

WORLD
ANTI-DOPING
AGENCY



WELCOME TO



The anti-doping e-learning platform (ADeL) offers access to all topics related to clean sport and anti-doping. It offers courses for athletes, coaches, doctors, administrators and anyone interested in learning more about anti-doping and protecting the values of clean sport.

Log in

Register

ADeL User Guide

Version 1.0

Table of Contents

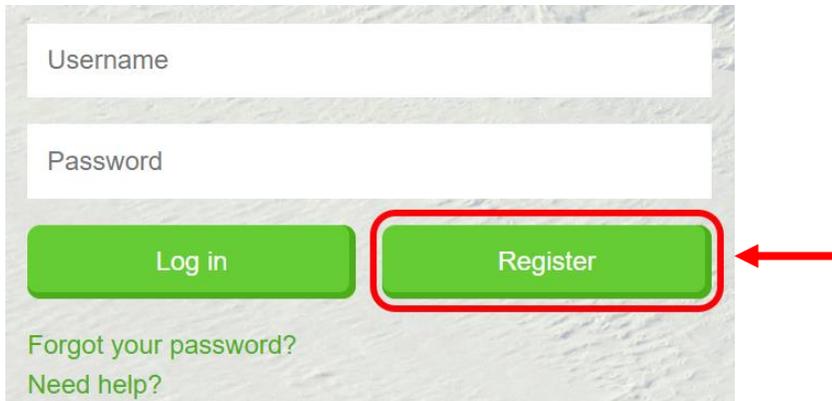
1. <u>Creating your account</u>	3
1.1 <u>How to register</u>	3
1.2 <u>How to log into your account</u>	4
1.3 <u>Navigating through the ADeL homepage</u>	5
1.3.1 <u>User toolbar</u>	5
1.3.2 <u>Course toolbar</u>	5
1.3.3 <u>Accessing additional courses/resources</u>	6
2. <u>Managing your account</u>	8
2.1 <u>Forgot username and/or password</u>	8
2.2 <u>Changing profile details</u>	8
2.3 <u>Taking a course</u>	10
2.3.1 <u>Initiating a course</u>	10
2.3.2 <u>Completing a course from where you left off</u>	12
2.3.3 <u>Retaking a course</u>	12
2.4 <u>Viewing score & downloading certificate for passed course(s)</u>	13
2.5 <u>Deleting your account</u>	14
3. <u>ALPHA 1.0 course</u>	14
3.1 <u>Components of ALPHA 1.0 course</u>	14
3.2 <u>Getting started: Introduction, Pre-test & Attitude Survey</u>	15
3.3 <u>Keeping track of progress on completed modules</u>	18
3.4 <u>Exiting a course to save progress & complete it later</u>	20
3.5 <u>Attitude Survey, Post-test & requirements to pass</u>	21
4. <u>ALPHA 2.0 course</u>	23
4.1 <u>Getting started: Components of ALPHA 2.0 course</u>	23
4.2 <u>Accessing the Glossary</u>	24
4.3 <u>Exiting a course to save progress & complete it later</u>	25
4.4 <u>Attitude survey, Post-test & requirements to pass</u>	26
5. <u>CoachTrue course</u>	27
5.1 <u>Getting started & Pre-test</u>	27
5.2 <u>Components of CoachTrue course</u>	28
5.3 <u>Keeping track of progress on completed modules</u>	30
5.4 <u>Exiting the course to save progress & complete it later</u>	30
5.5 <u>Post-test & requirements to pass</u>	30

- 6. [Need help?](#)..... 33
- 6.1 [FAQ - Frequently Asked Questions](#)..... 33
- 6.2 [Contact us](#)..... 33

1. Creating your account

1.1 How to register

- (1) Go to the ADeL website: <https://adel.wada-ama.org/en>
- (2) Click on the 'Register' to create your account:



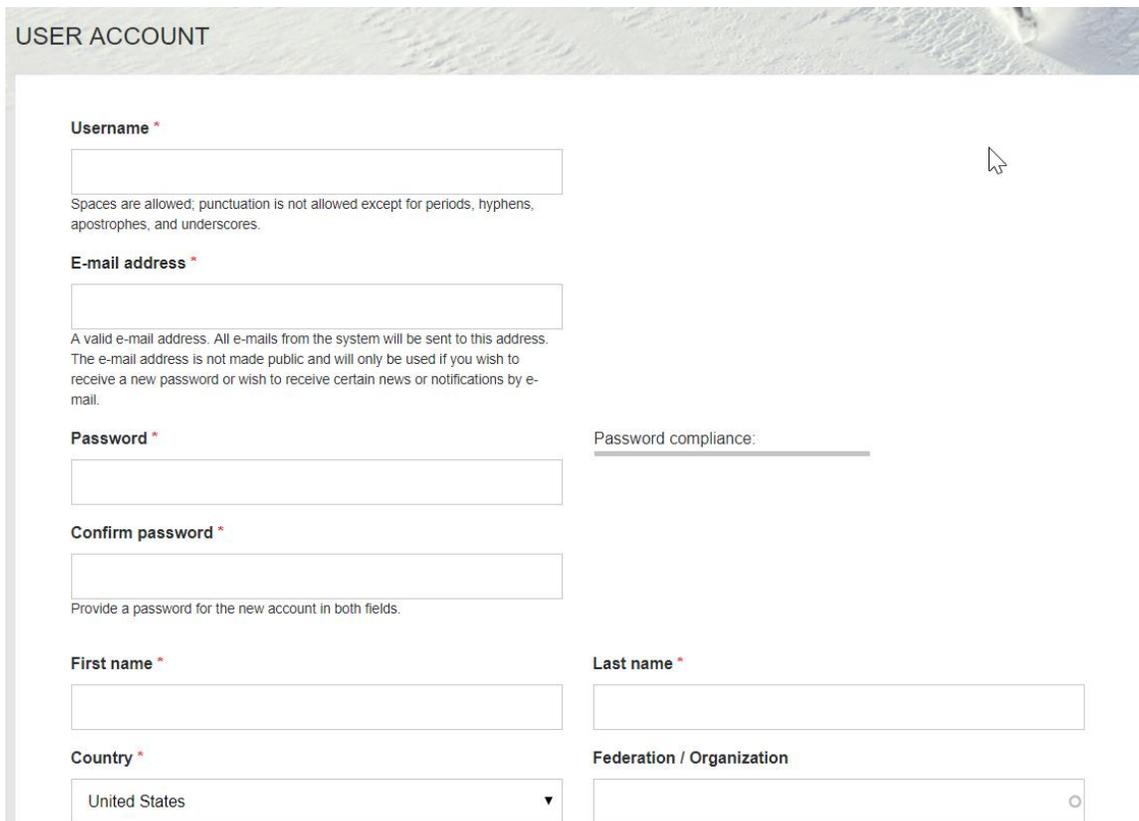
Username

Password

Log in Register

Forgot your password?
Need help?

- (3) Complete the 'USER ACCOUNT' form. Fill in the required areas marked by (*)



USER ACCOUNT

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password *

Password compliance: _____

Confirm password *

Provide a password for the new account in both fields.

First name *

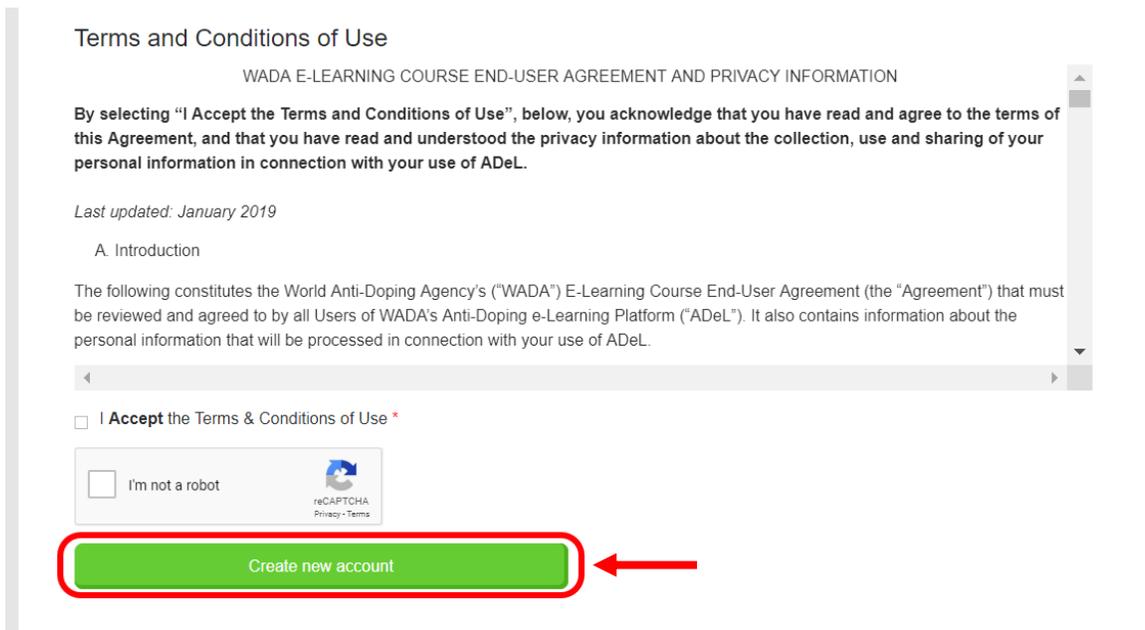
Last name *

Country *

United States ▼

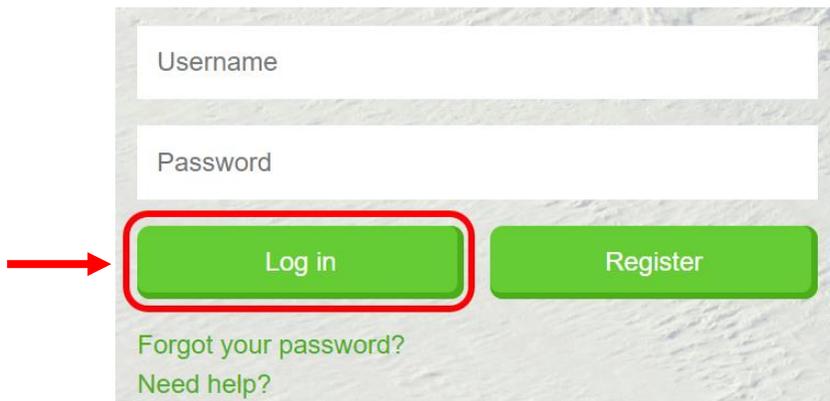
Federation / Organization

(4) Agree to the Terms & Conditions and click on 'Create new account'



1.2 How to log into your account

- (1) Go to the ADeL website: <https://adel.wada-ama.org/en>
- (2) Fill in your username and password. Click on 'Log in'



1.3 Navigating through the ADeL homepage



1.3.1 User toolbar



- 1 'Languages': Choose which language you would like your account to display.

There are 13 languages available including: English, French, Spanish, Cambodian, Croatian, Bahasa Indonesia, Japanese, Malay, Polish, Russian, Slovenian, Thai and Vietnamese.

- 2 'User account': View & edit profile details
- 3 'FAQ': Consult the frequently asked questions about ADeL
- 4 'Logout': Exit the ADeL platform

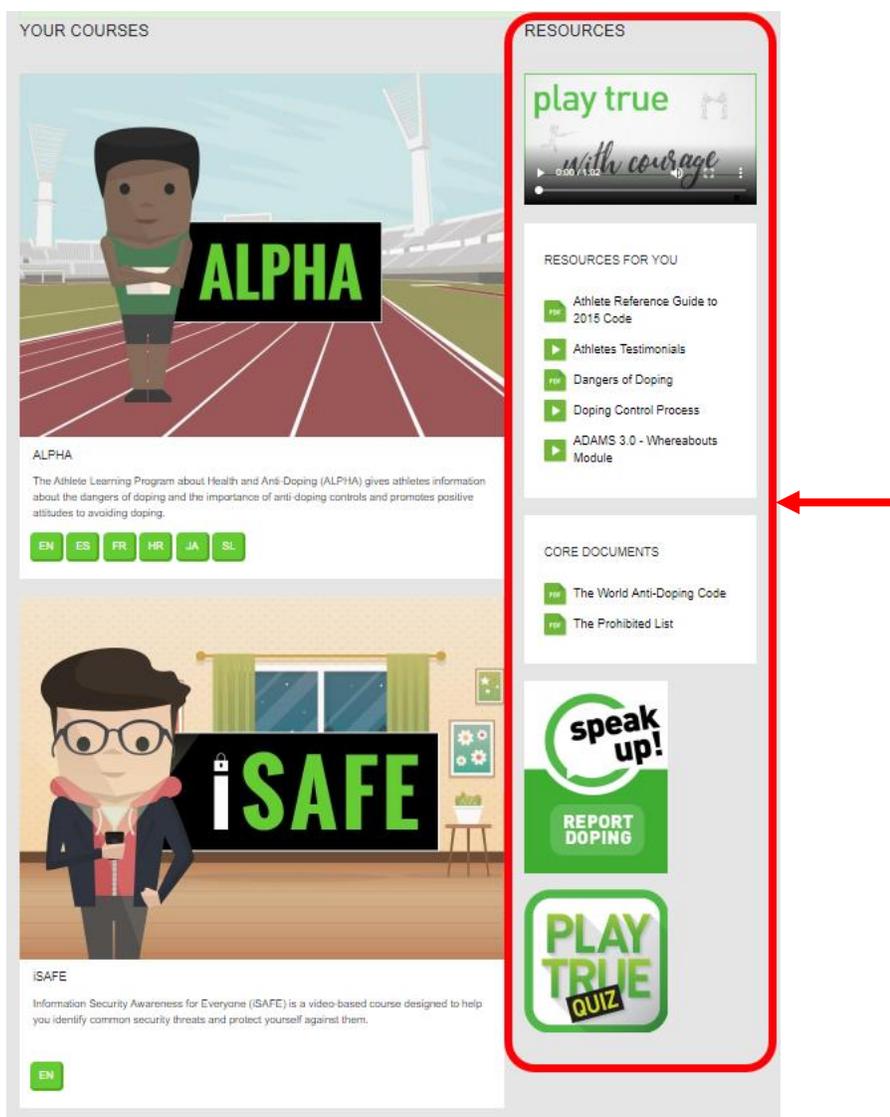
1.3.2 Course toolbar



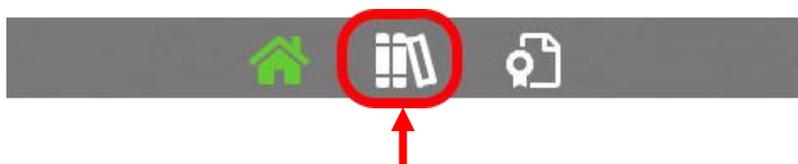
- 5 'Home': Brings you to your homepage
- 6 'Library': Access all ADeL courses, WADA resources and ADO resources
- 7 'Achievements': View your course score(s) and download your certificate(s)

1.3.3 Accessing additional courses/resources

(1) Access resources from right-hand menu of homepage



(2) Access to additional courses and resources by clicking on 'Library' icon on course toolbar

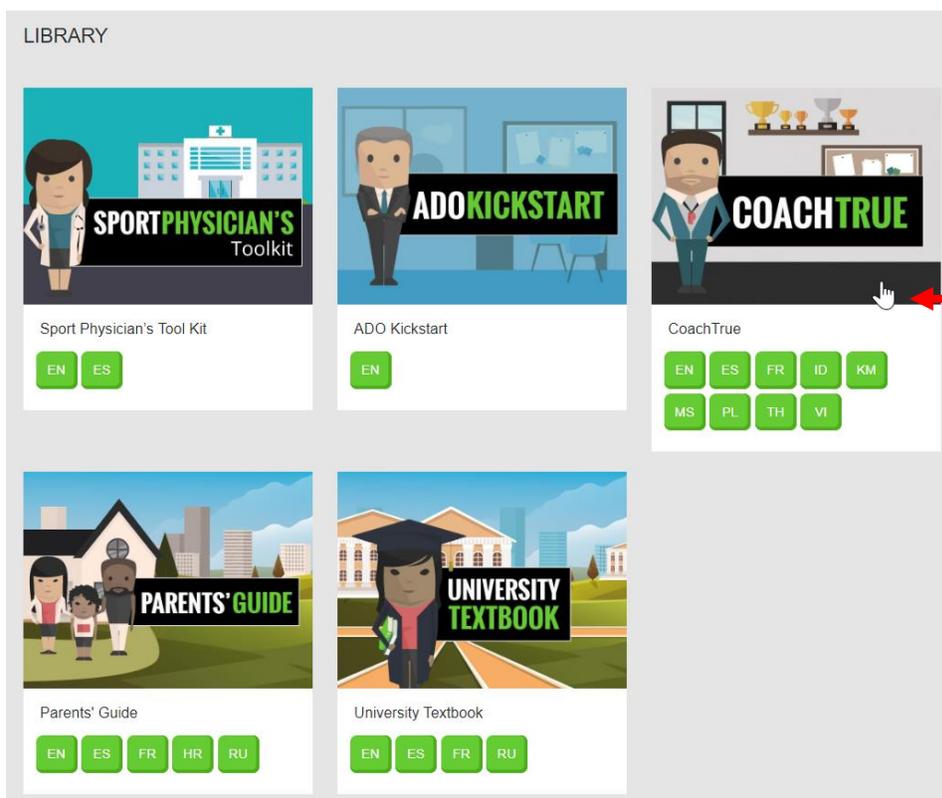


These resources include:

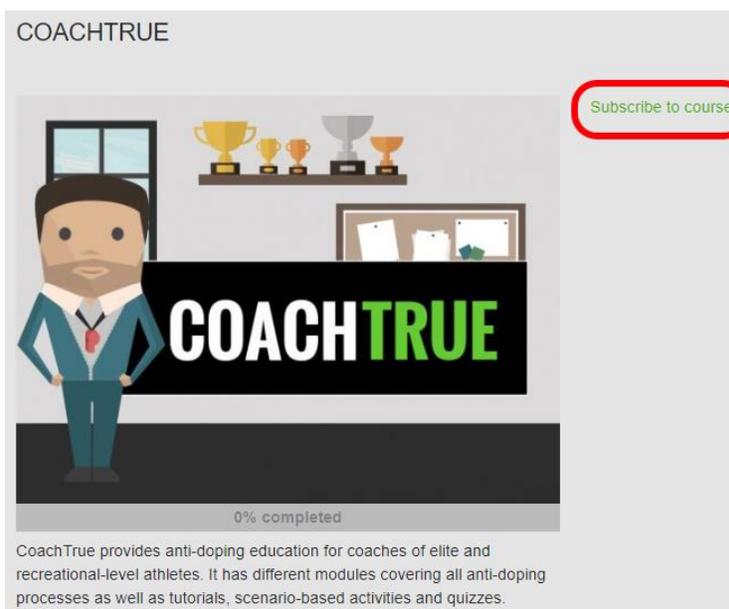
- Documents/brochures on anti-doping
- WADA's core documents: The Code & The Prohibited List
- Other ADO (anti-doping organization) resources including their available online courses

You have access to all other courses in ‘Library’ which you can subscribe to so that it appears on your homepage under ‘YOUR COURSES’ by following the next steps:

- (a) Once entering the ‘Library’, click on the course that you would like to subscribe to (i.e. CoachTrue in this case)



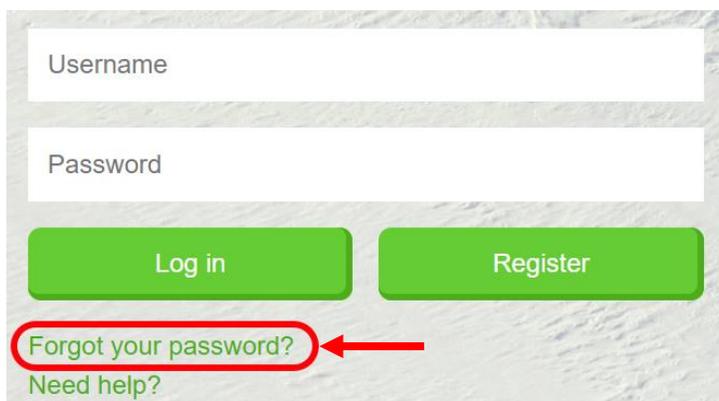
- (b) Click on ‘Subscribe to course’



2. Managing your account

2.1 Forgot username and/or password

- (1) Go to the ADeL website: <https://adel.wada-ama.org/en>
- (2) Click on 'Forgot your password?'



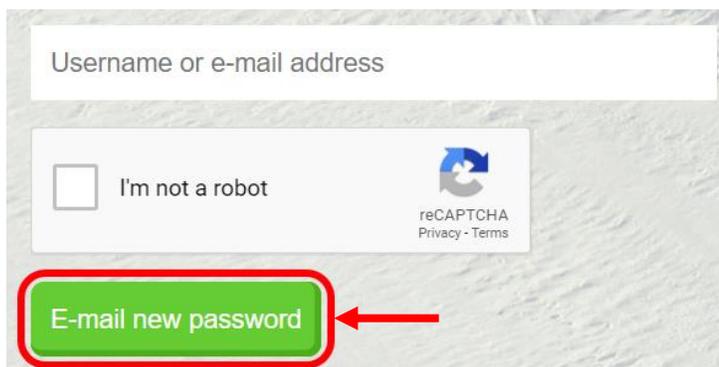
Username

Password

Log in Register

Forgot your password? Need help?

- (3) Enter your username or email address and click on 'E-mail new password'



Username or e-mail address

I'm not a robot  reCAPTCHA
Privacy - Terms

E-mail new password

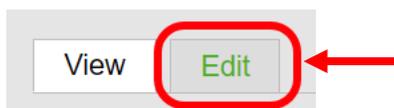
- (4) Check your e-mail for new password and follow instructions.
*Make sure to check your junk/spam mailboxes for any lost mail from ADeL.

2.2 Changing profile details

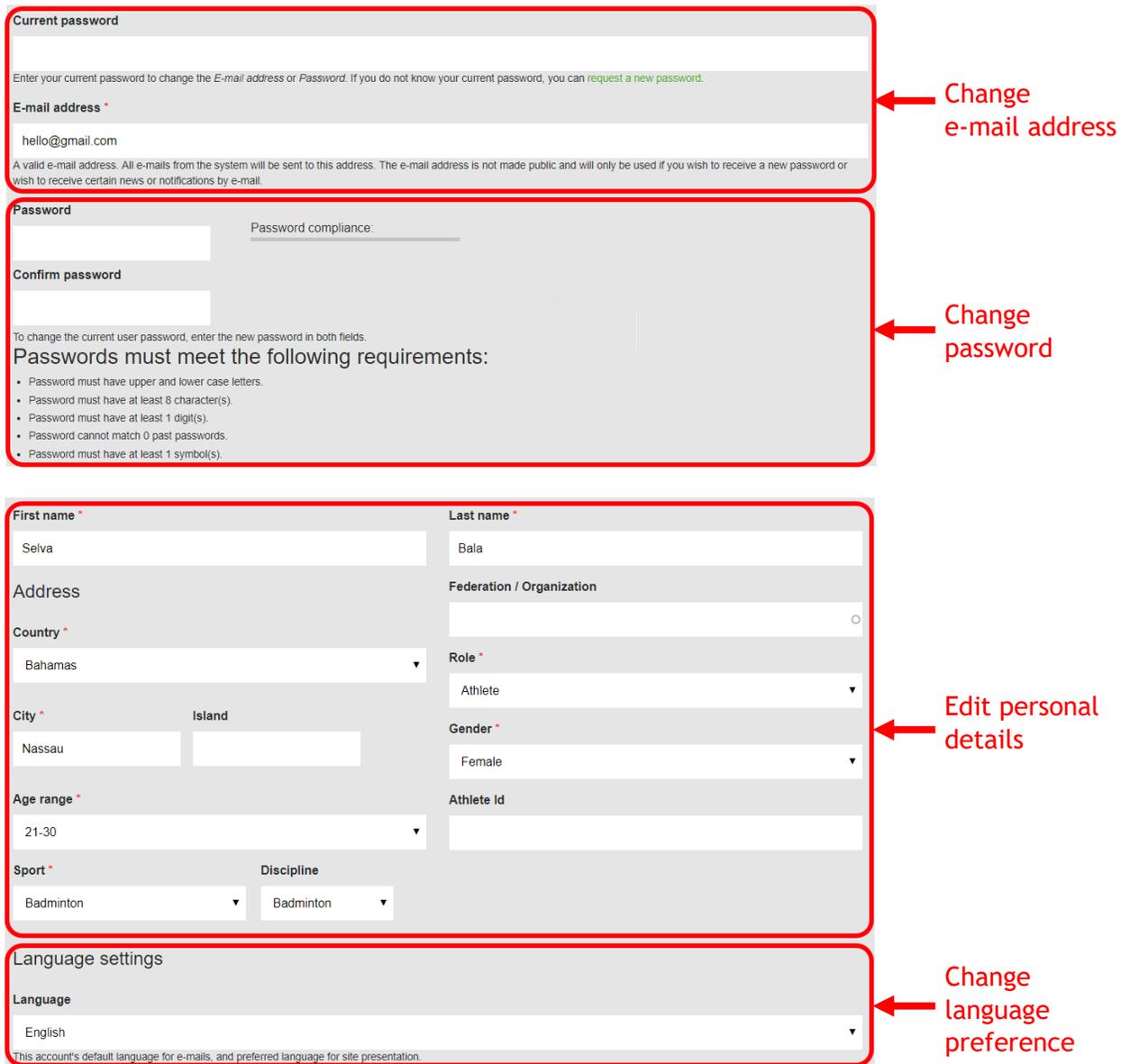
- (1) Click on 'User account' on user toolbar



(2) Click on 'Edit' tab



(3) Scroll through your profile details and edit as desired.



Current password

Enter your current password to change the *E-mail address* or *Password*. If you do not know your current password, you can [request a new password](#).

E-mail address *

hello@gmail.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Password compliance: _____

Confirm password

To change the current user password, enter the new password in both fields.

Passwords must meet the following requirements:

- Password must have upper and lower case letters.
- Password must have at least 8 character(s).
- Password must have at least 1 digit(s).
- Password cannot match 0 past passwords.
- Password must have at least 1 symbol(s).

First name * Selva **Last name *** Bala

Address **Federation / Organization**

Country * Bahamas **Role *** Athlete

City * Nassau **Island** **Gender *** Female

Age range * 21-30 **Athlete Id**

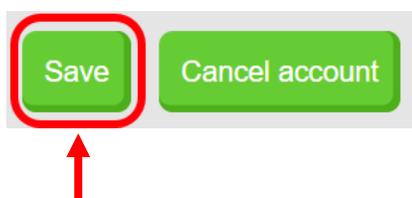
Sport * Badminton **Discipline** Badminton

Language settings

Language English

This account's default language for e-mails, and preferred language for site presentation.

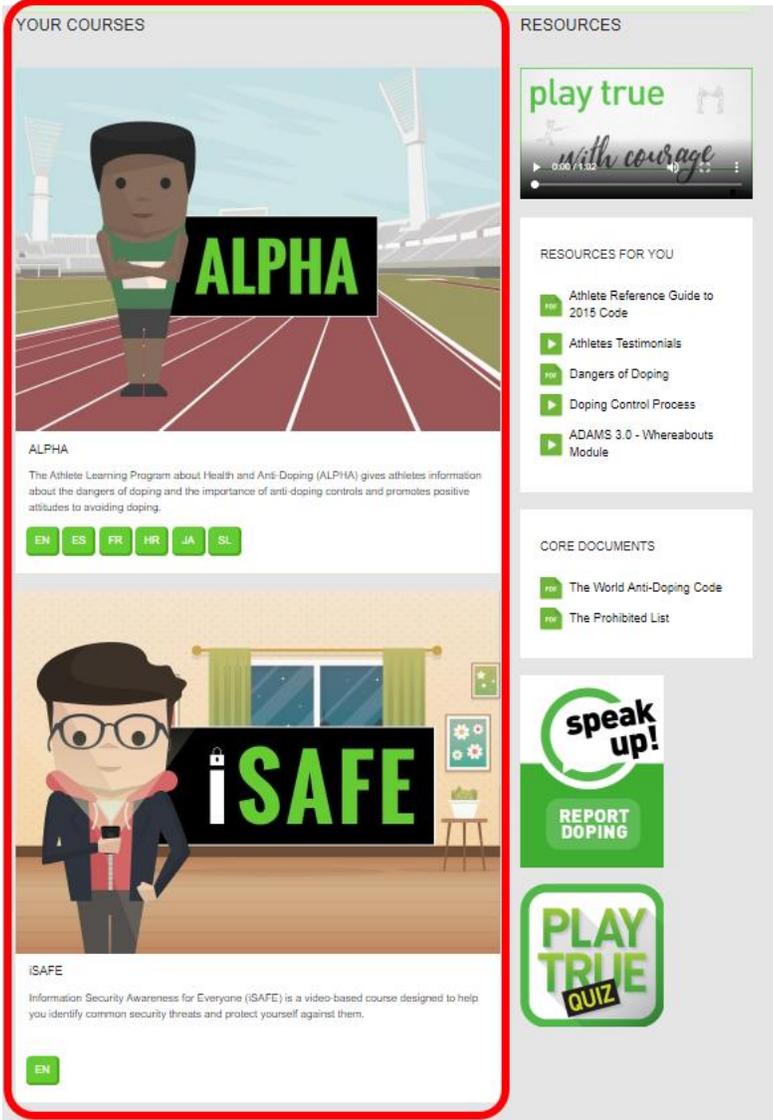
(4) Click on 'Save' to save changes



2.3 Taking a course

2.3.1 Initiating a course

- (1) From your homepage, choose the course on the left-hand menu under ‘YOUR COURSES’



YOUR COURSES

ALPHA

The Athlete Learning Program about Health and Anti-Doping (ALPHA) gives athletes information about the dangers of doping and the importance of anti-doping controls and promotes positive attitudes to avoiding doping.

EN ES FR HR JA SL

iSAFE

Information Security Awareness for Everyone (iSAFE) is a video-based course designed to help you identify common security threats and protect yourself against them.

EN

RESOURCES

play true
with courage

RESOURCES FOR YOU

- Athlete Reference Guide to 2015 Code
- Athletes Testimonials
- Dangers of Doping
- Doping Control Process
- ADAMS 3.0 - Whereabouts Module

CORE DOCUMENTS

- The World Anti-Doping Code
- The Prohibited List

speaking up!
REPORT DOPING

PLAY TRUE QUIZ

- (2) Select the language in which you would like to take the course. Courses are offered in different languages depending on the course.

ALPHA 1.0 is offered in 6 languages: English, French, Spanish, Croatian, Japanese and Slovenian.



ALPHA

The Athlete Learning Program about Health and Anti-Doping (ALPHA) gives athletes information about the dangers of doping and the importance of anti-doping controls and promotes positive attitudes to avoiding doping.



Course	Language(s)
ALPHA 1.0	English, French, Spanish, Croatian, Japanese, Slovenian
ALPHA 2.0	English
CoachTrue	English, French, Spanish, Indonesian, Cambodian, Malay, Polish, Thai, Vietnamese
Sport Physician's Toolkit	English, Spanish
Parents' Guide	English, French, Spanish, Croatian, Russian
ADO Kickstart	English
ABP	English
University Textbook	English, French, Spanish, Russian

(3) Click on 'Start lesson'

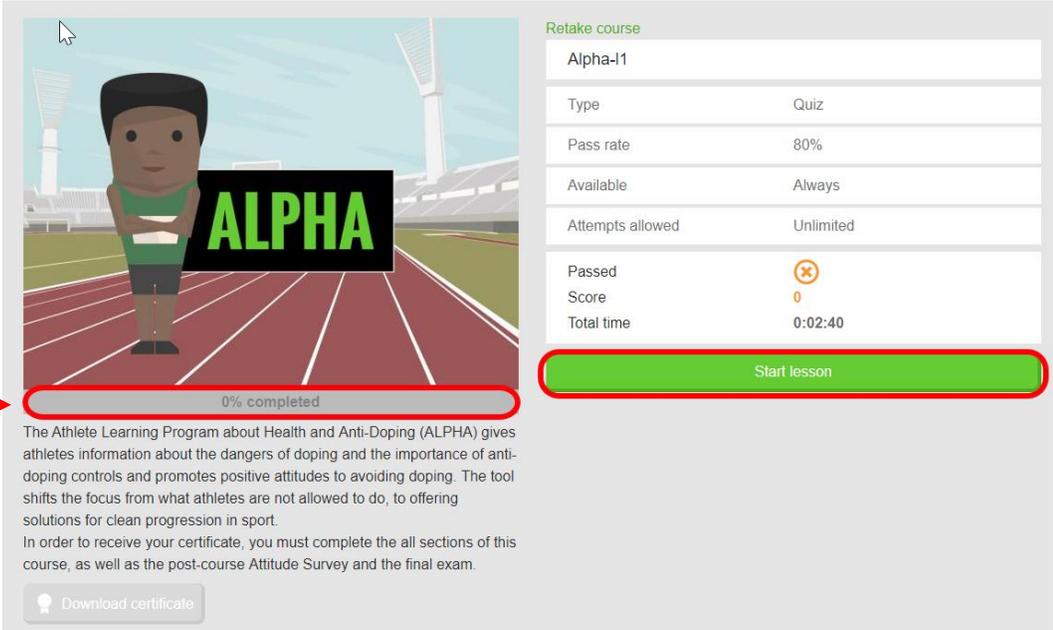
Retake course

Alpha-11	
Type	Quiz
Pass rate	80%
Available	Always
Attempts allowed	Unlimited
Passed	0
Score	0
Total time	0:00:00

Start lesson

2.3.2 Completing a course from where you left off

- (1) Click on the course from your homepage
- (2) Click on **'Start lesson'** to resume course from where you last left off. Progress is shown in the bar underneath the course image.



The screenshot shows the course interface for 'Alpha-I1'. On the left, there is a cartoon character holding a sign that says 'ALPHA'. Below the character is a progress bar labeled '0% completed'. To the right of the character is a table with course details:

Retake course	
Alpha-I1	
Type	Quiz
Pass rate	80%
Available	Always
Attempts allowed	Unlimited
Passed	✘
Score	0
Total time	0:02:40

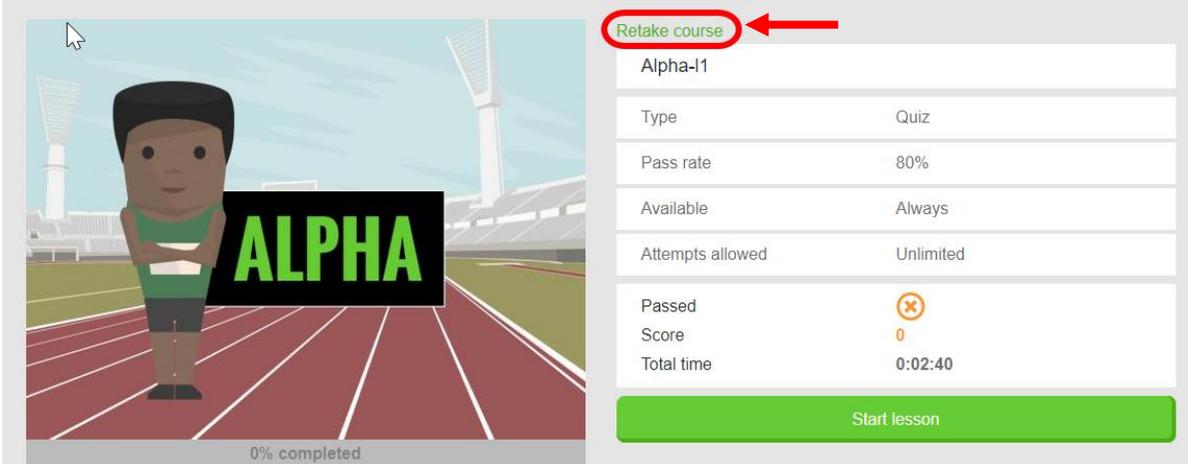
Below the table is a green button labeled 'Start lesson'. A red arrow points to this button with the text 'Resume course here'. Another red arrow points to the progress bar with the text 'Progress bar'. Below the progress bar, there is a 'Download certificate' button.

The Athlete Learning Program about Health and Anti-Doping (ALPHA) gives athletes information about the dangers of doping and the importance of anti-doping controls and promotes positive attitudes to avoiding doping. The tool shifts the focus from what athletes are not allowed to do, to offering solutions for clean progression in sport.

In order to receive your certificate, you must complete the all sections of this course, as well as the post-course Attitude Survey and the final exam.

2.3.3 Retaking a course

- (1) Click on the course from your homepage
- (2) Click on **'Retake course'** to redo the course and clear score

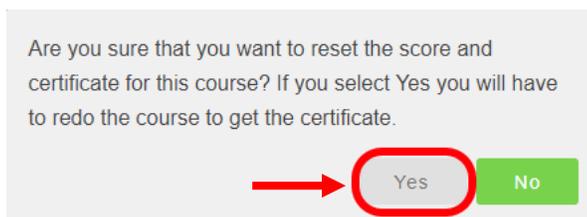


The screenshot shows the course interface for 'Alpha-I1'. On the left, there is a cartoon character holding a sign that says 'ALPHA'. Below the character is a progress bar labeled '0% completed'. To the right of the character is a table with course details:

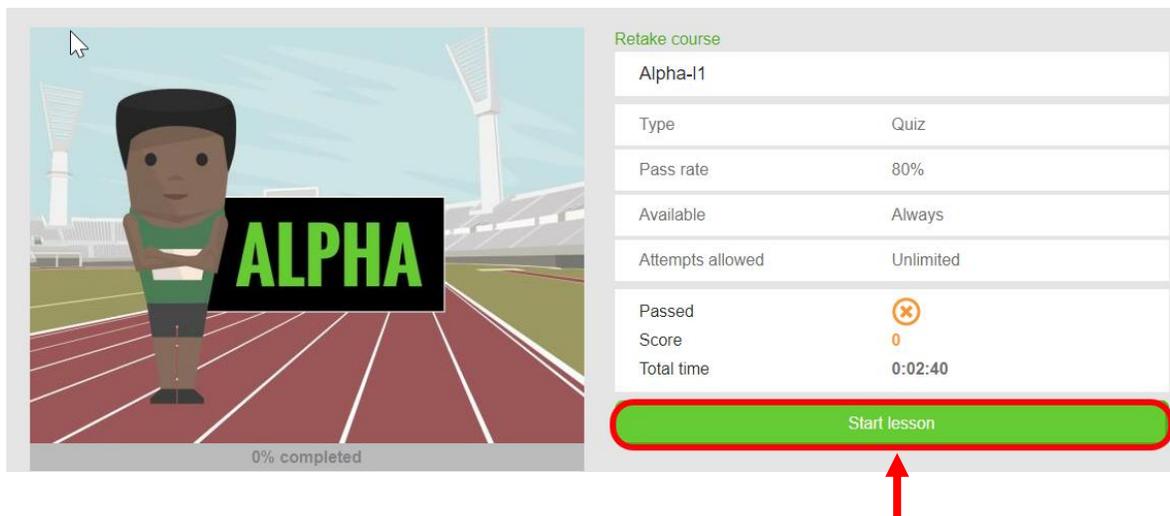
Retake course	
Alpha-I1	
Type	Quiz
Pass rate	80%
Available	Always
Attempts allowed	Unlimited
Passed	✘
Score	0
Total time	0:02:40

Below the table is a green button labeled 'Start lesson'. A red arrow points to the 'Retake course' link at the top of the table with the text 'Retake course here'.

(3) Click on 'Yes' from pop-up window



(4) Click on 'Start lesson' to retake course

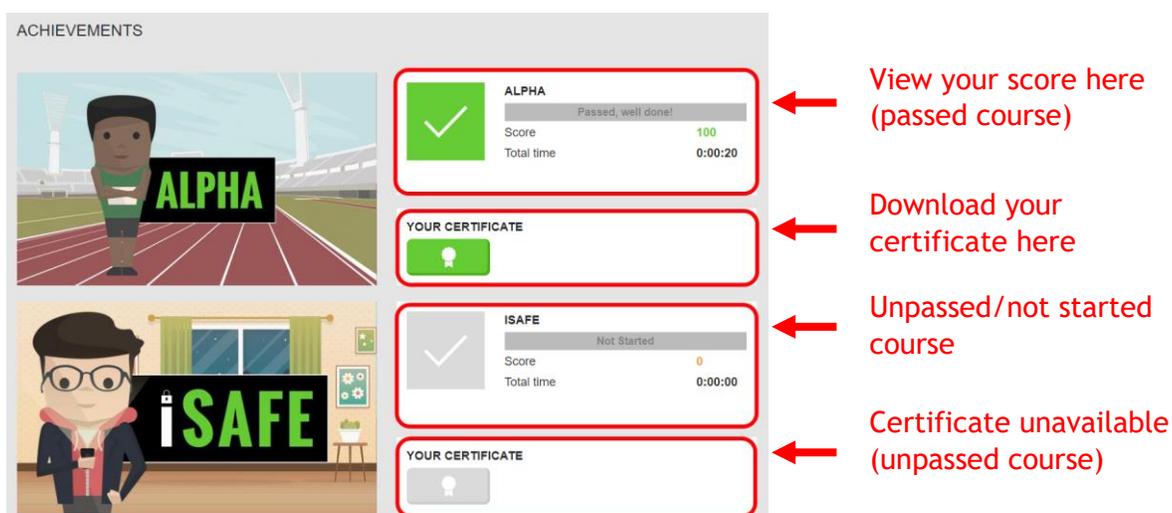


2.4 Viewing score & downloading certificate for passed course(s)

(1) Click on 'Achievements' on course toolbar



(2) View your scores and available certificates from the right-hand menu



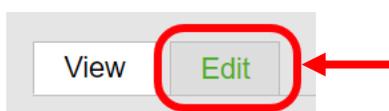
(3) Click on ribbon button  to download certificate.

2.5 Deleting your account

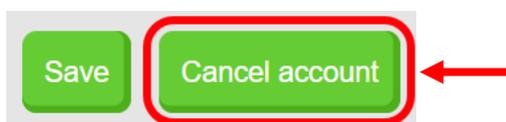
(1) Click on 'User account' from user toolbar



(2) Click on 'Edit' tab



(3) Scroll down to the end of the page and click on 'Cancel account'

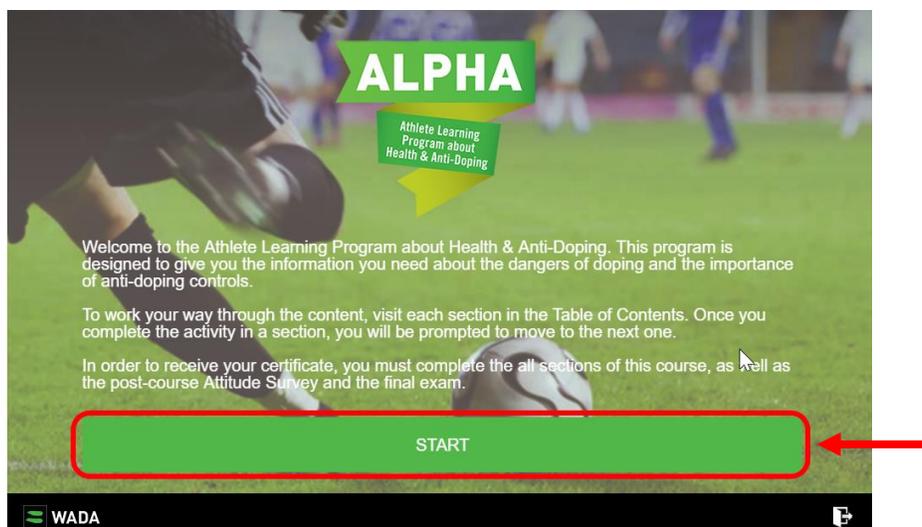


3. ALPHA 1.0 course

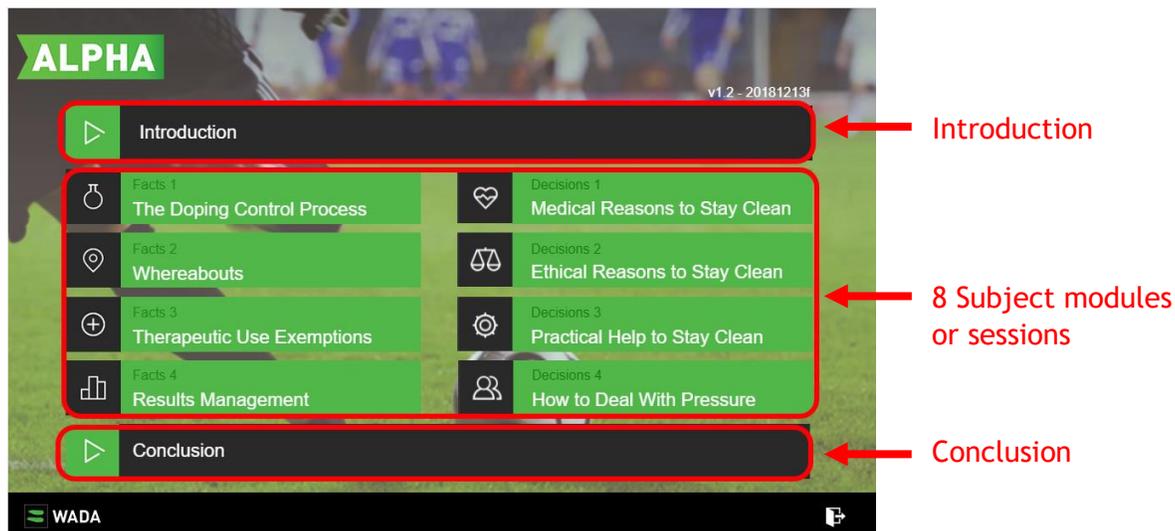
3.1 Components of ALPHA 1.0 course

(1) See [Section 2.3.1](#) on how to initiate a course

(2) Click on 'START' once you have entered the course

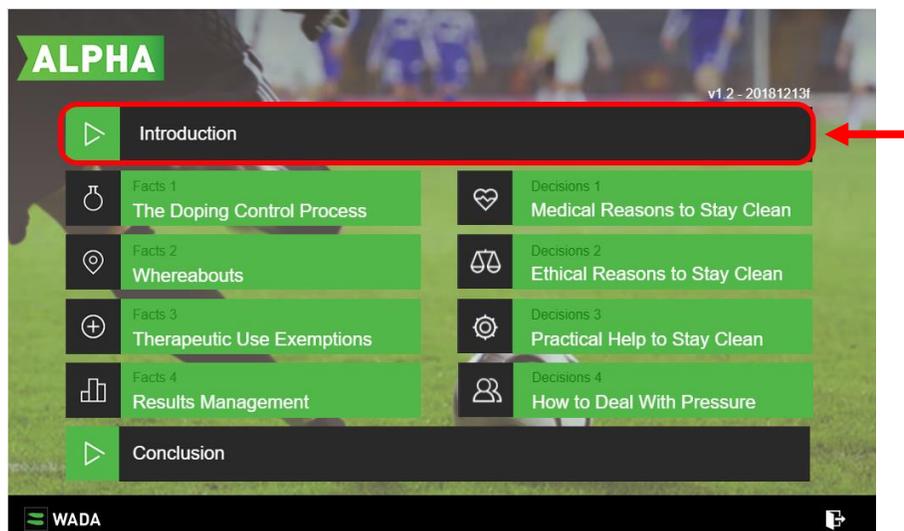


- (3) The ALPHA 1.0 course consists of 10 modules including the Introduction and Conclusion:

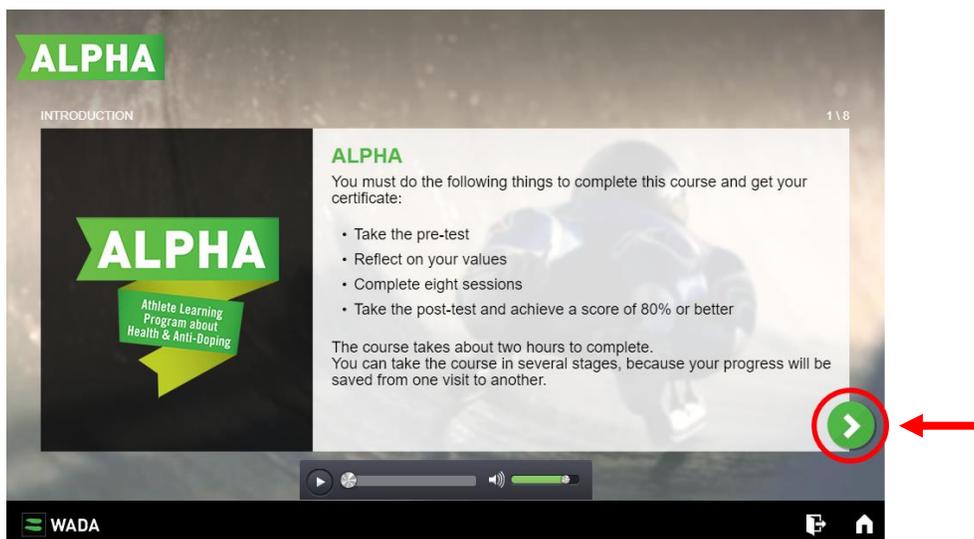


3.2 Getting started: Introduction, Pre-test & Attitude Survey

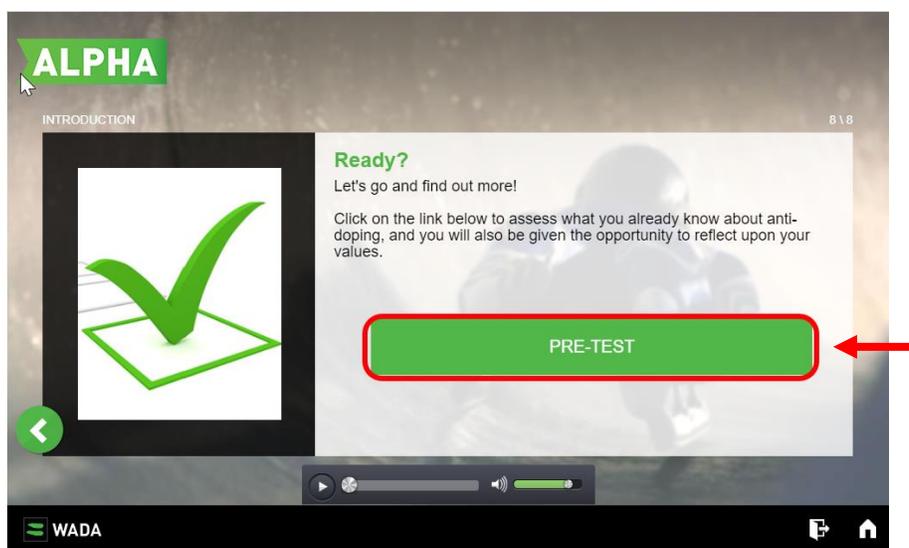
- (1) Click on 'Introduction' to get started



(2) Click on the **arrow** on the bottom right corner to go through the introduction slides

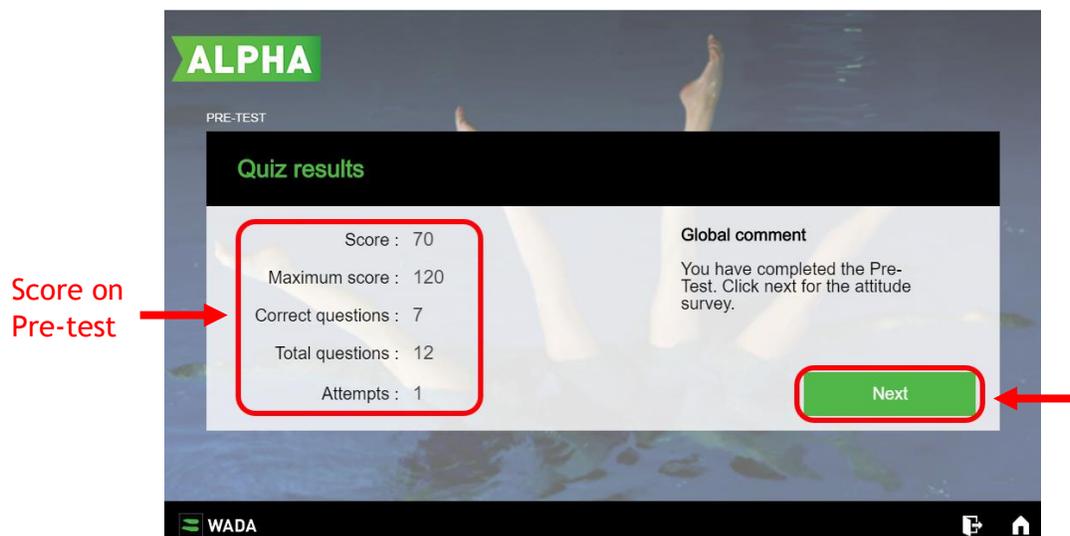


(3) Click on **'Pre-test'** once you have gone through the introduction slides

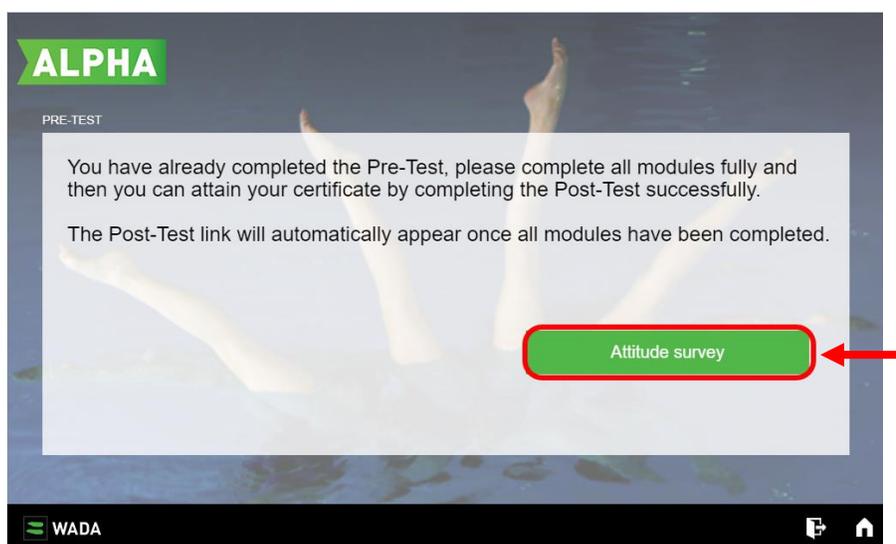


*The Pre-test consists of a set of 12 questions to test your current knowledge about anti-doping before completing the ALPHA 1.0 course. It is NOT taken into account when calculating your final score.

- (4) Once the Pre-test is done, you can view your score and click on 'Next' to continue to the Pre-Course Altitude Survey.

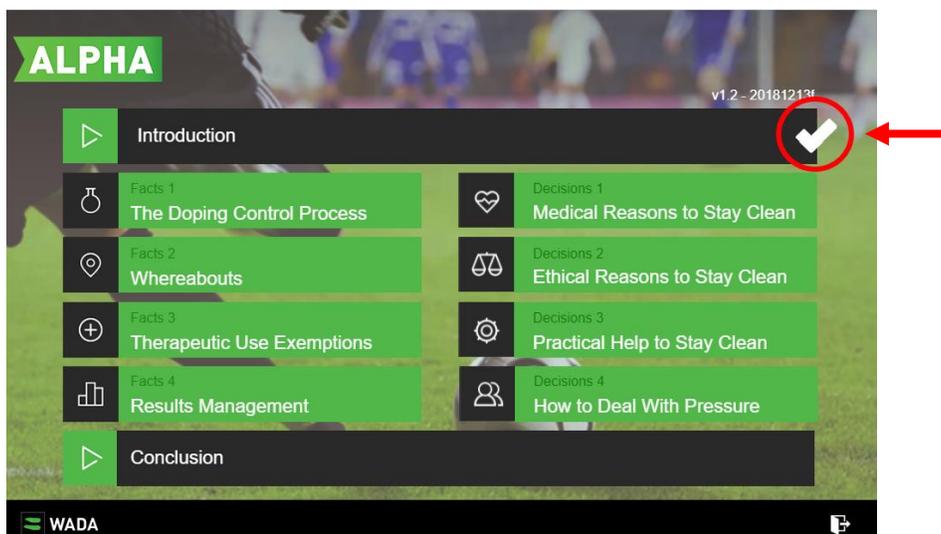


- (5) Click on "Attitude survey" to start the survey



*The Pre-Course Attitude Survey comprises of a set of questions that assess your current attitude toward anti-doping as well as your personality.

- (6) Once completed, you will be redirected to the main menu of the course. You will see a check mark (✓) next to the Introduction which marks that it is completed and you can move onto the next modules.



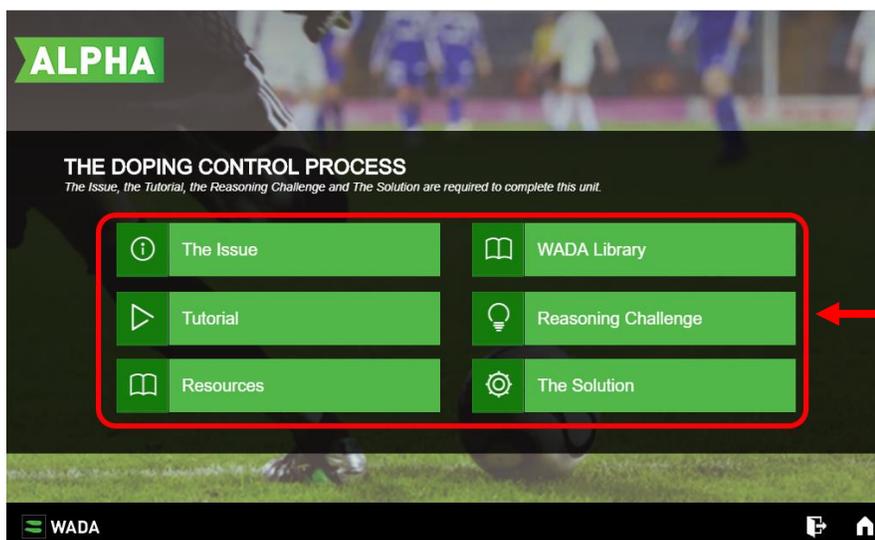
3.3 Keeping track of progress on completed modules

- (1) Click on the next uncompleted module (modules without ✓ mark) on the main menu to progress in the course

Start by clicking on ‘The Doping Control Process’ if you have completed the Introduction:

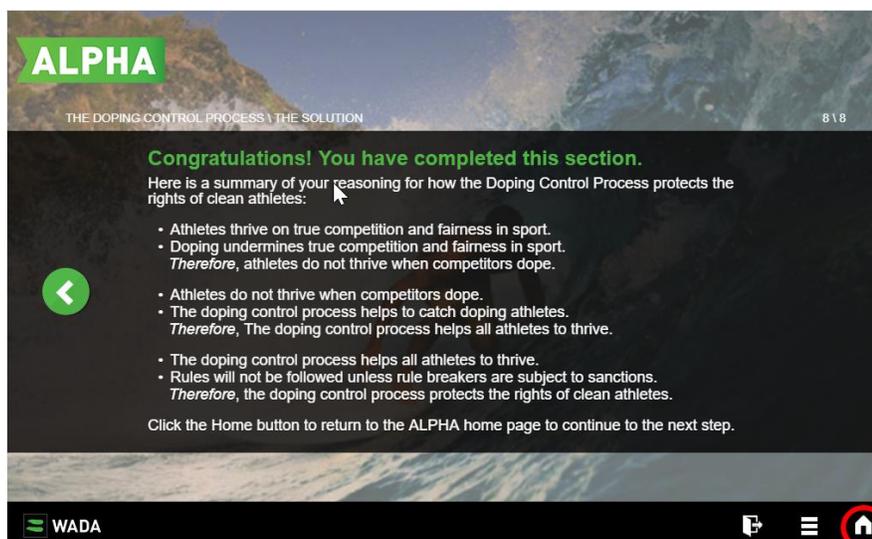


(2) Go through ALL sections of chosen module to complete the module



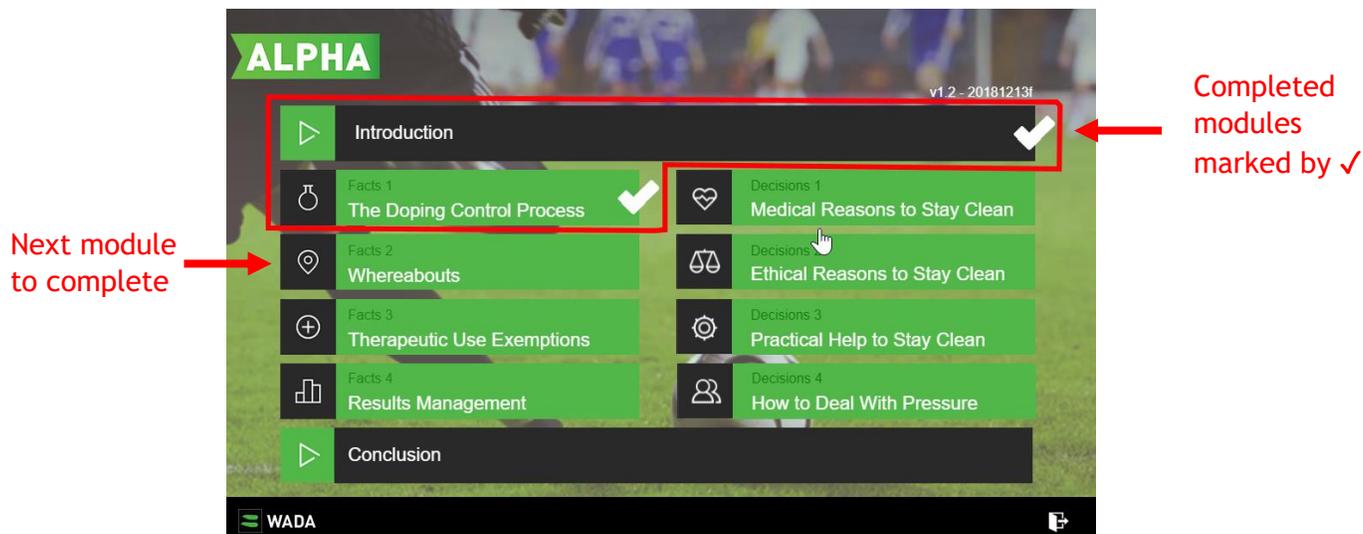
Complete ALL sections of each module

(3) Click on the 'Home' button  on bottom right corner to return to main menu



- (4) The main menu shows you the module(s) that you have completed so far (marked by ✓ mark) and helps you keep track of your progress.

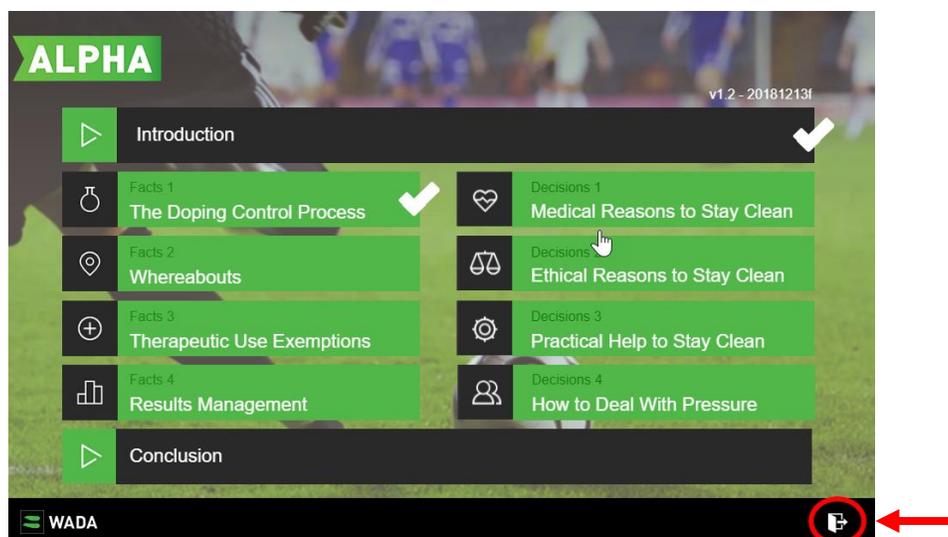
Move onto the next uncompleted module on your main menu:



3.4 Exiting a course to save progress & complete it later

- (1) To exit a course and save changes so far, click on the 'Exit' button  on the bottom right corner of the course.

(a) You can exit from the main menu:

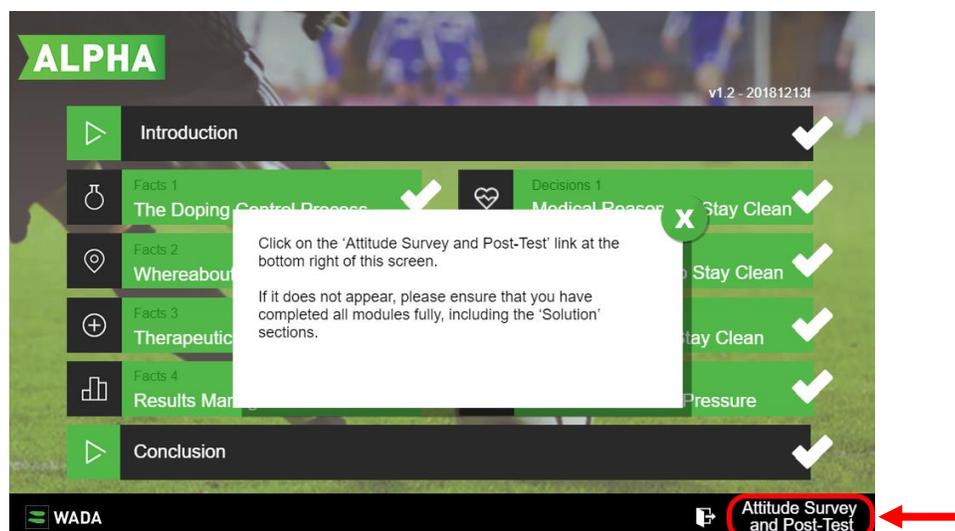


(b) You can also exit in the middle of a module:

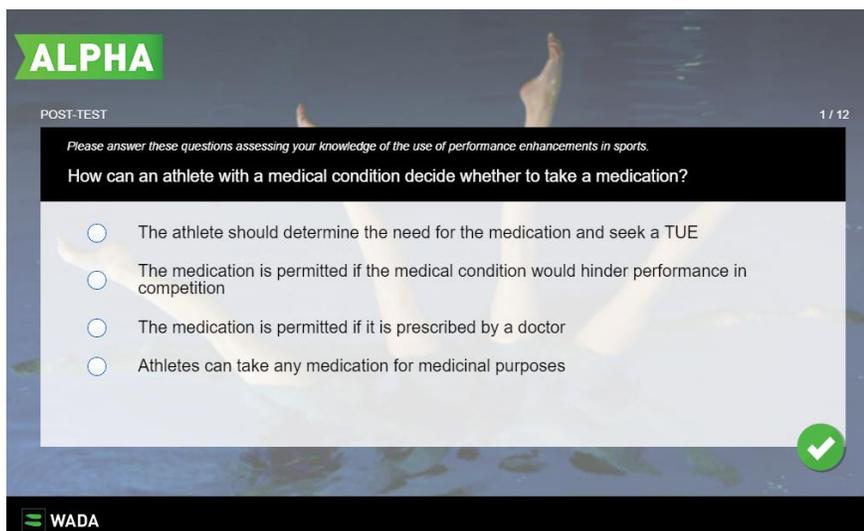


3.5 Attitude Survey, Post-test & requirements to pass

(1) Once you have completed ALL modules (all modules have ✓ marks), you will be prompted to do the **Post-test** and the **Post-Course Attitude Survey** on the bottom right corner



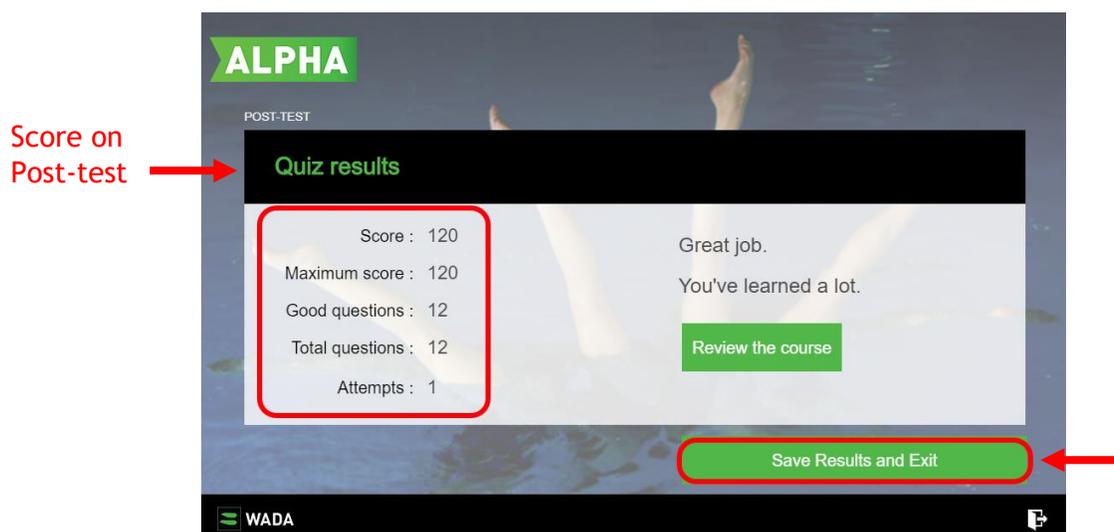
- (2) Complete the Post-Course Attitude Survey and you will be automatically brought to the Post-test:



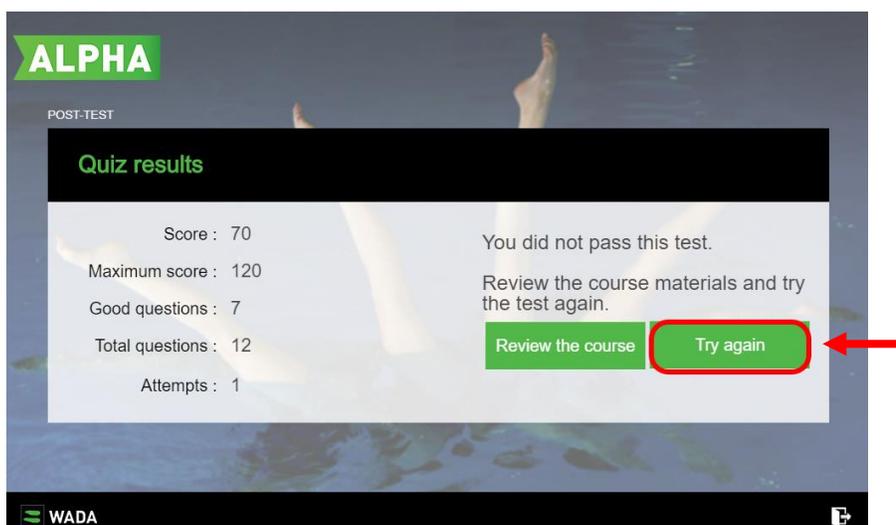
*The Post-test comprises of 12 questions similar to the Pre-test. It tests your knowledge about anti-doping after completing the ALPHA course.

You must get at least 80% on the Post-test in order to pass the ALPHA course and get your certificate.

- (3) Once you complete the Post-test, you can see your score and click on 'Save Results and Exit'



(4) If you have not passed the Post-test, click on 'Try Again' to redo the Post-test

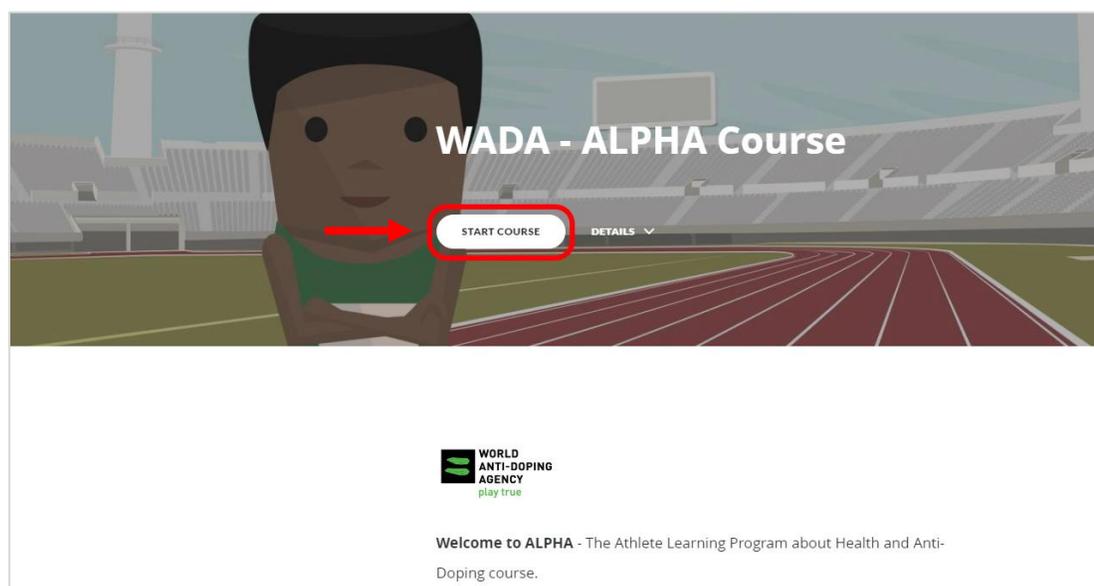


(5) See [Section 2.4](#) on viewing course scores & downloading certificate(s) for passed course(s)

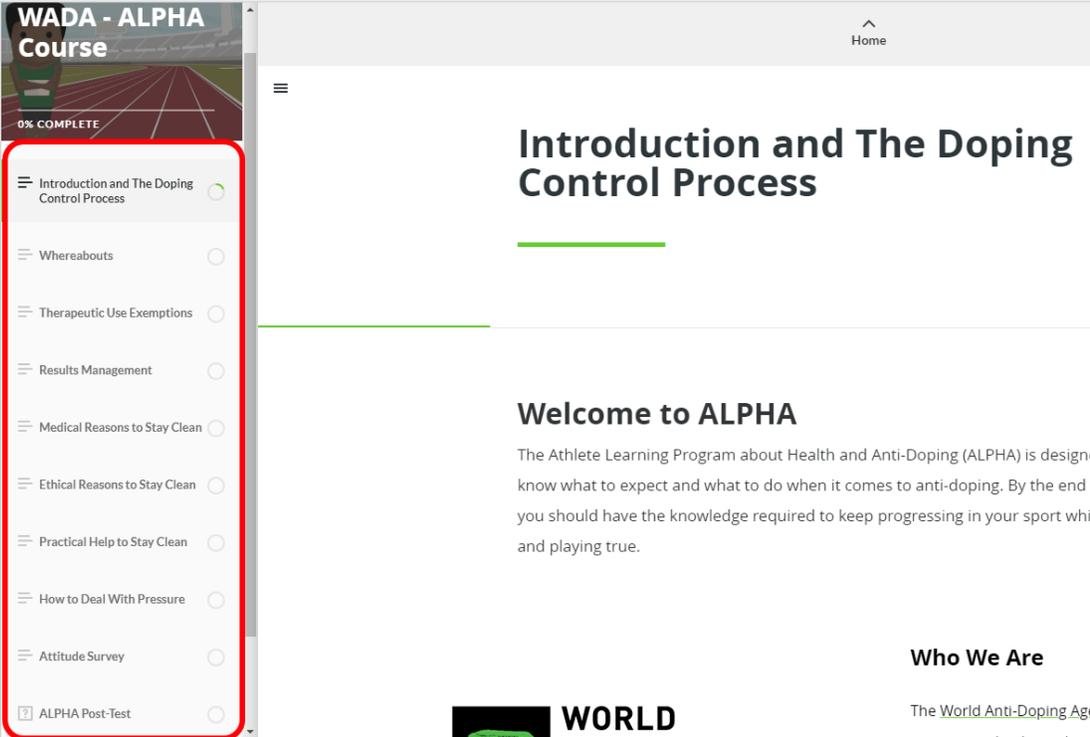
4. ALPHA 2.0 course

4.1 Getting started: Components of ALPHA 2.0 course

- (1) See [Section 2.3.1](#) on how to initiate a course
- (2) Click on 'Start Course' on the homepage of ALPHA 2.0 to enter the course



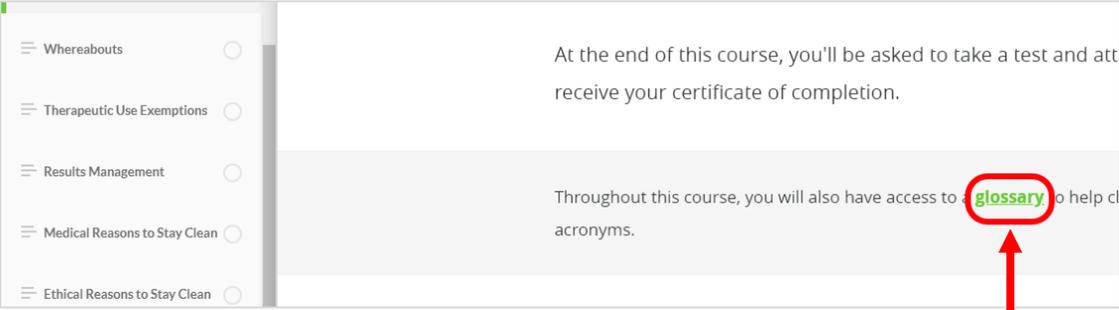
- (3) The ALPHA 2.0 course consists of 8 modules. Follow the instructions and complete the modules shown on the left-hand legend:



The screenshot displays the WADA - ALPHA Course interface. On the left, a vertical menu lists eight modules, with the first one, 'Introduction and The Doping Control Process', highlighted by a red box and a red arrow. The main content area features the title 'Introduction and The Doping Control Process' and a 'Welcome to ALPHA' section. The 'Welcome to ALPHA' section includes the text: 'The Athlete Learning Program about Health and Anti-Doping (ALPHA) is designed to help you know what to expect and what to do when it comes to anti-doping. By the end of the course, you should have the knowledge required to keep progressing in your sport while staying clean and playing true.'

4.2 Accessing the Glossary

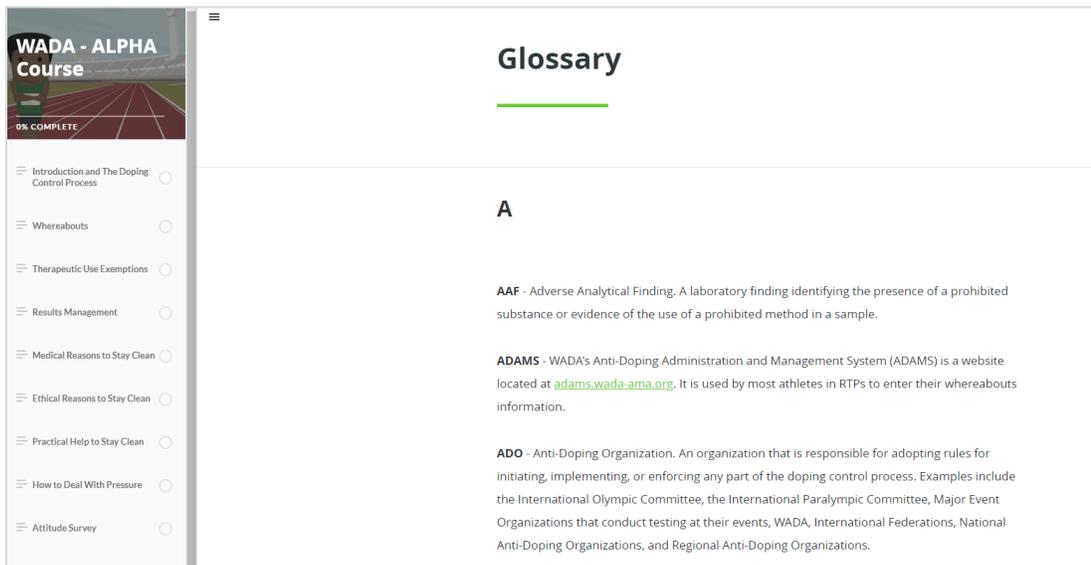
- (1) **Keywords** are underlined throughout the modules of the ALPHA 2.0 course. Click on any underlined keyword to access the glossary (i.e. the word 'glossary' as shown below):



The screenshot shows a text block from the course. The text reads: 'At the end of this course, you'll be asked to take a test and attend a test to receive your certificate of completion. Throughout this course, you will also have access to glossary to help clarify acronyms.' The word 'glossary' is underlined and circled in red, with a red arrow pointing to it.

- (2) Clicking on the keyword will open the glossary on a separate tab. Scroll down the glossary to find the word that you are looking for.

*Clicking on a keyword will not bring you directly to the definition of that specific word. You will have to browse the glossary to find its definition.



WADA - ALPHA Course
0% COMPLETE

- Introduction and The Doping Control Process
- Whereabouts
- Therapeutic Use Exemptions
- Results Management
- Medical Reasons to Stay Clean
- Ethical Reasons to Stay Clean
- Practical Help to Stay Clean
- How to Deal With Pressure
- Attitude Survey

Glossary

A

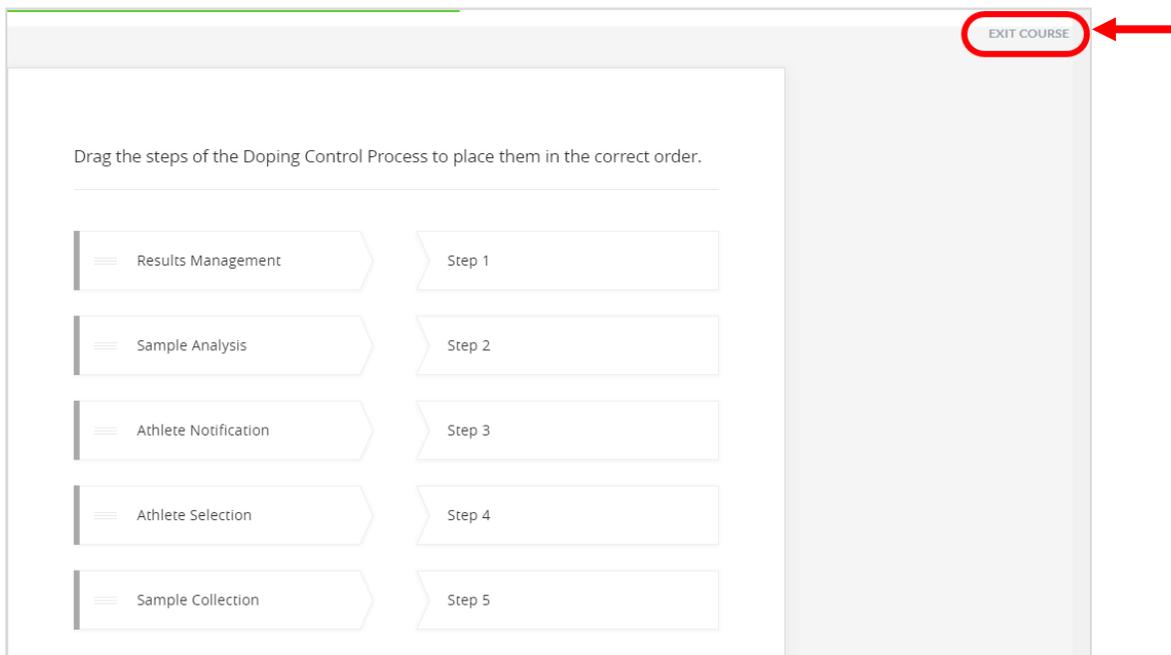
AAF - Adverse Analytical Finding. A laboratory finding identifying the presence of a prohibited substance or evidence of the use of a prohibited method in a sample.

ADAMS - WADA's Anti-Doping Administration and Management System (ADAMS) is a website located at adams.wada-ama.org. It is used by most athletes in RTPs to enter their whereabouts information.

ADO - Anti-Doping Organization. An organization that is responsible for adopting rules for initiating, implementing, or enforcing any part of the doping control process. Examples include the International Olympic Committee, the International Paralympic Committee, Major Event Organizations that conduct testing at their events, WADA, International Federations, National Anti-Doping Organizations, and Regional Anti-Doping Organizations.

4.3 Exiting the course to save progress & complete it later

- (1) Click on 'Exit Course' on top right corner of the page to exit the course at anytime. This will automatically save your progress until you revisit the course the next time.



Drag the steps of the Doping Control Process to place them in the correct order.

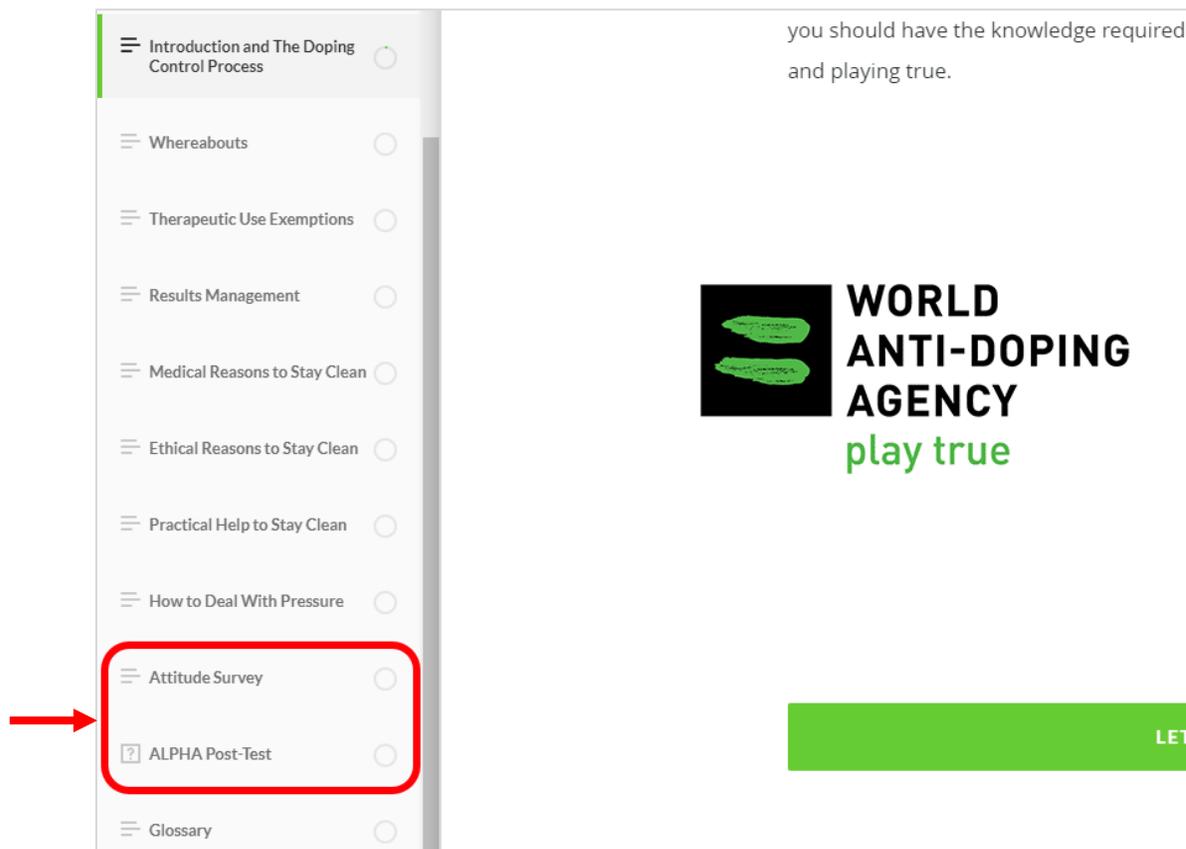
Results Management	Step 1
Sample Analysis	Step 2
Athlete Notification	Step 3
Athlete Selection	Step 4
Sample Collection	Step 5

EXIT COURSE

(2) To re-enter the ALPHA 2.0 course from where you left off, see [Section 2.3.1](#)

4.4 Attitude survey, Post-test & requirements to pass

After completing ALL 8 modules, you will be prompted to take the Attitude Survey and Post-test:



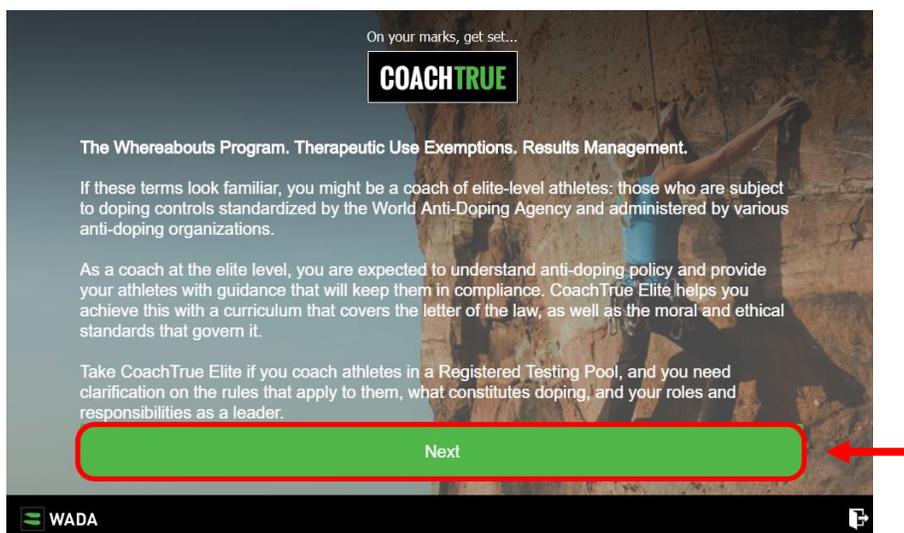
*The Post-test comprises of 12 questions. It tests your knowledge about anti-doping after completing the ALPHA course.

You must get at least 80% on the Post-test in order to pass the ALPHA course and get your certificate.

5. CoachTrue course

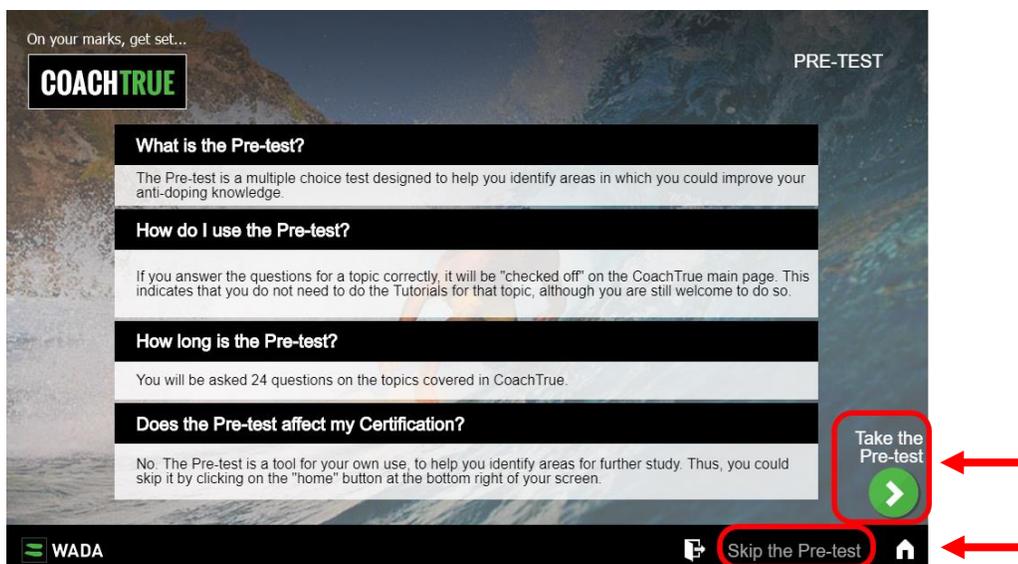
5.1 Getting started & Pre-test

- (1) See [Section 2.3.1](#) on how to initiate a course
- (2) Click on 'Next' and follow the instructions once you have entered the course



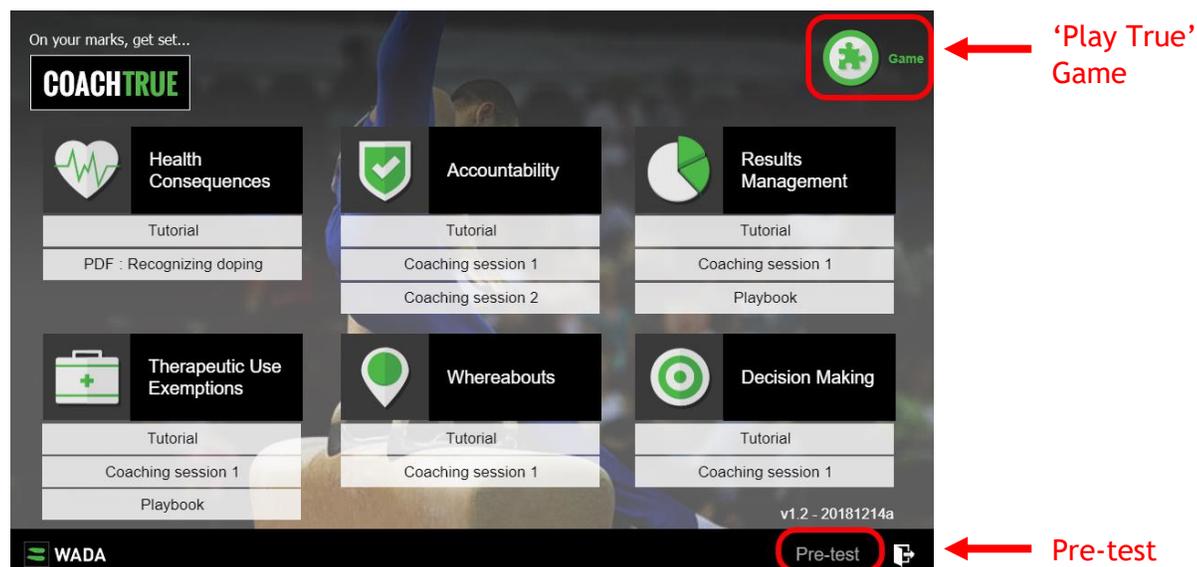
- (3) Once you have entered the course, you have the option to test your current knowledge on anti-doping by doing any of the following:

- (a) Take or skip the 'Pre-test'



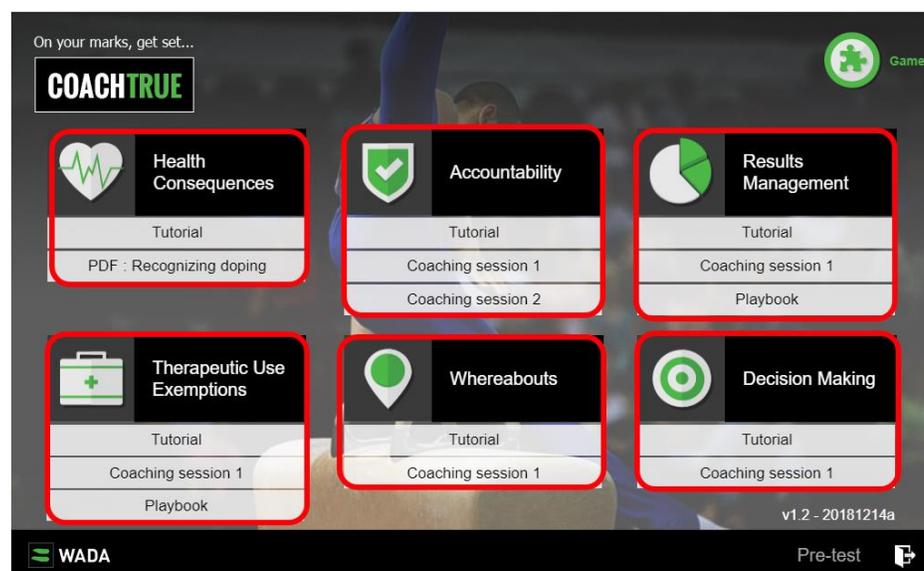
*The Pre-test consists of a set of 24 questions to test your current knowledge about anti-doping before completing the CoachTrue course. Although it is optional, taking the Pre-test may advance you in the course depending on how many correct answers you get.

(b) Do the 'Play True Game' on the top right corner of the main menu

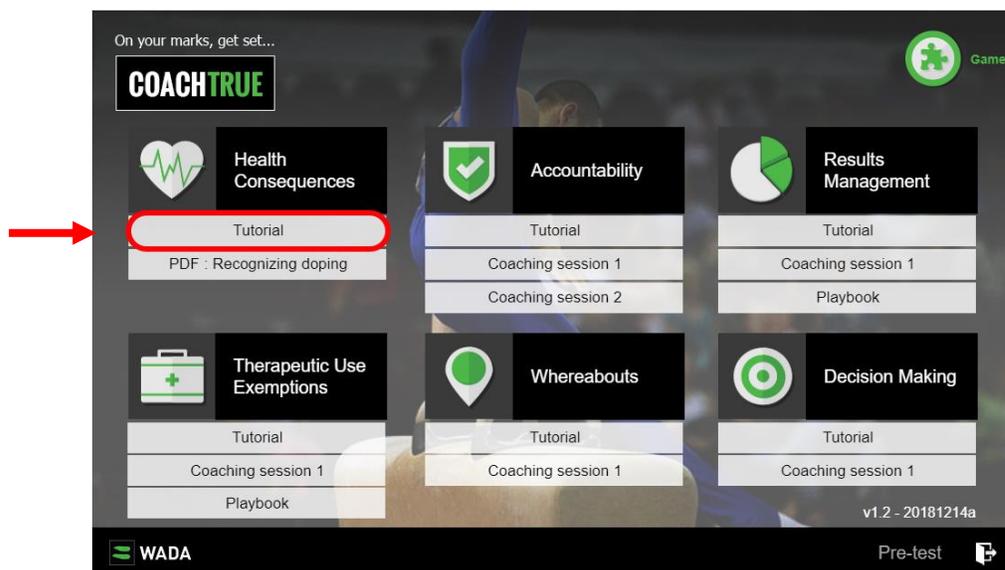


5.2 Components of CoachTrue course

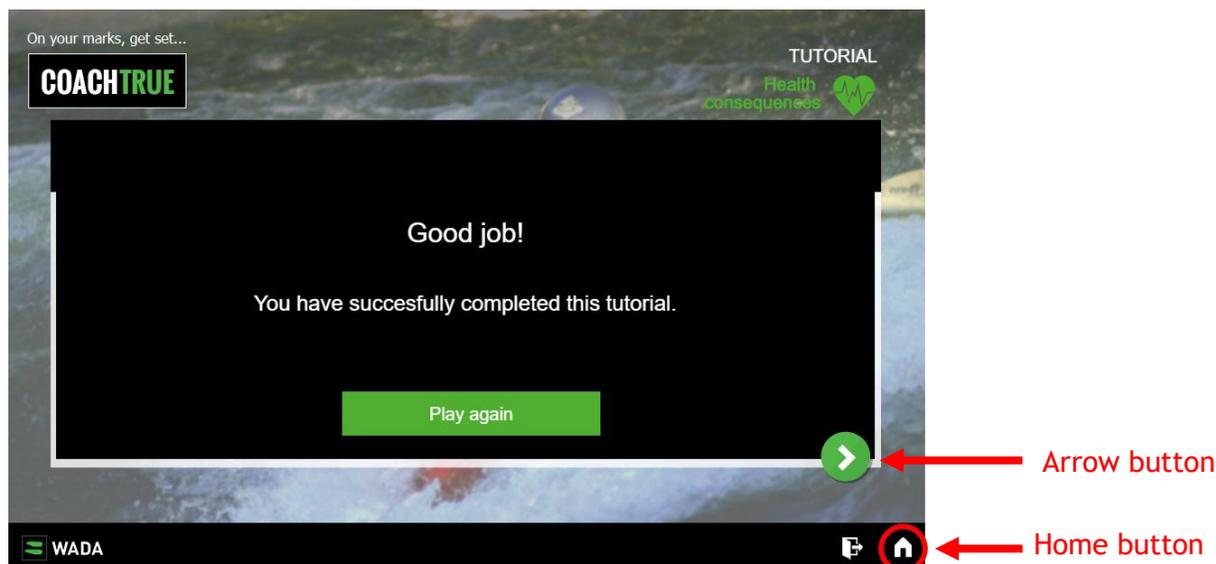
(1) On the main menu, there are 6 modules that need to be completed (circled in red)



(2) Start off by completing the 'Health Consequences' module by clicking on 'Tutorial'

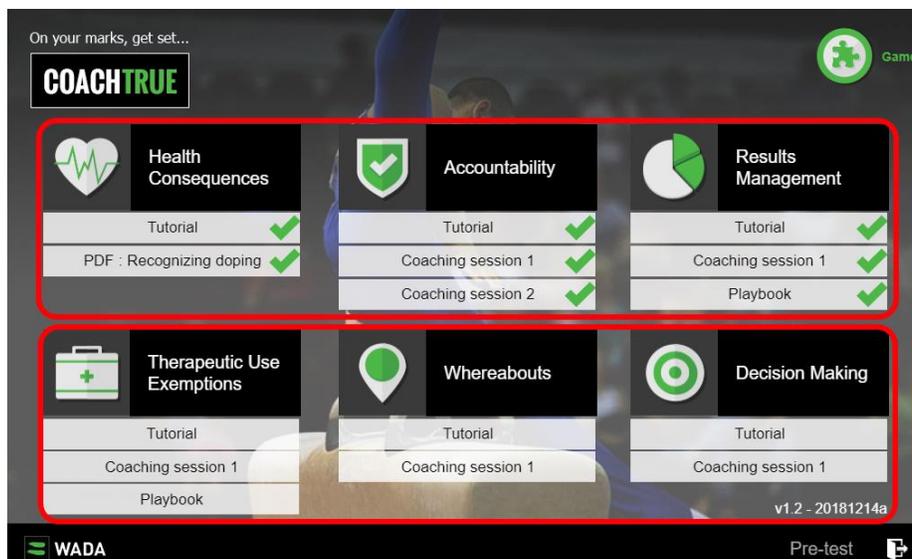


(3) After completing the 'Tutorial', click on the arrow button or 'Home' button  on bottom right corner to return to main menu



5.3 Keeping track of progress on completed modules

- (1) The main menu shows you the module(s) that you have completed so far (marked by ✓ mark) and helps you keep track of your progress



Completed modules with ✓ mark

Incomplete modules without ✓ mark

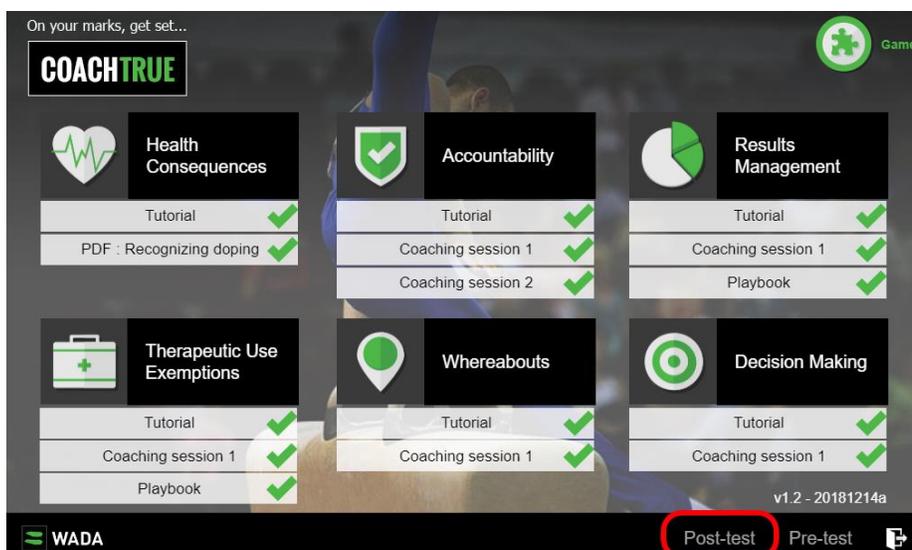
- (2) Move onto the next uncompleted module on your main menu to progress in the course

5.4 Exiting the course to save progress & complete it later

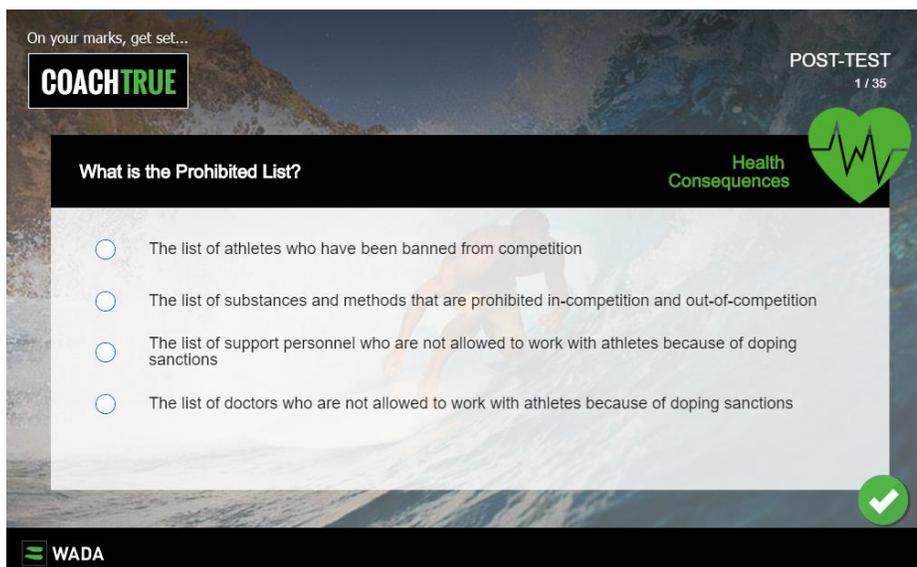
See [Section 3.4](#) to see how to exit course and save changes to your progress.

5.5 Post-test & requirements to pass

- (1) Once you have completed ALL modules (all modules have ✓ marks), click on 'Post-test' on the bottom right corner



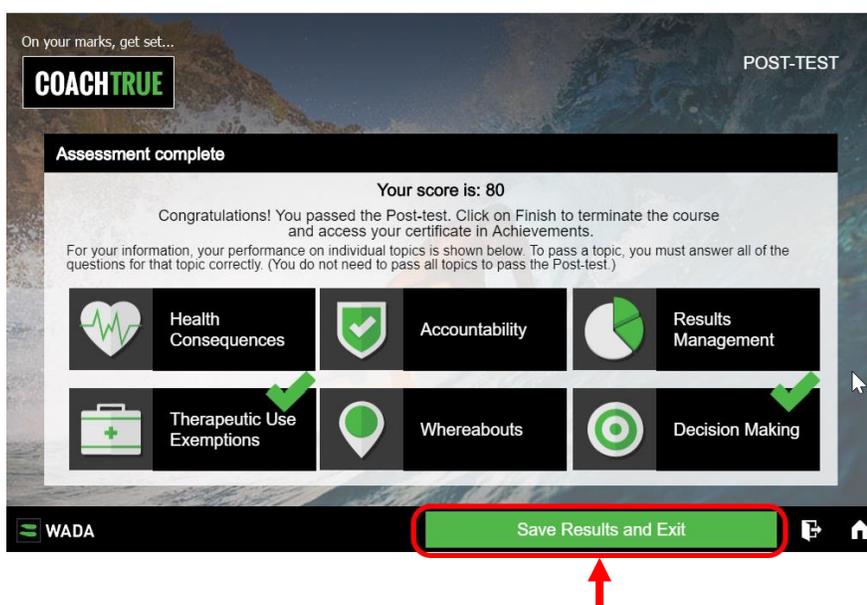
(2) Complete the Post-test



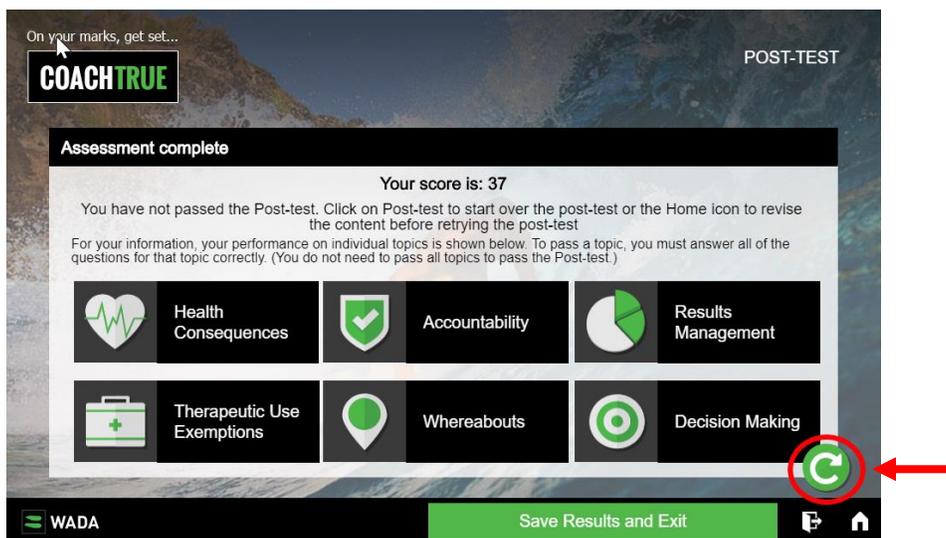
*The Post-test comprises of 35 questions similar to the Pre-test. It tests your knowledge about anti-doping after completing the CoachTrue course.

You must get at least 80% on the Post-test in order to pass the CoachTrue course and get your certificate.

(3) Once you complete the Post-test, you can see your score and click on ‘Save Results and Exit’



(4) If you have no passed the Post-test, click on **redo arrow** to redo the Post-test



(5) See [Section 2.4](#) on viewing course scores & downloading certificate(s) for passed course(s)

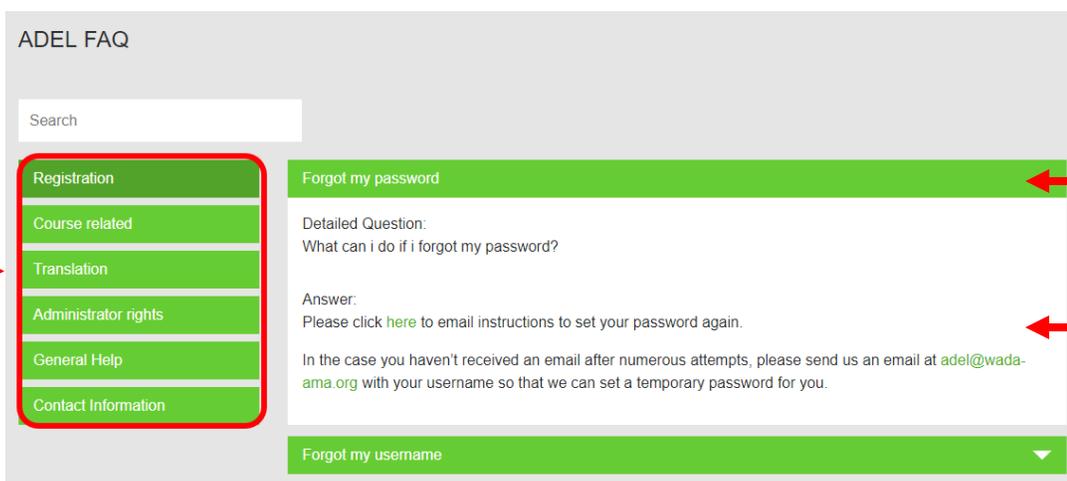
6. Need help?

6.1 FAQ - Frequently Asked Questions

- (1) Click on the 'FAQ' icon on user ribbon

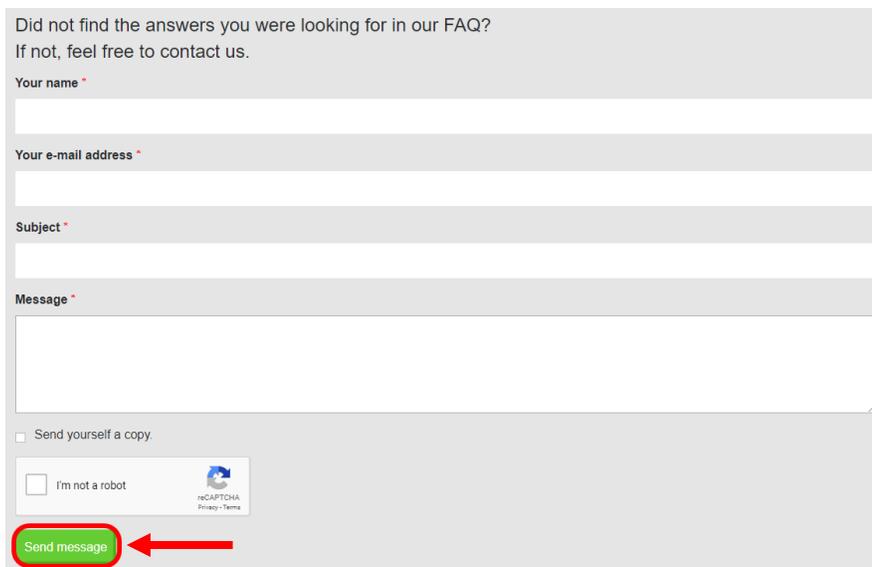


- (2) Select the topic of your question on the left-hand menu and browse the question & answers on the right-hand menu

A screenshot of the 'ADEL FAQ' page. On the left, there is a vertical menu with six items: 'Registration', 'Course related', 'Translation', 'Administrator rights', 'General Help', and 'Contact Information'. The 'Registration' item is highlighted in green and has a red box around it. A red arrow labeled 'Topics' points to this menu. On the right, there is a main content area. The top item is 'Forgot my password', which is highlighted in green. A red arrow labeled 'Question' points to this item. Below it, the text reads: 'Detailed Question: What can i do if i forgot my password?' followed by 'Answer: Please click [here](#) to email instructions to set your password again.' A red arrow labeled 'Answer' points to this text. At the bottom of the main content area, there is a dropdown menu with 'Forgot my username' selected.

6.2 Contact us

- (1) If you did not find your question in the FAQ section, fill in the Contact Form on the bottom of the FAQ menu and click on 'Send message'

A screenshot of a contact form. At the top, it says 'Did not find the answers you were looking for in our FAQ? If not, feel free to contact us.' Below this are four input fields: 'Your name *', 'Your e-mail address *', 'Subject *', and 'Message *'. At the bottom, there is a checkbox for 'Send yourself a copy.' and a checkbox for 'I'm not a robot' next to a CAPTCHA logo. The 'Send message' button is circled in red, and a red arrow points to it from the right.