

ADAMS & WHEREABOUTS QUICK REFERENCE CARD



1 Let the ITA know if **you require an ADAMS username and password** which will be then forwarded to you on your personal email address.

2 LOG INTO ADAMS
Go to <https://adams.wada-ama.org> and enter your username and password.

If you are a first time ADAMS user:

- Once logged in to ADAMS, you are required to select 3 security questions and save corresponding answers.
- Please review and accept the ADAMS data protection policy by entering your date of birth and password provided by the ITA.
- Create a new password.

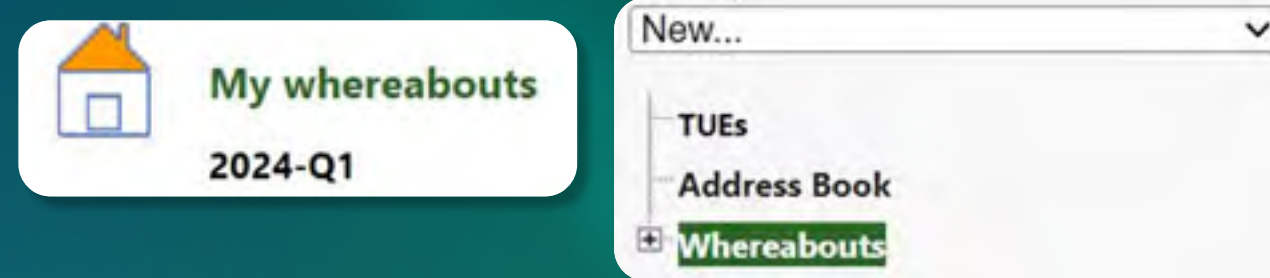
3 USER PREFERENCES

You can update your account's settings anytime by clicking on **YOUR NAME** in the top right corner. Here you may also select your language, the first day of your calendar week and indicate if you want to receive notifications on your email.

In **"Security Options"** you can modify your 2-Factor Authentication by clicking on **"Connection Settings"**.

4 ACCESSING YOUR WHEREABOUTS CALENDAR

Click on **"My Whereabouts"** on the home page or click on **"Whereabouts"** in the left part of your screen.



Your main whereabouts page will appear together with the WHEREABOUTS GUIDE listing whereabouts entries which need to be completed.

1	Introduction	
2	Mailing Address	Click here to select and confirm your mailing address for this quarter.
3	Email Address	Click here to confirm your email address for this quarter.
4	Overnight Address	Click to view the list of dates with missing/too many Overnight Address entries.
5	Competition/Event schedule	Click here if you have no Competition/Event this quarter.
6	Regular Activities	Click here if you have no Regular Training Activity this quarter.
7	60-Minute Time Slot	Click here to view the list of dates missing or too many a 60-minute time slot.
8	Submission	

You can select different quarters in the **"Filter By"** section.

To exit the Whereabouts Guide and start submitting your whereabouts click on **"Go to Calendar"**

5 ENTERING WHEREABOUTS INFORMATION

Click on a date in the calendar or on **"New"** button in the top right corner of your calendar.

Select an existing address or type in a new one by clicking on **"New"**. Choose the relevant category (competition, overnight accommodation, etc.) and the date for this entry.

If this entry applies to other days as well, go to **"Recurrence"** and select the relevant days.

If you're an RTP athlete, you can also attach a 60-minute time slot to any whereabouts entry at the same time.

Click on **"Save"** and repeat this step for each of the requirements set out in the Whereabouts Guide.

*Each new address that you enter will be stored in your ADDRESS BOOK where you can modify it anytime. Your addresses will also be accessible in the drop down menu when adding an entry to the calendar.

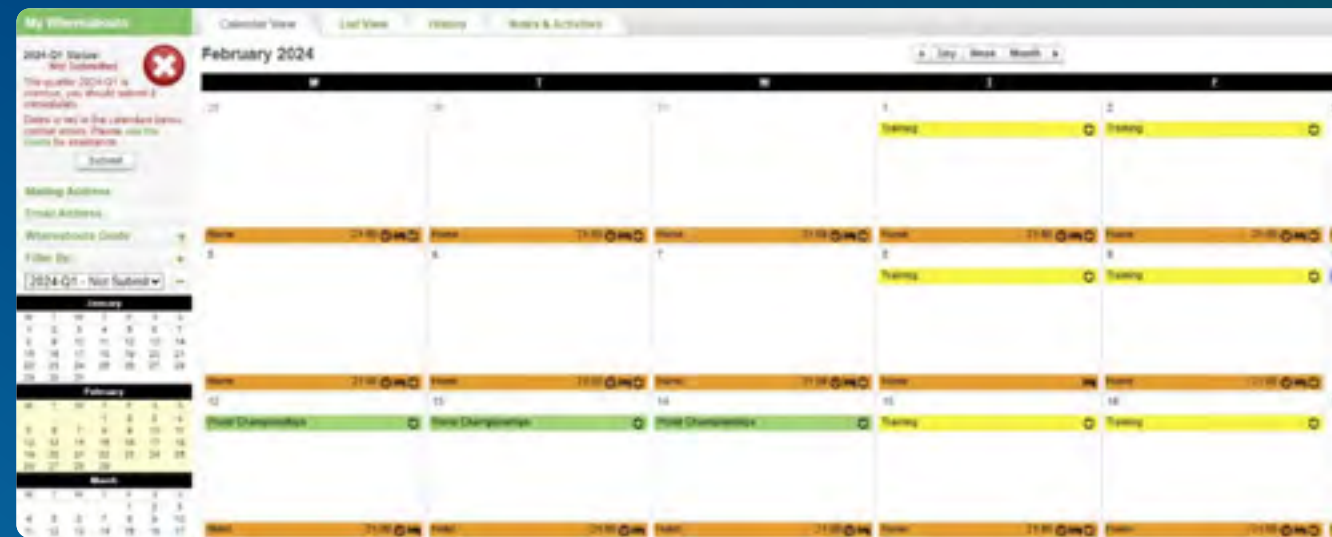


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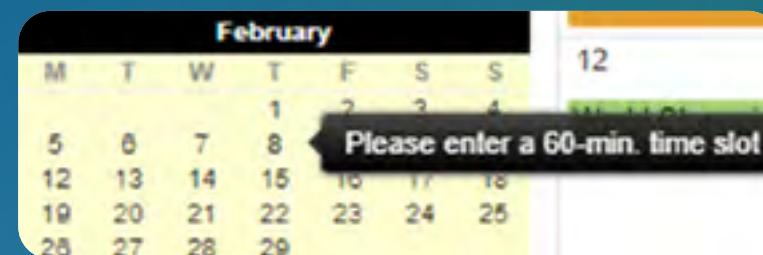
6 FILLING OUT YOUR CALENDAR

As you add more entries, your CALENDAR will begin to populate with each category highlighted with an icon or colour to illustrate what type of entry it is.



On the lower left corner of the screen, you will also see a mini-calendar of the quarter. Each date in red indicates a day that is missing some required information.

By placing your cursor over this date, the calendar will indicate what information is missing for that particular day.

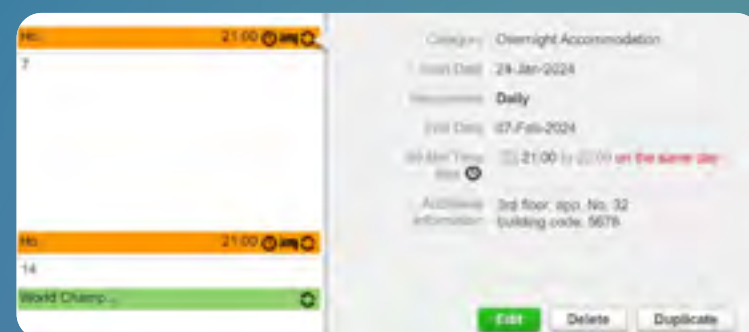


8 CHANGING OR REMOVING ENTRIES / SERIES OF ENTRIES

Click on an entry you wish to change or remove.

To change an entry, click on **"Edit"**. You'll have an option to update only this entry or the entire series.

To delete an entry, click on **"Delete"**. You'll have an option to delete only this entry or the entire series.



7 SUBMITTING A TRAVEL ENTRY

Click on a date in the calendar or on **"New"** button in the top right corner of the screen.

Click on the green arrow next to the **"Address"** section and select **"Travel"**.

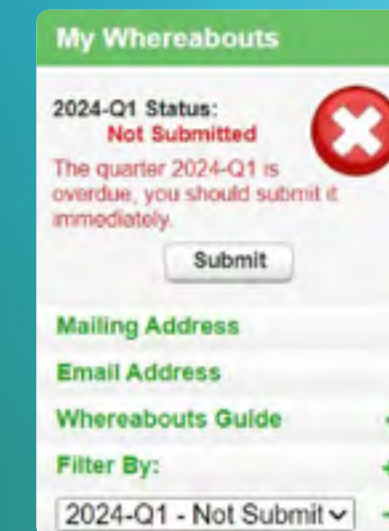
Before submitting a travel entry, please note that this category is intended to be used if you can't provide a 60-minute time slot between 5am and 11pm or an overnight address.

Click on **"Confirm"** to proceed or on **"Go Back"** if you are able to submit a 60-minute time slot or an overnight address that day.



Fill out your travel details, such as your transportation type, routing number, date and time, etc., and click on **"Save"**.

Once the mini calendar no longer has any dates in red and the status bars of the whereabouts guide indicate you have met all of the requirements, you may submit your whereabouts information by clicking on the **"Submit"** button.



10 UPDATING WHEREABOUTS VIA SMS

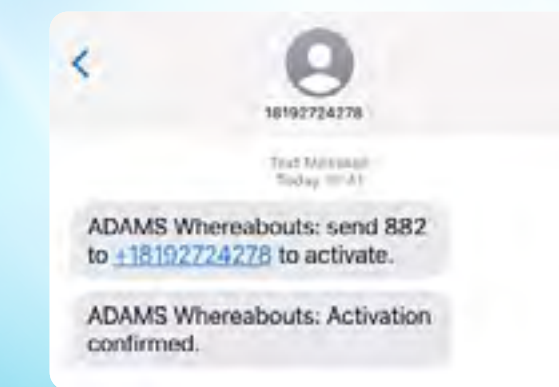
Please note that the SMS function is to be used in exceptional last-minute circumstances only, e.g. when ADAMS is under technical maintenance, an athlete not having access to the Internet, etc.

Log in to your ADAMS account and click on **"My Profile"** on the main page.

Click on **"Edit"** in the top right corner of your screen and enter a valid phone number. Click on **"Use SMS"**.

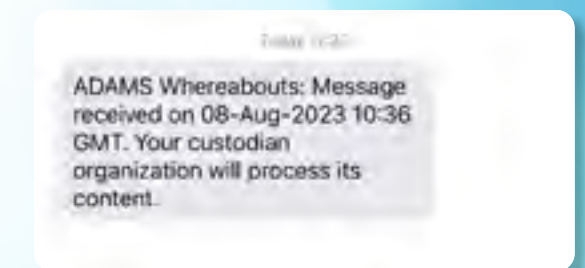
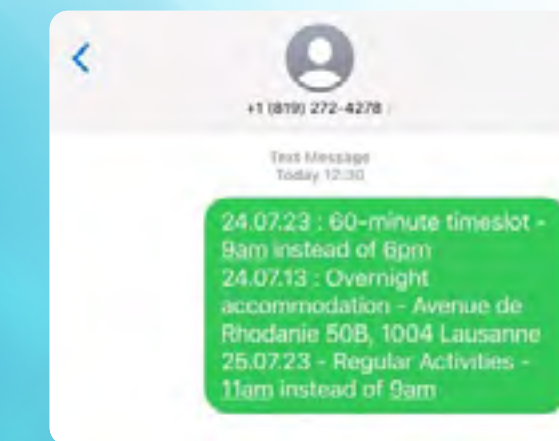
You will receive a message from ADAMS asking you to send a three-digit number on their phone number.

ADAMS will send you a follow-up message when the activation is confirmed.



You may then proceed to send any changes to your schedule via SMS.

ADAMS will send you a follow-up message when your updates have been registered in your ADAMS profile.



Your whereabouts updates by SMS will be displayed in your ADAMS calendar as an attachment in **"List View"** and **"History"** tabs.

To opt out at any time, send **STOP** to **+18192724278**. To receive more information, send **HELP** to **+18192724278**.