



ADAMS

User Guide

User Guide for Athletes

Preface

This ADAMS User Guide was designed to show you how to perform basic functions within ADAMS, step by step, in the most direct way. The individual sections are arranged in a sequence that follows a typical workflow.

Throughout this document, we have used fictitious names for all persons in our screen shots and examples. Any resemblance to real persons, living or not, is purely coincidental.

Please note, too, that some screen shots may appear different than in your installation due to browser settings and hardware configuration of your computer.

Revision History

Revision	Date	Description of Revision(s)
1.0	08-Apr-2005	Preliminary Version for Lausanne Reference Group
1.2	25-July-2005	Updated Version
1.3	17-Oct-2005	Password change additions
1.4	21-Aug-2006	Updated Version
1.5	07-Nov-2006	Updated Version
1.6	07-Feb-2007	Updated Version

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User Setup and General Notes – Before you start

Setup

Before logging on to ADAMS for the first time there are a few things you need to check.

- First of all verify which browser version you are running. ADAMS will work with **Microsoft Internet Explorer Version 5.5** or higher; **Netscape Version 6.0** or higher; **AOL V 7.0**; or **Firefox**.

To verify which version you are running, click on **Help /About** from the browser's main menu bar.

If you have a browser version earlier than these, then log onto the appropriate website and download an upgrade free.

<http://www.microsoft.com/windows/ie/default.asp>

<http://channels.netscape.com/ns/browsers/download.jsp>

<http://download.mozilla.org/?product=firefox-1.0.6&os=win&lang=en-US>

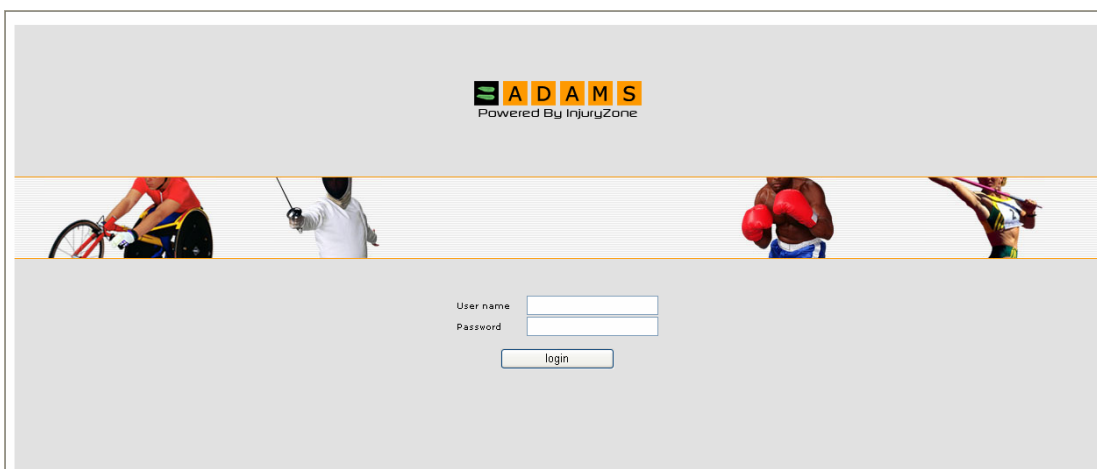
- Verify if you have a popup blocker, if so you must disable it.

Logging In

When logging in to ADAMS, always remember to include the "s" in the https part of the site address, as without it you will be unable to access the site.

The ADAMS URL is <https://adams.wada-ama.org>.

You will be greeted with the following Log in screen.



The screenshot shows the ADAMS login interface. At the top center is the ADAMS logo with the text "Powered By InjuryZone". Below the logo is a horizontal banner featuring four images of athletes: a cyclist, a fencer, a boxer, and a judo competitor. Underneath the banner are two input fields: "User name" and "Password". Below these fields is a "login" button.

Enter your Username and Password and click on the **Log in** button to enter the site.

Forgotten Passwords – Your sporting organization’s ADAMS administrator will have to set a new password for you. Please contact them. (You may be required to respond to a challenge question.)

Forgotten User Names – Contact your organization’s ADAMS administrator.

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. If you need to log on before this time has passed then contact your organization ADAMS administrator.

Unique Usernames & Passwords – The system will alert any user that is trying to log on using a Username/Password that is already in use. The following message will be given to the user:

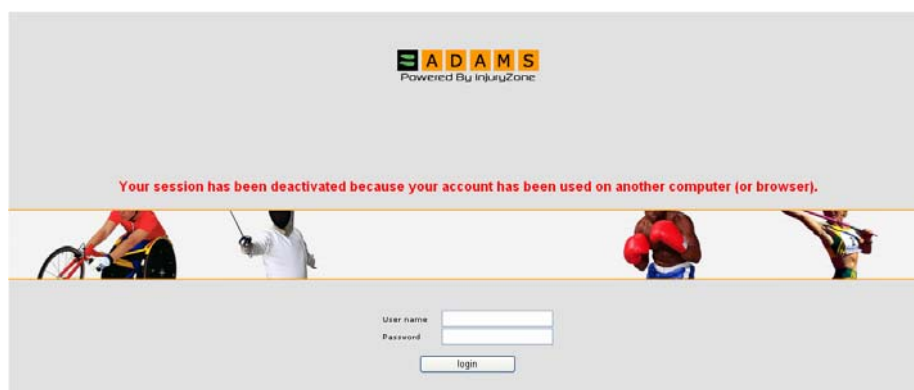
ALERT!!

There is currently another session open via this username and password.

Do you wish to terminate that session?
(Clicking yes will result in the loss of any unsaved data in the other session)

[yes](#) [no](#)

If you click **yes** then the other user session will be terminated.



The screenshot shows the ADAMS login interface. At the top, the ADAMS logo and 'Powered By InjuryZone' are visible. A red message banner reads: 'Your session has been deactivated because your account has been used on another computer (or browser)'. Below the banner is a horizontal strip with four small images of athletes: a cyclist, a fencer, a boxer, and a judo athlete. At the bottom, there are input fields for 'User name' and 'Password', and a 'login' button.

Note that this may occur after you have terminated an ADAMS session without properly logging out; for example, if your computer crashes. If this is the case, simply log in again; otherwise please contact your ADAMS Administrator or the Helpdesk.

Basics

There are a few fundamentals about the operation of the ADAMS site that are worth mentioning.

The system has been configured to **Time Out** after a certain period of inactivity. Inactivity is defined as no movement through the site. This means if you do not submit any data or click on any of the links for this period of time, the server will assume that you are no longer at your computer and that it should log you off the system. Current settings are 30 minutes, and if you are idle for more than that time, then you will need to log in again.

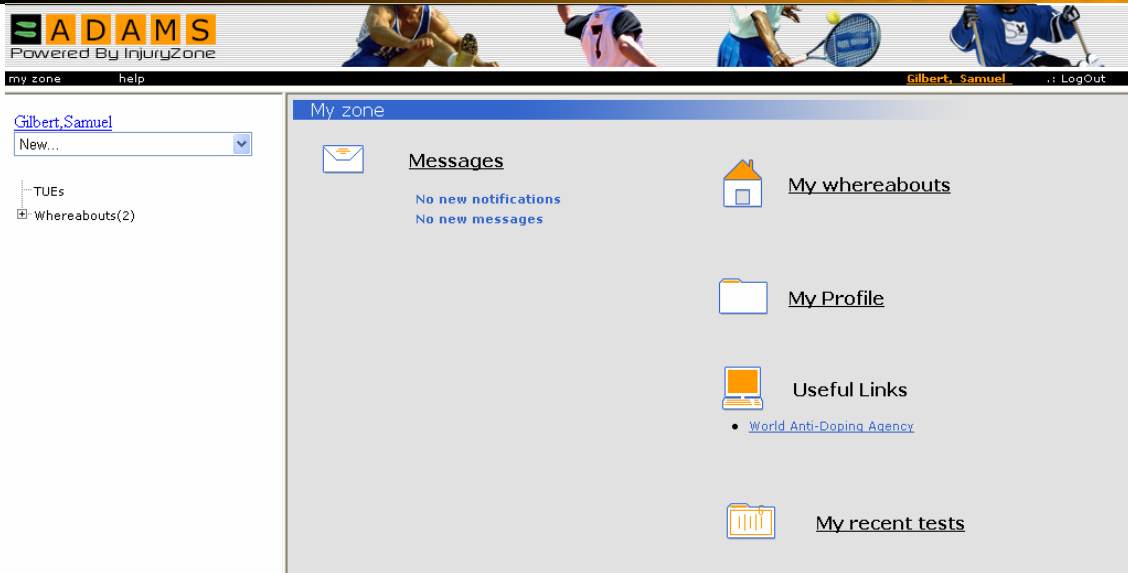
ADAMS does **not support** the use of your browser **Back** button and in most areas of the site you will discover that it does not work. Therefore it is required that to move around the site you navigate through the program by clicking on the appropriate links.

To navigate back to your homepage at any point when working within the system, simply click on the ADAMS logo in the left side of the system banner.



When you have finished working within ADAMS and wish to exit the program, click on the **Log Out** link in the top right hand corner of the window banner. This will safely exit you from the system and return you to the Log In page. At this point you may safely close your browser.

When you first log in to ADAMS, your User Homepage loads. It is called MyZone and it features links to launch various system modules.



The Messages link allows you to receive and review messages and notifications sent either by other ADAMS users or generated automatically by the system. You might receive a message from an Anti Doping Organization or from your sport federation; also the system will generate notifications to remind you of overdue whereabouts submissions, Therapeutic Use Exemptions having been approved or rejected, or existing Therapeutic Use Exemptions soon to expire.

From the [My Whereabouts](#) link you can review existing whereabouts details or create and submit new whereabouts information.

The [My Profile](#) link allows you to view and update your demographic profile, keeping all address and telephone details accurate and current.

There is also a link to the World Anti Doping Agency's website and there may be other useful web links added to this area at a future date.

Using the [My Recent Tests](#) link you are able to review the results of any recent doping tests along with contact information for the relevant Results Management Authorities.

User Settings

The User Preferences window allows you to manage your own password as well as configure challenge questions.

To access the User Preferences window, either click on your name link in the program banner or via the link at the bottom of the My Zone page.

To configure your challenge questions, click on the My Challenge Questions button in the User Preferences window.

Click the "Create Question" button, enter your question (e.g. Mother's maiden name, Name of first pet, Street you grew up on, City of birth, etc...) and then enter the answer by clicking the "Create Answer" button.

close

Select an existing question or create your own question and supply the appropriate answer.
Important: Your answers are case sensitive and are encrypted in the database.

create new question

Question

Answer not yet configured

Create the answer

Password *

Your password is required each time for security reasons

save

The other function available in the **User Preferences** window is the link that allows you to manage your own password. It is a good idea to change your password from the one that was first issued to you, and the system may force you to do this the first time you log on or from time-to-time.

Click the Change Password button in the User Preferences window.

Change password

B, Nicola

Current password

New password

Repeat New Password

confirm

Changing your password requires you to re-login to the system

Enter your current password then enter the new password and then confirm it. Note that your new password must be at least 8 characters in length.

Lastly, check that your **screen resolution** is set to **1024x768** pixels for optimum performance. This can be set in Display Properties within Control Panel in a Windows operating environment.

What To Do If You Encounter An Error

From time to time you may encounter an error on the ADAMS system. The more information that can be compiled about the circumstances around the error the easier it is to track and fix it quickly.

Therefore please take the time to submit the details.

The actual error message contains an email hyperlink within it. By clicking on the link you can easily send through the error script.



Izone server
encountered an unexpected error.

If this persists, please contact your system administrator.

Injury Zone Error	whatever
-------------------	----------

[Mail error to Izone development team](#)

[Details...](#)

```
2003.09.11 AD at 06:42:22 AM EDT|java.lang.NullPointerException at com.mbs.webapp.template.TemplateConfigurationForm.validate
(TemplateConfigurationForm.java:169) at org.apache.struts.action.RequestProcessor.processValidate(RequestProcessor.java:942) at
org.apache.struts.action.RequestProcessor.process(RequestProcessor.java:255) at com.mbs.webapp.servlet.MainServlet.process(MainServlet.java:93) at
com.mbs.webapp.servlet.MainServlet.doGet(MainServlet.java:83) at javax.servlet.http.HttpServlet.service(HttpServlet.java:740) at
javax.servlet.http.HttpServlet.service(HttpServlet.java:853) at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:247) at
org.apache.catalina.core.ApplicationFilterChain.doFilter(ApplicationFilterChain.java:193) at com.mbs.webapp.session.SessionValidityCheckFilter.doFilter
(SessionValidityCheckFilter.java:67) at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at
org.apache.catalina.core.ApplicationFilterChain.doFilter(ApplicationFilterChain.java:193) at com.mbs.webapp.session.SignOnFilter.doFilter(SignOnFilter.java:87)
at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at org.apache.catalina.core.ApplicationFilterChain.doFilter
(ApplicationFilterChain.java:193) at com.mbs.webapp.license.LicenseValidationFilter.doFilter(LicenseValidationFilter.java:59) at
org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at org.apache.catalina.core.ApplicationFilterChain.doFilter
```

Other information that helps if reported:

Your previous actions - what were you doing just before the error occurred?

How you got to the previous page, were you moving quickly or slowly through the system?

What things you clicked on....see if you can re-create the error.

Also:

What time the error occurred

What Internet browser you use

What operating system (Windows 98, Windows 2000, Windows XP, Linux, etc) you run

The speed of your Internet connection

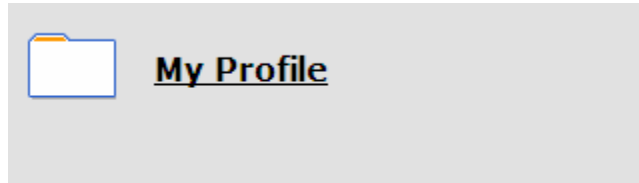
Your user name (only Username, not Password) and Organization

What part of the screen the message was located in

This information can be included in the email generated by clicking on the link.

Review your Profile Information

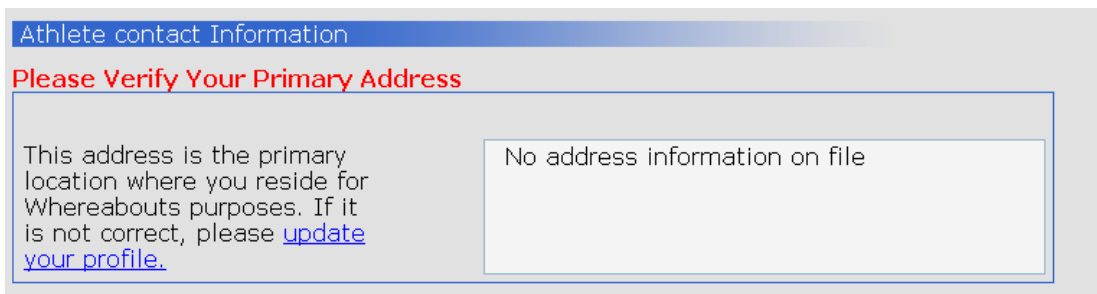
1. Click on My Profile



2. Review your profile or modify your address.

Verifying and Editing Your Demographic Data

The first step in the process of creating and submitting whereabouts is to confirm your Current Address. This address is your primary location where you live. The first time you log in to ADAMS you will be prompted by a message on your homepage to verify this address.



If there is an address already on file in the system for you it will be displayed. If there is no current address for you within the system then you will need to enter one.

To enter the address, click on the '**update your profile link**' in the Athlete Contact Information section of the page.

This takes you to your demographic page.

Athlete Profile [edit](#)

Last updated 24-Jul-2005 12:11 PM GMT , by UCI_Admin_LName, UCI_Admin_FName from UCI

Last Name: Gilbert * First Name: Samuel * ADAMS ID#: GISAMA70308 Gender: Male

Demographic Sport/Discipline Security

Date of birth: 08-Apr-1976 Age: 29 Preferred Name: Sam Former last name:

Nationalities *
CANADA

Disabilities

Sport Nationality *
CANADA

No photo

Contact Details

Phone type Phone #

Email

Select address

The page has loaded within your browser in what is called **View mode**, so to add an address you must first switch the page to Editing mode. Click on the **Edit** button in the top right corner of the screen.

The page will reload in Edit mode, allowing you to then fill in data. Within this page the only section available for you to add or edit information in is the 'Contact details' section, which is highlighted in white.

Contact Details

Phone type Phone #

[add phone number](#)

Email

Select address

To add a new address to the profile, when no address exists, 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.

The screenshot shows a web form for adding an address. At the top left are 'save' and 'cancel' buttons. The form fields are as follows:

- Type:** A dropdown menu with 'Competition Venue' selected and a '+' button to its right. A dropdown list is open showing options: 'Competition Venue', 'Permanent Residence', 'Temporary Residence', and 'Training Venue'.
- Description:** A text input field.
- Street address:** A text input field.
- Country:** A dropdown menu.
- Town/city:** A text input field.
- Region:** A dropdown menu.
- Post code:** A text input field.
- Phone type:** A dropdown menu with 'Mobile', 'Home', and 'Business' options.
- Phone Number:** Three text input fields corresponding to the phone type options.
- Permanent / Mailing Address:** A checkbox.
- Current Address (used for Whereabouts):** A checkbox.

At the bottom right of the form are 'cancel' and 'save' buttons.

Enter a description of the address you are adding, and then complete the form with the relevant address information.

You will notice that the country and region fields are drop down pick lists that you select from.

Add any pertinent phone numbers for this address and then specify whether this address is either your Permanent or Current address in the provided tick boxes.

Type	Permanent Residence <input type="button" value="+"/>		
Description	Home address	Phone type	Phone Number
Street address	333 Elm Avenue	Mobile <input type="button" value="v"/>	<input type="text"/>
	<input type="text"/>	Home <input type="button" value="v"/>	613 888 3838
Country	CANADA <input type="button" value="v"/>	Business <input type="button" value="v"/>	<input type="text"/>
Town/city	Brantford		
Region	Ontario <input type="button" value="v"/>		
Post code	M8G 8T5		
Permanent / Mailing Address		<input checked="" type="checkbox"/>	
Current Address (used for Whereabouts)		<input checked="" type="checkbox"/>	

The system will use your Current Address for the purposes of Whereabouts and you should check both boxes if the address is your current and permanent address.

Click the **Save** button for the address form.

Then click on the **Save** button for the page, there is one located at both the bottom and the top of the demographic page for your convenience.

To add another address at this or any future time, simply click on the **My Profile** link from the MyZone page and then on the Add button in the address section of your demographic page, remembering to have the page in edit mode.

Once there is a current address for you within ADAMS you can begin to create a whereabouts calendar.

You will notice that when the demographic file is in view mode, the Security tab is displayed.



If your custodial organization changes for some reason, you will receive a system generated notification. As well, each time an organization is added or removed from your access list, a notification will be sent.

As well this tab displays any other non athlete personnel who have been entered into ADAMS as representative for you. This might be a coach, trainer, manager, relative or medical practitioner. Each time an athlete representative is added to an athlete, ADAMS will generate a notification.

To change any other content please contact your custodial organization.

The **Security tab** displays a list of the organizations that have access rights to your ADAMS file, and also indicates which organization has a 'custodial' role for you as an athlete within the system.

Demographic	Sport/Discipline (1)	Security		
<p>Username: aa1 IP Address: 66.110.7.43 Last login date: 08-Feb-2007 19:51 GMT</p>				
<p>List of organization with access</p> <table border="0"> <tr> <td> <p>WADA - World Anti-Doping Agency Stock Exchange Tower 800 Place Victoria (Suite 1700) P.O. Box 120 Montreal Quebec CANADA H4Z 1B7 Web site: http://www.wada-ama.org</p> </td> <td> <p>Contact: Chaya Ndiaye Email: chaya.ndiaye@wada-ama.org Phone: +1 514 904 9232 Fax: +1 514 904 8748</p> </td> </tr> </table>			<p>WADA - World Anti-Doping Agency Stock Exchange Tower 800 Place Victoria (Suite 1700) P.O. Box 120 Montreal Quebec CANADA H4Z 1B7 Web site: http://www.wada-ama.org</p>	<p>Contact: Chaya Ndiaye Email: chaya.ndiaye@wada-ama.org Phone: +1 514 904 9232 Fax: +1 514 904 8748</p>
<p>WADA - World Anti-Doping Agency Stock Exchange Tower 800 Place Victoria (Suite 1700) P.O. Box 120 Montreal Quebec CANADA H4Z 1B7 Web site: http://www.wada-ama.org</p>	<p>Contact: Chaya Ndiaye Email: chaya.ndiaye@wada-ama.org Phone: +1 514 904 9232 Fax: +1 514 904 8748</p>			
<p>Custodial Organization: WADA - World Anti-Doping Agency</p>				
<p>List of athlete agents:</p> <p>Roberts, Bob Email:</p>				

Athlete Whereabouts

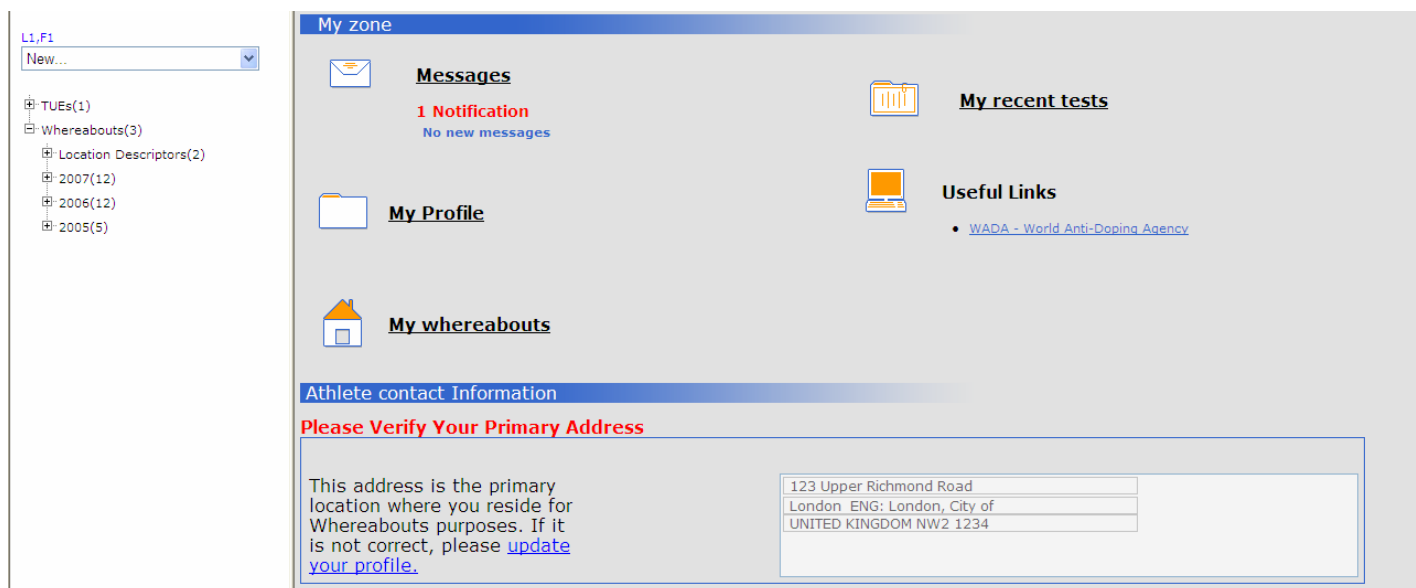
Athletes being managed within ADAMS are to submit/create a schedule of their whereabouts. This ensures that ADO's are able to access information about your current and future locations and activities. Athlete Whereabouts may be created and submitted either by the athlete themselves or by a nominated athlete representative.

This is managed by adding and viewing an Athlete Whereabouts record.

Working with Whereabouts - Location Descriptors

Location Descriptors are used to record the location of athlete activities that occur on an ongoing and regular basis. Creating a Location Descriptors saves the user having to define a new location for each Athlete Whereabouts record for recurring activities.

1. Go to the File Tree on the left side of the screen.
2. In the New drop down list select Location Descriptor.



The screenshot displays the ADAMS user interface. On the left, a file tree shows the following structure:

- L1,F1
- New...
- TUEs(1)
- Whereabouts(3)
 - Location Descriptors(2)
 - 2007(12)
 - 2006(12)
 - 2005(5)

The main dashboard area, titled 'My zone', contains several sections:

- Messages:** 1 Notification, No new messages.
- My Profile:** Access to profile information.
- My recent tests:** Access to test results.
- Useful Links:** Includes a link to WADA - World Anti-Doping Agency.
- My whereabouts:** Access to the athlete's whereabouts records.

Below these sections is the 'Athlete contact Information' section, which includes a form to 'Please Verify Your Primary Address'. The form contains the following text and input fields:

This address is the primary location where you reside for Whereabouts purposes. If it is not correct, please [update your profile](#).

123 Upper Richmond Road
London ENG: London, City of
UNITED KINGDOM NW2 1234

A new Location Descriptor record will display.

Whereabouts Descriptor cancel save

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
Johnson, Andrew	ADA094850355	20-Jul-1977	UNITED KINGDOM	Male

Sport / Discipline

Calendar Label* Start Time End Time All Day Location

 09:00 10:00

Select Category*

Competition ■
 Other ■
 Primary Residence ■
 Secondary Residence ■
 Training Location ■
 Travel ■
 Vacation ■
 Work ■

Address

Country* Postal code/Zip

Region* Telephone

City* Alternate Telephone

Description of Location or Activity (optional)

Suitable for Test

3. Fill in a label.
4. Select either a time interval or check **All Day Location** depending on the activity.
5. Select a Category
6. Fill in the address if relevant and select a Country.
7. Select a Region.
8. Fill in the City.
9. Fill in any other relevant fields.
10. Click **Save**.

Adding Whereabouts

1. Go to the File Tree.
2. Click on the + symbol next to Whereabouts in the tree. This expands the branch.

[Gilbert, Samuel](#)

New... 

- TUEs
- [-] Whereabouts(2)
 - Location Descriptors
 - [-] 2005(12)
 - [Dec 2005, New](#)
 - [Nov 2005, New](#)
 - [Oct 2005, New](#)
 - [Sep 2005, New](#)
 - [Aug 2005, New](#)
 - [Jul 2005, New](#)
 - [Jun 2005, New](#)
 - [May 2005, New](#)
 - [Apr 2005, New](#)
 - [Mar 2005, New](#)
 - [Feb 2005, New](#)
 - [Jan 2005, New](#)
 - [-] 2004(12)

3. Click on the + symbol next to current year.
4. Click on the relevant month link.

Athlete Whereabouts (Gilbert Mark) Unsubmitted

← August 2005 →

Calendar		Notes & Activities				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<input type="checkbox"/> 1 R1 Bridgetown	<input type="checkbox"/> 2 R1 Bridgetown	<input type="checkbox"/> 3 R1 Bridgetown	<input type="checkbox"/> 4 R1 Bridgetown	<input type="checkbox"/> 5 R1 Bridgetown	<input type="checkbox"/> 6 R1 Bridgetown
<input type="checkbox"/> 7 R1 Bridgetown	<input type="checkbox"/> 8 R1 Bridgetown	<input type="checkbox"/> 9 R1 Bridgetown	<input type="checkbox"/> 10 R1 Bridgetown	<input type="checkbox"/> 11 R1 Bridgetown	<input type="checkbox"/> 12 R1 Bridgetown	<input type="checkbox"/> 13 R1 Bridgetown
<input type="checkbox"/> 14 R1 Bridgetown	<input type="checkbox"/> 15 R1 Bridgetown	<input type="checkbox"/> 16 R1 Bridgetown	<input type="checkbox"/> 17 R1 Bridgetown	<input type="checkbox"/> 18 R1 Bridgetown	<input type="checkbox"/> 19 R1 Bridgetown	<input type="checkbox"/> 20 R1 Bridgetown
<input type="checkbox"/> 21 R1 Bridgetown	<input type="checkbox"/> 22 R1 Bridgetown	<input type="checkbox"/> 23 R1 Bridgetown	<input type="checkbox"/> 24 R1 Bridgetown	<input type="checkbox"/> 25 R1 Bridgetown	<input type="checkbox"/> 26 R1 Bridgetown	<input type="checkbox"/> 27 R1 Bridgetown
<input type="checkbox"/> 28 R1 Bridgetown	<input type="checkbox"/> 29 R1 Bridgetown	<input type="checkbox"/> 30 R1 Bridgetown	<input type="checkbox"/> 31 R1 Bridgetown			

Primary Residence

Build my profile

Populate My Calendar

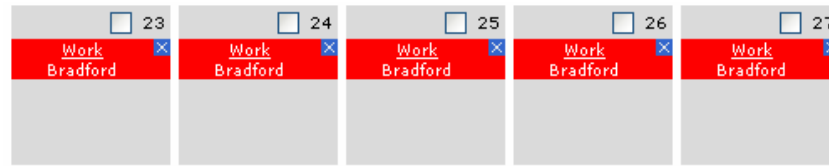
Submit

Whereabouts Attachments

Starting Date	End Date	Size	Name	Description
---------------	----------	------	------	-------------

5. Select relevant dates by ticking the checkboxes next to these dates.
6. There are two ways you can add an activity to whereabouts:
 - a) If a Location Descriptor has already been created (refer to [Location Descriptor section](#) to create one) then click on the Activity drop-down list and select the appropriate descriptor.

Click on the **Add to selected days** button.



b) If no location descriptor is available:

- Click on the **Add to selected days** button.
 - Fill in a whereabouts location description label.
 - Select either a time interval or check **All Day Location** depending on the activity.
 - Select a Category
 - Select a Country.
 - Select a Region.
 - Fill in the City.
 - Fill in any other relevant fields.
 - Click **Save**.

(Note: Although this page looks exactly like a Location Descriptor, but on saving it will not be saved in the Location Descriptor branch).

7. Click on the **Submit** button to submit the created whereabouts.

Editing Whereabouts

1. Within the calendar page click on the label link of the desired Whereabouts descriptor.
2. Make any changes.
3. Click on **Save** button.

Deleting Whereabouts

1. Click on the **X** symbol next to the desired Whereabouts descriptor.

Submitting Whereabouts

Once your Whereabouts have been created they need to be submitted. They can be modified after they have been submitted if for example your schedule changes at the last minute.

To submit the Athlete Whereabouts simply click on the Submit Whereabouts button on the relevant Whereabouts Calendar page.

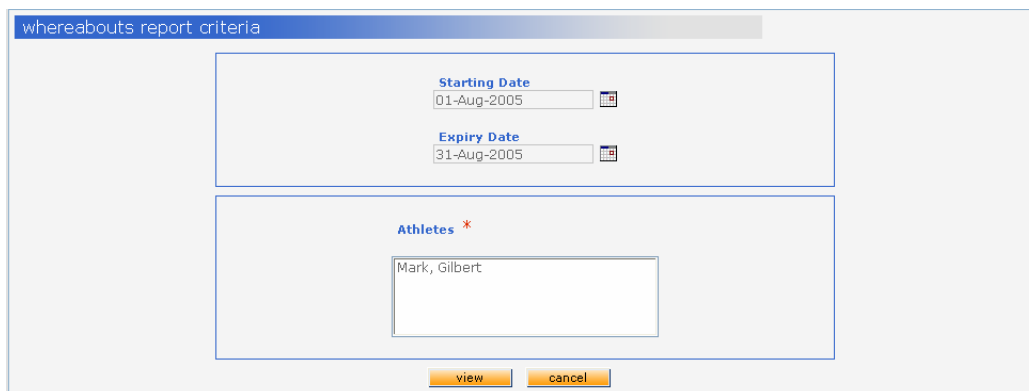
Printing a copy of the Whereabouts

Once an athlete's whereabouts have been created, you can generate a printed copy.

1. Click the **Whereabouts details** button on the month you wish to print.



2. From the Whereabouts report criteria window enter the date range for the print out you wish to generate.



A screenshot of a web application window titled "whereabouts report criteria". The window contains two main sections. The first section has two date pickers: "Starting Date" with the value "01-Aug-2005" and "Expiry Date" with the value "31-Aug-2005". The second section is labeled "Athletes *" and contains a text input field with the value "Mark, Gilbert". At the bottom of the window are two buttons: "view" and "cancel".

3. Click on the **View** button.
4. To print a copy of the resulting report, press **ctrl + p** on your keyboard.

Adding an Attachment

ADAMS also allows you to attach documents to the whereabouts calendar month by month.

For example, you may want to attach a team training or competition schedule.

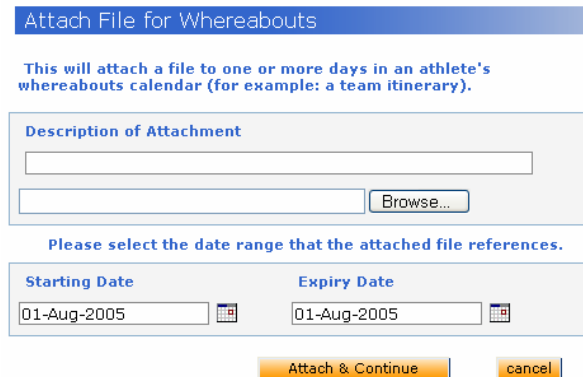
1. Click on the + icon next to Whereabouts in the tree.
2. Click on the + icon next to current year.



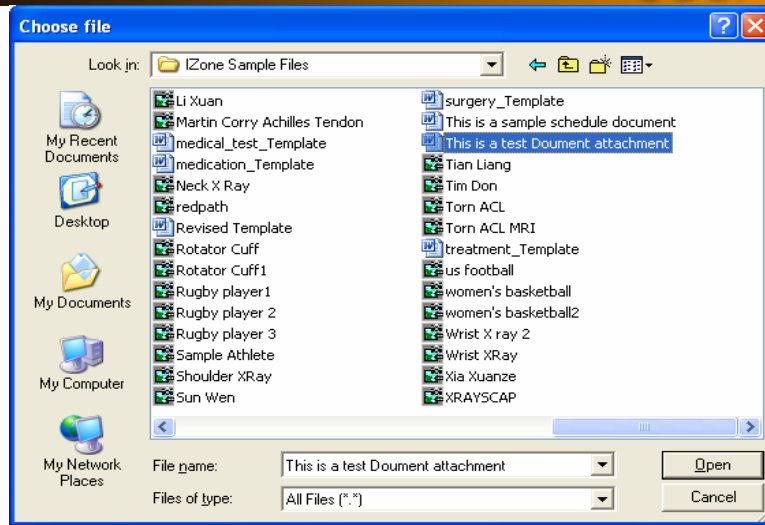
3. Click on the Starting Month to open that calendar page.
4. Click on the **Add an attachment** button.



5. Click the **Browse** button.



6. Navigate to and select the file you wish to attach and click the **Open** button.



7. Select the **Start Date** and **Expiry Date**.
8. You can enter a description text if required.
9. Click on the **Attach and Continue** button.

Whereabouts Attachments

[add an attachment](#)

Starting Date	End Date	Size	Name	Description
23-May-2005	27-May-2005	19456	This is a test Document attachment.doc	Work Schedule

Viewing Attachments

1. In the Whereabouts Attachment section click on the paperclip symbol to view the attached file.

Editing the Validity Period of the Attachment

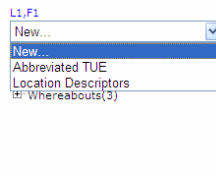
1. In the Whereabouts' Attachments section click on the Name of the file.
2. Change the Starting Date and Expiry Date to the desired values.
3. Click the **Save and continue** button.

Abbreviated TUE

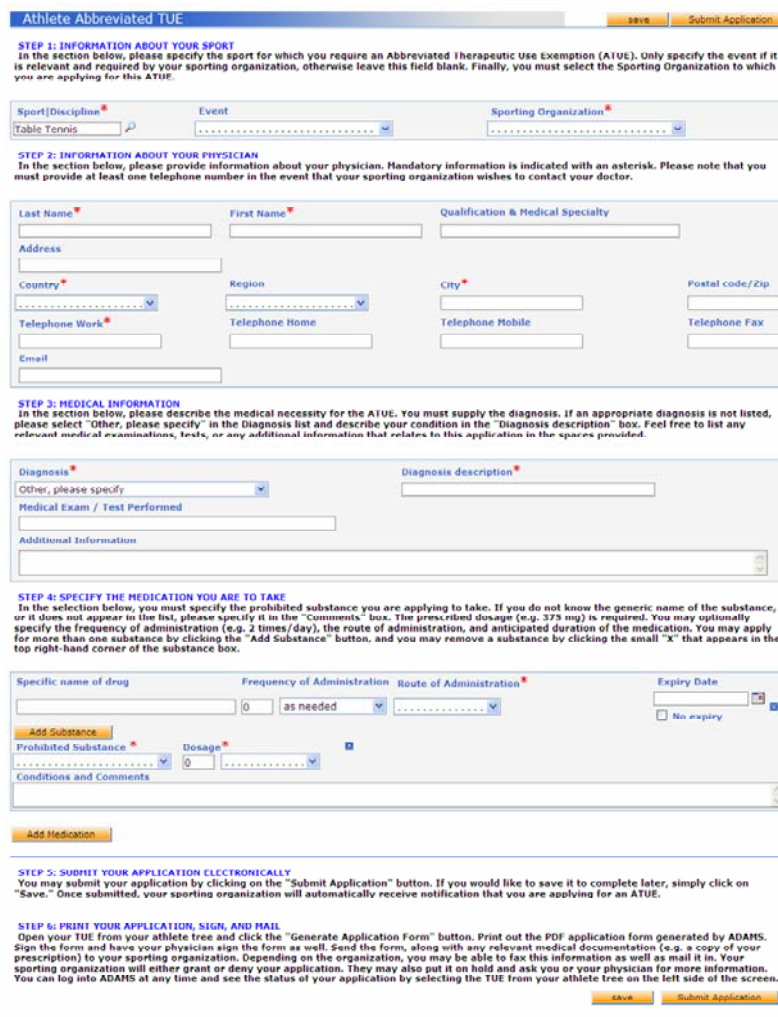
Athletes can directly apply for an abbreviated TUE in ADAMS.

Applying for an Abbreviated TUE

1. Select Abbreviated TUE on the menu



2. Enter all required information (*)



Athlete Abbreviated TUE [save] [Submit Application]

STEP 1: INFORMATION ABOUT YOUR SPORT
In the section below, please specify the sport for which you require an Abbreviated Therapeutic Use Exemption (ATUE). Only specify the event if it is relevant and required by your sporting organization, otherwise leave this field blank. Finally, you must select the Sporting Organization to which you are applying for this ATUE.

Sport|Discipline* [Table Tennis] Event [.....] Sporting Organization* [.....]

STEP 2: INFORMATION ABOUT YOUR PHYSICIAN
In the section below, please provide information about your physician. Mandatory information is indicated with an asterisk. Please note that you must provide at least one telephone number in the event that your sporting organization wishes to contact your doctor.

Last Name* [.....] First Name* [.....] Qualification & Medical Specialty [.....]
Address [.....]
Country* [.....] Region [.....] City* [.....] Postal code/Zip [.....]
Telephone Work* [.....] Telephone Home [.....] Telephone Mobile [.....] Telephone Fax [.....]
Email [.....]

STEP 3: MEDICAL INFORMATION
In the section below, please describe the medical necessity for the ATUE. You must supply the diagnosis. If an appropriate diagnosis is not listed, please select "Other, please specify" in the Diagnosis list and describe your condition in the "Diagnosis description" box. Feel free to list any relevant medical examinations, tests, or any additional information that relates to this application in the spaces provided.

Diagnosis* [Other, please specify] Diagnosis description* [.....]
Medical Exam / Test Performed [.....]
Additional Information [.....]

STEP 4: SPECIFY THE MEDICATION YOU ARE TO TAKE
In the selection below, you must specify the prohibited substance you are applying to take. If you do not know the generic name of the substance, or it does not appear in the list, please specify it in the "Comments" box. The prescribed dosage (e.g. 375 mg) is required. You may optionally specify the frequency of administration (e.g. 2 times/day), the route of administration, and anticipated duration of the medication. You may apply for more than one substance by clicking the "Add Substance" button, and you may remove a substance by clicking the small "X" that appears in the top right-hand corner of the substance box.

Specific name of drug [.....] Frequency of Administration [0] [as needed] [.....] Route of Administration* [.....] Expiry Date [.....] [No expiry] [X]
Add Substance [.....]
Prohibited Substance* [.....] Dosage* [0] [.....] [X]
Conditions and Comments [.....]
Add Medication [.....]

STEP 5: SUBMIT YOUR APPLICATION ELECTRONICALLY
You may submit your application by clicking on the "Submit Application" button. If you would like to save it to complete later, simply click on "Save." Once submitted, your sporting organization will automatically receive notification that you are applying for an ATUE.

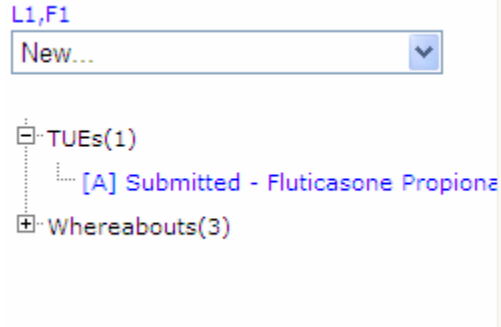
STEP 6: PRINT YOUR APPLICATION, SIGN, AND MAIL
Open your TUE from your athlete tree and click the "Generate Application Form" button. Print out the PDF application form generated by ADAMS. Sign the form and have your physician sign the form as well. Send the form, along with any relevant medical documentation (e.g. a copy of your prescription) to your sporting organization. Depending on the organization, you may be able to fax this information as well as mail it in. Your sporting organization will either grant or deny your application. They may also put it on hold and ask you or your physician for more information. You can log into ADAMS at any time and see the status of your application by selecting the TUE from your athlete tree on the left side of the screen.

[save] [Submit Application]

3. Submit the application

Printing an application form

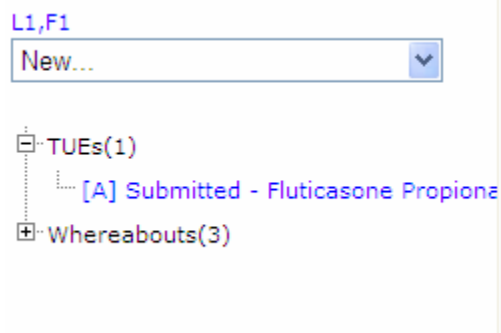
1. Expand the TUE menu



2. Select the appropriate TUE
3. Click on **Generate Application Form**

Verifying TUE status

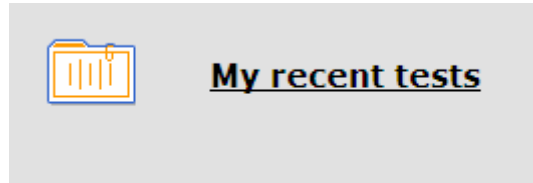
1. Expand the TUE menu



2. Select the appropriate TUE
3. Review the status

Recent test details

1. Click on **My recent tests** menu



2. You will receive a list of your recent test as well as lab results if approved by the Result Management Authority.

Recent Test Results				
Athlete L1, F1	ADAMS ID# L1F1MA51816	Date of birth	Sport Nationality CANADA	Gender Male
Sport / Discipline Table Tennis				
Date 01-Jan-2007	City	Sport Table Tennis	Result Negative	

Helpdesk Access

WADA has arranged for a Helpdesk to be available to answer any user queries. The Helpdesk, located in Québec, Canada, is available 24 hours a day from Midnight on a Sunday to Midnight on a Friday.

1. From North America dial: (866) 922-3267 (1-866-92-ADAMS)
2. Toll-free access is currently available from the following countries:

Australia
Finland
Germany
Ireland
Japan
South Africa
Switzerland

Dial the International Access Code for the specific country, followed by:
800 9222 3267 (800 922 ADAMS)

3. From outside North America you may reach the Helpdesk by dialing:

+1 (418) 696-6829

To reset your password or any information pertaining to your record please directly contact your organization ADAMS administrator (Contact details are on your Security tab).