

Enabling SMS and Using the SMS Option in ADAMS

The SMS feature available in ADAMS makes it simple for athletes to submit whereabouts updates using a mobile phone, smart phone, or Personal Digital Assistant (PDA).

While athletes are still required to enter whereabouts into ADAMS on a quarterly basis, the SMS feature facilitates updates, for last minute changes, especially when Internet is not available.

How it works: An athlete enters a short message describing his or her change of plans (including date, hour, location and information) and sends this via SMS directly to ADAMS using a "virtual" mobile number. Upon receipt, ADAMS files this message in the athlete's whereabouts calendar as determined by the athlete's mobile telephone number. This message will be considered as a change to whereabouts and will be added as an attachment to the same day the SMS is sent in the athlete's whereabouts calendar. A "SMS Whereabouts Notification" is automatically sent to the anti-doping organisation's whereabouts coordinator indicating that an SMS message has been received from the athlete. The notification contains a link to the received message.

When the whereabouts coordinator opens the notification, the athlete's record will be automatically retrieved and the corresponding month's whereabouts calendar will be displayed on the screen. According to the IF procedure, the whereabouts coordinator might update the athlete's calendar as instructed by the SMS text message or leave it as an attachment.

1. Activating SMS – for IFs: What you need to do to activate the SMS option (only once!)

- a. Go to your ADAMS Admin account.
- b. Click on your organisation's acronym (top left).
- c. Click on the *Business rules* (blue tab).
- d. Tick the boxes "Enable inbound SMS" (incoming) and "Enable outbound SMS" (outgoing). This will allow users to send SMS messages.

2. Activating SMS – for Athletes: What you need to do to activate the SMS option (only once!)

If your custodian organisation accepts SMS messaging for whereabouts updates in ADAMS, you can activate the SMS option on one or more mobile telephone numbers in your profile. To do this, you must:

- a. Enter your ADAMS account
- b. Insert your mobile numbers under 'Profile' using the international format i.e. number format that includes the country dialing code but without any dialing prefixes or symbols.
Here are some examples of proper telephone number formats for SMS use:
 - 15145551212 (North America)
 - 33664123456 (France)
 - 447781555666 (United Kingdom)
- c. Tick the 'use SMS' checkbox for the mobile telephone you wish to register for the SMS service. The **test connection** button will appear.

- d. Click the **test connection** button. ADAMS will then send a message to the mobile telephone number being registered. The message will instruct you to send a three-digit activation code to an SMS number owned by ADAMS. *(Do not simply reply, but create a new message with the three-digit number to send to the mobile phone number provided.)* **You should send this message within 24 hours; otherwise it will expire and you will have to test the connection in ADAMS over again.**
The instruction contained in the message will also appear on your ADAMS page until the test is complete.
- e. Once you have sent a message with the correct code as per instructions, and after your message is received by ADAMS, the "**Test OK**" message will be displayed in ADAMS next to the telephone number. At this time you may start sending whereabouts updates to ADAMS via SMS.
- f. ADAMS will also send an SMS confirmation every time it will receive a whereabouts update via SMS. You may choose to deactivate this option by unchecking the **Enable SMS confirmation** checkbox, which appears following the **Test connection** button, then clicking **save**.
- g. You can at any time disable SMS for a specific telephone number by editing your profile and unchecking the **use SMS** checkbox, then clicking **save**. Once SMS is disabled on a specific telephone number, you must follow the above procedure if you wish to re-enable SMS on the same telephone number. You can also re-initiate the validation procedure at any time (uncheck the **use SMS** checkbox and **save**, then check it and test the connection again) if you suspect that there are issues with SMS messages going through the mobile network.

Additional notes:

- Make sure you receive the activation instruction on your mobile telephone number. If you do not, check that your number has been properly entered in your profile (without prefix '00' or symbols).
- You can activate more than one mobile phone in your ADAMS account for the SMS option.
- Each mobile phone number may however only be used by one person, the same mobile number may not be used for two different athletes.
- An Athlete Agent cannot therefore modify the Whereabouts of several athletes by sending one text. He would have to use each of the Athletes' mobiles separately.

3. SMS – for Athletes: How to send whereabouts updates to ADAMS by SMS

Send a text message to the ADAMS Production number below, clearly stating the date, time, location and any other relevant information related to your Whereabouts update. RTP Athletes must remember to specify, if applicable, any changes to their one-hour testing slot. You must provide as much detail when submitting last-minute whereabouts information by text as you would online in ADAMS!

The message will be considered as a change to the whereabouts and will be added as an attachment to the same day the text message was sent.

ADAMS will also request you to re-submit your whereabouts for the quarter next time you are in your ADAMS account. To do so, simply click on 'Submit' as soon as you are able to access your account.

ADAMS Production number: +44 77 81 480 710 (athletes with a US based mobile must use the short-code: 54939).