



User Guide for Athletes



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.

Revision History

Revision	Date	Description of Revision(s)
1.0	08-Apr-2005	Preliminary Version for Lausanne Reference Group
1.2	25-July-2005	Updated Version
1.3	17-Oct-2005	Password change additions
1.4	21-Aug-2006	Updated Version
1.5	07-Nov-2006	Updated Version
1.6	07-Feb-2007	Updated Version
1.7	20-Jul-2007	Updated version
1.8	10-Oct-2007	Updated version
1.9	3-Jul-2008	Updated version
2.0	14-Nov-2008	Updated version due to the revision of the IST
2.0.1	16-Dec-2008	Updated version



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User Setup and General Notes – Before you start

Setup

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

- First of all verify which browser version you are running. ADAMS will work with **Microsoft Internet Explorer Version 5.5** or higher; **Netscape Version 6.0** or higher; **AOL V 7.0**; or **Firefox**.

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

If you have a browser version earlier than these, then log onto the appropriate website and download an upgrade free.

<http://www.microsoft.com/windows/ie/default.asp>

<http://channels.netscape.com/ns/browsers/download.jsp>

<http://download.mozilla.org/?product=firefox-1.0.6&os=win&lang=en-US>

- Verify if you have a popup blocker, if so you must disable it.

Important Requirements:

1. **Clear your browser cache.**

If you notice that some screens do not display correctly in the new application, it may be necessary for you to clear your browser cache. If you are using Internet Explorer, select "Internet Options" from the "Tools" menu. Click on the "Delete Files..." button. Check the "Delete all offline content" checkbox and click "Ok" to clear your cache.

2. **Make sure your bookmark is correct (if you have one).**

If you have difficulty logging into ADAMS, it may be because your bookmark for ADAMS is not correct. For access to the production system, ensure that your bookmark is set to:

<https://adams.wada-ama.org>

Remove any extra characters following the URL. Using Internet Explorer, click on the "Favorites" button to show your bookmarks on the left hand side of the screen. Right-click on the ADAMS bookmark, and select "Properties." Ensure that the URL displayed exactly matches the one provided herein.



3. Allow pop-ups from adams.wada-ama.org.

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.

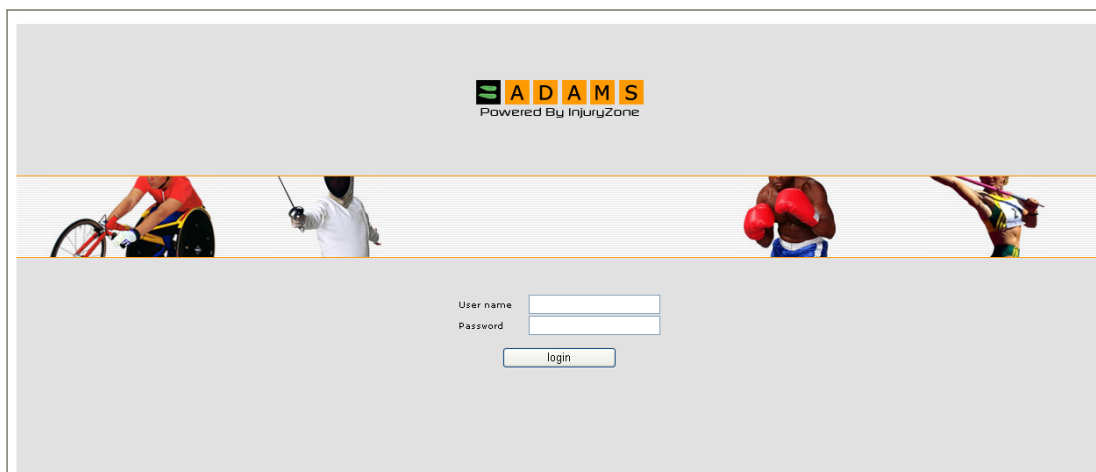
ADAMS includes a detector on the login page which will warn users if a pop-up blocker is enabled and inform them that ADAMS requires the use of pop-ups to execute properly.

Logging In

When logging in to ADAMS, always remember to include the “s” in the https part of the site address, as without it you will be unable to access the site.

The ADAMS URL is <https://adams.wada-ama.org>.

You will be greeted with the following Log in screen.



Enter your Username and Password and click on the **Log in** button to enter the site.

Forgotten Passwords – Your sporting organization’s ADAMS administrator (your Custodian organization) will have to set a new password for you. Please contact them. (You may be required to respond to a challenge question.)



Forgotten User Names – Contact your organization’s ADAMS administrator.

User Account Locked Out – If you enter your username and password incorrectly three times the system will lock you out for 60 minutes. For security reasons, you will not see any indication that your account has been locked out. If you need to log on before this time has passed then contact your organization ADAMS administrator.

Unique Usernames & Passwords – The system will alert any user that is trying to log on using a Username/Password that is already in use. The following message will be given to the user:

ALERT!!

There is currently another session open via this username and password.

Do you wish to terminate that session?
(Clicking yes will result in the loss of any unsaved data in the other session)

[yes](#) [no](#)

If you click **yes** then the other user session will be terminated.



Note that this may occur after you have terminated an ADAMS session without properly logging out; for example, if your computer crashes. If this is the case, simply log in again; otherwise please contact your ADAMS Administrator or the Helpdesk.

Basics

There are a few fundamentals about the operation of the ADAMS site that are worth mentioning.



The system has been configured to **Time Out** after a certain period of inactivity. Inactivity is defined as no movement through the site. This means if you do not submit any data or click on any of the links for this period of time, the server will assume that you are no longer at your computer and that it should log you off the system. Current settings are 30 minutes, and if you are idle for more than that time, then you will need to log in again.

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 to move around the site you navigate through the program by clicking on the appropriate links.

To navigate back to your homepage at any point when working within the system, simply click on the ADAMS logo in the left side of the system banner.



When you have finished working within ADAMS and wish to exit the program, click on the **Log Out** 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.

Lastly, check 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.



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.

Therefore please take the time to submit the details.



Izone server
encountered an unexpected error.

If this persists, please contact your system administrator.

Injury Zone Error whatever

[Mail error to Izone development team](#)

[Details...](#)

```
2003.09.11 AD at 06:42:22 AM EDT java.lang.NullPointerException at com.mbs.webapp.template.TemplateConfigurationForm.validate
(TemplateConfigurationForm.java:169) at org.apache.struts.action.RequestProcessor.processValidate(RequestProcessor.java:942) at
org.apache.struts.action.RequestProcessor.process(RequestProcessor.java:255) at com.mbs.webapp.servlet.MainServlet.process(MainServlet.java:93) at
com.mbs.webapp.servlet.MainServlet.doGet(MainServlet.java:83) at javax.servlet.http.HttpServlet.service(HttpServlet.java:740) at
javax.servlet.http.HttpServlet.service(HttpServlet.java:853) at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:247) at
org.apache.catalina.core.ApplicationFilterChain.doFilter(ApplicationFilterChain.java:193) at com.mbs.webapp.session.SessionValidityCheckFilter.doFilter
(SessionValidityCheckFilter.java:67) at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at
org.apache.catalina.core.ApplicationFilterChain.doFilter(ApplicationFilterChain.java:193) at com.mbs.webapp.session.SignOnFilter.doFilter(SignOnFilter.java:87)
at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at org.apache.catalina.core.ApplicationFilterChain.doFilter
(ApplicationFilterChain.java:193) at com.mbs.webapp.license.LicenseValidationFilter.doFilter(LicenseValidationFilter.java:59) at
org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at org.apache.catalina.core.ApplicationFilterChain.doFilter
```

Other information that helps if reported:

- Your previous actions - what were you doing just before the error occurred?
- How you got to the previous page, were you moving quickly or slowly through the system?
- What things you clicked on.....see if you can re-create the error.

Also:

- What time the error occurred
- What Internet browser you use
- What operating system (Windows 98, Windows 2000, Windows XP, Linux, etc) you run



- The speed of your Internet connection
- Your user name (only Username, not Password) and Organization
- The source code (right click on the page, select “view source”, save the .txt document and send it to WADA at adams@wada-ama.org with the details above)



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 Athlete Consent agreement. The browser title is "Athlete Consent - Windows Internet Explorer" and the address bar shows "http://10.200.200.27/adams/welcome.do/actions/entryPoint". The page content includes a heading "Please read carefully this agreement:" followed by a detailed paragraph of terms and conditions. Below the text, there are two input fields: "Sign this consent by typing your birthdate :" and "... and entering your password to validate :". At the bottom of the form, there are two buttons: "Accept" and "Decline". The browser's status bar at the bottom indicates "Done" and "Internet | Protected Mode: On".

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



My Zone - Homepage

When you first log in to ADAMS, your User Homepage loads. It is called MyZone and it features links to launch various system modules.

Modules

A screenshot of the 'My zone' homepage. The interface has a blue header bar with the text 'My zone'. Below the header, there are several modules: 'Messages' with an envelope icon, a search bar, and the text 'No new notifications' and 'No new messages'; 'My recent tests' with a bar chart icon; 'Useful Links' with a laptop icon and two links: 'WADA - World Anti-Doping Agency' and 'ASADA - Australian Sports Anti-Doping Authority'; 'My Profile' with a folder icon; and 'My whereabouts' with a house icon. Below these modules is a blue bar with the text 'Athlete contact Information'. Underneath that is a red heading 'Please Verify Your Primary Address' and a text box containing the message: 'This address is the primary location where you reside for Whereabouts purposes. If it is not correct, please update your profile.' To the right of this text is a white box with the text 'No address information on file'.

Messages

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

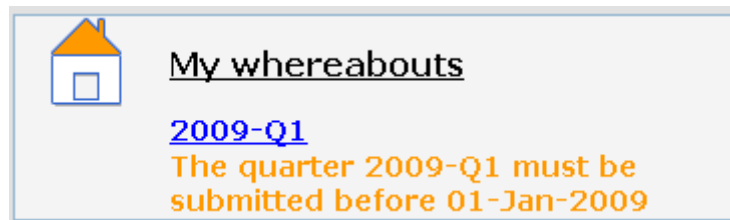
My Whereabouts

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.



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.

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 for the relevant Results Management Authorities.

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.

Contact Link

A new popup containing the contact information of various organizations is now available for all users of the system. The link is located in the top frame of ADAMS, next to the HELP link.



When a user clicks on the link, a popup will be displayed and the user can then search for the organization they are looking for.



Search on short name and long name
hockey canada search close

Role + -

Country + - sport

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

The criteria are as follows:

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

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



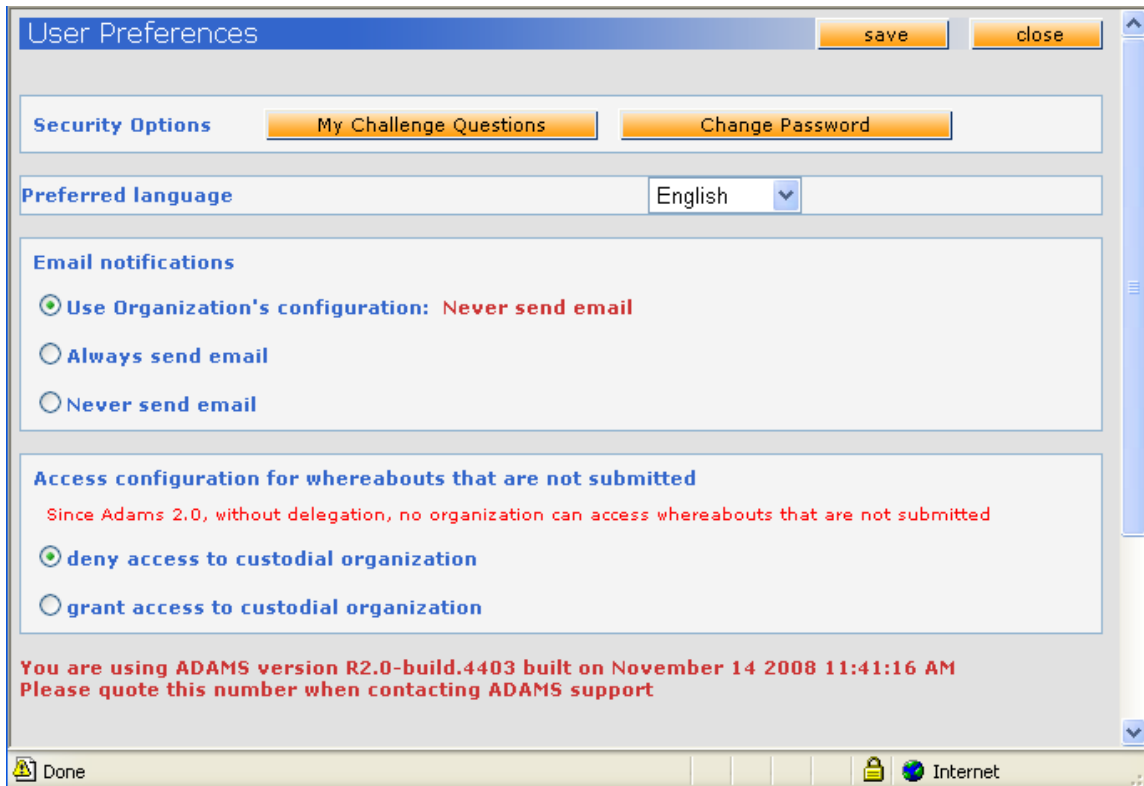
WADA-World Anti-Doping Agency		print	close
Street	Stock Exchange Tower; 800 Place Victoria (Suite 1700) P.O. Box 120		
City	Montreal	Postal code/Zip	H4Z 1B7
Country	CANADA	Region	Quebec
Web site	http://www.wada-ama.org		
Organization Primary ADAMS Contact			
First name	Chaya	Last name	Ndiaye
Phone	+1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

This information is entered by the administrator of each organization or can be entered by the ADAMS administrator on their behalf.

If a section does not contain any information, it will be omitted from the display.



User Settings



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 on your name link at the right top in the ADAMS banner.

Challenge questions

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

A screenshot of a web application window titled "ADAMS". The window has a blue header bar with a "close" button. Below the header, there is a blue instruction box: "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, there is a yellow "create new question" button. Underneath, there is a form with a "Question" label, a dropdown menu showing "Mother's Maiden name", and a yellow "Create the answer" button. Below the button, it says "Answer not yet configured".

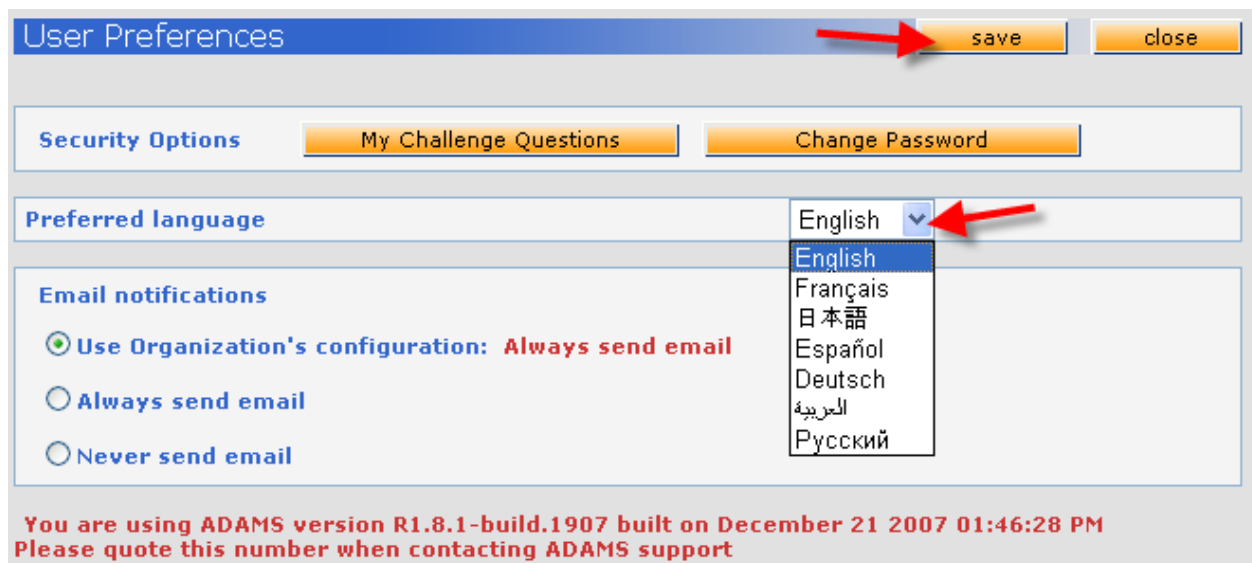
Click the "Create Question" button, enter your question (e.g. Mother's maiden name, Name of first pet, Street you grew up on, City of birth, etc...) and then enter the answer by clicking the "Create Answer" button.

A screenshot of the same web application window, now showing the answer creation step. The "Question" dropdown still shows "Mother's Maiden name". Below it, the "Create the answer" button is still present. Below that, there is a text input field with "Seymour" entered. Below the input field, there is a "Password" label, a password input field with masked characters (dots), and a red asterisk. Below the password field, it says "Your password is required each time for security reasons". At the bottom right, there is a yellow "save" button.

Language setup

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

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

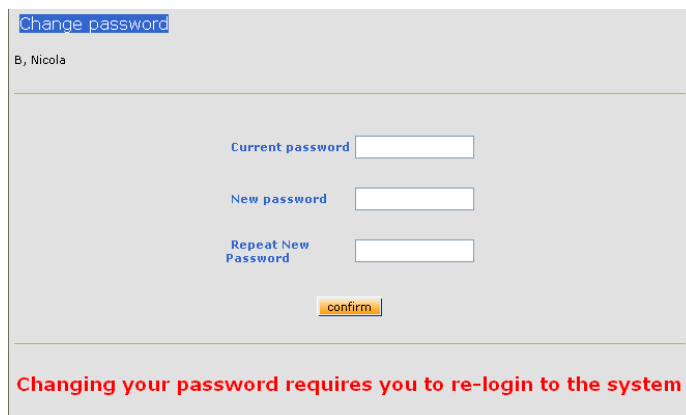


The image shows the 'User Preferences' window. At the top, there are 'save' and 'close' buttons. Below that, there are 'Security Options', 'My Challenge Questions', and 'Change Password' buttons. The 'Preferred language' section has a dropdown menu currently set to 'English', with a list of other languages 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 message states: '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

Password reset

Click the Change Password button in the User Preferences window.



The image shows the 'Change password' form. It includes a header 'Change password' and a user identifier 'B, Nicola'. The form contains three input fields: 'Current password', 'New password', and 'Repeat New Password'. Below these fields is a 'confirm' button. At the bottom of the form, a red message states: 'Changing your password requires you to re-login to the system'.

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

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.

The image shows a 'User Preferences' dialog box with a blue header bar containing 'save' and 'close' buttons. Below the header are three tabs: 'Security Options', 'My Challenge Questions', and 'Change Password'. The 'Preferred language' is set to 'English'. The 'Email notifications' section has three radio button options: 'Use Organization's configuration: Always send email', 'Always send email' (which is selected and has a red arrow pointing to it), and 'Never send email'. At the bottom, there is a red text message: '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'.

Whereabouts accessibility

There are now new 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

Requesting a Password Reset (Forgot Password)

1. Click on the **Forgot password** link

A screenshot of a login form. It features two input fields: 'User name' and 'Password'. Below these fields is a yellow 'login' button. At the bottom of the form, there is a purple link labeled 'Forgot password' with a red arrow pointing to it.

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 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	

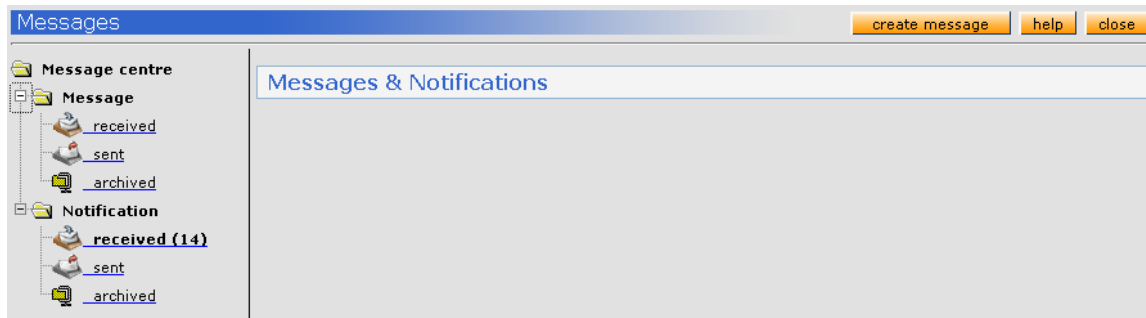
[back to login page](#)

Print All

A new feature has been added that allows you to easily print out the page being displayed on screen including displaying the data within the tabs one after the other. This provides a simple way to create a hard copy of a record in the system.

- Simply click on 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

Messages

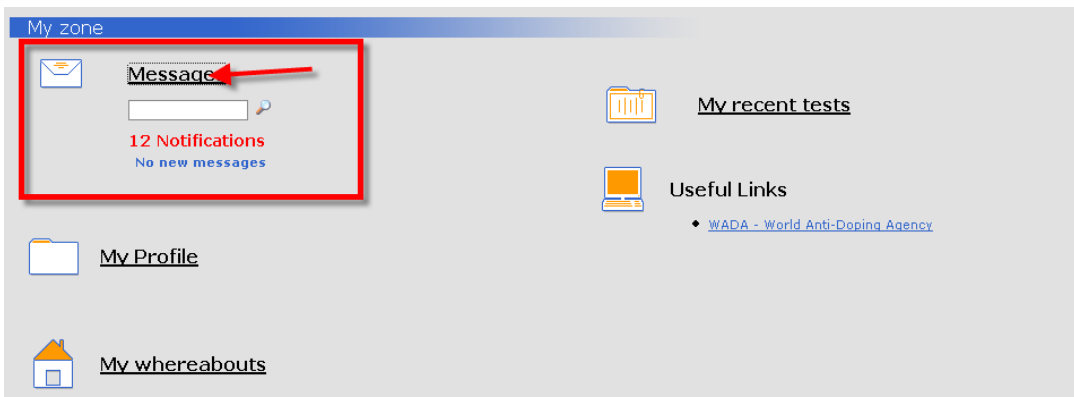


Athlete users can send messages to:

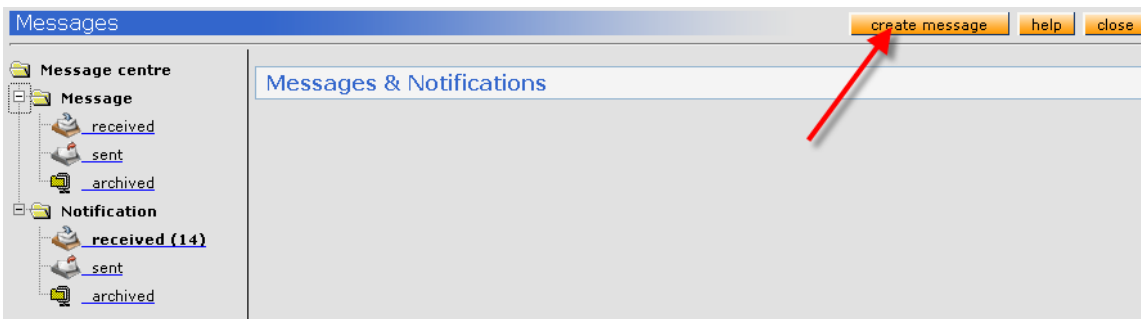
- Every administrator of his organization.
- Every other organization which has access to him and which have at least one user with the "message" notification type.
- To his agents.

How to create messages:

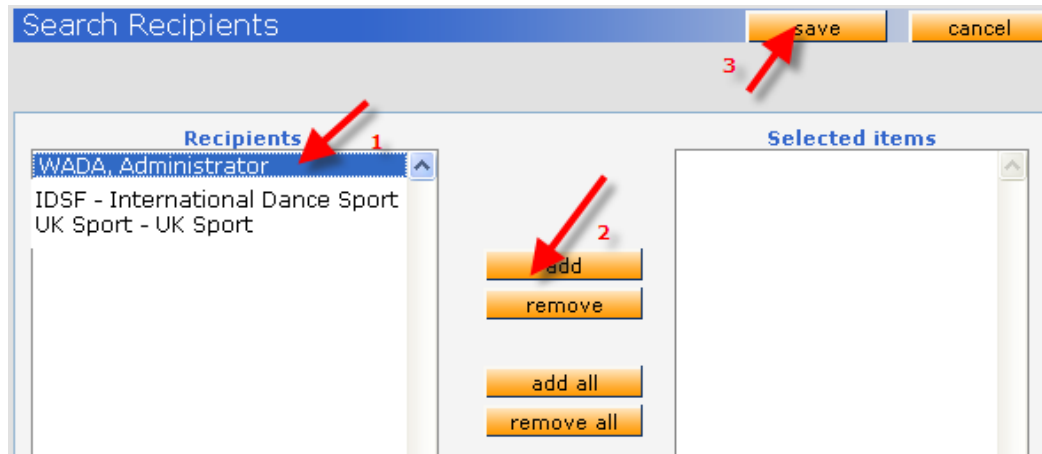
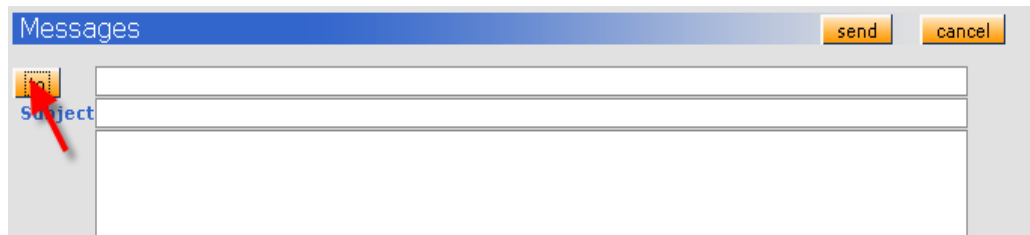
1. Go to the Messages section



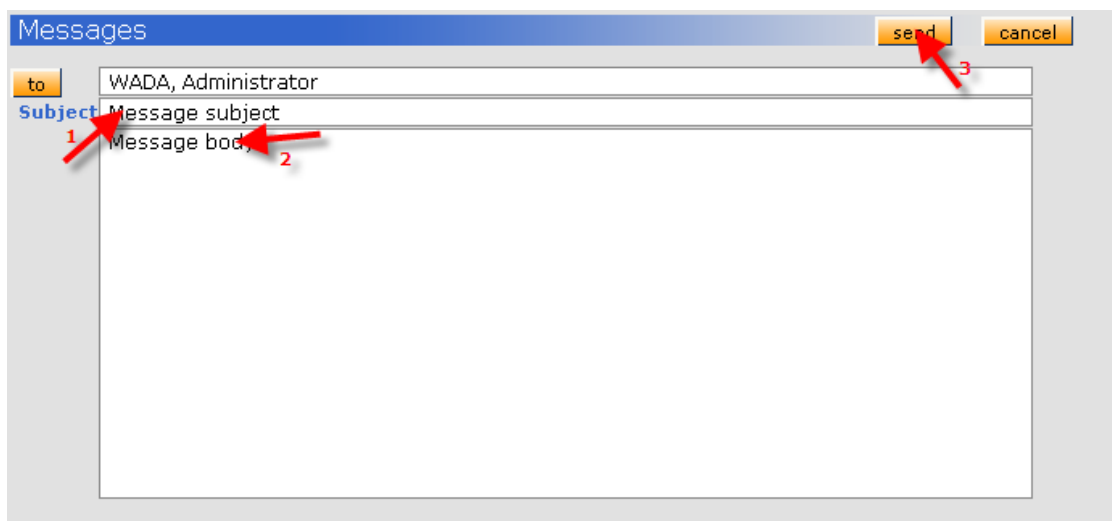
2. Click on **Create New message**



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

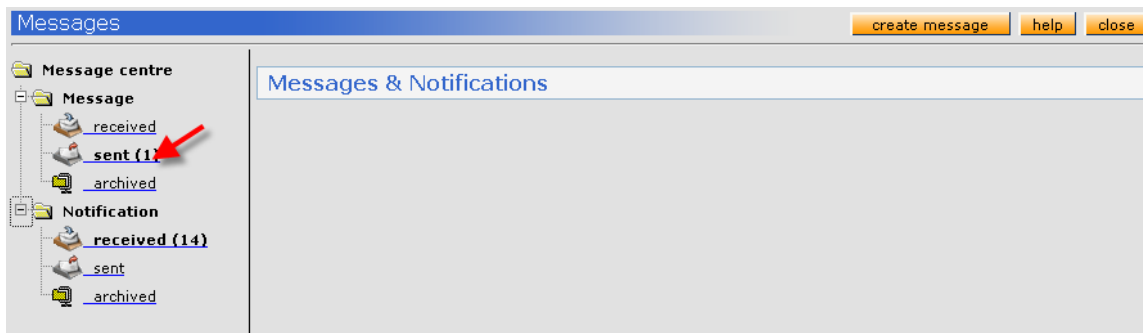


- a. Select your recipient
- b. Click on **add**
- c. **Save**
4. enter the subject and the body of the message and click send

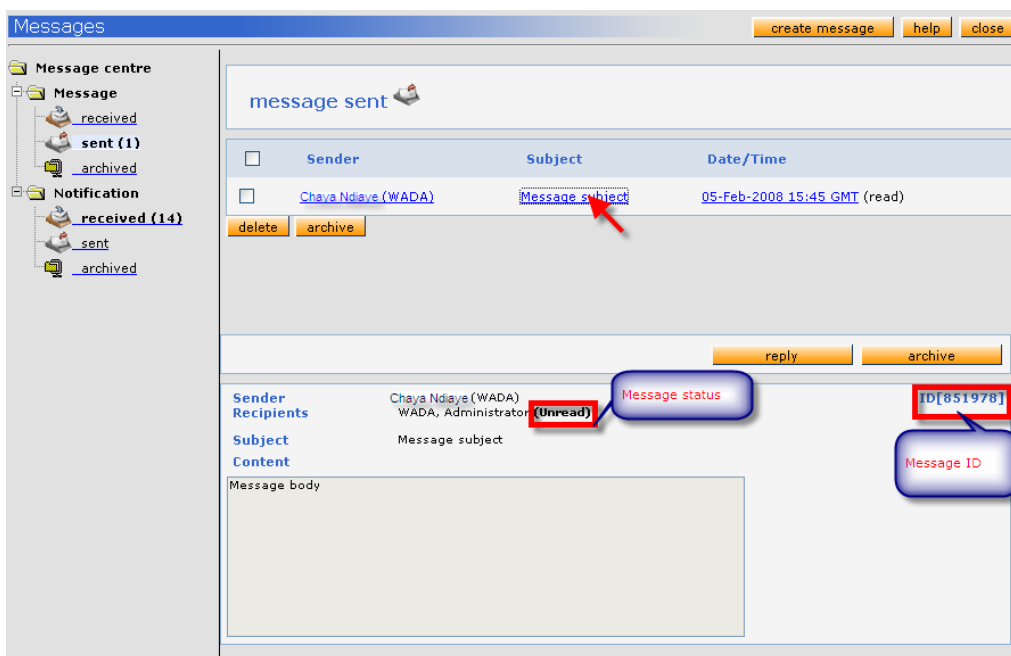


Verify the status of a message

1. Go to the sent folder



2. Click on 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.





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

Deleting / Archiving your messages

To delete a message

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

To archive a message

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





Notifications

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

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

The following notifications can be received by an athlete:

Whereabouts submission confirmation

Whenever the athlete/agent/organization user submits whereabouts

For Monthly submission: (*only until 31 December 2008*)

Sender	username (WADA) Name of the user that submitted the month	ID[738162]
Recipients	athlete name (Read - 05-Feb-2008 16:43 GMT)	
Reference Link	Whereabouts	
Subject	AUTO: Whereabouts submitted!	
Content	Thanks for submitting your whereabouts for January 2008 message body	

For Quarterly submission: (after 31 December 2008)

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

Whereabouts submission reminder (*only until 31 December 2008*)

Your Custodial organization¹ might have set a reminder to be sent every X number of days before the whereabouts due date. In which case you will receive the following type of message:

¹ organization that issued your ADAMS user account



Message and subject content format:

subject: "AUTO: Whereabouts submission"
message: "Your organization requires you to submit the month of <month><year> before <date>"
- for instance: "Your organization requires you to submit the month of July 2007 before 01-Jul-2007"
- If multiple month will be required simultaneously, a line for each month will be written in the notification.
Link: ⚠️ No link currently, because the month may be empty and then not easy to redirect.
sender: "System System"

Whereabouts accessibility modification *(new)*

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!

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

subject:

AUTO: ADAMS administrator has granted access to your Whereabouts that are not submitted to your custodial organization!

message:

ADAMS administrator has granted access to your Whereabouts that are not submitted to your custodial organization!
reason: <types reason>

subject:

AUTO: ADAMS administrator has revoked access to your Whereabouts that are not submitted to your custodial organization!

message:

ADAMS administrator has revoked access to your Whereabouts that are not submitted to your custodial organization!
reason: <types reason>

Team Whereabouts modification

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

Subject: AUTO: Whereabouts modified by a team manager(s)

Message: Your whereabouts have been updated due to some modifications done in team (s) you are member of.



TUE status modification

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

Subject:

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

Message:

TUE has been modified!

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

Subject:

AUTO: Athlete submitted a ATUE: T-7239

Message:

Athlete submitted a TUE!

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

TUE approval / rejection / incompletion / cancellation

Every time a user of the sporting organization approves, rejects, cancels or marks your TUE status incomplete you will receive one of the following notifications.



Subject:

AUTO: TUE has been rejected: T-7239

Message:

TUE has been rejected!

Subject:

AUTO: TUE has been approved: T-7239

Message:

TUE has been approved!

Subject:

AUTO: TUE has been cancelled: T-7239

Message:

TUE has been cancelled!

Subject:

AUTO: TUE is incomplete: T-7239

Message:

TUE is incomplete!

Accessibility notification

You will receive an accessibility notification when:

- Access is granted to an athlete agent

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

Subject:

AUTO: Add access to an athlete agent

Message:

The agent added is : Lastname firstname

- Access is revoked from an athlete agent



Subject:

AUTO: Remove access from an athlete agent

Message:

The agent removed is: Lastname firstname

- When your Custodial is transferred to an other 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



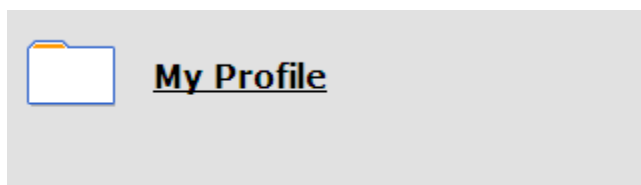
My Profile

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

As per 1 January 2009 in accordance with the revised World Anti-Doping Code, the rules for whereabouts in ADAMS have been adjusted, being based on Quarters. A major consequence of the revision is that for each Quarter a new 'Daily residence' has to be created (yet possible to copy this from a previous quarter). No longer you will be asked when logging on to ADAMS to verify your 'primary address' (your primary location where you live).

View / edit your Profile information:

1. Click on **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

cancel save
Edit Athlete Profile

Originally created 29-Sep-2005 19:59 GMT , by Birdi, Karam
 Last updated 13-Nov-2008 15:41 GMT , by Birdi, Karam

Last name *	First name *	ADAMS ID# *	Gender *
Ford	James	FOJAMA73088	Male

Demographic	Sport/Discipline (5)	Security
-------------	----------------------	----------

IOC ID#	IF ID#	NF ID#	NADO ID#	BP ID#
				I1C11

Date of birth	Age	Preferred Name	Former last name
20-Sep-1987	21		

Nationalities * CANADA	Disabilities Amputee	<input type="checkbox"/> Upload photo
Sport Nationality* CANADA	Disability Class 	

These sections are editable

Contact Details

Phone type	Phone Number		
Mobile	+1 514 402 8787	<input checked="" type="checkbox"/> use SMS	Test connection Test OK
Mobile	+1 514 825 6635	<input checked="" type="checkbox"/> use SMS	Test connection To be tested
Mobile		<input type="checkbox"/> use SMS	

Email
james.ford@hotmail.com Email

save cancel

Type Residence	
Description	
Street address	57 Rue Theo
Country	CANADA
Town/city	Pierrefonds
Region	New Brunswick
Postal code/Zip	H9J 7U0

	Phone type Phone Number
	Home 514 683 8888
	Mobile
	Home
	Business

Permanent / Mailing Address
 Current Address (used for Whereabouts)

cancel save



3. Upload a *photo* if desired: image files must be of type gif, jpeg, jpg or png
4. Enter a *phone number / type*; check the **use SMS**-box to activate this phone number for SMS as a phone number to identify you as the athlete. Multiple phone numbers are allowed.

Activate SMS: Upon saving the page and the phone number, a "Test connection" button will appear next to it. Clicking on this button triggers a message to be sent from ADAMS to the phone number. The message will instruct you to send a three-digit number to an SMS number owned by ADAMS. You have a limited amount of time (e.g. 24 hours) to respond to this message before it expires and another test must be sent. Once you respond with the correct code, the configuration is considered valid, and you may then send Whereabouts updates to ADAMS by SMS.

You can at any time disable SMS on the phone number by editing the athlete profile and un-checking the "Use SMS" checkbox. If this is done, and you wish to re-enable SMS, then the validation procedure must be followed again. You may re-initiate the validation procedure at any time if you suspect that there are problems 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). You can opt to receive ADAMS notifications (e.g. Whereabouts submitted, TUE approved, etc.) at this external e-mail address.
6. Enter your contact *address*:
 - Click on 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 as the concept is no longer valid in 2009
 - Click the **Save** button for the address form



- Click on 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:

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, you only have Read access.

Demographic	Sport/Discipline (1)	Security	
Sport/Discipline			
Sport-Discipline Dancesport Latin	Active until	IF	
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 Mohan	Organization WADA - World Anti-Doping Agency		

Security

The **Security tab** displays the list of the organizations that have access rights to your ADAMS file, and also indicates which organization has a '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 Asthma doctors: a new type of user to help you as an athlete to enter asthma TUEs. These Asthma 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 asthma doctors

Smith, John
Email: j.smith@email.com
Mobile: 555-1234
Business: 555-6325

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

Demographic | Sport/Discipline (1) | Security

Username: betty
IP Address: 66.110.7.43
Last login date: 26-Nov-2008 20:28 GMT

Whereabouts custodian organization
[WADA - World Anti-Doping Agency](#)
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

Other organization(s) with access
[AFLD - Agence Francaise de Lutte contre le dopage](#)
39 rue Saint Dominique
Paris FRANCE 75007
Web site: <http://www.cpld.fr>
Contact:
Email:
Phone:
Fax:

[IDSF - IDSF](#)
Web site:
Contact:
Email:
Phone:
Fax:

List of athlete agents

List of asthma doctors

My Whereabouts



Athletes being managed within ADAMS 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.

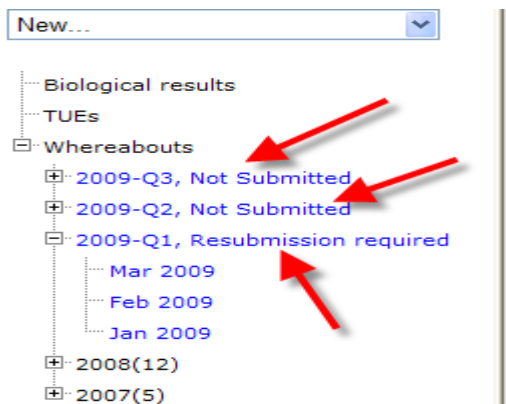
As per 1 January 2009 in accordance with the revised World Anti-Doping Code, the rules for whereabouts in ADAMS have been adjusted.

- 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

I. Need to know

I.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 on 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

I.2. Mandatory location descriptors

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


- Daily residence: athlete's overnight residence where he/she sleeps. ***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!

I.3. One hour testing 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 one hour testing slot is marked by an exclamation point  in your monthly view and whereabouts details report.

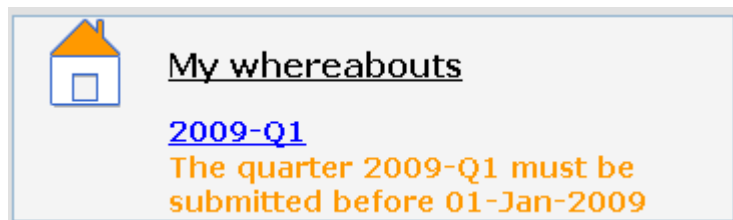
Required for submission!

I.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.



I.5. Access to your Whereabouts – STEP 1

There are now as per 1 Jan. 2009 new 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 on your name on the right in the Header of your ADAMS window)

**** **STEP 1** ****



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

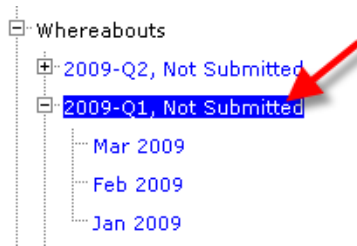
II. Creating Location Descriptors – **STEP 2**

II.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 2** ****

- Go to the Whereabouts Control Panel (Click on 2009-Q1).



- From the Whereabouts Control panel click on 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 Residence 
 Mailing address 

Address

*

Country*
Postal code/Zip

Region
Telephone

City*
Alternate Telephone

Description of Location or Activity (optional)

cancel save

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.



II.2. Need additional location descriptors?

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

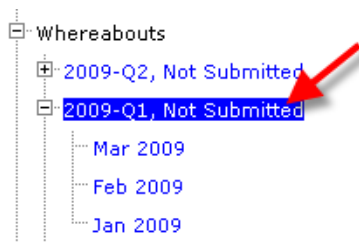
III. Populating your calendar – **STEP 3**

III.1. Initial Submission

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

III.1.1. Using the Whereabouts Control Panel

1. From the tree click on the desired Quarter



2. Click on the [populate calendar] button on the Panel

Whereabouts Control Panel

2009 Q1 → Status: Not Submitted

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

Sport / Discipline
Cycling | Road

Location descriptors

+ Location descriptor	Category	Q1 entries	
* + My Mailing address	Mailing address	0	edit delete
* + My overnight address	Daily Residence	0	edit delete
* + My training location	Training Location	0	edit delete
* + My competition location	Competition	0	edit delete

3. Select the location descriptor from the dropdown menu (To populate multiple location descriptor click [Insert location descriptor])
4. 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.

- Select the days on the calendar that the entry is valid for. Click on each day or click on e.g. Sun or Mon to select multiple days 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!*
- 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

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

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				

- 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	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](#)

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

III.1.2. Using the monthly view

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





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 1-hour testing 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 one-hour timeslot 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 one-hour testing 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 one-hour testing 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
				home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs
<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 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
<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 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
<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	M <input type="checkbox"/> 22	M <input type="checkbox"/> 23	M <input type="checkbox"/> 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
<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30	<input type="checkbox"/> 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 delete selected days Whereabouts details update multiple entries

- Click on 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			

9. 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:

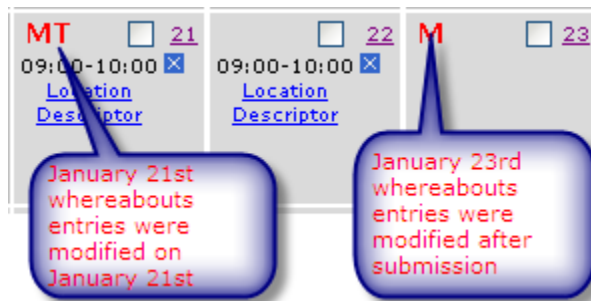
Modifications after submission are tracked by the system.

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.



III.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

Select Category*

Mailing address Daily Residence Training Location Competition Other

Address* City* Telephone Alternate Telephone

Country* Region Postal code/Zip

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 entries follow the same rules as location descriptors. Just like descriptors, once the entry is completed you can click on 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.

III.4. Team whereabouts

III.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.

III.4.2. One hour timeslot

It is now possible for you as an athlete to specify a one-hour timeslot for team entries. Simply click on the team entry on the athlete calendar and then click on 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*
Team Training	09:00	14:00	<input checked="" type="checkbox"/>	09:00	10:00

Select Category*

Competition ■
 Training Location ■
 Other

Address

908 Main road *

Country*	Region	City*
CANADA	Quebec	Montreal

Postal code/Zip	Telephone	Alternate Telephone

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*.

III.4.3. Daily residence entries

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



IV. Enabling SMS

A new SMS feature added recently to 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.

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.

Examples of proper telephone numbers:

- 15145551212 (North America)
- 334123456 (France)
- 447781555666 (United Kingdom)

When the athlete saves his or her mobile number, a “Test” button will appear next to it. Clicking on the “Test” button will trigger a message to be sent from ADAMS to the athlete’s mobile phone. The message will instruct the athlete to send a three-digit number to an SMS number owned by ADAMS. The athlete has a limited amount of time (e.g. 24 hour) to respond to this message before it expires and another test must be sent. Once the athlete responds with the correct code, the configuration is considered valid, and the athlete may then send Whereabouts updates to ADAMS by SMS.



The athlete (or ADO) can disable inbound SMS on the account at any time by editing the athlete profile and un-checking the “Use SMS” checkbox. If this is done, and the athlete wishes to re-enable SMS, then the validation procedure described herein must be followed again.

The athlete may re-initiate the validation procedure at any time if they suspect that there are problems with SMS messages going through the mobile network.

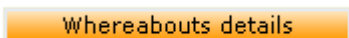
SMS phone number:

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

V. Printing a copy of the Whereabouts

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

1. Click the **Whereabouts details** button on the month you wish to print.



2. 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 titled "Athletes *" and contains a text input field with the value "Mark, Gilbert". At the bottom of the window are two buttons: "view" and "cancel".

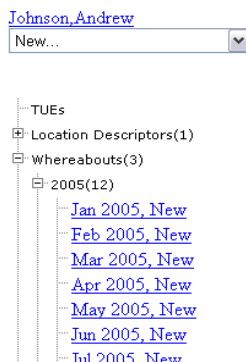
3. Click on the **View** button.
4. To print a copy of the resulting report, press **ctrl + p** on your keyboard.

VI. Attaching documents

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



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

Whereabouts Attachments

add an attachment

Starting Date	End Date	Size	Name	Description

5. Click the **Browse** button.

Attach File for Whereabouts

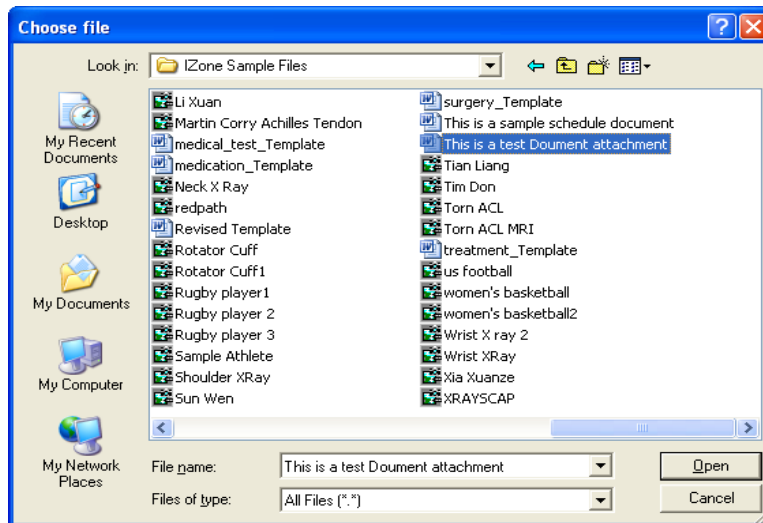
This will attach a file to one or more days in an athlete's whereabouts calendar (for example: a team itinerary).

Description of Attachment

Please select the date range that the attached file references.

Starting Date	Expiry Date
<input style="width: 95%;" type="text" value="01-Aug-2005"/> <input style="width: 15px; height: 15px; border: 1px solid gray;" type="button" value=""/>	<input style="width: 95%;" type="text" value="01-Aug-2005"/> <input style="width: 15px; height: 15px; border: 1px solid gray;" type="button" value=""/>

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



7. Select the **Start Date** and **Expiry Date**.
8. You can enter a description text if required.
9. Click on 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

VI.2. Viewing Attachments

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

VI.3. Editing the Validity Period of the Attachment

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



VII. 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

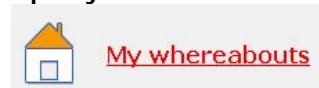
Log into ADAMS on the Internet.

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

Update your Profile and set your Preferences

- Click [My Profile] for updating your profile if required
- To set your Preferences click on your *name* displayed at the right top in the header on the Home page
- Adjust your Password, select your Language, 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

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
Doe, Jane	DOJAF30375		CANADA	Female

+ Location descriptor	Category	Entries in Q1
* 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

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

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

(I). Populate your calendar by Quarter

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

You could **populate by Quarter**

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

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

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

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

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



Location descriptor

Location descriptor: Start time* End time* One hour testing slot
parents address (Mailing)

Single Entry

Select dates

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

[show every month of the quarter](#)

- 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.

Whereabouts Control Panel

2009 Q2 Status: Not Submitted

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
---------	-----------	---------------	-------------------	--------

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

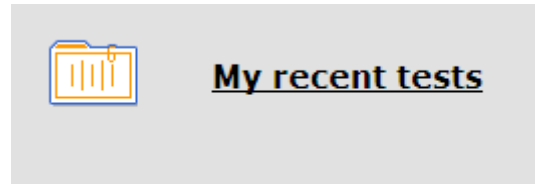
Helpdesk Phone numbers

North America: 1 866 922 3267

International: 1 514 904 8800

My Recent Tests

1. Click on **My recent tests** menu



2. You will receive a list of your recent test as well as lab results if approved by the Result Management Authority.

Recent Test Results				
Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
	BEBOFA66447	26-Jan-1979	UNITED KINGDOM	Female
Sport / Discipline				
Dancesport Latin				
Date	City	Sport	Result	
20-Apr-2007		Athletics Marathon	Urine: Negative	
28-Aug-2007		Dancesport Latin	Urine: No Result	
07-Sep-2007		Dancesport Latin	Urine: No Result	
18-Oct-2007		Dancesport Latin	Urine: No Result	



TUE (Therapeutic Use Exemption)

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

As per 1 January 2009 in accordance with the revised World Anti-Doping Code, the provisions in ADAMS for the Therapeutic Use Exemption (TUE) have been adjusted. The Abbreviated TUE (ATUE) form will cease to exist as per 31 December 2009. Two new forms are added: the Declaration of Use (DoU) and the TUE for Asthma (AST). These will eventually supersede the ATUE. The Standard TUE form is still in place and will be renamed into TUE.

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. In particular for the TUE for Asthma this can be delegated to an Asthma TUE Doctor. In this case you should send a formal request to your custodian organization.



Abbreviated TUE (ATUE)

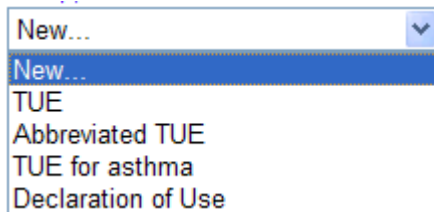
[quoted from the STANDARD FOR TUE 2009]:

As a transitional provision ATUE's delivered prior to December 31, 2008 shall remain governed by the 2005 TUE Standard. These ATUEs shall remain valid after January 1, 2009 until the earliest of: (i) the date on which they are cancelled by the competent TUEC following review in accordance with art. 8.6 of the 2005 TUE Standard; (ii) their expiry date as mentioned on the ATUE; (iii) December 31, 2009

Abbreviated TUE's look like TUE 's, however they have one major difference. They are used for a selected list of commonly administered medications, and are approved for use once the TUE form has been submitted.

Applying for an Abbreviated TUE

1. Go the file tree section.



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

STEP 1: INFORMATION ABOUT YOUR SPORT
 In the section below, please specify the sport for which you require an Abbreviated Therapeutic Use Exemption (ATUE). Only specify the event if it is relevant and required by your sporting organization, otherwise leave this field blank. Finally, you must select the Sporting Organization to which you are applying for this ATUE.

Sport[Discipline]* Underwater Sports	Competition name _____
Sporting Organization* _____	Registered Testing Pools _____

STEP 2: INFORMATION ABOUT YOUR PHYSICIAN
 In the section below, please provide information about your physician. Mandatory information is indicated with an asterisk. Please note that you must provide at least one telephone number in the event that your sporting organization wishes to contact your doctor.

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
 In the section below, please describe the medical necessity for the ATUE. You must supply the diagnosis. If an appropriate diagnosis is not listed, please select "Other, please specify" in the Diagnosis list and describe your condition in the "Diagnosis description" box. Feel free to list any relevant medical examinations, tests, or any additional information that relates to this application in the spaces provided.

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

STEP 4: SPECIFY THE MEDICATION YOU ARE TO TAKE
 In the selection below, you must specify the prohibited substance you are applying 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 optionally specify the frequency of administration (e.g. 2 times/day), the route of administration, and anticipated duration of the medication. You may apply for 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 _____	Frequency of Administration as needed	Route of Administration* _____	Expiry Date _____
Prohibited Substance* _____	Dosage* 0	<input checked="" type="checkbox"/>	<input type="checkbox"/> No expiry
Add Substance			
Conditions and Comments _____			
Add Medication			

STEP 5: SUBMIT YOUR APPLICATION ELECTRONICALLY
 You may submit your application by clicking on the "Submit Application" button. If you would like to save it to complete later, simply click on "Save." Once submitted, your sporting organization will automatically receive notification that you are applying for an ATUE.

STEP 6: PRINT YOUR APPLICATION, SIGN, AND MAIL
 Open your TUE from your athlete tree and click the "Generate Application Form" button. Print out the PDF application form generated by ADAMS. Sign the form and have your physician sign the form as well. Send the form, along with any relevant medical documentation (e.g. a copy of your prescription) to your sporting organization. Depending on the organization, you may be able to fax this information as well as mail it in. Your sporting organization will either grant or deny your application. They may also put it on hold and ask you or your physician for more information. You can log into ADAMS at any time and see the status of your application by selecting the TUE from your athlete tree on the left side of the screen.



- I. 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 ATUE.
 - 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 ATUE.
 - 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) Select the relevant Prohibited Substance form the dropdown list.
 - 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. Fill in any other available information.
4. Submit your ATUE electronically by clicking on the **Submit Application** button. Once submitted, the sporting organization automatically receives a notification of your ATUE submission. You may also use the **Save** button to complete your ATUE later.
 5. Print your application file, sign it and get it signed by your physician and send it by mail to your sporting organization (along with any relevant medical documentation – e.g. copy of your prescription) for their approval. Use the **Generate Application Form** button to print out a completed hard copy of your application after you have submitted electronically.





6. At any time you can view the status of your application by selecting the ATUE from your athlete tree on the left side of the screen.

Each organization has its TUE rules but you should always print your application file, get it signed by your doctor and send it to the organization that will approve the Therapeutic use

Exemption



Declaration of Use (DoU)

[quoted from the STANDARD FOR TUE 2009]:

It is acknowledged that some substances included on the List of Prohibited substances are used to treat medical conditions frequently encountered in the athlete population. For monitoring purposes, these substances, for which the route of administration is not prohibited, will require a simple declaration of use. These are strictly limited to: Glucocorticosteroids used by non systemic routes, namely intra-articular, peri-articular, peritendinous, epidural, intradermal injections and inhaled route.

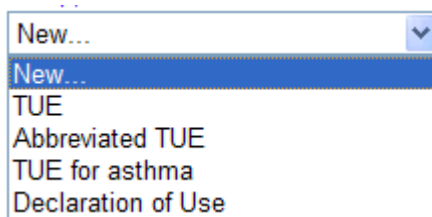
The declaration should mention the diagnosis, the name of the substance, the dose undertaken, the name and the contact details of the physician

In addition, the athlete must declare the use of the substance in question on the Doping Control Form.

Athlete users can create a Declaration of Use form themselves by selecting this form from the dropdown menu in the athlete tree section. Athlete users can view all DoU's from their athlete tree.

Creating a Declaration of Use

1. Go 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

Athlete Declaration of Use
save
declare

STEP 1: INFORMATION ABOUT YOUR SPORT
 In the section below, please specify the sport for which you require a Declaration of Use. Only specify the event if it is relevant and required by your sporting organization, otherwise leave this field blank. Finally, you must select the Sporting Organization to which you are submitting the Declaration of Use. Mandatory information is indicated with an asterisk.

Sport Discipline* <input type="text" value="Aquatics Swimming"/>	Competition name <input type="text"/>
Sporting Organization* <input type="text"/>	Registered Testing Pools <input type="text"/>

STEP 2: INFORMATION ABOUT YOUR PHYSICIAN
 In the section below, please provide information about your physician. Please note that you must provide at least one telephone number in the event that your sporting organization wishes to contact your doctor.

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Work	Telephone Home	Telephone Mobile	Telephone Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email <input type="text"/>			

STEP 3: MEDICAL INFORMATION
 In the section below, please describe the medical necessity for the Declaration of Use. You must supply the diagnosis. If an appropriate diagnosis is not listed, please select "Other, please specify" in the Diagnosis list and describe your condition in the "Diagnosis description" box. Feel free to list any relevant medical examinations, tests, or any additional information that relates to this application in the spaces provided.

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
 In the selection below, you must specify the prohibited substance you are applying 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 optionally specify the frequency of administration (e.g. 2 times/day), the route of administration, and anticipated duration of the medication. You may apply for 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	Frequency of Administration	Route of Administration*	Dates of administration
<input type="text"/>	<input type="text" value="as needed"/>	<input type="text"/>	<input type="text"/>
Prohibited Substance*	Dosage*	X	
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	
			Treatment duration
			<input type="text"/>
Add Substance			
Conditions and Comments <input type="text"/>			

Add Medication

STEP 5: SUBMIT YOUR APPLICATION ELECTRONICALLY
 You may submit your application by clicking on the "Submit Application" button. If you would like to save it to complete later, simply click on "Save." Once submitted, your sporting organization will automatically receive notification that you submitted a Declaration of Use.

save
declare

- 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*:
- 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/tests performed and any additional information
- VII. Specify the *medication*:
- c) Fill in the Specific name of drug, frequency of administration
 - d) Select the relevant Prohibited Substance from the dropdown list
 - e) Fill in the dosage and select the unit
 - f) Select the route of administration
 - g) Optionally enter the date(s) of administration using the Calendar and the treatment duration [the calendar icon is for selecting a single date to add to the list and the '-' button for removing a date]
 - h) Under Conditions and comments indicate any

A screenshot of a web-based form for entering medication information. The form is titled 'Add Substance' and contains several fields: 'Specific name of drug' (text input), 'Frequency of Administration' (dropdown menu with 'as needed' selected), 'Route of Administration*' (dropdown menu), 'Dates of administration' (calendar icon), 'Prohibited Substance*' (dropdown menu), 'Dosage*' (text input with '0' and a unit dropdown), and 'Treatment duration' (text input). There is an 'Add Substance' button and a 'Conditions and Comments' section at the bottom.

4. 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.



Access to a saved Declaration of Use

Athlete users

Athletes can view all Declaration of Uses created for them regardless of the status. There are three status values: Not Declared, Declared and Cancelled.

They can only edit a Declaration of Use if the status is "Not Declared".

If the status of the Declaration of Use is "Declared" the athlete can only "Cancel" it.

Organizations with access to the athlete

1. If the organization created the Declaration of Use:

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

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

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

3. WADA

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



TUE for Asthma (AST)

[quoted from the STANDARD FOR TUE 2009]:

Minimal requirements for the medical file to be used for the TUE process in the case of asthma and its clinical variants: The file must reflect current best medical practice to include:

- a. a complete medical history*
- b. a comprehensive report of the clinical examination with specific focus on the respiratory system*
- c. a report of spirometry with the measure of the Forced Expiratory Volume in 1 second (FEV1)*
- d. if airway obstruction is present, the spirometry will be repeated after inhalation of a short acting Beta-2 Agonist to demonstrate the reversibility of bronchoconstriction*
- e. in the absence of reversible airway obstruction a bronchial provocation test is required to establish the presence of airway hyper-responsiveness*
- f. exact name, speciality, address (including telephone, e-mail, fax) of examining physician*

Athlete users can create an TUE for Asthma form themselves by selecting this form from the dropdown menu in the athlete tree section. Athlete users can view all AST's from their athlete tree.

Creating a TUE for Asthma

This will be detailed on 2nd March 2009.

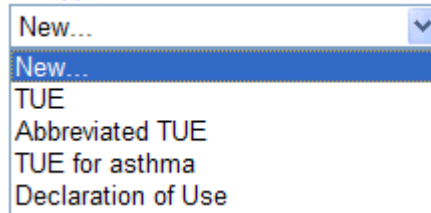


TUE (TUE)

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

Applying for a TUE

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



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

Athlete Standard TUE
save Submit Application

STEP 1: INFORMATION ABOUT YOUR SPORT
 In the section below, please specify the sport for which you require a Standard Therapeutic Use Exemption (STUE). Only specify the event if it is relevant and required by your sporting organization, otherwise leave this field blank. Finally, you must select the Sporting Organization to which you are applying for this STUE. Mandatory information is indicated with an asterisk.

Sport Discipline* <input type="text" value="Aquatics Swimming"/>	Competition name <input type="text"/>
Sporting Organization* <input type="text"/>	Registered Testing Pools <input type="text"/>

STEP 2: INFORMATION ABOUT YOUR PHYSICIAN
 In the section below, please provide information about your physician. Please note that you must provide at least one telephone number in the event that your sporting organization wishes to contact your doctor.

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

STEP 3: MEDICAL INFORMATION
 In the section below, please describe the medical necessity for the STUE. You must supply the diagnosis. If an appropriate diagnosis is not listed, please select "Other, please specify" in the Diagnosis list and describe your condition in the "Diagnosis description" box. Feel free to list any relevant medical examinations, tests, or any additional information that relates to this application in the spaces provided.

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


STEP 4: SPECIFY THE MEDICATION YOU ARE TO TAKE
 In the selection below, you must specify the prohibited substance you are applying 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 optionally specify the frequency of administration (e.g. 2 times/day), the route of administration, and anticipated duration of the medication. You may apply for 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 <input type="text"/>	Frequency of Administration <input type="text" value="as needed"/>	Route of Administration* <input type="text"/>	Expiry Date <input type="text"/>
Prohibited Substance* <input type="text"/>	Dosage* <input type="text" value="0"/>	<input type="button" value="Add Substance"/>	
Conditions and Comments <input type="text"/>			

STEP 5: SUBMIT YOUR APPLICATION ELECTRONICALLY
 You may submit your application by clicking on the "Submit Application" button. If you would like to save it to complete later, simply click on "Save." Once submitted, your sporting organization will automatically receive notification that you are applying for a STUE.

STEP 6: PRINT YOUR APPLICATION, SIGN, AND MAIL
 Open your TUE from your athlete tree and click the "Generate Application Form" button. Print out the PDF application form generated by ADAMS. Sign the form and have your physician sign the form as well. Send the form, along with any relevant medical documentation (e.g. a copy of your prescription) to your sporting organization. Depending on the organization, you may be able to fax this information as well as mail it in. Your sporting organization will either grant or deny your application. They may also put it on hold and ask you or your physician for more information. You can log into ADAMS at any time and see the status of your application by selecting the TUE from your athlete tree on the left side of the screen.



- I. 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 *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 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*:
 - c) Fill in the Specific name of drug, frequency of administration.
 - d) 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.
 - e) Fill in the dosage and select the unit
 - f) Select the route of administration
 - g) Enter an expiry date (expiry dates are per medication)
 - h) Under Conditions and comments indicate any
- VIII. 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.
 5. Print your application file, sign it and get it signed by your physician and send it by mail to your sporting organization (along with any relevant medical documentation – e.g. copy of your prescription) for their approval. 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].

Each organization has its TUE rules but you should always print your application file, get it signed by your doctor and send it to the organization that will approve the Therapeutic use Exemption

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



TUE No./Numéro de AUT
T-253576

**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	
BIRDI	Karam	
Date of Birth/Date de naissance	Sport/Sport	Discipline/Discipline
12-Apr-1977	Aquatics	Swimming

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.



Appendix 1

Therapeutic Use Exemptions TUE

Please complete all sections in capital letters or typing

1. Athlete Information



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) Competition name: 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 (and signing the TUE form for the athlete).
- 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



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

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

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).