

How to use ADAMS

Login

www.adams.wada-ama.org

When you log in you will see the initial page called “My Zone”:

- on the left hand side you see:
 - o ADAMS – it always takes you back to the initial page
 - o (under you name) New...
 - This is where you can request a **TUE** electronically
 - o Address book – you can store the locations you are using in the calendar
 - o + Whereabouts

When you click on the word “Whereabouts” it takes you right to the calendar in a new window where you can report your whereabouts.

When you click on “+”, it opens up and you can see the quarters of the year. When you click on the “+” before a quarter you will see the months in it.

If you click on the number of a quarter e.g. 2014-Q2, it will take you to the calendar in a new window.

How to file your whereabouts

After login:

1. click on “Whereabouts” and your calendar will open
2. click on a day – a “New entry” panel will appear
3. click on “new” next to the Address box – a “New address” panel will appear

New address

Label: you can write anything, in any language, in this box, this is only for you to name your program eg. home, grandma, swimming pool, etc.

Address line: street, building, door number, etc.

Address line: name of the place if it has one eg. Wembley Stadium

City and country: as usual

In the additional information box you can give extra info. Eg. the doorbell is not working, please, knock on the door. Etc.

DON'T FORGET TO CLICK ON “Save” WHEN YOU'RE READY.

The address you create will be stored in the Address book, so you can use it again any time you need. You can also preload your locations in the Address book. Click on Address book, click on “New” in the top right hand side corner, and fill in the New address panel.

After creating an address to your programme:

4. click on the triangle ▼ in the Address line, and choose the address you need
5. select a **Category**
 - a. overnight accommodation – the place you will sleep at (if you sleep at more than one places in a quarter, you have to create addresses for each places)
 - b. competition
 - c. regular activities – like training, training camp, school, work, etc.
 - d. other – e.g. press conference, hospital, etc.
6. **Date** – will show you the day you clicked on
 - a. If you select a recurrence, this will change to “**Start date**”
7. **Recurrence**: how often will you need the address
 - a. None – only 1x
 - b. Daily – every day
 - i. If you choose this you have to give the end date of this program
 1. if you click on the date box, a mini calendar will appear
 - c. Weekly – every week
 - i. Here you can select which days of the week you need, and also have to give the “End date” of your program
 - d. Specific days – a calendar icon will appear next to the box, click on it and select the days you need
 - e. Entire quarter – all the days of the 3 months in the quarter
8. **Start and End time**: trainings and sometimes other programs have a start (eg. 10:15) and end (eg.12:15) time, if the program is an all day program, eg. a competition, tick the “All day” box next to “Start time”
9. **60-Min Time Slot** – you can give when is it the most convenient for you to be tested

DON'T FORGET THAT YOU HAVE TO GIVE ONLY ONE (1) 60 MIN / DAY!

When you're ready, don't forget to click on “Save”.

How to modify your whereabouts

1. click on the activity you want to change
2. click on “Edit”
 - a. “Edit this occurrence” – you modify only that day
 - b. “Edit entire series” – you modify all the same programmes
3. “Save”

How to delete a programme

1. click on the activity you want to delete
2. click on “Delete”
 - a. “delete this occurrence” – you delete only that day
 - b. “delete entire series” – you delete all the same programmes
3. “Save”

In the “Address” line when you click on the triangle ▼, you can find “Travel”. You can use this option when you are travelling for a longer period, eg. between continents, or outside the testing period which is between 6a.m. and 11p.m.

Travel (for more details scroll down)

1. click on Travel in the Address box
2. click on “Confirm”
3. Category:
 - a. Daytime travel
 - b. Overnight travel
4. Transportation type
 - a. Air
 - b. Ground – like coach, car, etc.
 - c. Other – like ship, etc.
5. Departure Location – from where do you start your travel
 - a. Date/Time – on which day you start and at what time
6. Arrival Location – where is the end of your travel
 - a. Date/Time – on which day will you arrive and at what time
7. Details – here you can give extra info about your travel e.g. a bus will pick me up from the Airport and take me to the hotel, etc.

If you travel by aeroplane, “Carrier” and “Routing No.” are not mandatory, only **optional**.

How to “Submit”

In the top left hand side corner of the calendar page you can see “Submit”, click on it. If everything is all right, then “Submit” will change to “Submitted”.

If something is wrong or you missed out something:

- you will see a message in red in the top left hand side corner

If you need assistance click on “see the Guide” message in the top left hand side corner.

Please, note that in ADAMS red indicates that you have to correct something.

- the problematic day(s) will be red in the mini monthly calendars on the left hand side, click on the number(s) and correct the mistake or add more info.

Usual mistakes:

- you forgot to give a 60min test slot for one or more days
- you gave more than one 60min test slot for one or more days
- you forgot to give a sleeping place (overnight accommodation) for one or more days

DON'T FORGET, YOU HAVE TO GIVE A SLEEPING PLACE EVEN IF YOU ARE AT A COMPETITION!

Please, note that because you are set as a member of the IJR Registered Testing Pool (RTP) in ADAMS, you have to give:

- **your mailing address**
- **an overnight accommodation for each day of the quarters**
- **your competition dates or confirm if you don't have competition in a quarter (e.g. because you are injured, or you are suspended for anti-doping violation, etc.)**
- **your regular activities, like trainings**
- **a 60-min testing slot for each day of the quarters (only one 60-min / day!)**

You can submit your whereabouts only if you have all these details. If you missed out something a “Whereabouts Guide” panel will appear and will tell you what is missing.

When you finished:

- either click on “GO BACK” in the top left hand side corner
 - o this takes you back to the initial page of ADAMS
- or click on “Logout” in the top right hand side corner.

If you click on “Logout”, you log out of ADAMS not just the calendar.

Travel

If you travel for a longer duration (leave your home in the morning and will arrive on the next day in the evening) use “Travel”.

Example: On 5 June you go to an intercontinental travel, you leave at 6:00 in the morning and will arrive to your destination on 6 June at 23:30.

This means that you are not available for testing on 5 June and 6 June, as out-of-competition testing can be done only between 6:00 in the morning and 11:00 in the evening.

In ADAMS you need to choose “Travel” for both 5 June and 6 June and you don't need to give an overnight accommodation for 5 June, **BUT you must give overnight accommodation for 6 June regardless that you arrive after the official testing period.**

In general: if you travel for a longer duration and you sleep on the vehicle you travel by (e.g. aeroplane, ship, train, coach, etc.), you need to choose “Travel”, you have to give the departure date and time, the arrival date and time, and an overnight accommodation address for the arrival date.