

Athlete Whereabouts on ADAMS

UK NRTP ATHLETE USER GUIDE

Version 9



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Introduction to ADAMS for new users

ADAMS – the Anti-Doping Administration and Management System is:

- An international web-based data management system designed by the World Anti-Doping Agency (WADA).
- To co-ordinate anti-doping activities for anyone involved in the world of anti-doping, including Athletes.
- Aims to ensure the harmonisation of anti-doping across all sports and all WADA compliant nations.

As an Athlete within the UK National Registered Testing Pool, you are required to provide your Whereabouts information via ADAMS. You will receive a User ID and password from UK Anti-Doping who will be your point of contact if you have any problems with ADAMS.

This User Guide is designed to assist Athletes in the process of supplying effective Athlete Whereabouts on the ADAMS system based on the requirements of the World Anti-Doping Code and International Standard for Testing. If you require clarification, or if you are having any difficulties with the system please contact UK Anti-Doping.

Before you start

You should ensure that 'pop-ups' are enabled on your computer for ADAMS.

The site should prompt you with a warning bar at the top of the screen if this is not currently the case. You may also enable settings on your internet browser usually using the Tools/Options menu bar commands.

If you experience problems accessing the site check which internet browser version you are using. ADAMS will work best with Microsoft Internet Explorer Version 5.5 (or higher), Netscape version 6.0 (or higher), AOL version 7.0 or Firefox. If you do not have one of these browser versions you can log onto any of the following websites and download a free upgrade.

www.mozilla-europe.org/en/products/firefox/
www.microsoft.com/windows/ie/default.asp
<http://browser.netscape.com/>

Tampering or Attempting to Tamper with Doping Control

Any Athlete who provides deliberately misleading or fraudulent information as part of their Whereabouts will be subject to further scrutiny and may risk incurring an Anti-Doping Rule Violation for Tampering or Attempting to Tamper with Doping Control.

Providing Whereabouts – Your Responsibilities under the Code

Under the revised World Anti-Doping Code and International Standard for Testing which took effect on January 1st 2009, you are required to comply with the following requirements when providing your Whereabouts information:

Whereabouts Filings should be submitted 14 days prior to the first day of the quarter.

- **You must specify one daily location where you will be available for testing between 6am-11pm for one (1) hour, seven (7) days of the week.**
- **You must provide a complete mailing address.**
- **You must provide the full address of the place you will be staying each day throughout the quarter (e.g. home, hotel, university etc.) This is known as your "Daily (overnight) residence".**
- **You must provide your quarterly competition schedule (if applicable)**
- **You should provide details of any other REGULAR activity which takes place during the quarter (e.g. training, work, school, university etc.)**

Whereabouts Failures

A Whereabouts Failure is a violation of the above requirements. There are two ways of incurring a Whereabouts Failure: Filing Failures and Missed Tests.

You should be aware that ANY combination of three Missed Tests and/or Filing Failures within an eighteen month period may result in a period of Athlete ineligibility of up to two years from your sport.

Filing Failures

The following action may constitute a Filing Failure:

- If you have not provided or updated your Whereabouts information (with your residential information, 60-minutes slots, regular activities and competition schedule) for the forthcoming quarter before the first day of that quarter.
- If you supply Whereabouts information which is insufficient to allow the Doping Control Officer to find you at your specified location.
- Submitting incorrect or deliberately misleading Whereabouts Filings.

Missed Tests

A Missed Test may be issued if a Doping Control Officer, following reasonable attempts, is unable to locate you at your given location within your 60-minute time slot as specified on ADAMS or subsequent update.

Following a failed attempt to test you at such a time and location:

- Athletes have the right to request a review of each Missed Test or Filing Failure incurred.
- If you receive any combination of three Missed Tests and/or Filing Failures in an 18-month period you risk a one to two year period of ineligibility from your sport.

ADAMS – Accessing the system and logging in

***PLEASE NOTE: A feature of ADAMS to bear in mind is that each calendar week begins on a SUNDAY, not a MONDAY.**

Open your internet browser and log in to ADAMS via the following address:

www.myadams.co.uk

ADAMS
Anti-Doping Administration & Management System

ZONE

****Attention athletes****

If you wish to use the "forgot password" link on the ADAMS log in page, please ensure that the e-mail address drug-free@uksport.gov.uk is added to your e-mail address book, especially if you use a webmail account. Failure to do this may result in the e-mail containing your reset password being blocked by the spam filter.

If you do not receive your password via e-mail please contact UK Sport or your custodial organisation.

[Click here to Download the ADAMS User Guide](#)

The ADAMS Tutorial
[CLICK HERE](#) to view
UK Sport's step-by-step
ADAMS training guide

To access ADAMS login
[CLICK HERE](#)

Click the link in the orange panel on the right and you will be greeted with the following screen:

ADAMS
Training Environment

ZONE

User name

Password

[Forgot password](#)

UK Anti-Doping will provide you with a unique username and password. Enter your username and password (this is case sensitive) and click on the “**login**” button to enter the site.

Athlete Agreement - The first time you access the system, you will be asked to read and agree to the terms and conditions of using ADAMS. ***Please ensure that you read this agreement in its entirety.*** To indicate that you have read and agreed these terms and conditions, you will be asked to enter your date of birth and ADAMS password. If you decline the terms and conditions you will be logged out of the system.

Forgotten User Names – If you have forgotten your username, please contact UK Anti-Doping.

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 but you will not be able to access the system until this time has elapsed. If you need to log on before this time has passed then contact UK Anti-Doping.

Changing your temporary password

Once you have accepted the Athlete Agreement, you will be asked to change the temporary password which you have been allocated to one which you choose yourself. Your new password must be at least 8 characters in length. For security, your password should be something that is easy for you to remember, but is still difficult for others to guess.

Once your password has been changed, the system will log you out of the system again and return you to the log in page. You should now log in once again, this time using your username and **new** password.

Forgotten Password – Once you have successfully logged in and registered your e-mail address in ADAMS, you will be able to automatically reset your password if you forget it. Click on the “**Forgot password**” link on the log in page.

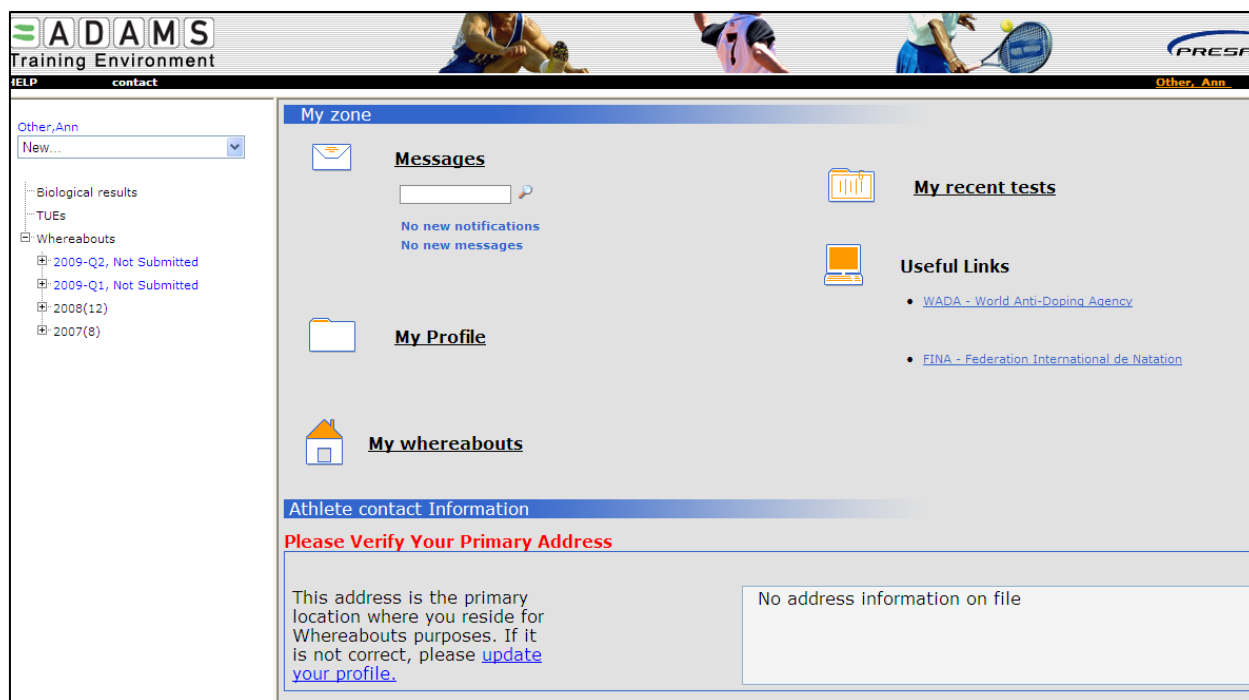
If you have registered your e-mail address in the contact section of ADAMS you will automatically be e-mailed a new temporary password.

This password can only be used once and you will be prompted to change your password when you next log in.

If you forget your password before you register your e-mail address in ADAMS you will need to contact UK Anti-Doping.


My Zone – your ADAMS Homepage

When you first log in to ADAMS, your user homepage will appear. This is known as 'My Zone' and it features links to various areas of the system:



These are:

- **Messages** – your inbox for internal notifications (see 'Notifications' section of the User Guide)
- **My Profile** – your ADAMS profile, including your personal, sport and contact details (see 'My Profile' section of the User Guide)
- **My Whereabouts** – Takes you to the current month calendar view and Whereabouts Details report.
- **My Recent Tests** – any recently completed anti-doping test results undertaken by organisations using ADAMS will be visible here
- **Useful Links** – useful organisation specific web links
- **Athlete Contact Information** – enter or update your primary mailing address, e-mail address and contact mobile phone details here
- **File Tree** – This is the white area on the left of the screen containing an expandable menu. It is from here that you should begin to build your quarterly Whereabouts schedule. The file tree remains visible as you navigate through other areas of the site.

You can return to My Zone at any time by clicking on  in the top left hand corner of the screen.

User Preferences

In My Zone, you also have access to the 'User Preferences' window. This is not immediately visible on screen. This function allows you to change your password, grant access to your custodial organisation to view your unsubmitted whereabouts.

To access the User Preferences window click on your name underlined in orange in the black banner at the top right-hand-side of the page.

The screenshot shows the 'User Preferences' window. At the top, there is a blue header bar with the text 'User Preferences' and two buttons: 'save' and 'close'. Below the header, there are several sections. The first section is 'Security Options', which contains two buttons: 'My Challenge Questions' and 'Change Password'. The second section is 'Preferred language', which has a dropdown menu currently set to 'English'. The third section is 'Email notifications', which has three radio button options: 'Use Organization's configuration: Always send email', 'Always send email', and 'Never send email'. The fourth section is 'Access configuration for whereabouts that are not submitted', which has two radio button options: 'deny access to custodial organization' and 'grant access to custodial organization'. At the bottom of the window, there is a red text notice: 'You are using ADAMS version R2.1.1-build.4867 built on April 08 2009 08:53:19 AM Please quote this number when contacting ADAMS support'.

Granting access to your Custodial Organisation – Your whereabouts will not be visible to your Custodial Organisation until you either submit your information or you grant explicit access by changing the selection from 'deny access' to 'grant access'. Granting access in this way can be helpful if you are having problems before you have submitted and would like assistance.

Changing your password

If you are prompted by ADAMS to change your password, it will not allow you to change it to a password you have used previously. However, once you have changed your password you may then revert to one you have used previously by accessing the User Preferences window and clicking "Change Password".

Enter your current password, then enter the new password and then confirm it. You will be logged out of the system. The next time you log in you should use your **new** password.

****Note that your new password must be at least 8 characters in length. Passwords are always case sensitive.***

You may also change your password in this way if you believe it has become known to an unauthorised person.

E-mail notifications

If you have added your e-mail address to the contact details section (see below) you will receive and automatic blank e-mail advising you of any notifications generated following actions taken in ADAMS. The only information this e-mail will contain is a notification number beginning with N-. If you do not wish to receive these e-mails you should change the E-mail notification button from "Use Organisation Configuration" to "Never send e-mail". Click save. This will prevent external e-mails. You will still receive notifications within ADAMS however.

Athlete Contact Information

The first step in the process of creating and submitting Whereabouts is to enter, or confirm your current contact information. The address required is the permanent mailing address where correspondence can be sent to you for formal notice purposes. Every time you log in to ADAMS you will be prompted by a message on your homepage to check that this address is still correct.

If there is no current address for you within the system, or if the address shown is incorrect, then you will need to enter or update this by clicking on the "**update your profile**" link in the 'Athlete Contact Information' section of the 'My Zone' page. This will take you to the 'My Profile' page.

My Profile

You can access your 'My Profile' page as above, or by clicking on '**My Profile**' from the 'My Zone' area in order to review your personal information and update your address.

Who has Access to your Data?

The '**Security**' tab displays a list of the organisations that have access rights to your ADAMS file, and also indicates the 'Custodial Organization' which is the organisation which has administrative responsibility for you as an Athlete within ADAMS. This area is where you will find the correct contact details you should use should you have any technical queries regarding ADAMS.

This tab may also displays any non-Athlete personnel who may have been allocated as a representative for you. This might be a coach, trainer, manager, relative or medical practitioner.

If no representative for ADAMS has been added to the system for you, and you wish to nominate a representative, please contact your Custodial Organisation with their details. They may be given their own unique username and password, or may simply use yours to obtain access to your Whereabouts information.

The screenshot shows the 'Athlete Profile' page with the following details:

Last name	Clark *	First name	Julia *	ADAMS ID#	CLJUFA58225 *	Gender *	Female
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Navigation tabs: Demographic | Sport/Discipline (1) | **Security**

Username: julia.clark
IP Address: 85.158.139.99
Last login date: 15-Apr-2009 13:07 GMT

Whereabouts custodian organization
UK Sport - UK Sport
40 Bernard St.
London UNITED KINGDOM WC1N 1ST
Web site:

Contact: Elliot Caton
Email: drug-free@uksport.gov.uk
Phone: 008000 9437378
Fax:

Other organization(s) with access
GBR-BS - British Swimming

NB. Strict Liability dictates that ultimate responsibility for Whereabouts accuracy lies with the Athlete.

Verifying and Editing Your Demographic (Personal) Data

To add an address click on the “**Edit**” button in the top right corner of the screen.

The screenshot displays the 'Athlete Profile' page in the ADAMS Training Environment. The page is divided into several sections. On the left, there is a navigation menu with options like 'Biological results', 'TUEs', and 'Whereabouts'. The main content area is titled 'Athlete Profile' and contains the following information:

- Personal Information:** Last name (Other), First name (Ann), ADAMS ID# (OTANFA12813), Gender (Female).
- Identification:** IOC ID#, IF ID#, NF ID#, NADO ID#, BP ID# (BPW68S19).
- Birth Details:** Date of birth (15-Mar-1986), Age (22), Preferred Name, Former last name.
- Nationalities:** UNITED KINGDOM.
- Sport Nationality:** UNITED KINGDOM.
- Disabilities:** (Empty field).
- Disability Class:** (Empty field).
- Contact Details:** Phone type, Phone Number, Email, and a 'Select address' dropdown menu.

An 'edit' button is located in the top right corner of the profile section.

Within this page the only section available for you to add or edit information in is the ‘**Contact Details**’ section, which is at the bottom half of the page.


**** Please check the other content on the page, in particular any disabilities, and contact your NGB who should inform UK Anti-Doping if anything is incorrect.**

1. The first field under ‘contact details’ asks for your **email and telephone numbers**. Please note that it is important that you provide an accurate e-mail address and mobile phone number to enable you to be contacted should you forget your log in details.
2. To add your mailing address to the profile, 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.
3. Enter the description of the address you are adding as ‘mailing address’ then complete the form with the relevant address and telephone information.

You will notice that the country and region fields are drop down pick lists that you select from. In ADAMS this country is known as **United Kingdom**.

4. You should tick **both** the Permanent/Mailing Address and the Current Address (used for Whereabouts) boxes at the foot of the address panel. This means the address and e-mail contact details will show on your MyZone page which will save you having to access your profile page to check the details are correct.

***ADAMS will use your 'Current Address' for information only. It will not be assumed that you will be there unless you specifically provide the information into your calendar as Whereabouts information.**

5. Click the **"Save"** button for the address form (if you miss this step you will receive an on screen message prompting you.)
6. Next, click on the **"Save"** button for the entire page. There is one located at both the bottom and the top of the 'demographic' page.
7. Return to the 'My Zone' page by clicking .
8. If you need to change this information in the future, follow the procedure as above and overtype the new information in the address fields.


Once there is a current mailing address for you within ADAMS you should begin to provide your Whereabouts Information.

Providing Whereabouts

Athletes who are part of a National Registered Testing Pool must create and maintain an accurate schedule of their Whereabouts information on a quarterly basis. ADAMS facilitates this process by requesting three months information at a time.

1. Navigate to the file tree on the left of the screen.
2. Click on the + symbol displayed beside the word "Whereabouts"
3. Select the forthcoming quarter in the file tree (e.g. 2009 Q1, not submitted)

This will display the **'Whereabouts Control Panel'**.



The screenshot shows the ADAMS Training Environment interface. At the top, there is a navigation bar with the ADAMS logo and 'Training Environment' text. Below this is a 'Whereabouts Control Panel' for the athlete 'Other, Ann'. The panel displays the following information:

- 2009 Q1** (Status: Not Submitted) with a **submit** button.
- Athlete:** Other, Ann
- ADAMS ID#:** OTANFA12813
- Date of birth:** 15-Mar-1986
- Sport Nationality:** UNITED KINGDOM
- Gender:** Female
- Sport / Discipline:** Aquatics | Swimming

Below the athlete details is a section for **Location descriptors** with a **new location descriptor** button. A table lists descriptors with instructions and links:

+ 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

At the bottom of the location descriptors section is a **populate calendar** button.

Creating Location Descriptors

The first thing you should do to begin building your whereabouts is to set up the locations where you know you will be throughout the quarter. These are known as **'Location Descriptors'**. Creating 'Location Descriptors' saves the address details for a particular location to allow you to add this easily to your calendar. You will see a list of locations for which a 'Location Descriptor' must be created. To do this, click **"create"** beside the relevant item in the list. If there is no activity for any of these you should click **"set this category as not applicable"** and provide a reason.

Location descriptors are created on a quarterly basis however they can be carried forward to the next quarter if required by clicking **"copy previous quarter's location descriptors"**. Some Location Descriptors are mandatory and a list of these is visible on the Whereabouts Control Panel screen. You may add additional locations to this list if required by clicking **"new location descriptor"**.

Mandatory Location Descriptors

'Mailing Address' - This may be set as 'not applicable' with the reason 'see profile' as long as you have provided this information in your profile contact information. There is no need to duplicate this information or to add it to your calendar.

'Daily (overnight) Residence Address' - This refers to the place you will be staying each day of the quarter (e.g. home, hotel, friend's house etc.) If you will be staying at more than one address during the quarter, you may add additional Daily Residence location descriptors if you wish. *It is mandatory for you to complete at least one Daily Residence Address.*

'Training Location' refers to any REGULAR training venue which you use, or a training location which you may wish to use as your 1 hour testing slot.

'Competition Location' refers to the full venue address of any competition in which you will be participating during the quarter. If there is more than one, you may add additional location descriptors as necessary. If there are none, you should set the category to 'not applicable'.

Additional Location Descriptors

Additional location descriptors appear exactly the same as mandatory location descriptors with the exception that they have not been assigned a category. The categories are as follows:

1. Competition
2. Daily Residence
3. Training Location
4. Mailing address
5. Other

The category tells ADAMS what kind of information you are entering and this is how the system checks if you have entered enough detail. You should make sure that you always use the correct category for additional location descriptors or you may not be able to submit your information.

Completing Mandatory Location Descriptors

1. Fill in a label which refers to the chosen location (e.g. home, training) You cannot save two location descriptors with the same label to prevent confusion.
2. Fill in the 'address' and select a 'Country', OR use the address of an existing location descriptor by choosing it from the dropdown box beside the address field. Choosing an address in this way will link the two location descriptors. N.B. Whenever you make a change to one address in future, the other will also change. If you do not wish for the two

locations to always have the same address, reset the choice in the dropdown box to "....."
 This will break the link but the address detail will remain completed.

Moon, Howard		MOHOMA06243	UNITED KINGDOM	Male
Sport / Discipline Gymnastics Trampoline				
Calendar Label* World Champs				
Select Category*				
<input checked="" type="radio"/> Competition ■		<input type="radio"/> Training Location ■		<input type="radio"/> Other <input type="checkbox"/>
<input type="radio"/> Daily (overnight) residence ■		<input type="radio"/> Mailing address ■		
Address		Use address of location: training ▼		
The Track, Harriers Stadium, Upper Bromton				
Country* UNITED KINGDOM ▼		Postal code/Zip NW14 5TH		
Region ▼		Telephone		
City* London		Alternate Telephone		
Description of Location or Activity (optional)				

- Complete any other relevant fields, such as the city, postcode, and 'Description of Location or activity' if required. This makes it easier for the DCO to locate you.
- Click **"Save and go back"**

Whereabouts Location Descriptor					cancel	save ▼
					save and go back	
					save and create entries	
Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender		
Moon, Howard	MOHOMA06243		UNITED KINGDOM	Male		
Sport / Discipline Gymnastics Trampoline						
Calendar Label* World Champs						
Select Category*						
<input checked="" type="radio"/> Competition ■		<input type="radio"/> Training Location ■		<input type="radio"/> Other <input type="checkbox"/>		
<input type="radio"/> Daily (overnight) residence ■		<input type="radio"/> Mailing address ■				
Address		Use address of location: training ▼				
The Track, Harriers Stadium, Upper Bromton *						

- You may build as many additional 'Location Descriptors' as you need to cover any other locations you require this quarter by clicking "New Location Descriptor".

* Please note that if you do not complete a field marked with a red asterisk you will receive a warning message in red text shown below your sport/discipline information

Once you have saved all the required location descriptors for the quarter you should begin to build the locations into your calendar.

Populating your calendar

There are 2 ways to populate your whereabouts onto the calendar. The quickest way is to enter the entire quarter at once via the Whereabouts Control Panel using the calendar overview. You are also able to enter details for each month separately via the monthly calendar if you prefer to do it this way.

Method 1 - Populating your Calendar by Quarter

From the Whereabouts Control Panel (quarterly view):

- Click the **"Populate Calendar"** button below the list of Location Descriptors.
- You will be taken to the 'Populate Calendar' screen. A drop down list of all location descriptors, a button to add a single entry which is not saved as a location descriptor and a calendar overview of the entire quarter will appear. All dates should appear in red at the beginning of the quarter as they have no entries yet. As each date is populated it will change to black in the calendar overview.

The screenshot shows the 'Populate Calendar' interface. At the top, athlete details for Moon, Howard (ADAMS ID# MOHOMA06243, UNITED KINGDOM, Male) and Sport / Discipline (Gymnastics | Trampoline) are displayed. Below this is the 'Location descriptor' section with an 'insert location descriptor' button. A table lists available descriptors: 'home (Daily (overnight))' (selected), 'home (Daily (overnight)) resi', and 'training (Training Location)'. The 'home (Daily (overnight))' descriptor is configured with start time 06:00, end time 7:00, and checked boxes for 'All Day Location' and 'One hour testing slot'. Below the table is an 'add single entry' button. The 'Select dates' section shows three calendar grids for July, August, and September 2009. August 2009 is selected. At the bottom, there are three buttons: 'Populate calendar and finish', 'Populate calendar and continue', and 'cancel'.

- Select the daily (overnight) residence location descriptor. You do not need to specify a time when indicating your daily residence.
- If you wish to indicate your 1 hour testing slot at this location, tick the box labelled **One hour testing slot**. (You should only do this for **ONE** of your location descriptors each

day) and complete the start time of the hour. The end time will default to one hour later.

5. Select the days this location will apply to by selecting individual days from the quarterly calendar below by clicking on the date (e.g. 14th July) or every weekday in a month by clicking the day at the top of the calendar (e.g. every Sunday in July). You can also click the box above each month to select the entire month (see August).
6. Deselect any day or range of days by clicking again.
7. Click **“populate calendar and finish”** to create entries and return to the Whereabouts Control Panel or click **“populate calendar and continue”** to return to the populate calendar screen and add another calendar entry in this manner.
8. If you wish to see the dates in your calendar, switch to the month view in the file tree on the left.
9. Repeat the process for Training locations, competition dates and other regular activities. You should enter start and end times for any location other than a daily residence.

Method 2 - Populating your Calendar by month

Click the relevant month in the file tree on the left.

The screenshot displays the SADAMS Training Environment interface. At the top, the logo 'SADAMS Training Environment' is visible. Below it, there's a navigation bar with 'HELP' and 'contact'. The main content area is titled 'Athlete Whereabouts (Howard Moon)' and includes a 'Not Submitted' status. The interface shows a calendar for January 2009, with days of the week (Sunday to Saturday) and dates (1 to 31) listed. A file tree on the left side shows a hierarchy of folders: 'Biological results', 'TUEs', 'Whereabouts', '2009-Q2, Not Submitted', '2009-Q1, Not Submitted', 'Mar 2009', 'Feb 2009', 'Jan 2009' (selected), '2008(12)', and '2007(8)'. At the bottom, there are buttons for 'Home', 'add to selected days', 'delete selected days', and 'Whereabouts details'.

Adding a Daily Residence to the monthly calendar

It is a requirement that Athletes indicate the address where they will be staying on each day in the quarter. However, this information is **not** anchored to a specific time and you will not be penalised for not being there unless you choose it as a location for your 1 hour testing slot.

1. Select the location descriptor for the relevant daily residence address and select the days you will be staying there by checking the boxes on the calendar.
2. If you wish to indicate your 1 hour testing slot at this location, tick the box labelled **One hour testing slot**.
3. Enter the start time of the one hour testing slot if applicable (the end time will be automatically completed)
4. Click **“Populate calendar and finish”** to return to the page you were working on.

Adding a separate 1 hour testing slot to the calendar

1. Once you have selected the required days, choose the location descriptor you wish to designate as your 1 hour testing slot from the drop down list.
2. Enter the start and end times you will be at that location (this may be longer than 1 hour)
3. Tick the box labelled **One hour testing slot**.
4. Enter the start time of the one hour testing slot (the end time will be automatically completed)
5. Click **“populate calendar and finish”** to return to the page you were working on.

Adding a Training Location or regular activity to the calendar

1. Once you have selected the required days, choose the relevant location descriptor from the drop down list.
2. Enter the start and end times you will be at that location.
3. If you wish to choose a 1 hour testing slot at this location, tick the box labelled **One hour testing slot**.
4. Enter the start time of the one hour testing slot (the end time will be automatically completed)

Click **“populate calendar and finish”** to return to the page you were working on.

Submitting your information

Once your Whereabouts Information has been created it **MUST** be submitted. Submitting your quarterly Whereabouts is essential to allow your custodial organisation to see your entries. Submitting also enables you to check that you have provided sufficient information and ADAMS will generate a warning if you have not provided at least:

- a daily residence for each day of the quarter
- a one hour testing slot for every day of the quarter

Submission is carried out at the quarterly level via the **Whereabouts Control Panel**. Simply click on the **“Submit”** button at the top right of the Whereabouts Control Panel screen. Your details may still be modified after they have been submitted if necessary, but once already submitted, the button will then read **“Re-submit”**. If you forget to re-submit your details ADAMS will prompt you to do so.

Submission History

Each successful submission will add a line to the Submission History Log on your Whereabouts Control Panel for that Quarter. This will detail the date and time of the submission, the user who made the changes, and a link to a snapshot of the calendar as it appears at submission on each month of the quarter.

Submission History

Date/Time	User	January	February	March
17-Nov-2008 16:20 GMT	Other, Ann	January	February	March
17-Nov-2008 16:15 GMT	Other, Ann	January	February	March

Editing Whereabouts

To make changes to your Whereabouts for a single day:

1. Within the monthly calendar view click on the Whereabouts entry that you wish to amend.
2. A grey pop up will appear on screen including the details of the location descriptor. Click the **"Edit entry details"** link to make the required amendments.
3. A pop up box will appear advising that the change you are making is for this day only. Click **"OK"** to continue.
4. Click on **"Save"** button.

Deleting Whereabouts

You can delete individual Whereabouts entries from the month view calendar:

1. Click on the symbol next to the desired Whereabouts entry.

You can also delete a series of days from the month view calendar:

1. Select the days you wish to delete by ticking the checkboxes next to the dates on the calendar.
2. Click on **"Delete Selected Days"** (this will delete all entries for the selected days)

To make changes for all days to a location descriptor

1. At the Whereabouts Control Panel click 'edit' next to the Location Descriptor to be amended.
2. Make the necessary changes to the label or address.
3. Hover over the **"save"** button and click on the **"save and go back"** button which will appear. This will return you to the Whereabouts Control Panel.

It is not possible to change the time for a recurring Whereabouts entry in this way, as location descriptors are not linked to a time. In order to make changes to the time see the following section: "Updating Multiple Entries".

Updating Multiple Entries

As Location Descriptors are not linked to a specific timeslot, if you wish to make a change to the time on a recurring Whereabouts entry you can do this using the "Update Multiple Entries" button from the monthly calendar view.

This will display a search function in a new window for you to find the relevant location descriptor across the months you choose, and then you will be able to make adjustments to the time, or add or delete a one hour testing slot from the entries you select.

In this example the user has searched for daily residence entries in February without a 1 hour testing slot, resulting in two entries. A one hour testing slot has then been added to the selected days for 6am-7am.

Update of multiple entries of whereabouts close

Starting Date: 01-Feb-2009 End Date: 28-Feb-2009 Start time: End time:
 Location descriptor: Home (Daily Residence) Select Category: Calendar Label: One hour testing slot: No

<input checked="" type="checkbox"/>	Title	Start time - End time	Time slot	Location
Saturday, 14-Feb-2009				
<input checked="" type="checkbox"/>	Daily Residence	Home -		1 The Street Shoreditch London UNITED KINGDOM
Saturday, 21-Feb-2009				
<input checked="" type="checkbox"/>	Daily Residence	Home -		1 The Street Shoreditch London UNITED KINGDOM

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

Start time: End time: One hour testing slot:
 Yes start: 06:00 end: * 7:00
 No
 No change

Deleting Location Descriptors

Click the 'delete' link beside the location descriptor you wish to delete. ADAMS will ask if you wish to delete the entries associated with this descriptor. If you choose yes, ALL entries relating to this location descriptor will be permanently removed from your calendar.

Recognising Modifications to Submitted Whereabouts in the Calendar

If you make any changes to your Whereabouts after you have submitted the details, a red '**M**' will appear in the calendar on the day to which you made changes. This stands for '**Modified**'.

If you make any changes to your Whereabouts for the current day, a red '**MT**' will appear in the calendar. This stands for '**Modified Today**'.

The file tree and calendar page will indicate '**resubmission required**' to remind you to resubmit your details following any amendments.

Whereabouts Details Report

Once an Athlete's Whereabouts information has been created, you can view a detailed colour coded report and generate a printed copy if required.

1. Click the "**Whereabouts details**" button from any month view
2. From the 'Whereabouts Report Criteria' window, select calendar and details and enter the date range you wish to view.
3. Click on the "**View**" button
4. To print a copy of the resulting report, press "**print**", (or **ctrl + p** on your keyboard.)

Whereabouts details - Windows Internet Explorer
 https://adams-training.wada-ama.org/adams/displayAthleteWhereabouts.do

Period covered by this report: 01-Feb-2009 / 28-Feb-2009 print close

Accessible whereabouts information

Ann Other
 ADAMS ID# OTANFA12813 Sport: Aquatics Generated on: 18-Nov-2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01-Feb-2009 Home >[06:00]	02-Feb-2009 Home >[06:00] Training 14:00 - 17:00	03-Feb-2009 Home >[06:00]	04-Feb-2009 Home >[06:00] Training 14:00 - 17:00	05-Feb-2009 Home >[06:00]	06-Feb-2009 Home >[06:00] Training 14:00 - 17:00	07-Feb-2009 Home >[06:00]
08-Feb-2009 Home >[06:00]	09-Feb-2009 Home >[06:00] Training 14:00 - 17:00	10-Feb-2009 Home >[06:00]	11-Feb-2009 Home >[06:00] Training 14:00 - 17:00	12-Feb-2009 Home >[06:00]	13-Feb-2009 Home >[06:00] Training 14:00 - 17:00	14-Feb-2009 Home >[06:00]
15-Feb-2009 Home >[06:00]	16-Feb-2009 Home >[06:00] Training 14:00 - 17:00	17-Feb-2009 Home >[06:00]	18-Feb-2009 Home >[06:00] Training 14:00 - 17:00	19-Feb-2009 Home >[06:00]	20-Feb-2009 Home >[06:00] Training 14:00 - 17:00	21-Feb-2009 Home >[06:00]
22-Feb-2009 Home >[06:00]	23-Feb-2009 Home >[06:00] Training 14:00 - 17:00	24-Feb-2009 Home >[06:00]	25-Feb-2009 Home >[06:00] Training 14:00 - 17:00	26-Feb-2009 Home >[06:00]	27-Feb-2009 Home >[06:00] Training 14:00 - 17:00	28-Feb-2009 Home >[06:00]

Category	Label	Location	Phone numbers	Team/Group - Organization
Daily Residence	Home	1 The Street, Shoreditch, London, UNITED KINGDOM N1 2TH		
Training Location	Training	The Gym, Hoxton Square, London, UNITED KINGDOM N1 5TG		
Description of Location: Weight training				

Notifications

When you 'submit' your monthly Whereabouts information, you will be sent an internal ADAMS notification. To access this notification, return to 'My Zone' and click on the **"Messages"** link. This will take you to your 'Messages and Notifications' inbox. Furthermore, if you have saved an email address in your profile section, upon submitting your Whereabouts information for a particular month, you will be sent an automated e-mail advising you of the notification. If you do not wish to receive external e-mail notifications you can amend this via your User Preferences.

Attaching a Photo – You may upload a photograph to your profile to personalise it, however, ***please ensure that the picture file size is suitably optimised for the internet*** as large files can cause the page to slow down.

For clarification on the specific requirements of your custodial organisation or any other queries relating to Whereabouts please contact UK Anti-Doping.