



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

Main Residency Match



Users:

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

Status	▼
Quota	▼
SOAP Participation	▼
<p>Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?</p> <p><input checked="" type="radio"/> Yes, the program will participate in SOAP to fill available positions during Match Week</p> <p><input type="radio"/> No, the program opts out and will not extend offers for any unfilled positions until after Match Week</p> <p><input type="button" value="Cancel"/> <input type="button" value="Save SOAP Participation ▶"/></p>	
Change Requests & Approvals	▼
Program Director/Coord	▼
Program Directory Information	▼
Reversions	▼

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 **CANNOT** 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:

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 screenshots show the Match website interface with numbered callouts 1 through 6. Callout 1 points to the Username and Password input fields. Callout 2 points to the Login button. Callout 3 points to the Matches & Roles section. Callout 4 points to the Role & Institution Name link for the Main Residency Match. Callout 5 points to the Match Home Page header. Callout 6 points to the table of programs.

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.

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

The screenshot shows the 'View Program Details' page. At the top, there is a header 'View Program Details'. Below it, program information is displayed in two columns. The left column includes: Institution: [Capitol University Hospital-DC](#) - Washington, DC; Role: Program Director; Username: [@aubach](#); Institution Status: ACTIVE; Program Name: Pathology; Program Type: Categorical; Program Status: **CERTIFIED**. The right column includes: Match Year: 2017; NRMP Institution Code: 1802; ACGME Inst Code: 140333; NRMP Program Code: [1802306C0](#); ACGME Program Code: 3001031069; SOAP Participation: Yes. Below the program information is a list of tabs: Status, Quota, SOAP Participation, Change Requests & Approvals, and Program Director/Coord. The 'SOAP Participation' tab is highlighted with a red circle and the number 7.

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.

The screenshot shows the 'SOAP Participation' form. The form is highlighted with a red circle and the number 8. The form contains the following text: 'Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?'. Below this text are two radio buttons: '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'. The 'Cancel' button is highlighted with a red circle and the number 8a, and the 'Save SOAP Participation' button is highlighted with a red circle and the number 8b.