



## Adding a Program

Main Residency Match and  
Specialties Matching Service



Users: Program Directors  
(PDs)

The screenshot shows the user interface of THE MATCH website. At the top, there is a navigation bar with the logo, a home icon, a switch icon, an options dropdown, and a user profile for Filius Flitwick. Below the navigation bar, the page title is "United States - Registration, Ranking, and Results (R3) - Main Residency Match". The main content area is titled "Match Home Page" and displays the user's institution as "Secondary Test Institution - Anytown, DC", their role as "Program Director", and their username as "flitwick". A dropdown menu is open, showing options: "View Agreement", "Applicant Match History", "Program Directory", "Current Match Applicants Reports", and "Add New Program". Below this, a message states "You currently have 1 Active Program in the Match. Click a Program Description to manage the Program." A table lists the active program:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SCAP
<a href="#">Radiology-Diagnostic</a>	1804420A0	ACTIVE	Filius Flitwick (Pledged on May 20, 2017)	00 R0	4	Pending

At the bottom, there is a calendar of events:

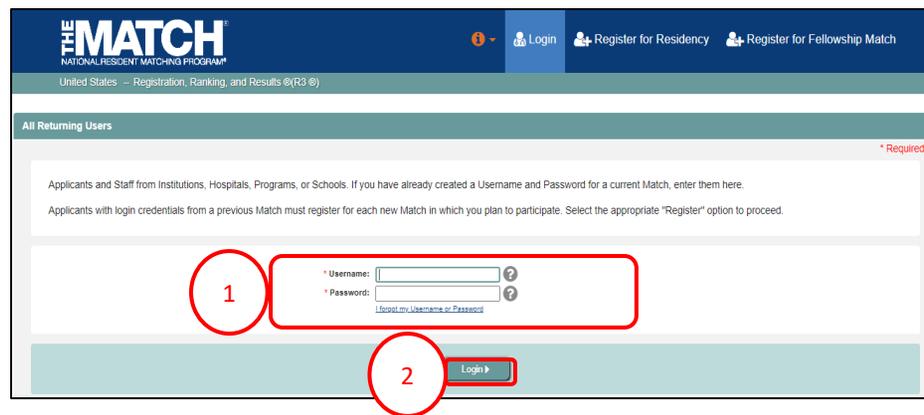
May 23	Rank order list entry begins at 12:00 noon ET for all users
Jun 16	Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.
May 31	Match Day! Match results released in R3 <sup>®</sup> system at 1:00 p.m. ET.

A link is provided: [Click here](#) for the full Main Match Events listing.

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

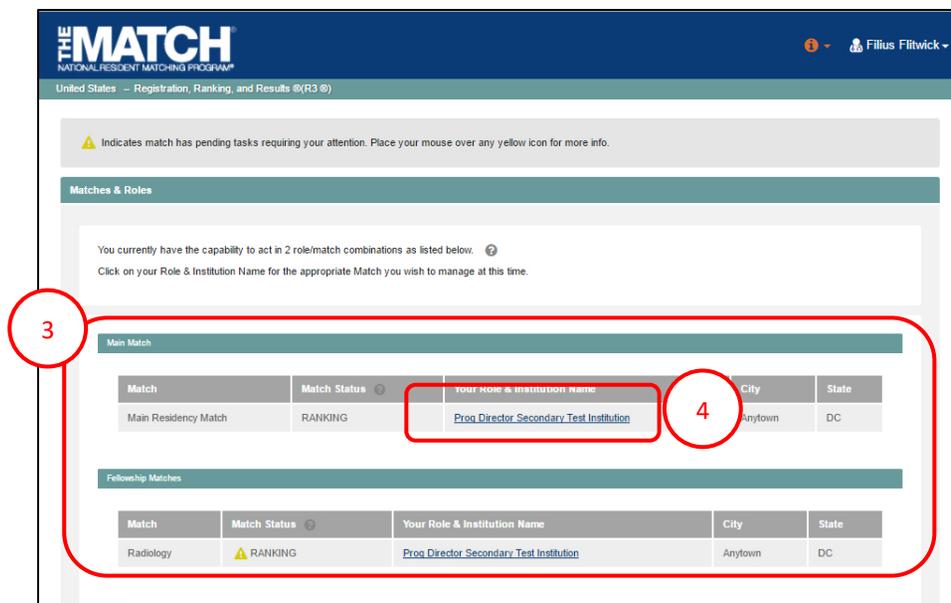
**Login:**

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



**Matches and Roles Page (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.
  - ⚠ The yellow icon indicates Matches that have pending tasks requiring your attention.
4. Click on your **Role & Institution Name** for the appropriate Match.



The **Match Home Page** displays for the Match you selected. An example from both Matches is shown on this page.

### Main Residency Match Home Page:

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.
7. Main Residency Match Event dates display.

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC Match Year:

My Role: Program Director

Username: [flitwick](#)

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	SOAP
<a href="#">Radiology-Diagnostic</a>	189420A0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	4	Pending

May 23	Rank order list entry begins at 12:00 noon ET for all users
Jun 16	Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.

Match Home Page

My Institution: [Secondary Test Institution](#) - Anytown, DC Match Year:

My Role: Program Director Appointment Year:

Username: [flitwick](#)

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
<a href="#">Breast Imaging</a>	1894R02F0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	2

Match Event	Start Date	End Date
Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Rank	26 May 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
Match Results	14 Jun 2017 12:00 PM EDT	14 Dec 2017 12:00 AM EST
Closed	14 Dec 2017 12:00 AM EST	19 Mar 2018 12:00 AM EDT

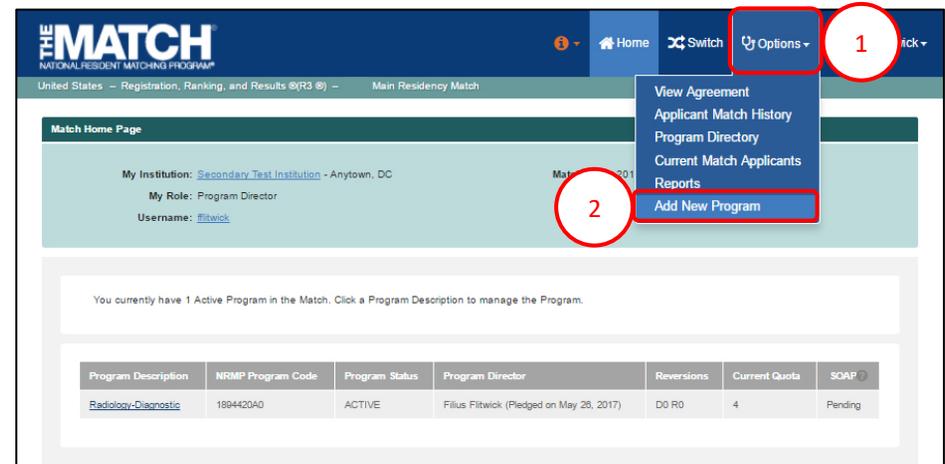
### Fellowship Match Home Page:

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

## Adding a Previously Existing Program:

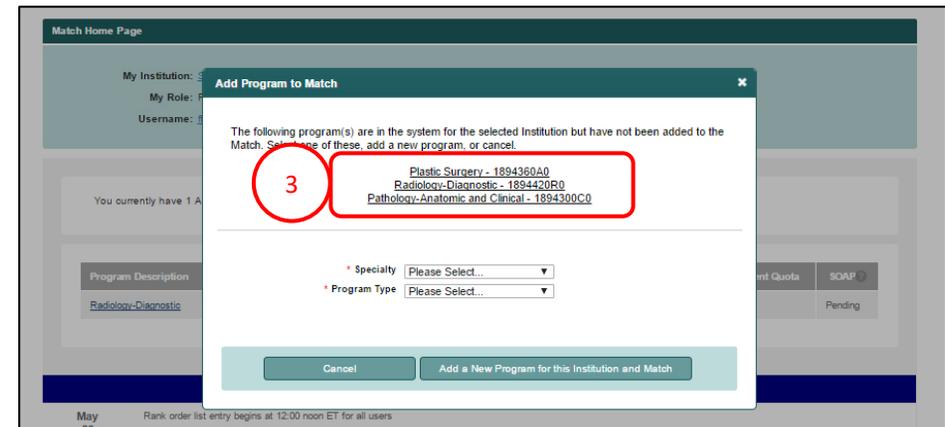
Active programs display on the **Match Home Page**.

1. Click the **Options** menu.
2. Click **Add New Program**.



The **Add Program to Match** pop-up window displays.

3. Programs that are not active for your institution but were active in previous Matches are listed.
  - a. To add one of the listed programs to the current Match, click the link for the program.



4. The **My Programs** screen displays and the green note confirms that you have successfully added the program to the current Match.

- a. The program must be activated by the NRMP institutional official.

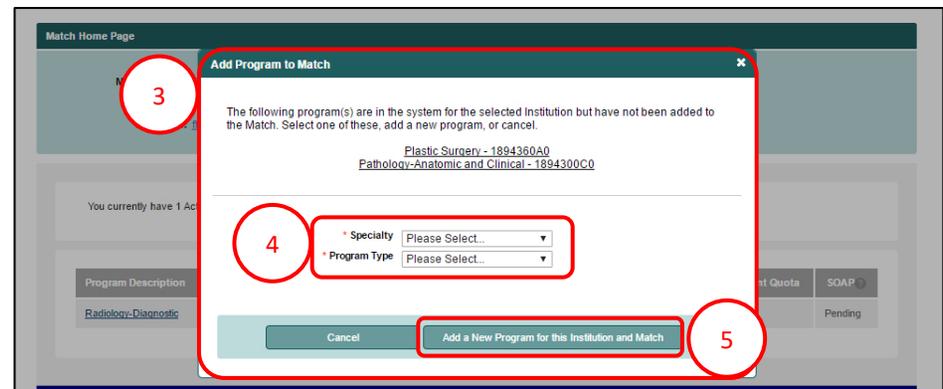
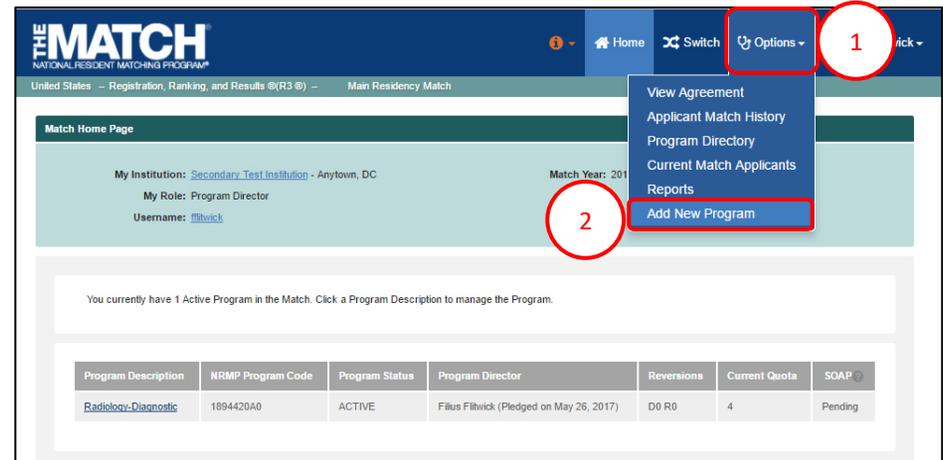


## Adding a New or Not Previously Participating Program:

To add a program not listed on your Match Home Page or not registered in previous Matches, follow the next set of instructions.

Active programs display on the **Match Home Page**.

1. Click the **Options** menu.
2. Click **Add New Program**.
3. The **Add Program to Match** pop-up displays.
4. Select the **Specialty** and **Program Type** for the program you wish to add from the drop-down menus.
  - a. To learn more about each program type, go to [www.nrmp.org](http://www.nrmp.org).
5. Click the **Add a New Program for this Institution and Match** button.



## Step 1: Program Information

1. Enter the program information, including **ACGME Code** (if required) and **Quota** number. The quota is the number of positions you want to fill in the Match.

Fields with a \* are required.

2. Click **Next**.

The screenshot shows the Match website interface for adding a program. The top navigation bar includes the Match logo and user information. The main content area has a progress indicator with four steps: 1. PROGRAM INFORMATION (highlighted with a red box and a circled '1'), 2. PROGRAM DIRECTOR, 3. PROGRAM DIRECTORY INFO, and 4. ACTIVATE PROGRAM. Below the progress indicator, there is a form with the following fields: \* Program Description (Radiation Oncology), Additional Program Description, \* ACGME Code, Osteopathic Recognition (checkbox), and \* Quota. The 'Next' button is highlighted with a red box and a circled '2'. A 'Cancel' button is also visible.

## Step 2: Program Director

3. Review the names in the **Institutional Official** and **Program Director** fields. The program director listed should be your name.

4. Click **Next**.

The screenshot shows the Match website interface for adding a program. The top navigation bar includes the Match logo and user information. The main content area has a progress indicator with four steps: 1. PROGRAM INFORMATION, 2. PROGRAM DIRECTOR (highlighted with a red box and a circled '2'), 3. PROGRAM DIRECTORY INFO, and 4. ACTIVATE PROGRAM. Below the progress indicator, there is a form with the following fields: Institutional Official (Julia Matthews) and \* Program Director (Filius Filwick). The 'Next' button is highlighted with a red box and a circled '4'. A 'Back' and 'Cancel' button are also visible.

### Step 3: Program Directory Info

1. Enter the **Program Address**, **Program Contact Information**, and **Program Application Services** details in the appropriate fields.
2. Click **Next**.

The screenshot shows the 'PROGRAM DIRECTORY INFO' step of the registration process. The progress bar at the top indicates four steps: PROGRAM INFORMATION, PROGRAM DIRECTOR, PROGRAM DIRECTORY INFO (the current step, highlighted with a red box and a red circle containing the number 3), and ACTIVATE PROGRAM. Below the progress bar, a message states: 'To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.' The main form area is divided into three sections: 'Program Address', 'Program Contact Information', and 'Program Application Services'. The 'Program Address' section includes a checkbox for 'Use Institution Address', a dropdown for 'Country' (with 'Please Select...' as the current selection), and input fields for 'Mail Stop', 'Street Address Line 1', 'Street Address Line 2', 'Street Address Line 3', 'City / Town', 'State', and 'Zip / Postal Code'. The 'Program Contact Information' section includes input fields for 'Public Phone Number', 'Public Fax Number', 'Public Email Address', and 'Program URL'. The 'Program Application Services' section includes a message: 'NRMP is collecting data on the service(s) your program partners with to receive applications. This information will be displayed in the Program Directory. Please check all application services this program uses:' followed by three checkboxes: 'Electronic Residency Application Service® (ERAS®)', 'Residency Central Application (ACAPS or Plastic Surgery)', and 'Other'. At the bottom of the form, there are three buttons: 'Back', 'Next\*' (highlighted with a red box and a red circle containing the number 2), and 'Cancel'. A red circle containing the number 1 is positioned to the left of the form area.

## Step 4: Activate Program

1. As a program director, you cannot activate the program. Choose **Initial** from the **Program Status** drop-down menu.
2. Click **Finished**.

3. The **My Programs** screen displays and the green note confirms that you have successfully created the new program. Your institutional official will receive an email to activate the program for Match participation.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Radiation Oncology</a>	1894430A0	INITIAL	Filius Filbwick (Pledged on Sep 06, 2023)	00 R0	1
<a href="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filius Filbwick (Pledged on Sep 06, 2023)	00 R0	4

- a. Note: If you choose **Activate** from the drop-down menu, you will receive an error message. Return to step 1 just above to finish adding the program to the Match.