



ADAMS QUICK REFERENCE CARD FOR ATHLETES

Request your username and password from your ADO.

- Send an email to your ADO 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 date of birth to indicate your acknowledgment.
 - Click [Accept].

Verify your primary address.

- Click [update your profile].
- In the [Athlete Profile] page, click [Edit].
- Fill in the details of your primary residence on the [Demographic] page.
- Click both [Permanent] and [Current] address.
- Click [Save] to save the address profile, then [Save] again.
- Your monthly calendar will be populated with this location by default.

Open your whereabouts session.



- Click [My whereabouts] on the home page.
- Your main whereabouts page will open up with this month's calendar and a side navigation pane.

Create location descriptors.

These are saved profiles of the places you can often be found. They might include your gym, your work, a friend's house, or a competition.

- On the side navigation pane, click the dropdown arrow beside [New] and choose [Location descriptors] (or click on the [New location Descriptor] button below the calendar).
- A form opens in the main window.
- Fill in the label, category, and address information for one of the places you will be this month. (The * indicates a mandatory field.)
- Click [Save].
- The label appears below [Location Descriptors] in the side navigation.
- Repeat these steps for the other places you will be adding to your whereabouts forms for the upcoming quarter.

Populate your calendar.

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 [Populate my Calendar] area below the month, click the dropdown arrow and select a location to add to the selected days.
- Click [Add to Selected Days].
- To delete an entry, click the blue X.
- 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).

Submit your whereabouts.

- Click [Submit Whereabouts] to post the month to ADAMS.
- Populate and submit the other two months of the quarter.
- Modifications can be made at any time. These entries are marked with a red M.