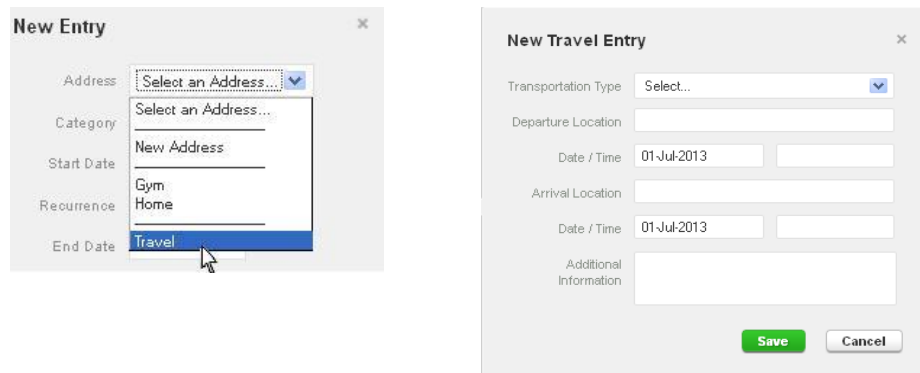


Creating Travel Whereabouts Entries

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:

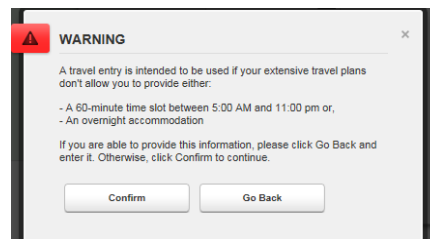
To create a Travel Whereabouts Entry:

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 first screenshot shows the 'New Entry' dialog box. The 'Address' dropdown menu is open, showing options: 'Select an Address...', 'New Address', 'Gym', 'Home', and 'Travel'. A mouse cursor is pointing at 'Travel'. The second screenshot shows the 'New Travel Entry' dialog box. It has fields for 'Transportation Type' (dropdown), 'Departure Location', 'Date / Time' (01-Jul-2013), 'Arrival Location', 'Date / Time' (01-Jul-2013), and 'Additional Information'. There are 'Save' and 'Cancel' buttons at the bottom.

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



WARNING

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.

Confirm Go Back

4. Enter the information about your trip:

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

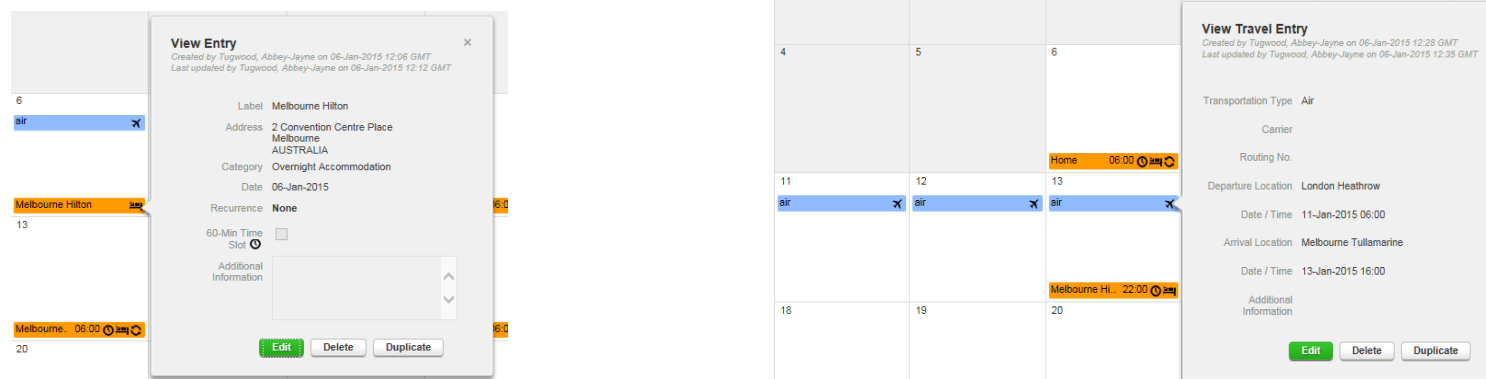
Carrier and Routing Number: This is **not** obligatory information, however if you wish you can fill in the details e.g. the airline and flight number.

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: e.g. London, Heathrow.

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 trouble getting the entry compliant please email anti-doping.admin@iftennis.com with your travel information for assistance.