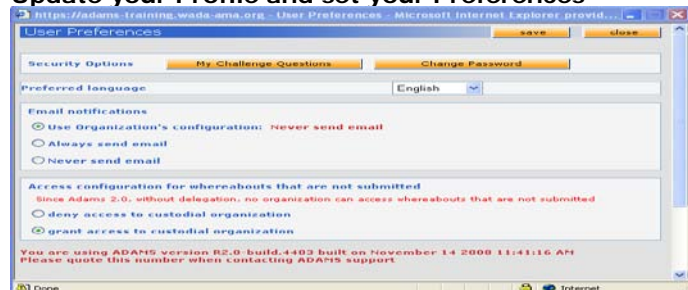
- Send an email to your ADO (your Custodian organisation) from the email address you recorded on your last whereabouts form

Log into ADAMS on the Internet.



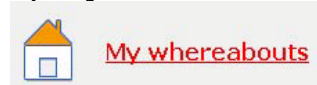
- Go to <https://adams.wada-ama.org>.
- Enter your new username and password
- Click [login]
- When you log in for the first time, an information form will appear.
 - Read the statement
 - Type your password to indicate your acknowledgment
 - Click [Accept]

Update your Profile and set your Preferences



- Click [My Profile] for updating your profile if required
- To set your Preferences click 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

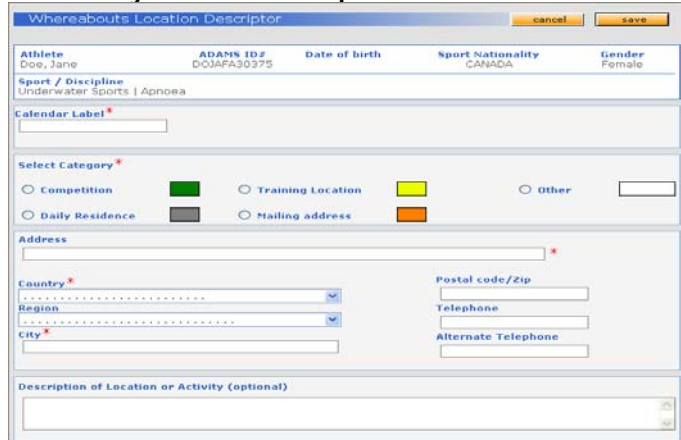


From the **Whereabouts Control Panel** you can submit your Whereabouts, create new location descriptors, populate your calendar and view your modification history. This panel is also accessible by clicking on the relevant quarter on your tree.

Location Descriptors are saved profiles of the places you can often be found. The **mandatory** location descriptors include your daily residence (where you stay 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



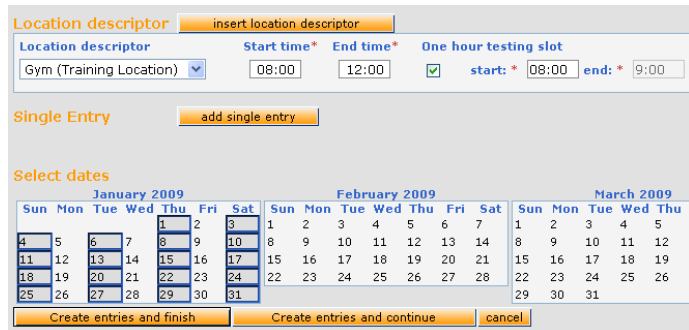
You must create the four (4) mandatory location descriptors or set the category as “not applicable” (a reason must be provided)

- STEP1** Create the **mandatory** location descriptors
- STEP2** 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, 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




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 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.

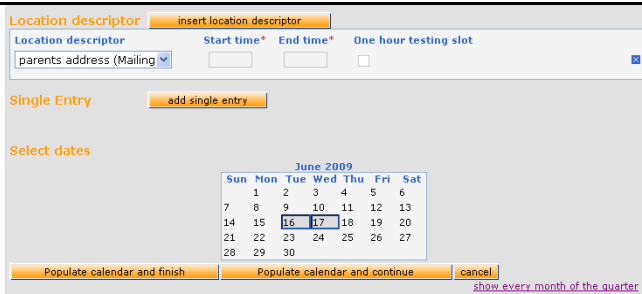
(II). Populate your calendar month-by-month



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 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

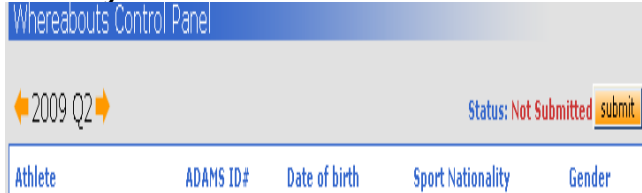


- selected days]
- For one-off entries, select the days or weeks, choose [New Single Entry] and fill in the location (which will not be saved for later use)
- Repeat these steps for the 3 months of the quarter

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

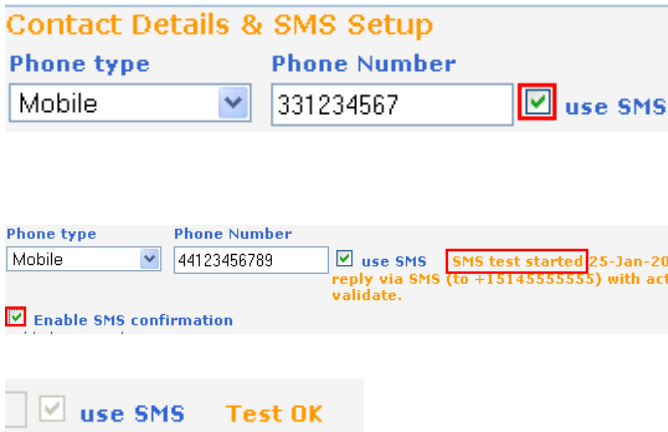
Submit your Whereabouts.



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

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. *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.

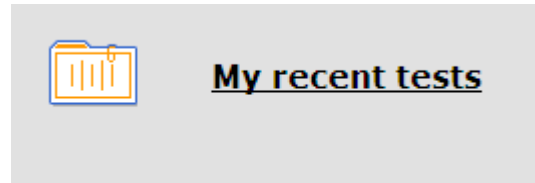
Helpdesk Phone numbers

North America: 1 866 922 3267

International: 1 514 904 8800

8 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	

9 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 the following forms using ADAMS:

- TUE
- TUE for Asthma
- Declaration of Use

These forms are described in the following sections.

However, 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.

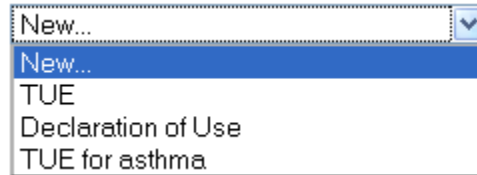
As an athlete you can create the various types of TUE yourself, but you may also opt for asking your custodian organization to enter the TUE on your behalf. You may also ask a designated Athlete Doctor in ADAMS with access to your medical file to create and submit, or complete the medical information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

9.1 TUE (TUE)

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

9.1.1 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

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*	Next competition and date
Ice Hockey Ice Hockey	
Sporting Organization*	Registered Testing Pools

STEP 2: INFORMATION ABOUT YOUR PHYSICIAN

Last Name*	First Name*	Qualification & Medical Specialty	
Address			
Country*	Region	City*	Postal code/Zip
.....		
Telephone Work*	Telephone Home	Telephone Mobile	Telephone Fax
Email			

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 description*
Other, please specify	
Medical Exam / Test Performed	
Additional Information	

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*	Add Substance
		0	
Frequency of Administration	Route of Administration*	Expiry Date	
as needed		
Medical Information			
Conditions and Comments			
Add Medication			

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...
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.

Save Submit Application

- 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.
 - III. Only specify the event under *Next competition and date* if it is relevant
 - IV. The *Registered Testing Pools* dropdown lists all RTP's you belong to as an athlete. Select the relevant one for the TUE.
 - V. 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]
 - VI. *Medical information*:
 - a) Pick a diagnosis in the Diagnosis pick list (the most common diagnosis are listed.) If your diagnosis is not in the list pick "**Other, please specify**" and enter the diagnosis in the **Diagnosis description** field.
 - b) Enter the Medical exams/test performed and any additional information.
 - VII. Specify the *medication*:
 - a) Fill in the Specific name of drug, frequency of administration.
 - b) 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.
 - c) Fill in the dosage and select the unit
 - d) Select the route of administration
 - e) Enter an expiry date (expiry dates are per medication)
 - f) Under Conditions and comments indicate any
 - VIII. 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.
 - IX. Fill in any other available information.
4. 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.

- 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]

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



ADAMS 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 substance(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: betaxolol


Dosage/Dosage	Frequency/Fréquence	Route/Voie	Expiration/Expiration
1 cc	as needed	Epidural	28-Jan-2011
Comments			

Attention athletes: the dosage, route and frequency of administration as prescribed by your physician have to be followed meticulously presented to the doping control. **Athlètes:** les posologies, voies et fréquences d'administration doivent être méticuleusement respectées

Print file (Ctrl+P)

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/Renseignements sur le sportif

Surname/ Athlete Nom:		Given Names/Prénom:	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: adams@wada-ama.org (with international code) (with international code)			
Sport: Sport		Discipline/Postnom: Discipline	
International or National Organisation sportive internationale		IF - International Federation	

Print file (Ctrl+P)

9.2 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. Diagnostic description: in case you selected the "other please specify" this field must give an accurate description of the diagnosis.
 - iii. Medical Exam/Test Performed: list medical tests and exams performed for the diagnosis
 - iv. 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 class. 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

9.3 DECLARATION OF USE (DoU)

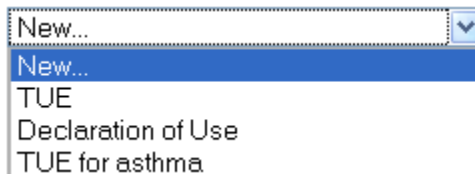
[Quoted from the STANDARD FOR TUE 2011]:

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.

Until the Declaration of Use is entirely phased out, you can create a Declaration of Use form by selecting this form from the dropdown menu in the tree section. You can view all your DoU's from your athlete tree. Athlete doctors who can access your ADAMS record and users of your custodian organization can also create a Declaration of Use form on your behalf.

9.3.1 CREATING A DECLARATION OF USE

1. Go to the file tree section.



2. Select **Declaration of Use** from the **New** drop down list.
3. Complete all required fields (with *): see the [Fields descriptions](#) below for more details.

Mandatory information is indicated with a red asterisk.

STEP 1: INFORMATION ABOUT YOUR SPORT

Specify the sport for which you require a Declaration of Use. Specify the event if it is relevant or required by your sporting organization. Select the Sporting Organization to which you declare. Unless specified otherwise by your sporting organization if you are a national level athlete you declare to your National Antidoping Organization (NADO) and if you are an international-level athlete you declare to your International Federation.

Sport Discipline*		Registered Testing Pools
<input type="text" value="Ice Hockey Ice Hockey"/>		<input type="text" value="....."/>
Sporting Organization*		
<input type="text" value="....."/>		

STEP 2: INFORMATION ABOUT YOUR PHYSICIAN

Last Name*	First Name*	Qualification & Medical Specialty	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address			
<input type="text"/>			
Country*	Region	City*	Postal code/Zip
<input type="text" value="....."/>	<input type="text" value="....."/>	<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"/>			

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

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" value="....."/>	<input type="text" value="0"/>	
Frequency of Administration	Route of Administration*	Expected Duration of Treatment	Starting Dates of Medication
<input type="text" value="as needed"/>	<input type="text" value="....."/>	<input type="text"/>	<input type="text"/>
Medical Information			
Conditions and Comments			
<input type="text"/>			
<input type="button" value="Add Medication"/>			

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
<input type="text"/>	<input type="text" value="Browse..."/>
Document Description	
<input type="text"/>	

STEP 6: SUBMIT YOUR APPLICATION

You may submit your declaration by clicking the "Declare" button. If you would like to save it to complete later, simply click "Save". Once declared, your sporting organization will automatically receive notification that your declaration has been entered.

- 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 DoU.
- III. Only specify the event under *Competition name* if it is relevant
- IV. The *Registered Testing Pools* dropdown lists all RTP's you belong to as an athlete. Select the relevant one for the DoU.
- v. 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]
- VI. *Medical information*:
 - b) Pick a diagnosis in the Diagnosis pick list (the most common diagnosis are listed.) If your diagnosis is not in the list pick "**Other, please specify**" and enter the diagnosis in the **Diagnosis description** field.
 - c) Enter the Medical exams/tests performed and any additional information
- VII. Specify the *medication*:
 - d) Fill in the Specific name of drug, frequency of administration
 - e) Select the relevant Prohibited Substance from the dropdown list
 - f) Fill in the dosage and select the unit
 - g) Select the route of administration
 - h) Optionally enter the expected duration of treatment and starting date(s) of medication using the Calendar [the calendar icon is for selecting a single date to add to the list and the '-' button for removing a date]
 - i) Under Conditions and comments indicate any

Specific name of drug	Prohibited Substance*	Dosage*		
<input type="text"/>	0	<input type="button" value="Add Substance"/>
Frequency of Administration	Route of Administration*	Expected Duration of Treatment	Starting Dates of Medication	
<input type="text"/> as needed	<input type="text"/>	<input type="text"/>	
<u>Medical Information</u>				
<u>Conditions and Comments</u>				
<input type="text"/>				

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

9.3.2 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 vales: 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.

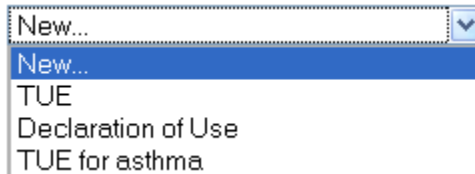
9.4 TUE FOR ASTHMA (AST)

The TUEs for Asthma were removed from the ISTUE 2010. Therefore it is no longer necessary to enter ASTs in ADAMS as of January 1st, 2011. In a subsequent ADAMS release, the functionality supporting TUEs for Asthma will be removed.

Meanwhile, you can still create a TUE for Asthma form by selecting it from the dropdown menu in the athlete tree section. You can view all AST's from your athlete tree. The status that a TUE for Asthma can have depends on the status of the Medical file.

9.4.1 CREATING A TUE FOR ASTHMA

1. Go the file tree section.



2. Select **TUE for Asthma** from the **New** drop down list.
3. Complete all required fields (with *): see the [TUE Fields descriptions](#) below for more details

Athlete TUE for asthma 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 for asthma. 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 for asthma. 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*	Next competition and date
Ice Hockey Ice Hockey	
Sporting Organization*	Registered Testing Pools

STEP 2: INFORMATION ABOUT YOUR PHYSICIAN

Last Name*	First Name*	Qualification & Medical Specialty
Address		
Country*	Region	City*
.....
Postal code/Zip	Telephone Work*	Telephone Home
Telephone Mobile	Telephone Fax	Email

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 description*
Other, please specify	
Additional Information	

Medical history

Has the athlete had any asthma symptoms during childhood? Yes No

If not, at what age did the symptoms necessitating the present request occur?

Has the athlete had any other allergy symptoms? Yes No

(Antecedents, medication used, allergy or not, etc)

Clinical examination

(Complete clinical report with specific focus on the respiratory system)

Spirometry (BTPS)

This test is not sufficient enough to confirm the diagnosis and must imperatively be completed by a bronchial reversibility test or by a provocation test.

Spirometry (BTPS)	absolute value	% predicted
FVC(L)	<input type="text"/>	<input type="text"/>
FEV1(L)	<input type="text"/>	<input type="text"/>
FEV1/FVC %	<input type="text"/>	<input type="text"/>
PEF25-75 (L/sec)	<input type="text"/>	<input type="text"/>

Please attach a peak flow if available.

Comments

Asthma tests

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.

Prescribed Methods of Use Crisis Prevention Before Exercise Daily Taken

Specific name of drug	Prohibited Substance*	Dosage*
	0
Add Substance		

Frequency of Administration	Route of Administration*	Expiry Date
as needed	<input type="text"/>

Medical Information

Conditions and Comments

Add Medication

Medical file status* File for approval Medical file to be submitted in case of AAF

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.

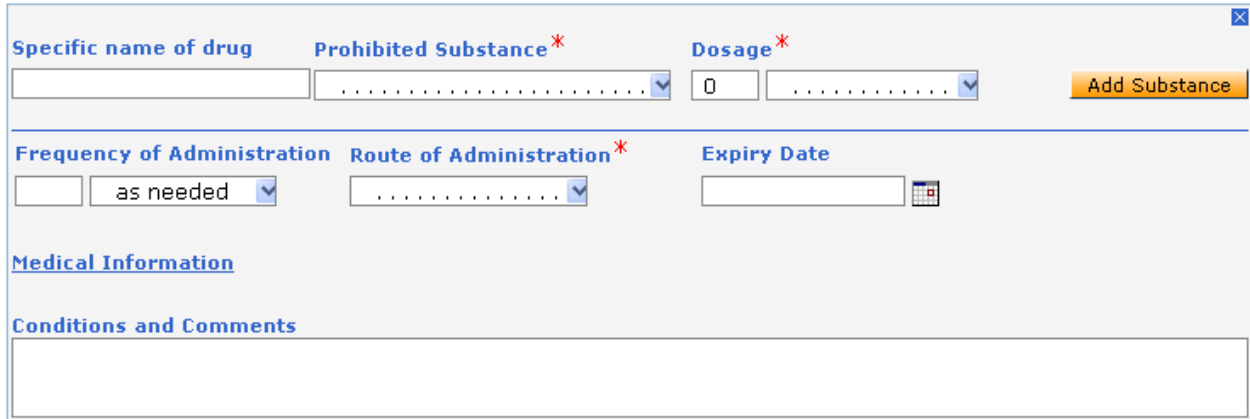
Document Title	Document
	<input type="text"/> Browse...
Document Description	
<input type="text"/>	

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 for asthma. You can log into ADAMS at any time and see the status of your application by selecting the AST from your athlete tree on the left side of the screen.

Save Submit Application

- 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 for Asthma.
- III. Only specify the event/date under *Next competition and date* if it is relevant
- IV. The *Registered Testing Pools* dropdown lists all RTP's you belong to as an athlete. Select the relevant one for the TUE for Asthma.
- v. 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]
- VI. *Medical information*: describing the necessity for the TUE for Asthma
 - a) Pick a diagnosis in the Diagnosis pick list (the most common diagnosis are listed.) If your diagnosis is not in the list pick "**Other, please specify**" and enter the diagnosis in the **Diagnosis description** field.
 - b) Enter any additional information
 - c) Medical history: answer at least the mandatory questions
 - d) Clinical examination: optionally add any details on the clinical report targeting more particularly the respiratory system.
 - e) Enter details on Spirometry (BTPS)
 - f) If applicable, click the Asthma tests link and enter the tests details.
- VII. Specify the *medication* you are to take:
 - a) Indicate the Prescribed methods of use: crisis prevention, before exercise or daily taken
 - b) Fill in the Specific name of drug
 - c) Select the relevant Prohibited Substance from the dropdown list
 - d) Fill in the dosage and select the unit
 - e) Enter the Frequency of Administration
 - f) Select the route of administration
 - g) Optionally enter an expiry date using the Calendar [the calendar icon is for selecting a single date to add to the list and the '-' button for removing a date]

- h) You may consult the guidelines page on Therapeutic Use Exemptions by clicking the Medical Information hyperlink.
- i) Under Conditions and comments indicate any



The screenshot shows a web form with the following fields and sections:

- Specific name of drug**: Text input field.
- Prohibited Substance***: Dropdown menu.
- Dosage***: Text input field with a value of '0' and a unit dropdown menu.
- Frequency of Administration**: Text input field with a value of 'as needed' and a dropdown menu.
- Route of Administration***: Dropdown menu.
- Expiry Date**: Text input field with a calendar icon.
- Add Substance**: Orange button.
- Medical Information**: Section header with a blue underline.
- Conditions and Comments**: Section header with a blue underline, followed by a large text area.

VIII. 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.

- 4. Submit your TUE for Asthma by pressing the **Submit Application** button. If you would like to save it to complete it later, simply click **Save**. Once submitted, your Sporting organization will automatically receive a notification that you are applying for a TUE for Asthma.

9.4.2 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. In addition, as long as the TUE for Asthma is 'not declared' or 'not submitted' or 'incomplete' the athlete user still has the possibility to edit or cancel the TUE for Asthma. When in status 'incomplete' it is even possible to edit everything except the Medial file 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.

10 HELPDESK ACCESS

WADA has arranged for a Helpdesk to be available to answer any user queries. The Helpdesk, located in Québec, Canada, is available from Monday to Friday (9:00 – 17:00 EST) and outside business hours through voice mail and e-mail adams@wada-ama.org

From North America dial: (866) 922-3267 (1-866-92-ADAMS)

From outside North America you may reach the Helpdesk by dialing:

+1 (514) 904-8800

To reset your password or any information pertaining to your record please directly contact your organization ADAMS administrator (Contact details are on your Security tab).