ALL ABOUT WHEREABOUTS

Part 2 – How to file a whereabouts
ADAMS is available in 31 languages

Click on the ▼ icon to open the language selection.
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’

2. Click on ‘Next’ again

3. Type in your password, then click on ‘Next’

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’

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.

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.
How to get a new password

1. Click on ‘Forgot your password?’

2. Type in your username, then click on ‘Next’

3. A message pops up, go to your email and follow the 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
   - other
   - daytime availability includes dojo training, training camp, gym sessions, other forms of regular training, in case of injury physiotherapy, etc.
   - 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
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.
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

For Hotel info use either the ‘More information’ option or the ‘Additional information’ rubric
An address can be used...

1. ... only once with no repetition

2. ... daily with a start and end date that you can select from the calendar which appears when clicking in the ‘End Date’ rubric...
An address can be used... - 2

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

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

An entry can be modified either...

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

... by one day at a time

... by a series of days entered as one group, eg. a programme entered using the ‘Specific Date’ frequency option
How to create a whereabouts entry - 3

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

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

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

   - Overnight Accommodation
   - Competition
   - Regular activities
   - Other

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

Note! RTP members need to add each day one 60min to one of their programmes on a day.
Examples for daily programmes - 1

Daytime availability / regular activity
60min testing slot

Overnight accommodation

Daytime availability, 60min testing slot
regular activity

Overnight accommodation

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

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

Start of travel

Before or after 5:00h?
Is there enough time for a test?

no
yes

Arrival to the airport
Take off time
Landing time
Arrival to the final destination
(overnight accommodation)

Is it before 23:00h local time?

yes
no

List possible availability with 60min and overnight accommodation, as usual.

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

yes / yes

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

Examples:

yes / no

List possible availability with 60min, also provide overnight accommodation.

no / yes

List possible availability with 60min either in the morning or daytime. Add 'Travel' to indicate no overnight accommodation if arrival is after midnight.
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 2nd 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.

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**.

<table>
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<th>Day</th>
<th>Activity</th>
<th>Time</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

- 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.
- 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

... submitted without any error

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

... modified after submission

2023-Q3 Status: Updated

... modified on the same day as the program

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

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.