



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

Main Residency Match



## Users:

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

The screenshot shows a web interface for setting SOAP participation. It features a sidebar with menu items: Rank Order List, Status, Quota, SOAP Participation, Change Requests & Approvals, Program Director/Coord, Public Contact, and Reversions. The main content area is titled 'SOAP Participation' and contains a question: 'Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?'. Below the question are two radio button options: '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'.

**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.**

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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.

The screenshot shows the THE MATCH National Resident Matching Program website. The top navigation bar includes the logo, a user menu, and links for Announcements, Login, and Register. The main content area is titled "All Returning Users" and contains a login form with fields for Username and Password, and a Login button. The "Matches & Roles" section displays a table of matches and roles, with a red box highlighting the "Main Residency Match" row. The "Match Home Page" section displays the match details for the selected match, including the institution, role, and username. A table at the bottom shows the program details for the selected match.

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

  

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Pathology</a>	1802300C0	CERTIFIED	Judy Laubach (Pledged on Sep 28, 2016)	D0 R0	2

The **View Program Details** page displays.

**View Program Details**

Institution: [Capitol University Hospital-DC - Washington, DC](#) Match Year: 2017  
Role: Program Director NRMP Institution Code: 1802  
Username: [jlaubach](#) ACGME Inst Code: 140333  
Institution Status: ACTIVE NRMP Program Code: [1802300C0](#)  
Program Name: Pathology ACGME Program Code: 3001031069  
Program Type: Categorical SOAP Participation: Yes  
Program Status: **CERTIFIED**

Rank Order List

Status

Quota

**SOAP Participation**

Change Requests & Approvals

Program Director/Coord

Public Contact

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.

Rank Order List

Status

Quota

SOAP Participation

Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?

Yes, the program will participate in SOAP to fill available positions during Match Week

No, the program opts out and will not extend offers for any unfilled positions until after Match Week

Change Requests & Approvals

Program Director/Coord