
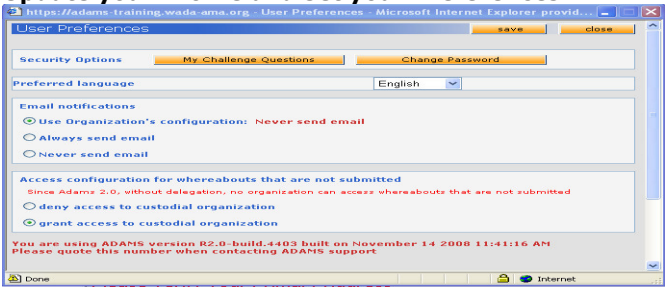
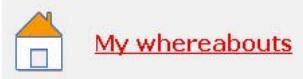
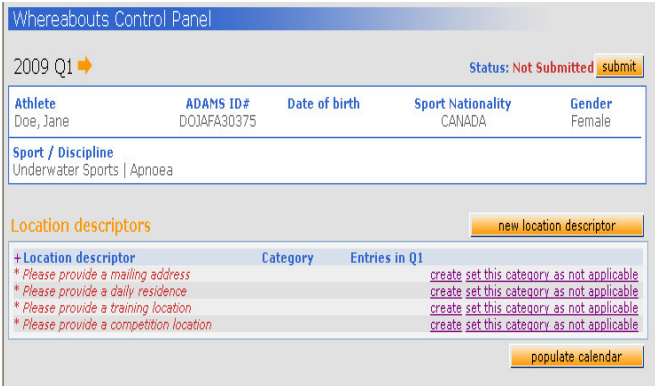




ADAMS QUICK REFERENCE CARD FOR ATHLETES

<p>Request your username and password from your ADO (new users only)</p>	<ul style="list-style-type: none"> ➤ Send an email to your ADO (your Custodian organisation) from the email address you recorded on your last whereabouts form.
<p>Log into ADAMS on the Internet</p> 	<ul style="list-style-type: none"> ➤ Go to http://adams.wada-ama.org ➤ Enter your new username and password ➤ Click [login] <p>New users only</p> <ul style="list-style-type: none"> ➤ When you log in for the first time, an information form will appear <ul style="list-style-type: none"> ○ Read the statement ○ Type your password to indicate your acknowledgment ○ Click [Accept]
<p>Update your Profile and set your Preferences</p> 	<ul style="list-style-type: none"> ➤ Click [My Profile] to update your profile (if required). ➤ To set your Preferences, click on your <i>name</i> displayed at the right top in the header on the Home page. ➤ Adjust your Password, select your Language, indicate whether you want to receive notifications on your email address (as set in your profile) if desired. ➤ Your Custodian organisation does not have (view/edit) access to your Whereabouts data that are <u>not submitted</u>, unless you grant the access explicitly by checking the corresponding box. ➤ Click [Save] to save your modifications.
<p>Open your whereabouts session</p> 	<ul style="list-style-type: none"> ➤ Click [My whereabouts] on the home page. ➤ Your main whereabouts page will open up with this quarter's calendar and a side navigation pane.
<p>Your Whereabouts Control Panel</p> 	<p>From the Whereabouts Control Panel you can submit your Whereabouts, create new location descriptors or go to the Populate calendar page. This panel is also accessible by clicking on the relevant 'quarter' on your tree.</p> <p>Location Descriptors are saved profiles of the places you can often be found. The mandatory location descriptors include your home (daily residence), your training location, a competition location and your mailing address.</p> <p>Location descriptors are only valid for the quarter in which they are created. It is possible to copy location descriptors from previous Quarters. Location descriptors only describe the location and are <u>no longer linked to a start/end time at the moment of creation</u>.</p>
<p>Create a location descriptor</p>	<p>You may create as many location descriptors as you want, but you must at least define the mandatory ones.</p> <p>STEP 1 Create the mandatory location descriptors (or set the category as not applicable providing a reason).</p> <p>STEP 2 Create any other desired location descriptors.</p> <ul style="list-style-type: none"> ➤ From the Whereabouts Control panel, click the <i>New Location descriptor</i> button or click <i>Create</i> (for mandatory descriptors). ➤ 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 (fields marked * are mandatory). ➤ Click [Save and go back] to return to the Whereabouts Control panel or [Save and create entries] to populate the calendar. ➤ Find your location descriptor on the Whereabouts control panel.

Whereabouts Location Descriptor cancel save

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

Sport / Discipline: Underwater Sports | Apnoea

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)

- Repeat these steps for the other places you will be adding to your whereabouts forms for the upcoming quarter.

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

February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home
<input checked="" type="checkbox"/> 8	<input checked="" type="checkbox"/> 9	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> 13	<input checked="" type="checkbox"/> 14
<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home
<input checked="" type="checkbox"/> 15	<input checked="" type="checkbox"/> 16	<input checked="" type="checkbox"/> 17	<input checked="" type="checkbox"/> 18	<input checked="" type="checkbox"/> 19	<input checked="" type="checkbox"/> 20	<input checked="" type="checkbox"/> 21
<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home
<input checked="" type="checkbox"/> 22	<input checked="" type="checkbox"/> 23	<input checked="" type="checkbox"/> 24	<input checked="" type="checkbox"/> 25	<input checked="" type="checkbox"/> 26	<input checked="" type="checkbox"/> 27	<input checked="" type="checkbox"/> 28
<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home	<input checked="" type="checkbox"/> home

Location descriptor: insert location descriptor

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

Single Entry: add 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				

Populate calendar and finish | Populate calendar and continue | cancel

STEP 3 Link the location descriptor to a day/time (including 60-minute time slot)

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 **60-minute time slot** can be indicated.
- To delete an entry, click the blue 'X'. To delete all entries in multiple days, click the checkbox of each day and click [Delete selected days].
- For one-off entries, select the days or weeks, choose [New Single Entry] and fill in the location (which will not be saved for later use).
- Repeat these steps for the 3 months of the quarter.

NOTES:

- Every day of the quarter must have a 'Daily residence' entry.
- A 'Daily residence' entry is by default for the whole day.
- 60-minute time slot does not apply to 'Mailing address' entries.
- There can only be one single 60-minute time slot per day.

Submit your Whereabouts

Whereabouts Control Panel

2009 Q2 | Status: Not Submitted | submit

Athlete: | ADAMS ID#: | Date of birth: | Sport Nationality: | Gender: |

STEP 4 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.

(II). Populate your calendar by Quarter

It is also possible to **populate by Quarter** (replace STEP 3 above).

- From the tree, click on the desired Quarter.
- Click on the [Populate calendar] button on the Panel.
- Select the location descriptor from the drop-down menu.
- Enter start/end time, check the 60-minute time slot (if applicable), and enter the start time of the slot.
- Select the day(s) on the calendar for which the entry is valid.
- Press [Create entries and finish] to save the entries and go back



Location descriptor

Location descriptor **Start time*** **End time*** **One hour testing slot** **start: *** **end: ***

Single Entry

Select dates

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	
4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	
25	26	27	28	29	30	31								29	30	31				

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.

Helpdesk Phone numbers
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