

Creating Travel Whereabouts Entries

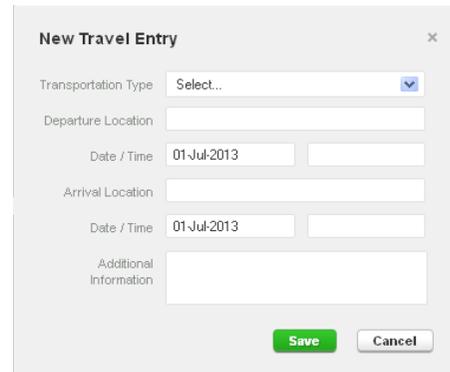
On some days, it may not be possible to provide a 60-minute time slot between 0500 and 2300 when you are available and accessible for testing due to prolonged travel. In such circumstances, you should create a **travel day** in ADAMS, which should be done as follows: NOTE: All times are local times.

To create a Travel Whereabouts Entry:

1. Create a new regular entry: click the **New** button at the top of the whereabouts page or click any blank area on the calendar.
2. From the **Address** drop-down list on the **New Entry** pop-up, select **Travel** at the bottom of the list.

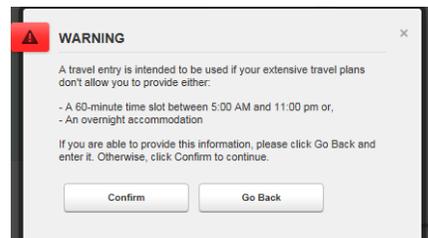


The 'New Entry' pop-up form has a dropdown menu for 'Address' that is open. The dropdown list contains the following items: 'Select an Address...' (with a dropdown arrow), 'New Address', 'Gym', 'Home', and 'Travel'. A mouse cursor is pointing at the 'Travel' option, which is highlighted in blue.



The 'New Travel Entry' pop-up form contains the following fields: 'Transportation Type' (dropdown menu with 'Select...' selected), 'Departure Location' (text input), 'Date / Time' (01-Jul-2013), 'Arrival Location' (text input), 'Date / Time' (01-Jul-2013), and 'Additional Information' (text input). At the bottom, there are 'Save' and 'Cancel' buttons.

3. A warning will be displayed asking you to confirm that you are not available between 0500 and 2300. Click confirm (below).



The 'WARNING' dialog box contains the following text: 'A travel entry is intended to be used if your extensive travel plans don't allow you to provide either: - A 60-minute time slot between 5:00 AM and 11:00 pm or, - An overnight accommodation. If you are able to provide this information, please click Go Back and enter it. Otherwise, click Confirm to continue.' At the bottom, there are 'Confirm' and 'Go Back' buttons.

4. Enter the information about your trip:

Transportation Type: select one of **Air**, **Ground** or **Other**.

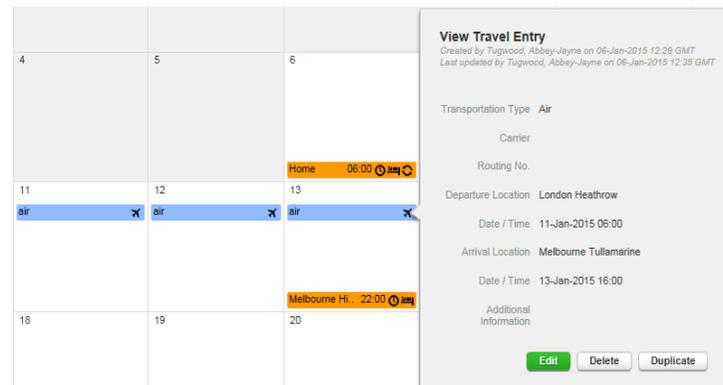
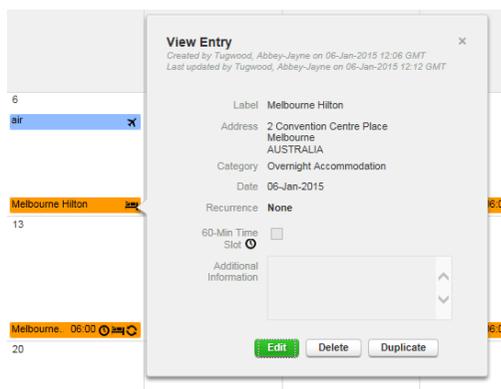
Carrier and **Routing Number:** This is **not** obligatory information, however if you wish you can fill in the details e.g. the airline and flight number

Departure: indicate your point of departure: the **city** and **airport**, e.g. New York, JFK.

Departure Date and Time: If your journey begins sufficiently early that you are not available from 0500, put the departure time as **0500**. Otherwise, you must provide a 60-minute time slot prior to your departure.

Arrival: indicate your point of arrival: the **city** and the **airport**, e.g. London, LHR.

Arrival Date and Time: If you arrive **after 2300** but **before 0500** the following day, make sure you add an overnight accommodation entry, with **no** 60-minute time slot (below left). Otherwise, fill in your arrival details and remember to add a **60-minute time slot** for later that day using overnight accommodation (below right). If you arrive **before 2300**, then you must provide a 60-minute time slot for that day.



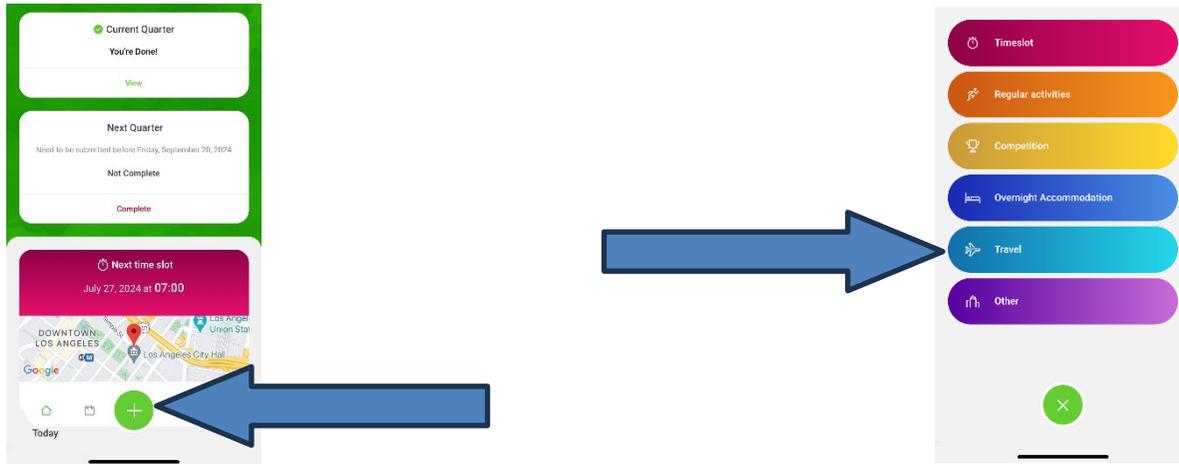
5. Click **Save** to create the travel entry. The Travel entry will be displayed on the calendar with a blue background colour and a small, right-justified, aeroplane icon (below).



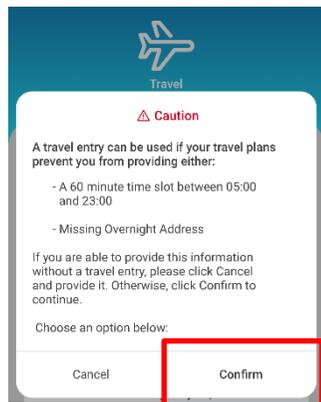
If you have troublemaking the entry compliant, please email anti-doping.admin@itia.tennis with your travel information for assistance.

To create a Travel Whereabouts Entry on the Athlete Central App:

1. Create a new regular entry: click the “+” button at the bottom of the Athlete Central App home screen (after logging in) and select “Travel”.

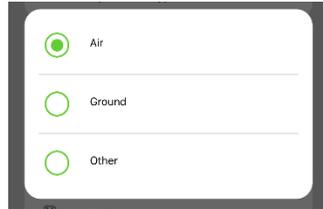


2. A warning will be displayed asking you to confirm that you are not able to provide “A 60-minute time slot between 05:00 and 23:00” and/or “Missing Overnight Address. Click confirm (below).

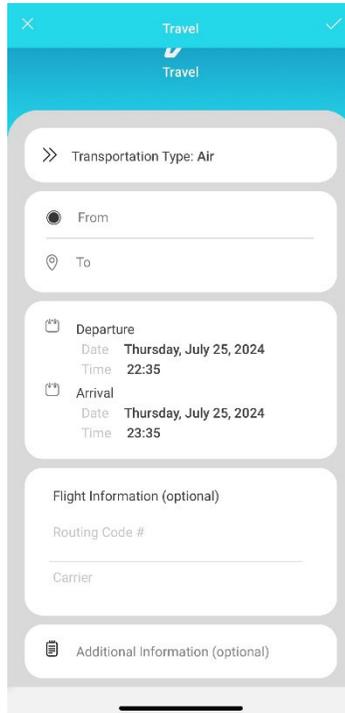


1. Enter the information about your trip:

Transportation Type: select one of **Air**, **Ground** or **Other**.



A screenshot of a mobile application interface for selecting a transportation type. It features three radio button options: "Air" (which is selected and has a green dot), "Ground", and "Other". Each option is accompanied by a horizontal line for text input.



A screenshot of a mobile application interface for entering travel details. The form is titled "Travel" and has a white tick mark in the top right corner. It contains several sections: "Transportation Type: Air", "From" and "To" location fields, "Departure" and "Arrival" sections with date and time fields (both set to Thursday, July 25, 2024, at 22:35 and 23:35 respectively), "Flight Information (optional)" with fields for "Routing Code #" and "Carrier", and "Additional Information (optional)".

Carrier and Routing Number: This is **not** obligatory information, however if you wish you can fill in the details e.g. the airline and flight number.

Departure: Indicate your point of departure: the **city** and **airport**, e.g. New York, JFK.

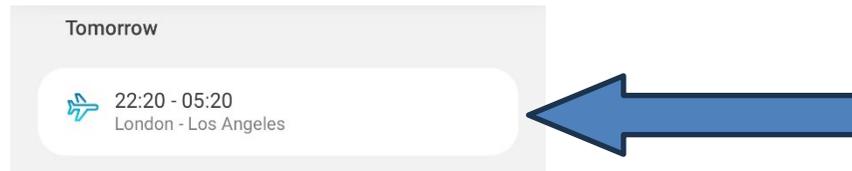
Arrival: Indicate your point of arrival at your destination location: e.g. the address of the tournament hotel.

Departure Date and Time: The start time of your Travel entry should be the time at which you leave your departure location e.g., when you leave your house/apartment/hotel to go to the airport.

Arrival Date and Time: If you arrive **after 2300 but before 0500** the following day, make sure you add an overnight accommodation entry, with no 60-minute time slot. Otherwise, fill in your arrival details and remember to add a 60-minute time slot for later that day using overnight accommodation. If you arrive before 2300, then you must provide a 60-minute time slot for that day

Click the **white tick (top right)** to save the entry.

- The Travel entry will be displayed on the calendar list with a blue aeroplane icon (below).



If you have trouble making the entry compliant, please email anti-doping.admin@itia.tennis with all the details of your travel information for assistance.