

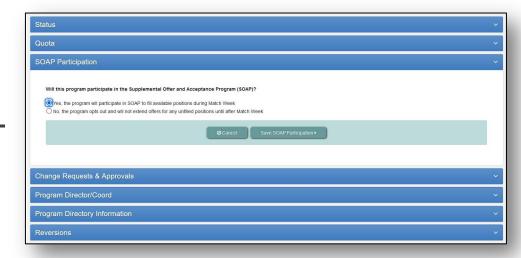
Supplemental Offer and Acceptance Program (SOAP): Setting SOAP Participation

Main Residency Match



Users:

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



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 electing to participate in SOAP agree 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 <u>CANNOT</u> solicit applications or 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:

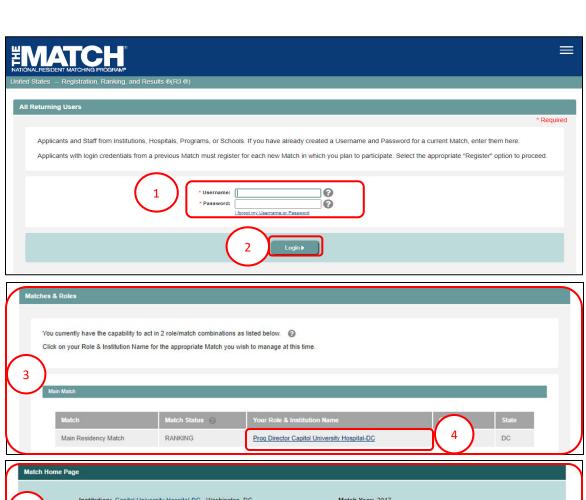
- Enter the Username and Password you created for accessing the Registration, Ranking, and Results (R3) system.
- 2. Click Login.

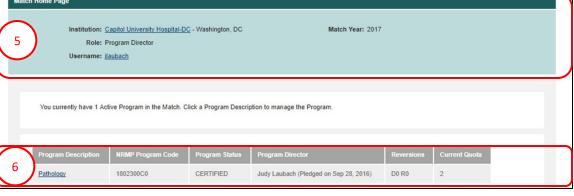
The **Matches and Roles Page** displays (program directors with programs in more than one Match).

- 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 View Program Details page displays.

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



- 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.

