



Supplemental Offer and Acceptance Program[®] (SOAP[®]): Creating a Preference List

Main Residency Match



Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

The screenshot shows the SOAP interface for a user named Donna Carr. The user's institution status is ACTIVE. The interface displays a 'Programs List' with one program: Pediatrics (AAMC ID: 1743320C0), which is SOAP Status: Unfilled (4) and Certification Status: Certified. A green banner indicates the list is CERTIFIED and ready for the next round. Below this is a 'Preference List' table with 6 rows of applicant data.

Rank	AAMC ID	Name	School	Offer Status	Round No.
1	47675638	Eric Mellon	National School of Medicine and Health Sciences - Test School	Available	
2	33224789	Michelle Young	National School of Medicine and Health Sciences - Test School	Available	
3	58746759	Christopher Conway	National School of Medicine and Health Sciences - Test School	Available	
4	92774826	Morgan Blake	National School of Medicine and Health Sciences - Test School	Available	
5	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Available	
6	46729576	Monica Mitrook	National School of Medicine and Health Sciences - Test School	Available	

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.

Note: The SOAP: Creating a Preference List guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

- Supplemental Offer and Acceptance Program (SOAP) Guiding Principles:
- Applicants express preferences by applying to programs using AAMC’s Electronic Residency Application Service (ERAS®) or the application service designated by the program.
- Participating programs must offer positions only through SOAP.
 - Program staff may initiate contact with SOAP-eligible applicants or their representatives only after receiving their application.
 - Program directors are prohibited from asking applicants to indicate whether they will accept an offer if one is extended through SOAP.
- Programs cannot make offers outside SOAP until after SOAP concludes.
 - Positions cannot be offered to SOAP-ineligible applicants.
 - Programs cannot create positions for partially-matched applicants until SOAP concludes.

Preference Lists:

- Programs create in the Registration, Ranking, and Results® (R3®) system a preference list of the applicants to whom they want to offer a position.
- Applicants can receive multiple offers in any round.
- The R3 system offers positions to applicants during each round in order of a program’s preference list and according to the number of unfilled positions remaining in the program.
 - For example, if the program has two unfilled positions, only two offers will be sent during the round even if the preference list contains four applicants. If one position is filled during the round, only one offer will be extended in the next round.
- Offers are not made on a rolling basis. Offers rejected by applicants are NOT immediately issued to the next available applicant on the program’s preference list. Offers are sent only at the start of each SOAP round and applicants have until the conclusion of the round to accept or reject offers.

- Preference lists can be created with more applicants than remaining unfilled positions and can be modified before each round. Some applicants may become unavailable after accepting other offers, so preference lists should be monitored during SOAP offer rounds. See the **SOAP: Monitoring a Preference List** guide for additional details.
- Positions offered and accepted during SOAP establish a binding commitment enforced by the Match Participation Agreement.



Note: A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round.

Institutional officials, institutional administrators, program directors, and program coordinators can enter preference lists. However, program coordinators are prohibited from certifying or uncertifying preference lists.

Guide Contents:

Preference lists can be created in three ways: using an AAMC ID, using the First & Last Name fields, and searching with multiple AAMC IDs. All preference lists must be certified. To review each method, click the titles below.

- **Search for a Single Applicant Using AAMC ID:.....6**
- **Search for a Single Applicant Using Name Fields:.....8**
- **Search for Multiple Applicants:10**
- **Certify the Preference List:12**

Login:

1. Enter the **Username** and **Password** you created for accessing the R3 system.
2. Click **Login**.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM

United States - Registration, Ranking, and Results @R3 @

All Returning Users * Required

Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

* Username:

* Password: [Forgot my Username or Password](#)

The **Matches and Roles Page** displays (program directors with programs in more than one Match).

3. If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed.
4. Click on your **Role & Institution Name** for the Main Residency Match.

Matches & Roles 3

You currently have the capability to act in 2 role/match combinations as listed below. [?](#)
Click on your Role & Institution Name for the appropriate Match you wish to manage at this time.

Main Match

Match	Match Status	Your Role & Institution Name	State
Main Residency Match	RESULTS	Prog Director Capitol University Hospital-DC 4	DC

The **Match Home Page** displays. At 11:00 AM ET Monday of Match Week, your program's fill status will display.

5. Your institution, role, username, and Match year display.
6. The programs for which you are registered will display, along with program details.
 - a. Identifies if the program(s) filled. If the program participated in the Match, the status will display as **FILLED** or **UNFILLED**.
 - b. Identifies the specific number of unfilled positions in each program.

The screenshot shows the Match Home Page for a user at Capitol University Hospital-DC. The page displays the user's institution, role (Program Director), and username (rsiddiqui). Below this, a message states: "You currently have 3 Active Programs in the Match. Click a Program Description to manage your Program." A table lists these programs with columns for Program Description, NRMP Program Code, Reversions, Program Status, Did My Program Fill?, Post Match Quota, Filled in Match, Original Unfilled, and SOAP. The table contains three rows for Anesthesiology programs, all of which are UNFILLED.

Program Description	NRMP Program Code	Reversions	Program Status	Did My Program Fill?	Post Match Quota	Filled in Match	Original Unfilled	SOAP
Anesthesiology	1802040A0	D0 R0	CERTIFIED	UNFILLED	3	0	3	Yes
Anesthesiology	1802040C0	D0 R0	CERTIFIED	UNFILLED	5	3	2	Yes
Anesthesiology	1802040R0	D0 R0	CERTIFIED	UNFILLED	2	1	1	No

7. Click **SOAP** → **SOAP Programs**.

The screenshot shows the Match SOAP Programs navigation menu. The user is currently on the SOAP page, and the 'SOAP Programs' option is highlighted in the dropdown menu.

The **SOAP Programs** page displays.

8. Your participating SOAP programs are listed. The **SOAP Status** column identifies the fill status and number of unfilled positions in each program.
9. Click the **Unfilled** link to create a preference list for the program.

The screenshot shows the SOAP Programs page for the user. It displays the user's institution, role, and username. Below this, a message states: "You have 0 certified programs and 2 uncertified programs. Click any program to select it." A table lists the programs with columns for Program Name, SOAP Status, and Certification Status. The table contains two rows for Anesthesiology programs, both of which are UNFILLED.

Program Name	SOAP Status	Certification Status
1802040A0 Anesthesiology	Unfilled (3)	Not Certified
1802040C0 Anesthesiology	Unfilled (2)	Not Certified

10. The program you selected will be highlighted in blue.
11. The **Preference List** section for that program displays at the bottom of the screen.
12. Click **Search SOAP Applicants**.

SOAP Programs

Institution: [Capitol University Hospital-DC - Washington, DC](#) Match Year: 2017
 Role: Program Director NRMP Institution Code: 1802
 Username: [rsiddiqui](#) ACGME Inst Code: 140333
 Institution Status: ACTIVE

Certify List

You have 1 certified programs and 1 uncertified programs. Click any program to select it.

Programs List			
	Program Name	SOAP Status	Certification Status
1802040A0	Anesthesiology	Unfilled (3)	Not Certified
1802040C0	Anesthesiology	Unfilled (2)	Not Certified

List must be CERTIFIED to be active for the next round.
 This list must be certified by 11:55 AM March 15, 2017 to participate in the next round

Search SOAP Applicants

Preference List						
Rank	AAMC ID	Name	School	Offer Status	Round No.	
After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.						

Search for a Single Applicant Using AAMC ID:

13. The **Applicant Search** pop-up displays.
14. Enter the **AAMC ID** into the field and click **Submit**.

NOTE: Only SOAP-eligible applicants will be returned in search results.

Applicant Search

AAMC ID:
 First Name:
 Last Name:

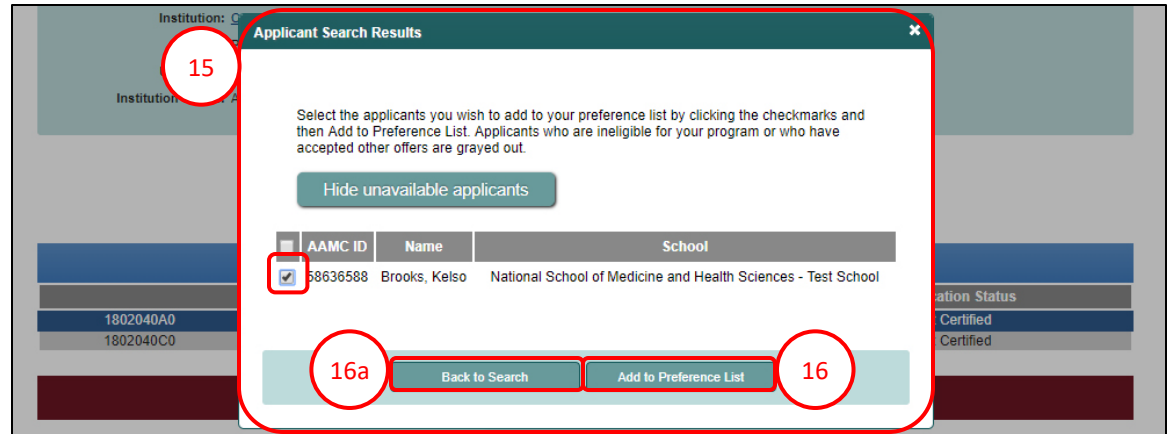
Submit

Enter Multiple AAMC IDs

15. The **Applicant Search Results** pop-up displays your search results.

16. To add the applicant to your preference list, click the **checkbox** next to the AAMC ID and then click **Add to Preference List**.

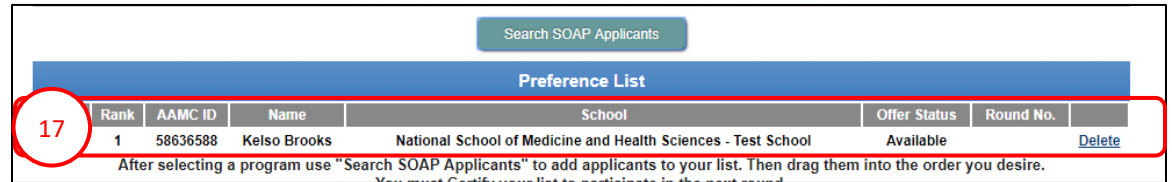
- a. Click **Back to Search**:
- If the applicant is not listed in the results, or
 - To conduct another search.



17. The applicant is added to your preference list on the **SOAP Programs** page.

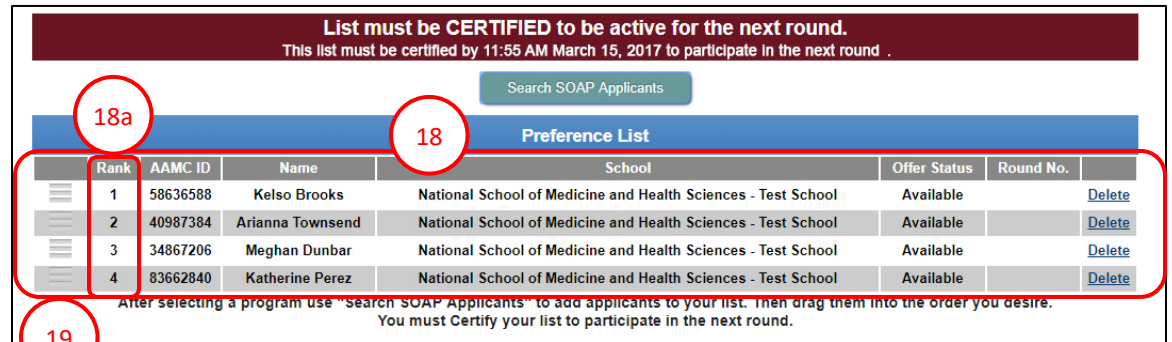
18. As you select additional applicants, they are added to the bottom of your preference list.

- a. The **Rank** column identifies the current order of the applicants.



19. To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer.

! A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Go to the **Certify the Preference Lists** section in this guide for instructions.



Search for a Single Applicant Using Name Fields:

1. In the **Applicant Search** pop-up, enter a **First and Last Name** or just **Last Name** into the applicable field and click **Submit**.
2. The **Applicant Search Results** pop-up displays your search results.
 - a. Use the scroll bar to view all applicants.

NOTE: Applicants who are grayed out are unavailable to be placed on a preference list because they are ineligible for your program type (e.g., your program is preliminary but the applicant already has a concurrent year match commitment) or they accepted a position in another program during SOAP offer rounds.

3. Click **Hide unavailable applicants**.

Applicant Search

AAMC ID

First Name

Last Name

Enter Multiple AAMC IDs Submit

Applicant Search Results

Select the applicants you wish to add to your preference list by clicking the checkmarks and then Add to Preference List. Applicants who are ineligible for your program or who have accepted other offers are grayed out.

Hide unavailable applicants

<input type="checkbox"/>	AAMC ID	Name	School
<input type="checkbox"/>	59874526	Brooks, Jillian	St. George's University
<input type="checkbox"/>	54123545	Brooks, Scott	Michigan State University College of Human Medicine
<input type="checkbox"/>	56239888	Brooks, John David	Wayne State University School of Medicine
<input type="checkbox"/>	54125569	Brooks, Willie	Nova Southeastern University College of Osteopathic Medicine
<input type="checkbox"/>	57845085	Brooks, Shannon	West Virginia School of Osteopathic Medicine
<input type="checkbox"/>	54112255	Brooks, Joe	University of South Carolina School of Medicine Greenville
<input type="checkbox"/>	56522698	Brooks, Margarette	St. George's University
<input type="checkbox"/>	53256984	Brooks, Joanna	Ohio State University College of Medicine

Back to Search Add to Preference List

2a

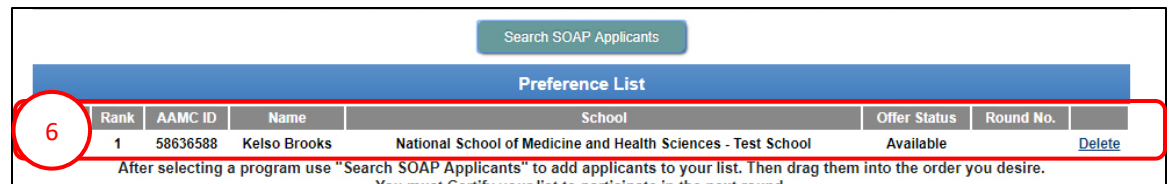
2

3

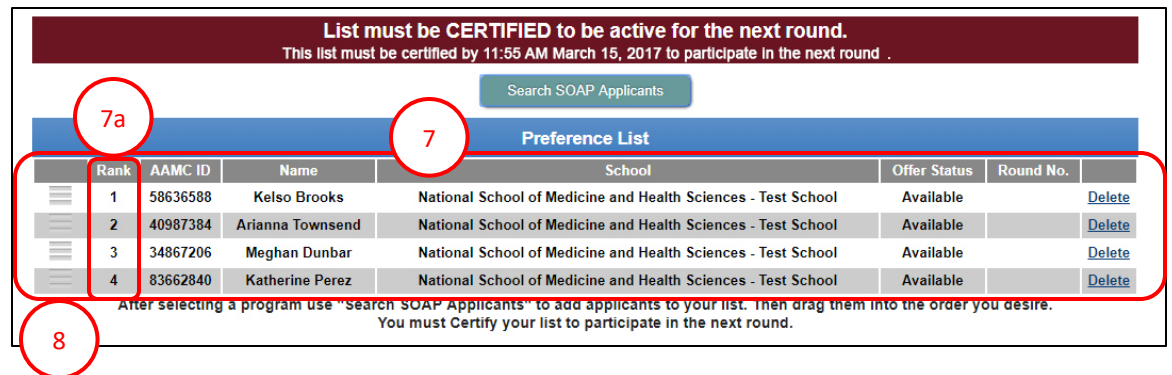
4. Only available applicants display.
5. To add an applicant to your preference list, click the **checkbox** next to the applicant and then click **Add to Preference List**.
 - a. Click **Back to Search**:
 - If the applicant is not listed in the results, or
 - To conduct another search.
6. The applicant is added to your preference list on the **SOAP Programs** page.
7. As you select additional applicants, they are added to the bottom of your preference list.
 - a. The **Rank** column identifies the current order of the applicants.



8. To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer.



- !** A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Go to the **Certify the Preference Lists** section in this guide for instructions.



Search for Multiple Applicants:

1. Click **Search SOAP Applicants** from the **SOAP Programs** page.
2. The **Applicant Search** pop-up displays.
3. Click **Enter Multiple AAMC IDs**.
4. The **Search by Multiple AAMC IDs** pop-up displays.
5. Enter **AAMC IDs** into the field, separated by commas. Click the small up and down arrows to scroll through multiple IDs entered.
6. Click **Submit**.
7. To search for a single applicant, click **Enter Single Search Criteria** and follow the steps earlier in this guide.

Search SOAP Applicants

Preference List						
Rank	AAMC ID	Name	School	Offer Status	Round No.	
1	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Available		Delete

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire.

Applicant Search

AAMC ID

First Name

Last Name

[Enter Multiple AAMC IDs](#) [Submit](#)

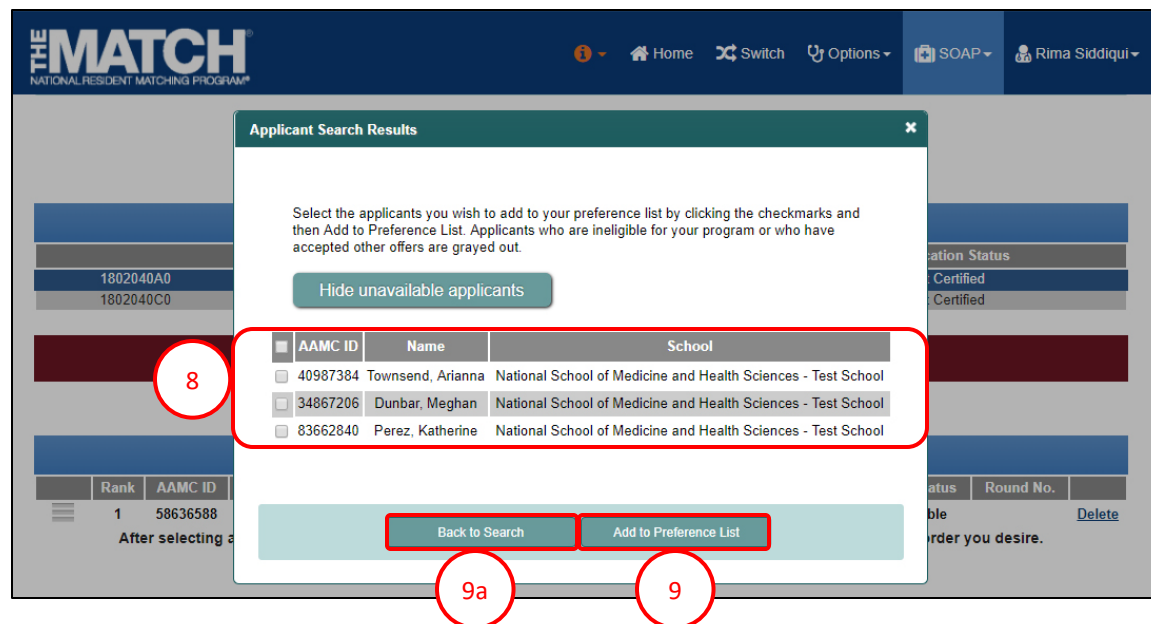
Search by Multiple AAMC IDs

AAMC ID: 40987384, 34867206,

Enter a list of ID numbers separated by commas.

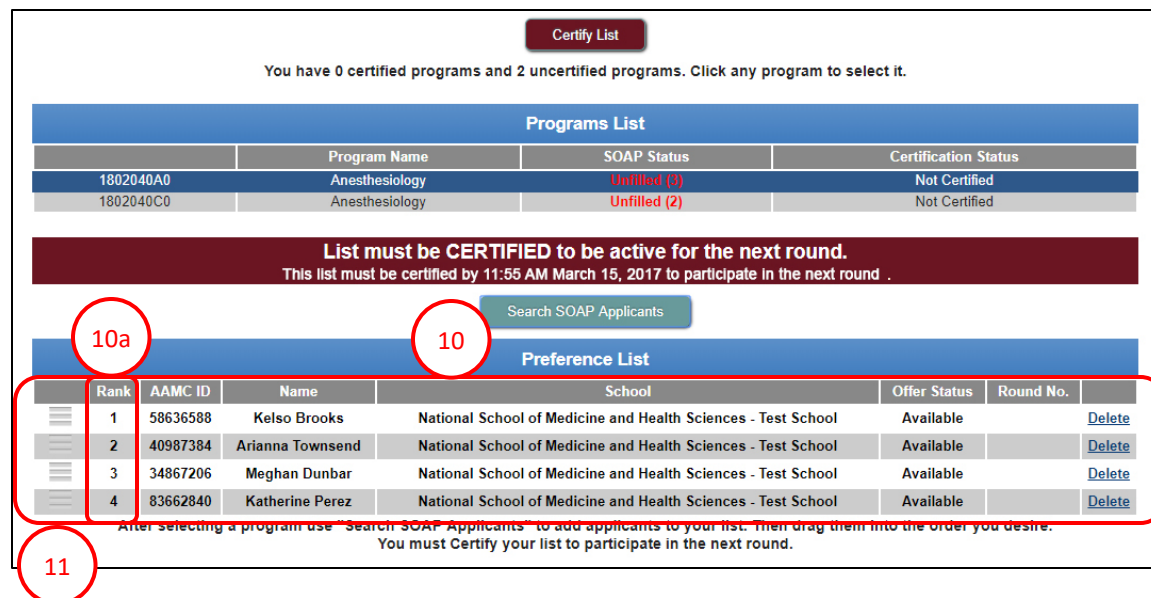
[Enter Single Search Criteria](#) [Submit](#)

8. The **Applicant Search Results** pop-up displays your search results.
9. To add the applicants to your preference list, click the checkbox next to each applicant and then click **Add to Preference List**.
 - a. Click **Back to Search**:
 - If the applicants are not listed in the results, or
 - To conduct another search.
10. All selected applicants are added to the bottom of your preference list on the **SOAP Programs** page.
 - a. The **Rank** column identifies the current order of the applicants listed.



11. To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer.

! A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Go to the **Certify the Preference Lists** section in this guide for instructions.



Certify the Preference List:



A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round.

Changes can be made to your list after it has been certified. However, once edited, the new version must be certified before a round begins.

Program coordinators are prohibited from certifying or uncertifying preference lists.

1. Click **Certify List** located above the Programs List.
2. The **Please Enter Your Authentication Information** pop-up displays.
 - a. Click **Cancel** to review the preference list before certifying.
 - b. Click **Submit** to certify the preference list.

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Home Switch Options SOAP Rima Siddiqui

1 Certify List

You have 0 certified programs and 2 uncertified programs. Click any program to select it.

Programs List			
	Program Name	SOAP Status	Certification Status
1802040A0	Anesthesiology	Unfilled (3)	Not Certified
1802040C0	Anesthesiology	Unfilled (2)	Not Certified

List must be CERTIFIED to be active for the next round.
This list must be certified by 11:55 AM March 15, 2017 to participate in the next round.

Search SOAP Applicants

Preference List						
	Rank	AAMC ID	Name	School	Offer Status	Round No.
	1	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Available	Delete
	2	40987384	Arianna Townsend	National School of Medicine and Health Sciences - Test School	Available	Delete
	3	34867206	Meghan Dunbar	National School of Medicine and Health Sciences - Test School	Available	Delete
	4	83662840	Katherine Perez	National School of Medicine and Health Sciences - Test School	Available	Delete

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.

2

Please Enter Your Authentication Information

You are confirming a preference list with 4 available applicants. Offers will be made to those applicants in the order they appear on your preference list. Acceptance of the offer by an applicant creates a binding commitment that is honored by the applicant and the program.

3 Password:

3a Cancel **3b** Submit

	Rank	AAMC ID	Name	School	Offer Status	Round No.
	1	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Available	Delete
	2	40987384	Arianna Townsend	National School of Medicine and Health Sciences - Test School	Available	Delete
	3	34867206	Meghan Dunbar	National School of Medicine and Health Sciences - Test School	Available	Delete
	4	83662840	Katherine Perez	National School of Medicine and Health Sciences - Test School	Available	Delete

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.

4. The green box indicates certification is complete and the preference list is ready to be used.

a. NOTE: The certification status column displays “**Certified.**”

5. If needed, click **Uncertify List** to make changes to your preference list before the next SOAP offer round. If changes are made, the program director must certify the list at least 5 minutes prior to the start of the SOAP offer round.

- Refer to the **SOAP: Monitoring a Preference List** guide for instructions on tracking the status of your offers.

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Home Switch Options SOAP Rima Siddiqui

5 **Uncertify List**

You have 1 certified programs and 1 unfilled programs. Click any program to select it.

4a

Programs List			
	Program Name	SOAP Status	Certification Status
1802040A0	Anesthesiology	Unfilled (3)	Certified
1802040C0	Anesthesiology	Unfilled (2)	Not Certified

4 **List is CERTIFIED and ready for the next round.**
To make changes, uncertify the list.

Preference List					
Rank	AAMC ID	Name	School	Offer Status	Round No.
1	58636588	Kelso Brooks	National School of Medicine and Health Sciences - Test School	Available	
2	40987384	Arianna Townsend	National School of Medicine and Health Sciences - Test School	Available	
3	34867206	Meghan Dunbar	National School of Medicine and Health Sciences - Test School	Available	
4	83662840	Katherine Perez	National School of Medicine and Health Sciences - Test School	Available	

After selecting a program use "Search SOAP Applicants" to add applicants to your list. Then drag them into the order you desire. You must Certify your list to participate in the next round.