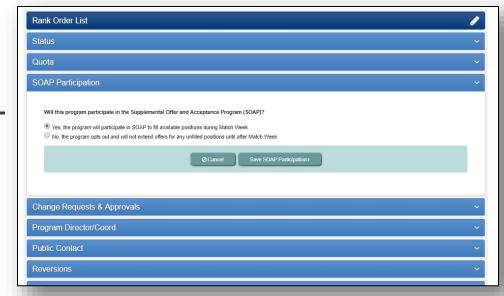# Supplemental Offer and Acceptance Program (SOAP): Setting SOAP Participation

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 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."**
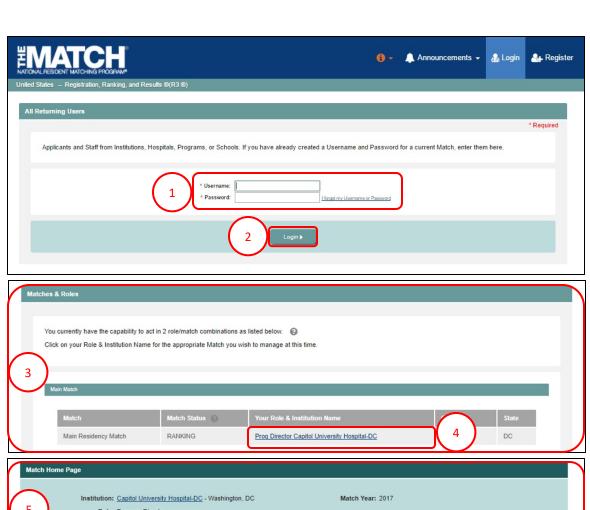
Login:

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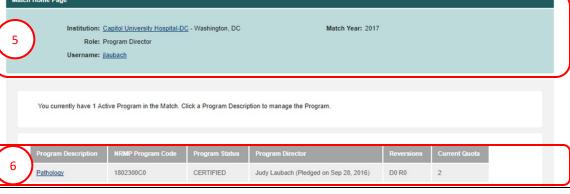
2. Click **Login**.

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.

All Returning Users

Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.

* Required

* Username:
* Password: I forgot my Username or Password

1

2 Login ▶

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.

3

Main Match

Match	Match Status	Your Role & Institution Name		State
Main Residency Match	RANKING	Prog Director Capitol University Hospital-DC	**4**	DC

Match Home Page

5 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	
6 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.

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.