

ATHLETE CENTRAL APP QUICK REFERENCE GUIDE



drug free sport
new zealand

*Compulsory by 15 Sept 2020 for
Oct - Dec filing

WHEREABOUTS ON THE GO



Contact DFSNZ



Submit Whereabouts



Download the app



Update on-the-go

1.GET YOUR USERNAME AND PASSWORD

To get your Anti Doping Administration and Management System (ADAMS) username and password please contact DFSNZ by sending an email to whereabouts@drugfreesport.org.nz

The ADAMS database and Athlete Central App are developed and hosted by the World Anti Doping Agency (WADA).

2.LOG INTO ADAMS ON THE INTERNET

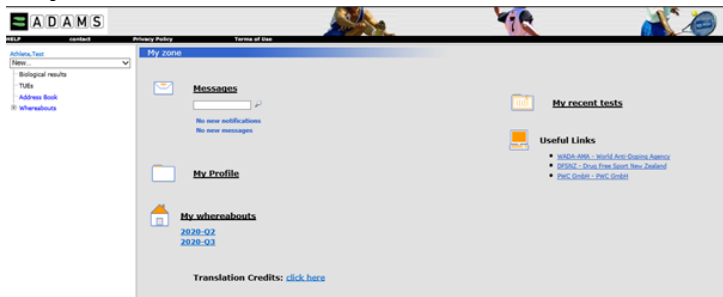
User Name test.athlete
Password [masked]
Login cancel
[Forgot Password](#)

- Go to <https://adams.wada-ama.org>
- Enter your new user name and password
- Click the Login button
- When you log in for the first time, an information and security form will appear
- Read the statement
- Follow the instructions.

3. UPDATE YOUR PROFILE AND SET YOUR PREFERENCES



- Click My Profile for updating your profile if required
- To set your Preferences click on your name displayed in the top right of the header
- on the Home page



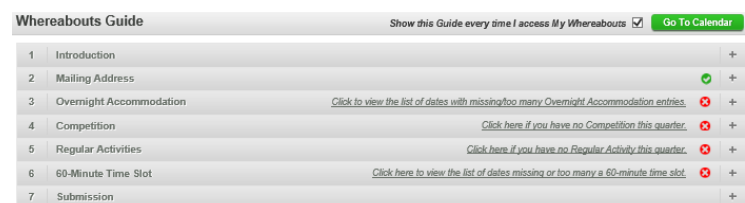
4. OPEN YOUR WHEREABOUTS SESSION



Click My Whereabouts on the home page

Your main Whereabouts page will open up, taking you to the Whereabouts Guide which walks you through the steps required to submit your information.

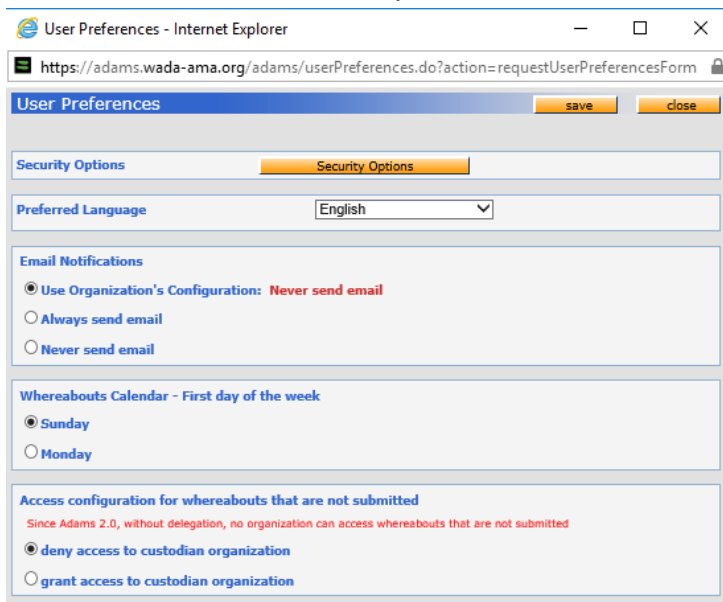
5. YOUR WHEREABOUTS GUIDE



- If at any time you wish to leave the guide and begin to enter your Whereabouts information, you can click Go To Calendar in the upper right hand corner of the screen.
- You can also go to a specific date by clicking the date on the mini three month calendar on the left hand side of this page.

- Adjust your Password, select your language and the first day of your calendar week, and indicate whether you want to receive notifications on your email address (as set in your profile) if desired
- DFSNZ does not have (view/edit) access to your Whereabouts data that is not submitted, unless you grant the access explicitly by checking the corresponding box

- Click the save button save your modifications



6. WHEREABOUTS GUIDE AND MANDATORY CATEGORIES

Whereabouts Guide	
1	Introduction
2	Mailing Address
3	Overnight Accommodation
4	Competition
5	Regular Activities
6	60-Minute Time Slot
7	Submission

The steps outlined in the Guide will show you how to use ADAMS to submit your Whereabouts and explain each of the requirements.

- You need to provide a mailing address.
- You need to provide the full address of where you will be staying overnight at the end of a particular day.
- You need to provide details of your competition schedule
- You need to provide the name and address of each location where you will be training, working or conducting any other regular activity during the quarter.
- You are required to provide, for each day of the quarter, one specific 60-minute time slot between 05:00 and 23:00 where you will be available and accessible for testing at a specific location.

- As you complete this information, a green check mark will indicate you have completed each section, or will identify what is missing.

7. ENTER YOUR LOCATION INFORMATION

The screenshot shows a 'New Entry' dialog box with the following fields and values:

- Address: Home (with a 'New' button next to it)
- Address details: 18 Kiwi Lane, Auckland, NEW ZEALAND
- More information link: [More information](#)
- Category: Overnight Accommodation
- Start Date: 01-Oct-2020
- Recurrence: Entire Quarter
- End Date: 31-Dec-2020
- 60-Min Time Slot: 22:00 to 23:00 on the same day
- Buttons: Save, Cancel

Click an existing entry on the calendar (or create a new one by clicking a date in the calendar, or by using the New button in the top right hand corner).

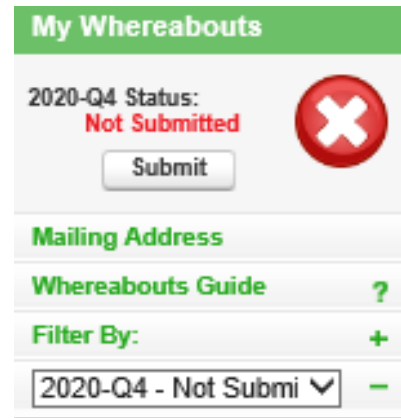
- Select an address from the drop-down list, or create one by clicking the New button next to the address field.
- In the Edit (or New) Entry pop-up, choose the relevant category (competition, overnight accommodation, etc) and select the start and end time for this location.
- If this is an entry that applies to other days as well, you can select the relevant days right away to save time.

9. SUBMIT YOUR WHEREABOUTS

- You can also attach a 60-minute time slot to a whereabouts entry at the same time
- Click the Save button.

Repeat this step for each of the requirements set out in the guide.

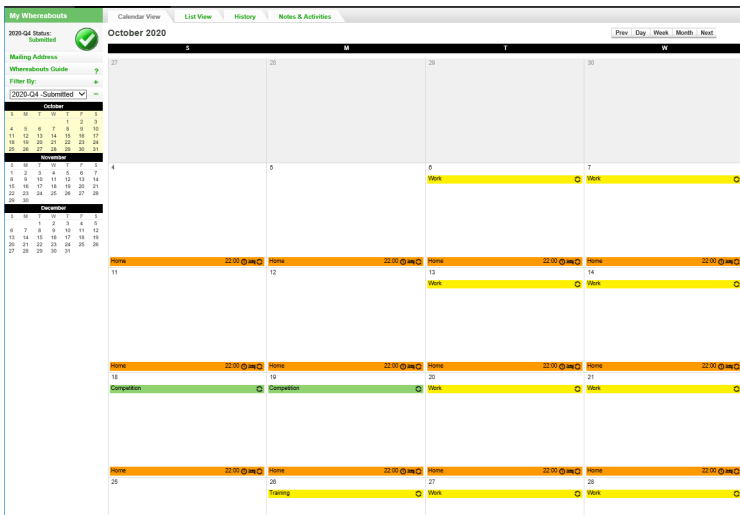
Each new location (address) that you enter will also be stored in your Address Book so that these new locations are available to you in future without re- entering them. They will be accessible by typing the first few letters or from a drop-down menu when you add an entry to the calendar.



Once the Whereabouts Guide indicates you have met all of the requirements by displaying green ticks and no red Xs, you may click Submit to submit your Whereabouts information.

8. POPULATE YOUR CALENDAR

As you add more entries, your calendar will begin to populate with each category highlighted with an icon or colour to illustrate what sort of entry it is.



On the lower left corner of the screen, you will also see a mini-calendar of the quarter. Each date in red indicates a day that is missing some required information.

By placing your cursor over this date, the calendar will indicate what information is missing for that particular day.

10. DOWNLOADING THE APP AND MAKING CHANGES ON THE GO

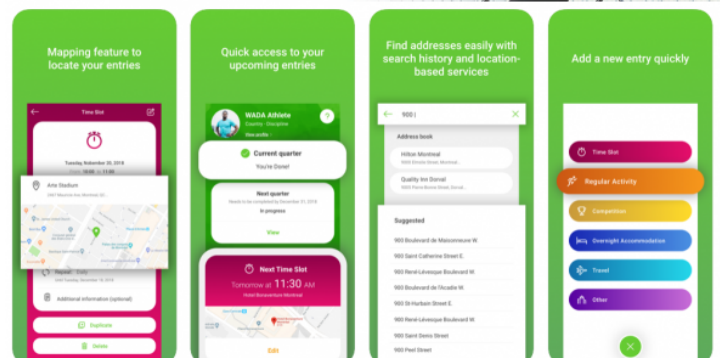
The Athlete Central app is available for use and download from the Apple Store and Google Play.



ATHLETE CENTRAL Anytime-Anywhere

Download the App

Powered by WADA



Questions? Contact 0800 DRUGFREE (378 437)