



# **ALL ABOUT WHEREABOUTS**

## **Part 2 – How to file a whereabouts**



# ADAMS is available in 31 languages

English



[Privacy Policy](#)

Afaan Oromoo (Oromifa)

Amharic

Azərbaycan

Čeština

Deutsch

Dutch (Belgium)

English

Español

Estonian

Français

Iranian

Italiano

Kiswahili

latviešu valoda

Magyar

Nederlands

Polski

Português (Brasil)

Română

Slovenský

Srpski

Suomi

Tigrigna

Türkçe

Русский

български

العربية

中文

中文 (繁體)

日本語

한국인/한국어

Click on the ▼ icon to open the language selection.

## WADA Login

Username

Remember me

NEXT

English

[Privacy Policy](#)

[Terms of Use](#)





# How to log in ADAMS - 1



1. Type in your username, usually your first name.last name (occasionally with a number), then click on 'Next'

User Name

3. Type in your password, then click on 'Next'

Password

[Forgot your password?](#)

2. Click on 'Next' again

WADA Login

Username

Remember me

Note! If you forget your password, you can get a new one anytime from the system. If you change your ADAMS password, you need to reset your password in Athlete Central as well.





# How to log in ADAMS - 2



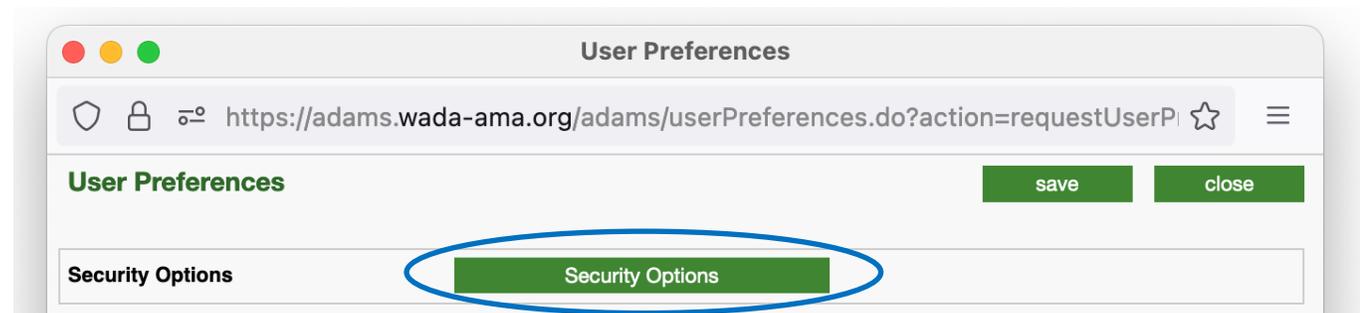
Depending on your security settings, you may need to answer a security question.

Type in the answer for your security question, then click on 'Next'

In which city was your mother born?

Note! Security questions need to be answered exactly the same way as they were set up, eg. if the answer was in lowercase letters, it has to be entered in lowercase otherwise the system will reject the entry attempt.

Note! After successful login to your ADAMS account, you may change your security settings by clicking on your name in the top right-hand corner and entering the 'Security Options' section of the pop-up panel.





# How to get a new password



1. Click on 'Forgot your password?'

Password

[Forgot your password?](#)

NEXT

2. Type in your username, then click on 'Next'

Forgot your password?

Username

[« Back to Login](#)

NEXT

Enter your username or email address to receive instructions on how to create a new password.

3. A message pops up, go to your email and follow the instructions

## WADA Login

- ✓ You should receive an email shortly with further instructions.

Note! After **3 unsuccessful** login attempts, the system **blocks your account** and you **CANNOT** get a new password from ADAMS; you need to contact your **Custodian** (see Part 1, Slide 3).





# Obligatory elements of a whereabouts



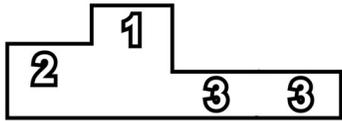
## 1. Daytime availability

- regular activity/ies

dojo training, training camp, gym sessions, other forms of regular training, in case of injury physiotherapy, etc.

- other

occasional availability, eg. home or other address during the day if there's no regular activity, or any additional location not otherwise categorised



## 2. Competition(s) – if applicable

- competition

any type of competition, eg. club level, national or international, also in other sports if applicable



## 3. Night-time availability

- overnight accommodation

any type of night accommodation, eg. home, hotel, friend's home, parents' home, etc.



## 4. 60-minute time slot (for RTP members)

60min testing time of own choice



## 5. Further pieces of information

up-to-date mailing address, email address, phone number, and travel schedule if applicable

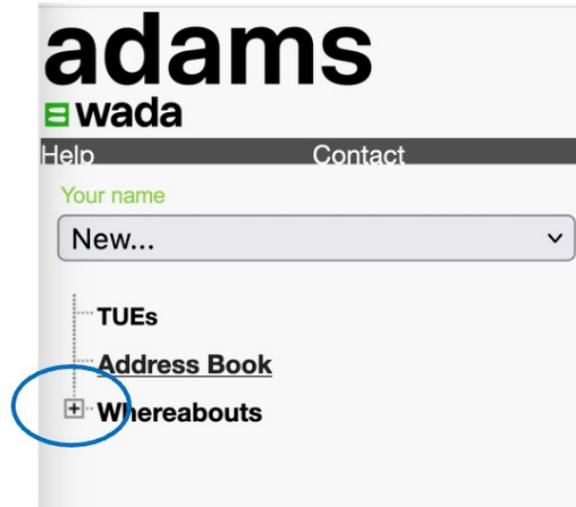




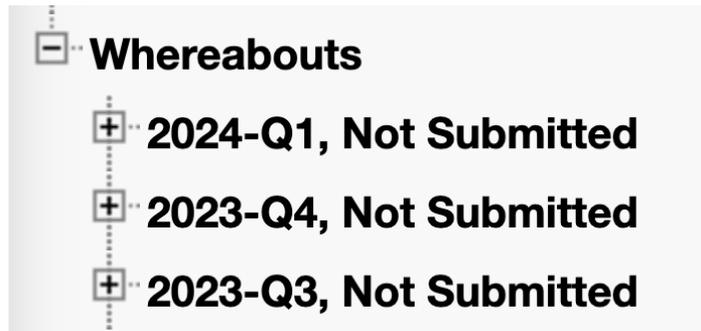
# How to create a whereabouts entry - 1



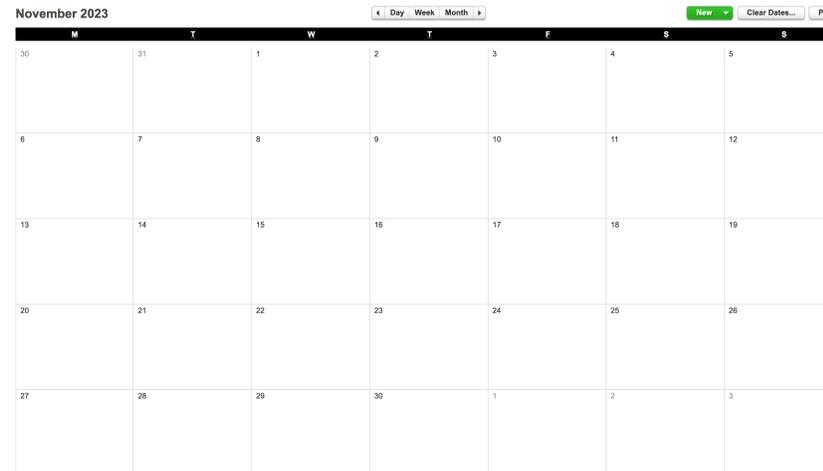
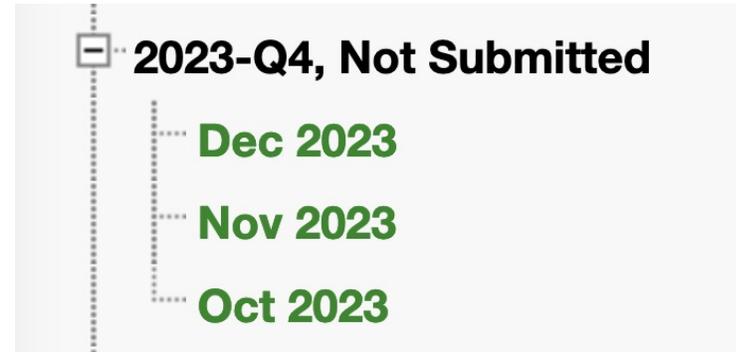
1. Click on + to open your calendar



2. Click on + to open a quarter year



3. Click on the month you want to work on





# How to create a whereabouts entry - 2



Click on any day in the calendar to open the entry panel where you can create your address list or choose an address from the existing list. You also find 'Travel' here.

**New Entry**

Address

Category

Date

Recurrence

Start Time

End Time

60-Min Time Slot

**NEW ADDRESS**

\* REQUIRED INFORMATION

Label \*

Address Line 1 \*

Phone Number 1

Address Line 2

Phone Number 2

City \*

Additional Information

Country \*

Region

Postal code/Zip





## An address must ...

1. ... be **easy to find** for anyone without any foreign language knowledge

2. ... contain all the **necessary info** eg. country, city, street, house number, door number

## An address can ...

1. ... be labelled by any name of your choice

2. ... be amended with any additional information

Additional Information  
doorbell is not working

Additional Information  
doorbell no. 123

Additional Information  
doorbell Smith

Additional Information  
Enter the house through the door on Market street

For Hotel info use either the 'More information' option or the 'Additional information' rubric

Address Paris hotel

77 rue de Bercy  
Paris  
FRANCE  
75012

More information

Building Floor Room

5 526





# An address can be used... - 1



... with various frequencies

Recurrence **None**  
Daily  
Weekly  
Specific Dates  
Entire Quarter

Start Time  
End Time  
60-Min Time Slot

1. ... only once with no repetition

Date 17-Oct-2023  
Recurrence **None**  
Start Time   All Day  
End Time   
60-Min Time Slot

2. ... **daily** with a start and end date that you can select from the calendar which appears when clicking in the 'End Date' rubric

Start Date 25-Oct-2023  
Recurrence Daily  
End Date 31-Oct-2023

October, 2023							November, 2023							December, 2023							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
						1													1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				





# An address can be used... - 2



Start Date

Recurrence **Weekly** ▾

M  T  W  T  F  S  S

**End Date**

3. ... **weekly** with the option of selecting the **days of the week** and the end date for the programme

4. ... for **specific dates** covering a shorter/longer period

Recurrence **Specific Dates** ▾ 

October, 2023							November, 2023							December, 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Choose 'Specific Dates,' by clicking on the calendar icon, then on the days you want to work with (to finish, click anywhere on the screen)





# An address can be used... - 3



4. ... for the entire quarter

Start Date

Recurrence

End Date

Note! If you update a date in a series of dates, the modified date will not belong to the original group anymore.

## An entry can be modified either...

... by one day at a time

Label: Paris hotel

**WARNING**

You are about to update an entry that is part of a recurring series. Choose your option below.

\*Entries prior to today will not be modified.

... by a series of days entered as one group, eg. a programme entered using the 'Specific Date' frequency option

60-Min Time Slot   to 08:00 on the same day





# How to create a whereabouts entry - 3



1. Click on a **day** in the calendar

October 2023

M

25

2

9

**New Entry**

Address

[More information](#)

Category Select a Category...

Date 02-Oct-2023

Recurrence None

Start Time   All Day

End Time

60-Min Time

Slot

3. Choose the **category** of the programme

Category  Select a Category...

Start Date

Recurrence

- Overnight Accommodation
- Competition
- Regular activities
- Other

2. Choose the **address** you want to add from the address list or create a new one

Address

77 rue de Bercy  
Paris  
FRANCE  
75012

4. Select the **dates** for the programme

Start Date 25-Oct-2023

Recurrence Daily

End Date 31-Oct-2023

October, 2023							November, 2023							December, 2023									
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
						1			1	2	3	4	5					1	2	3			
2	3	4	5	6	7	8		6	7	8	9	10	11	12			4	5	6	7	8	9	10
9	10	11	12	13	14	15		13	14	15	16	17	18	19			11	12	13	14	15	16	17
16	17	18	19	20	21	22		20	21	22	23	24	25	26			18	19	20	21	22	23	24
23	24	25	26	27	28	29		27	28	29	30						25	26	27	28	29	30	31
30	31																						





# How to create a whereabouts entry - 4



For the categories ‘**Regular activities,**’ like training and ‘**Other,**’ like daily availability, you also need to add the **start and end** time of the programme.

For the categories ‘**Competition**’ and ‘**Overnight accommodation**’ there is only an option for the 60min testing slot.

Category  ▾

Category  ▾

Category  ▾

Category  ▾

Start Time   All Day

End Time

60-Min Time Slot

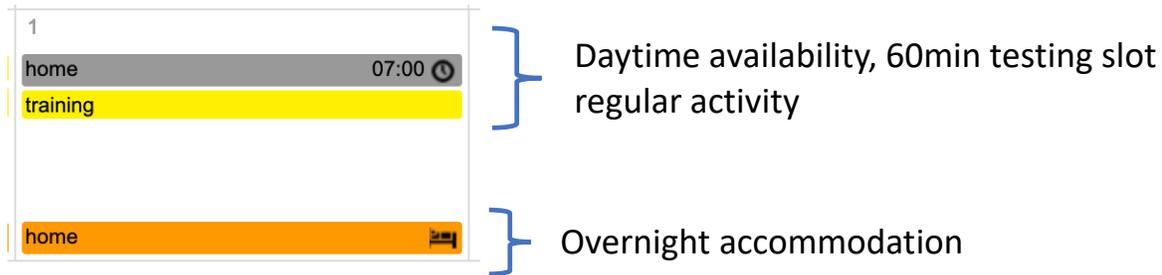
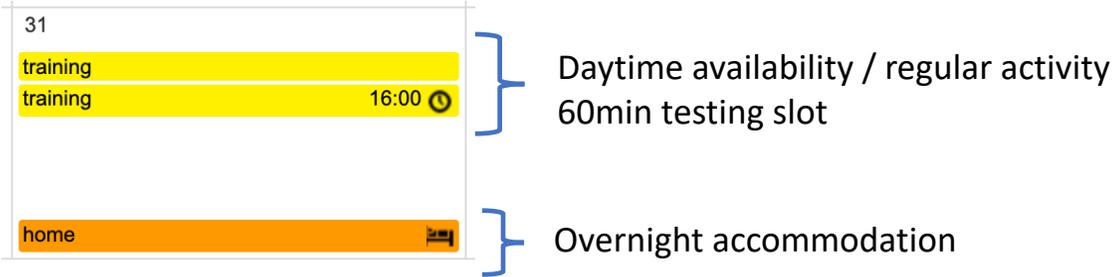
60-Min Time Slot

Note! RTP members need to add each day **one** 60min to one of their programmes on a day.



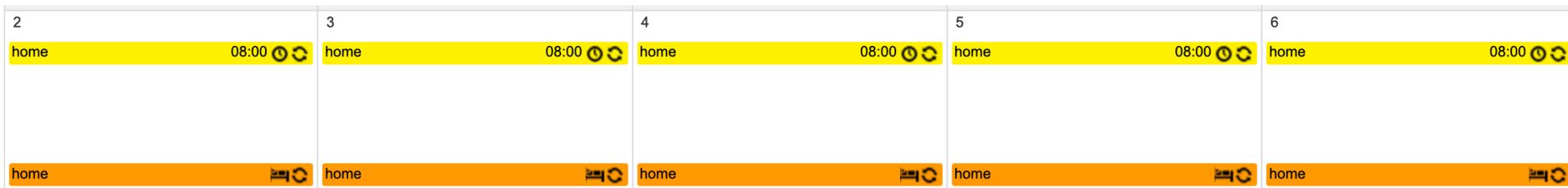


# Examples for daily programmes - 1



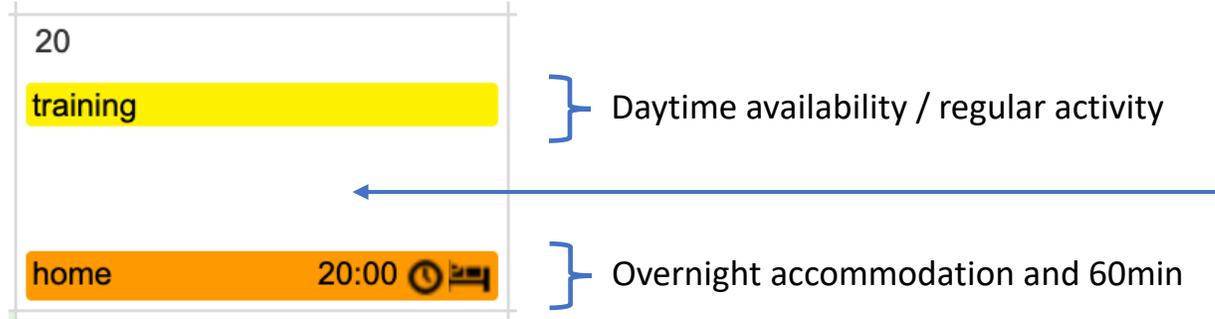
Note! In these examples, the athlete has reported all the obligatory program elements and is free to arrive to their overnight accommodation at the time of their choice.

During injury or resting periods, the regular activity can be 'staying at home' or having physiotherapy or going to a gym, etc.



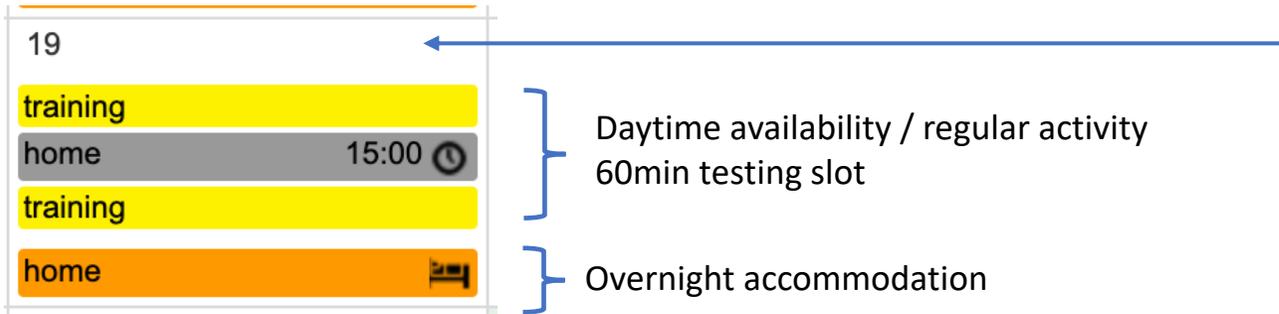


# Examples for daily programmes - 2



Note! Doping control Officers may look for you even at a time/place that is **not in your programme**, eg. between training and your availability, at your overnight address or early morning.

In this case, it is **neither** a Missed Test **nor** a Filing Failure if you are not found **BUT** you have to take the test if they contact you successfully.

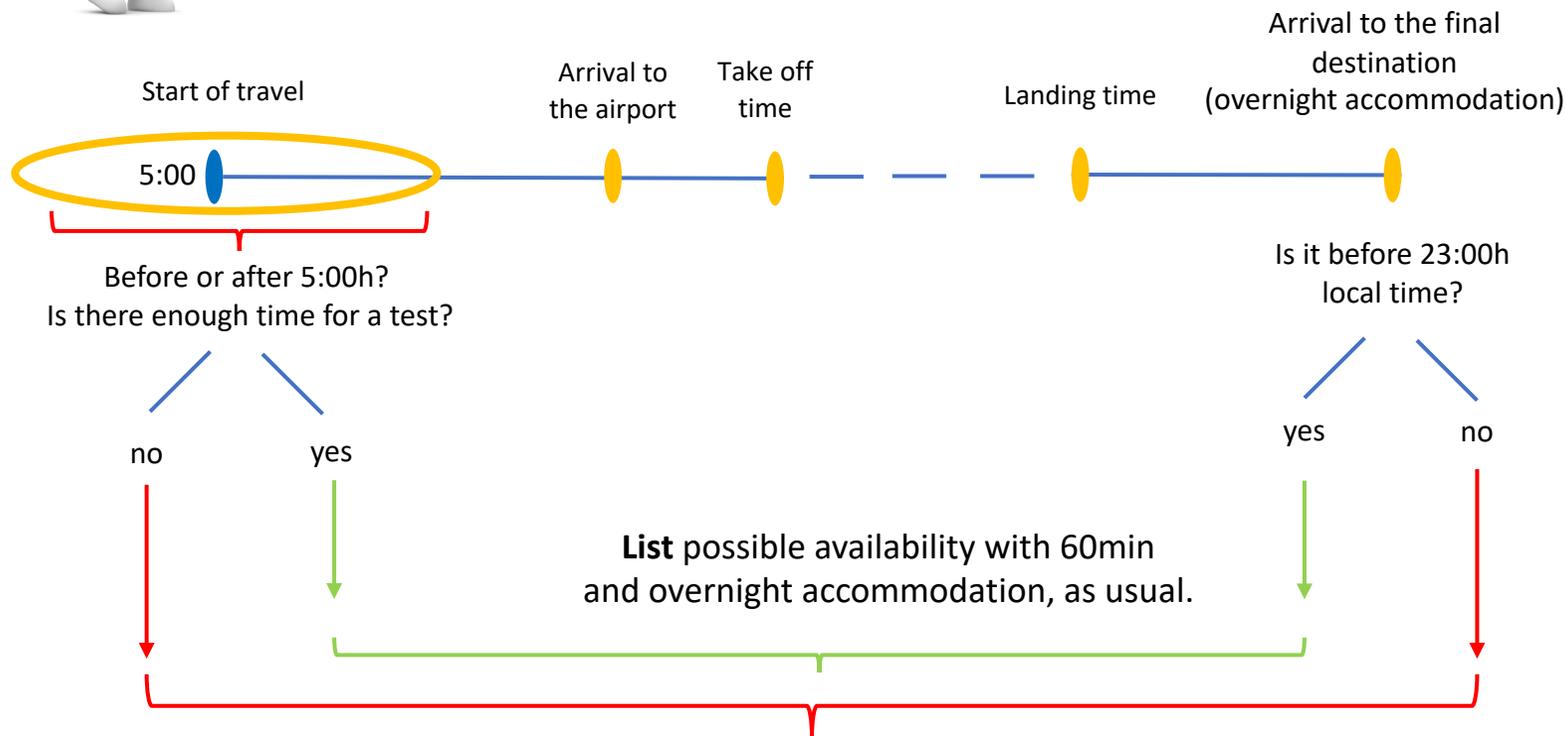


Note! It is up to you when you indicate your 60min testing slot. It can be added to any of the daily programmes.





# How to calculate availability for testing during long travels - 1



Use 'Travel' to indicate **no availability** between 5:00 – 23:00h  
**Do not list** overnight accommodation if the night is spent with travel/the final arrival is on the next day.

Examples:

no / no

18
air

yes / yes

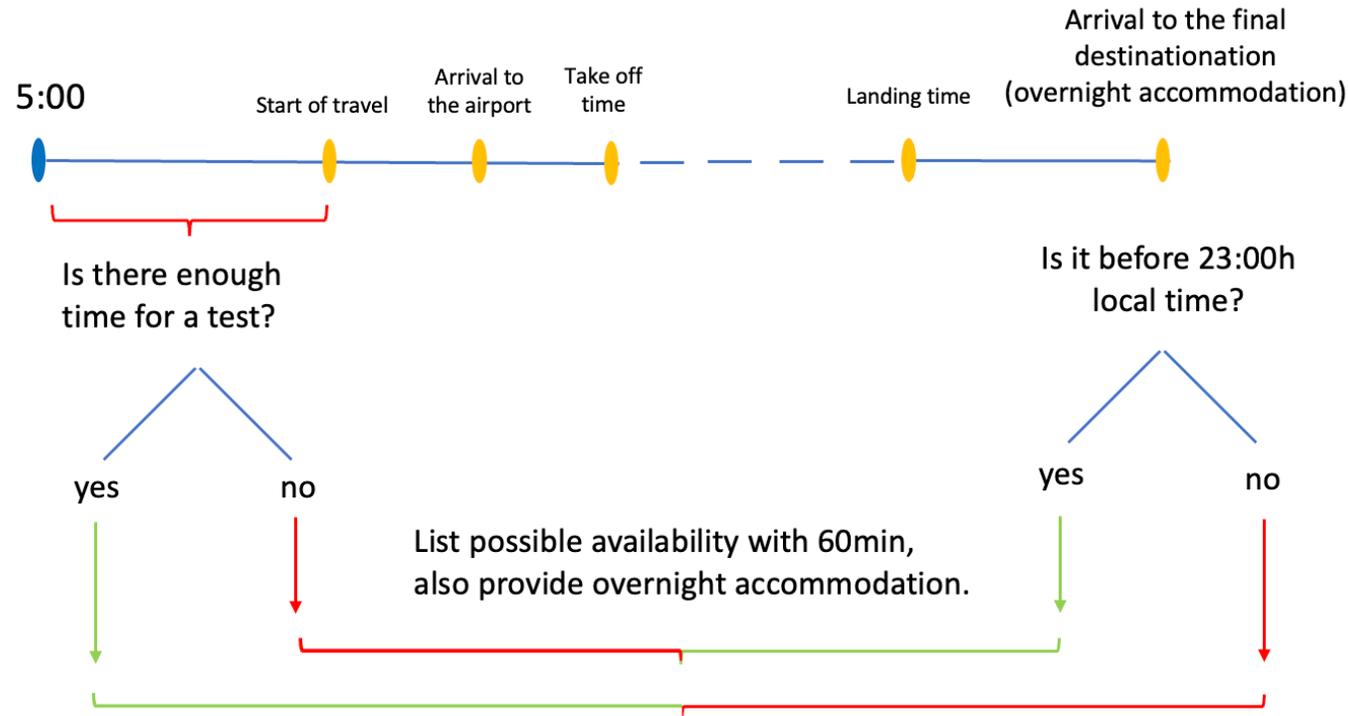
25
home
training
Paris hotel
22:00

**Note! Do not** enter short travels (eg. 2-3 hours) that don't affect your availability between 5:00-23:00h in the programme.





# How to calculate availability for testing during long travels - 2



List possible availability with 60min either in the morning or daytime.  
Add ,Travel' to indicate no overnight accommodation if arrival is after midnight.

Examples:

yes / no

17
flat 1 07:00
air

no / yes

10
air
Paris hotel 20:00





# Example for competition programmes



The athlete spends 3 days at the competition and stays in the official hotel

The athlete is not available in the morning/during the day, but arrives to the final destination before 23:00h

The athlete's competition day on the 2<sup>nd</sup> day

The athlete is available for testing in the morning, then goes to the competition, starts the travel during the night, spends the night in the air, arrives back home before 23:00h

10	11	12	13	14
air ✈️	Grand Slam Paris 🔄	Grand Slam Paris 🔄	Grand Slam Paris 🔄	air ✈️
		Grand Slam Paris	Paris hotel 07:00 🕒	
			air ✈️	
Paris hotel 20:00 🕒 🏠	Paris hotel 07:00 🕒 🏠 🔄	Paris hotel 20:00 🕒 🏠		home 22:00 🕒 🏠

Note! Every travel is different. Always check your travel schedule and list your programme according to your availability.





# Example for training camp programmes



Note! For training camps where the training and the overnight accommodation are **at the same address**, you must enter the training (regular activity) and the overnight accommodation (with room number) **separately**.

The athlete is not available in the 5:00-23:00h period

The athlete arrives before the end of the testing period

The training and the overnight accommodation is at the same address

Rest day, no training

4 air ✕	5 air ✕ Tokai University 20:00 🏠	6 Tokai University 08:00 🕒 Tokai University 🏠	7 Tokai University 08:00 🕒 Tokai University 🏠	8 Tokai University 08:00 🕒 Tokai University 🏠	9 Tokai University 08:00 🕒 Tokai University 🏠	10 Tokai University 10:00 🕒 Tokai University 🏠
11 Tokai University 08:00 🕒 Tokai University 🕒 Tokai University 🏠	12 Tokai University Tokai University 🕒 Tokai University 21:00 🏠	13 Tokai University 08:00 🕒 Tokai University 🕒 Tokai University 🏠	14 Tokai University Tokai University 🕒 Tokai University 18:00 🏠	15 Tokai University Tokai University 06:00 🏠	16 Tokai University 08:00 🕒 air ✕ home 18:00 🏠	17 air ✕ home 18:00 🏠

The athlete has training 2X a day and selects 60min at their own choice

The athlete is available for testing before starting the travel, and after arriving back home.





# Whereabouts can be...



... waiting for submission

**My Whereabouts**

2023-Q4 Status:  
**Not Submitted**

... submitted without any error

**My Whereabouts**

2023-Q3 Status:  
**Submitted**

... submitted with error(s) that are indicated in the calendar with red numbers

2023-Q3 Status:  
**Non-Compliant**

Dates in red in the calendars below contain errors; Please see the Guide for assistance.



... modified after submission

2023-Q3 Status:  
**Updated**

... modified on the same day as the program

8 

Paris hotel 20:00 

... modified on a day before the (original) program was due

21 

home 20:00 

September						
M	T	W	T	F	S	S
				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	

Note! Whereabouts is compliant with the Code only if submitted on time and with no errors.





## **Keep in mind that...**

**... you are the master of your availability, enter your programmes wisely.**

**... you are obliged to be at the locations submitted in your whereabouts.**

**... you can update your programme anytime without limitation, but!**

**... athletes who keep changing their Whereabouts always at the last minute (without a valid reason) may be accused of deliberately avoiding testing.**

**Test evasion is an Anti-doping Rule Violation, and it can be sanctioned with 4 years of ineligibility.**

**Always submit your Whereabouts on time and keep it up to date.**

