



Main Residency Match® Institution Checklist

REGISTRATION

Match opens: September 15, 2017 at 12:00 p.m. ET

- Register for the Match.** NRMP accounts are assigned to the user, not the institution or program. Users must not share their username and password.
 - **New Institutional Official/Administrator:** Create your individual account in the Registration, Ranking, and Results® (R3®) system using the token link sent by email when the Match opens.
 - **Returning Institutional Official/Administrator:** Log in to the R3 system when the Match opens by entering your username and password.
- Set an institutional administrator.** If desired, institutional officials can add an institutional administrator in the R3 system to assist with the matching process. The administrator must create an individual account. It is a Match violation if the administrator uses the institutional official's log in credentials.
- Confirm that the programs, program director(s), and coordinator(s) listed in the R3 system are correct and make changes as needed.**
- Check with program directors to confirm which programs should be activated for Match participation.** Program directors will not be able to update any program or quota information until their programs have been activated. Institutional officials are required to approve all quota changes, reversions, and other program changes. [Learn more about change approvals.](#)
- Watch “The Match 101: A Primer for Institutional Officials” video tutorial.**
- View institution resources** on www.nrmp.org under “Residency”.
- Be sure staff involved in the interview and matching processes understand and adhere to the terms of the Match Participation Agreement.**
- Encourage program directors to update the program’s public contact information.** This information is made available in The Match Program Rating and Interview Scheduling Manager, or The Match PRISM®, a free smartphone app that allows applicants to track, organize, and rate programs during the interview process.
- Like and follow the NRMP** on Facebook, Twitter, or LinkedIn for reminders and updates. Use #Match2018 in social media posts and follow the conversation on [Tagboard](#).

RANKING

Rank order list entry begins: January 15, 2018 at 12:00 p.m. ET

- Approve all program quota changes and withdrawals in the R3 system.** The quota is the number of residents NRMP will attempt to match to your program(s) for the appointment year. If a program is not participating in the Match, it must be withdrawn by the Quota Change Deadline.
Quota Change/Withdrawal Deadline: January 31, 2018 at 11:59 p.m. ET

- **Approve the Match Week Supplemental Offer and Acceptance Program® (SOAP®) participation status for every Match-participating program.** NRMP encourages programs to participate in SOAP in the event some positions are not filled when the matching algorithm is processed. SOAP participation status must be selected and approved by the Quota Change Deadline.
SOAP Participation Status Verification Deadline: January 31, 2018 at 11:59 p.m. ET
- **Monitor and ensure Match-participating programs have certified rank order lists by the Rank Order List Certification Deadline.**
Rank Order List Certification Deadline: February 21, 2018 at 9:00 p.m. ET
- [Learn about SOAP](#) online and join the Match Week and SOAP Listserv.

RESULTS

Match Week: March 12-16, 2018

- **Learn if the institution's programs filled and assist them in SOAP participation, if necessary,** at 11:00 a.m. ET on Monday, March 12.
- **Review program Match results.** *Confidential Roster of Matched Applicants* report for programs will be available in the R3 system on Thursday, March 15, at 2:00 p.m. ET. The information is confidential and cannot be shared until 1:00 p.m. ET on Friday, March 16.
- **Celebrate Match Day!** Match Day is Friday, March 16. Results are available to applicants in the R3 system at 1:00 p.m. ET. Matched applicants can be contacted **after** that time.
- **Print Match reports.** The Match will close in the R3 system on June 30, 2018, at 11:59 p.m. ET, and Match reports will no longer be available.