

**30 November 2022**

## **USING SMS TO UPDATE WHEREABOUTS INFORMATION**

The SMS feature in ADAMS makes it simple for you to submit Whereabouts updates using a mobile phone, smart phone or PDA. While you are still required to enter Whereabouts into ADAMS by the appropriate deadline, this SMS feature facilitates updates, especially when the Internet is not available. Updates should be made directly into ADAMS where possible.

### **Using the SMS facility**

You must first activate your SMS account (you only need to do this once):

1. Log into your ADAMS account on <https://adams.wada-ama.org>.
2. Go to 'My Profile'.
3. Click 'Edit' (top right).
4. Under Contact Details & SMS set up, click add phone number.
5. Select the [Mobile] Phone type and enter the Phone number (including country code) to be recorded for SMS service.
6. Enter mobile phone number (this should be the country code but without the "0" or "00", followed by the phone number, but without the first "0").

Examples of correctly-formatted phone numbers:

15145551212 (North America)

33412345625 (France)

447781555666 (United Kingdom)

7. Click 'Save'.
8. Enter further mobile phone numbers as necessary by clicking "Add phone number" if you wish to allow updates to your whereabouts to be submitted from other mobile phone numbers (and click "Save" after entering each one).
9. Check the "use SMS" box next to each mobile phone number that you wish to have access to the SMS facility.
10. Click 'Save'.
11. After saving your mobile phone number(s), a 'Test connection' button will appear next to it/them.

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12. Click on the 'Test connection' button. A notice will appear to tell you that an SMS test has started. A message will be sent from ADAMS to your mobile phone number.

13. The message will instruct you to send a three-digit number to an SMS number owned by ADAMS.

14. You must respond to this message within 24 hours, otherwise it will expire and another test must be sent.

15. Once you have responded with the correct code, please check your ADAMS account to see if the test has been successful. If so, "Test OK" will appear next to "use SMS", indicating that the configuration is considered valid, and you may then send Whereabouts updates to ADAMS by SMS.

### **Submitting updates to Whereabouts**

Revisions to your whereabouts information can now be submitted by SMS as follows:

1. Type an SMS describing the changes, including the full new address(es) and/or time slot(s). For example:

10 January  
0900-1000  
National Tennis Centre  
100 Priory Lane  
Roehampton  
London  
SW15 5XZ

2. Send the SMS to 0044 7781 480710.

3. The message will be sent directly to your ADAMS account and considered as a change to your Whereabouts.

4. The Whereabouts Coordinator will update your changes in your ADAMS account.

### **Disabling your SMS account**

You can disable your SMS account (or any of the mobile phones that have access to the SMS facility) at any time as follows:

1. Log into your ADAMS account on <https://adams.wada-ama.org>.

2. Go to 'My Profile'.

3. Click 'Edit'.

4. Go to 'Contact details'.

5. Un-check the 'Use SMS' checkbox.

6. Click 'Save'.

### **Re-enabling account**

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If you wish to re-enable SMS, then the validation procedure described in 'using the SMS facility' must be followed again.

### **If you are experiencing problems with SMS messages**

You may re-initiate the validation procedure described in steps 13-16 under the 'using the SMS facility' at any time if you suspect that there are problems with SMS messages going across the mobile network.

You may also contact the ITIA Anti-Doping Department [anti-doping.admin@itia.tennis](mailto:anti-doping.admin@itia.tennis) on +44 20 3841 2808.

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