



Supplemental Offer and Acceptance Program (SOAP): Setting SOAP Participation

Main Residency Match



Users:

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

The screenshot shows a web interface for setting SOAP participation. It features a sidebar with navigation options: Rank Order List, Status, Quota, SOAP Participation, Change Requests & Approvals, Program Director/Coord, Public Contact, and Reversions. The main content area is titled 'SOAP Participation' and contains a question: 'Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?'. Below the question are two radio button options: 'Yes, the program will participate in SOAP to fill available positions during Match Week' (which is selected) and 'No, the program opts out and will not extend offers for any unfilled positions until after Match Week'. At the bottom of the form are two buttons: 'Cancel' and 'Save SOAP Participation'.

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

Program directors must indicate in the Registration, Ranking, and Results® (R3®) system whether the program will participate in the Supplemental Offer and Acceptance Program® (SOAP®) if they learn on Monday of Match Week that the program has unfilled positions.

Guidelines:

- Program directors can begin setting the program’s SOAP participation indicator on January 15, when the ranking function opens for the Match.
- Program directors electing to participate in SOAP agree to accept applications **ONLY** through the AAMC’s Electronic Residency Application Service® (ERAS®) and to offer positions **ONLY** through SOAP until after SOAP concludes on Thursday of Match Week.
- Programs do not have to participate in SOAP, but non-participating programs **CANNOT** extend offers until after SOAP concludes.
- SOAP participation **MUST** be set in the R3 system by the Quota Change Deadline!
- The institutional official must approve the program’s SOAP participation status.



Programs for which the SOAP participation indicator is not set will automatically be set to “No.”

Login:

1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3) system.
2. Click **Login**.

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.

The **Match Home Page** displays for the Match you selected.

5. Your institution, role, username, and Match year display.
6. The programs for which you are registered will display, along with each program's NRMP program code, status, director, reversions, and quota number.

The screenshot shows the THE MATCH website interface. The top navigation bar includes the logo, 'Announcements', 'Login', and 'Register' links. The main content area is titled 'All Returning Users' and contains a login form with fields for 'Username' and 'Password', and a 'Login' button. Red circles and boxes highlight the 'Username' and 'Password' fields (1), the 'Login' button (2), the 'Matches & Roles' section (3), the 'Main Match' table (4), the 'Match Home Page' (5), and the 'Programs' table (6).

Matches & Roles

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.

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

Match Home Page

Institution: [Capitol University Hospital-DC - Washington, DC](#) Match Year: 2017
Role: Program Director
Username: [jlaubach](#)

You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
Pathology	1802300C0	CERTIFIED	Judy Laubach (Pledged on Sep 28, 2016)	D0 R0	2

The **View Program Details** page displays.

View Program Details

Institution: Capitol University Hospital-DC - Washington, DC	Match Year: 2017
Role: Program Director	NRMP Institution Code: 1802
Username: jlaubach	ACGME Inst Code: 140333
Institution Status: ACTIVE	NRMP Program Code: 1802300C0
Program Name: Pathology	ACGME Program Code: 3001031069
Program Type: Categorical	SOAP Participation: Yes
Program Status: CERTIFIED	

- Rank Order List
- Status
- Quota
- SOAP Participation**
- Change Requests & Approvals
- Program Director/Coord
- Public Contact

7. Click the **SOAP Participation** tab.

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8. Select your participation status, **Yes** or **No**.

a. Click **Cancel** to change your response.

b. Click **Save SOAP Participation** to confirm your program's response.

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Rank Order List

- Status
- Quota
- SOAP Participation

Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?

Yes, the program will participate in SOAP to fill available positions during Match Week

No, the program opts out and will not extend offers for any unfilled positions until after Match Week

- Change Requests & Approvals
- Program Director/Coord

8a

8b