



## Adding a Program

Main Residency Match and  
Specialties Matching Service



Users: Program Directors  
(PDs)

The screenshot shows the THE MATCH website interface. The top navigation bar includes the logo, a home icon, a switch icon, an options dropdown, and a user profile for Filius Flitwick. The options dropdown menu is open, showing options: View Agreement, Applicant Match History, Program Directory, Current Match Applicants, Reports, and Add New Program. The main content area shows the user's profile: My Institution: Secondary Test Institution - Anytown, DC; My Role: Program Director; Username: flitwick. Below this, a message states: "You currently have 1 Active Program in the Match. Click a Program Description to manage the Program." A table lists the active program:

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAP?
<a href="#">Radiology-Diagnostic</a>	1804420A0	ACTIVE	Filius Flitwick (Pledged on May 20, 2017)	D0 R0	4	Pending

At the bottom, a calendar section lists key dates:

- May 23: Rank order list entry begins at 12:00 noon ET for all users
- Jun 16: Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 9:00 p.m. ET.
- May 31: Match Day! Match results released in R3® system at 1:00 p.m. ET.

A link at the bottom says: [Click here](#) for the full Main Match Events listing

**Note: This Adding a Program guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.**

### Login:

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

### Matches and Roles Page (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.



The yellow icon indicates Matches that have pending tasks requiring your attention.

4. Click on your **Role & Institution Name** for the appropriate Match.

Match	Match Status	Your Role & Institution Name	City	State
Main Residency Match	RANKING	<a href="#">Prog Director Secondary Test Institution</a>	Anytown	DC

Match	Match Status	Your Role & Institution Name	City	State
Radiology	⚠ RANKING	<a href="#">Prog Director Secondary Test Institution</a>	Anytown	DC

The **Match Home Page** displays for the Match you selected. An example from both Matches is shown on this page.

### Main Residency Match Home Page:

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.
7. Main Residency Match Event dates display.

**Match Home Page**

My Institution: [Secondary Test Institution](#) - Anytown, DC Match Year:

My Role: Program Director

Username: [flitwick](#)

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	SOAP
<a href="#">Radiology-Diagnostic</a>	189420A0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	4	Pending

Match Event	Start Date	End Date
Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Rank	26 May 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
Match Results	14 Jun 2017 12:00 PM EDT	14 Dec 2017 12:00 AM EST
Closed	14 Dec 2017 12:00 AM EST	19 Mar 2018 12:00 AM EDT

### Fellowship Match Home Page:

5. Your institution, role, username, Match year, and appointment year display.
6. The programs for which you are registered will display, along with each program's NRMP code, status, director, reversions, and quota number.
7. Fellowship Match event dates display.

**Match Home Page**

My Institution: [Secondary Test Institution](#) - Anytown, DC Match Year:

My Role: Program Director Appointment Year:

Username: [flitwick](#)

You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

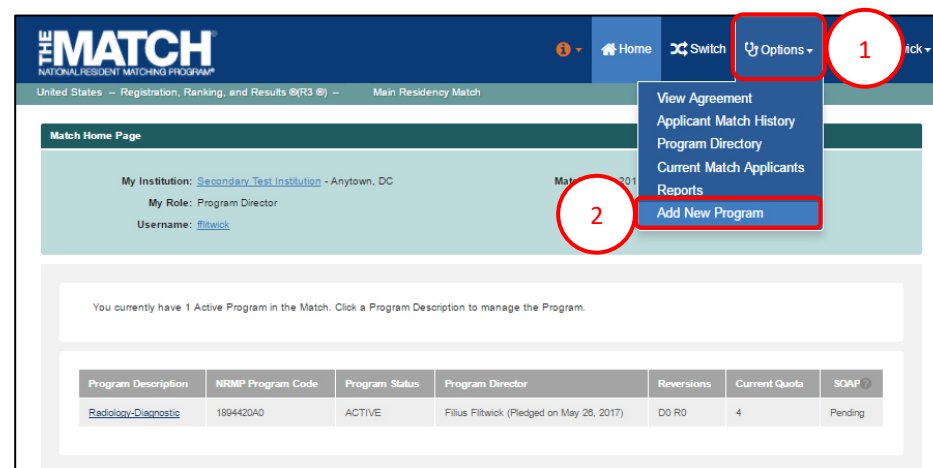
Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Breast Imaging</a>	1894R02F0	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D0 R0	2

Match Event	Start Date	End Date
Register	22 Mar 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Rank	26 May 2017 12:00 PM EDT	31 May 2017 09:00 PM EDT
Match Computation	31 May 2017 09:00 PM EDT	14 Jun 2017 12:00 PM EDT
Match Results	14 Jun 2017 12:00 PM EDT	14 Dec 2017 12:00 AM EST
Closed	14 Dec 2017 12:00 AM EST	19 Mar 2018 12:00 AM EDT

## Adding a Previously Existing Program:

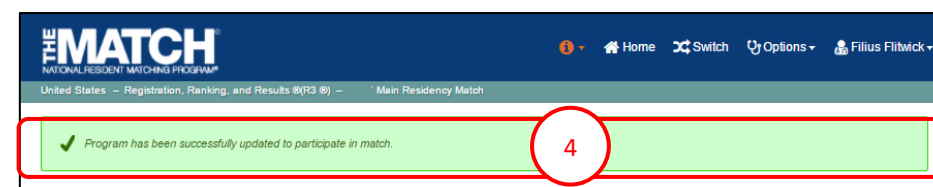
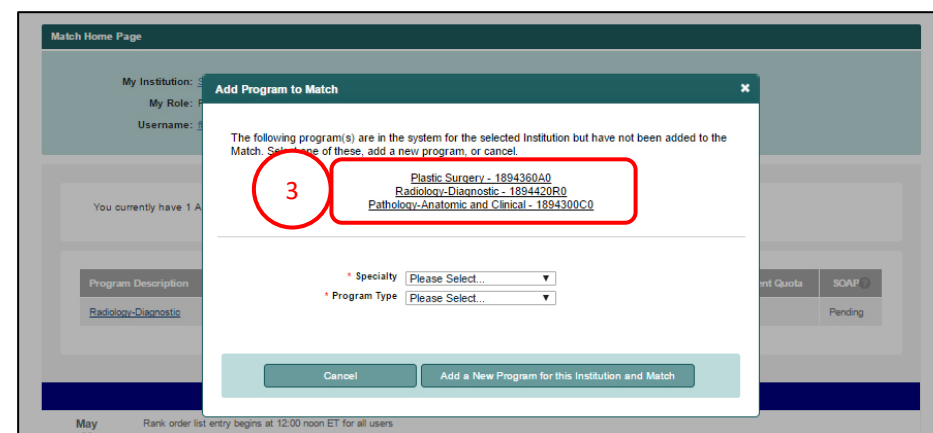
Active programs display on the **Match Home Page**.

1. Click the **Options** menu.
2. Click **Add New Program**.



The **Add Program to Match** pop-up window displays.

3. Programs that are not active for your institution but were active in previous Matches are listed.
  - a. To add one of the listed programs to the current Match, click the link for the program.
4. The **My Programs** screen displays and the green note confirms that you have successfully added the program to the current Match.
  - a. The program must be activated by the NRMP institutional official.

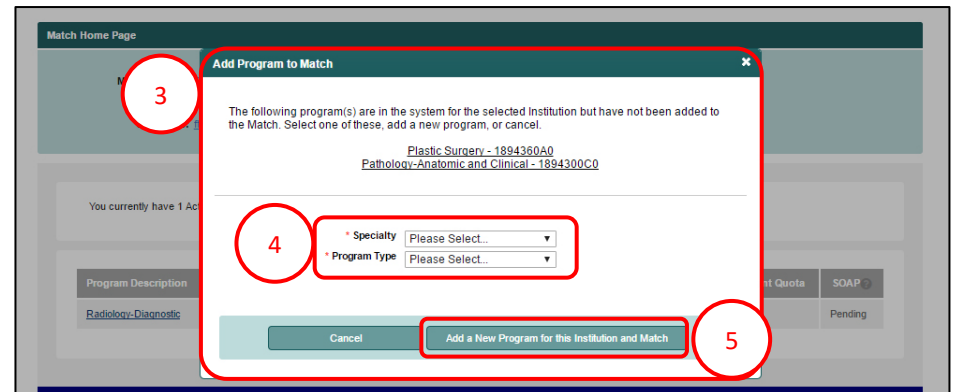
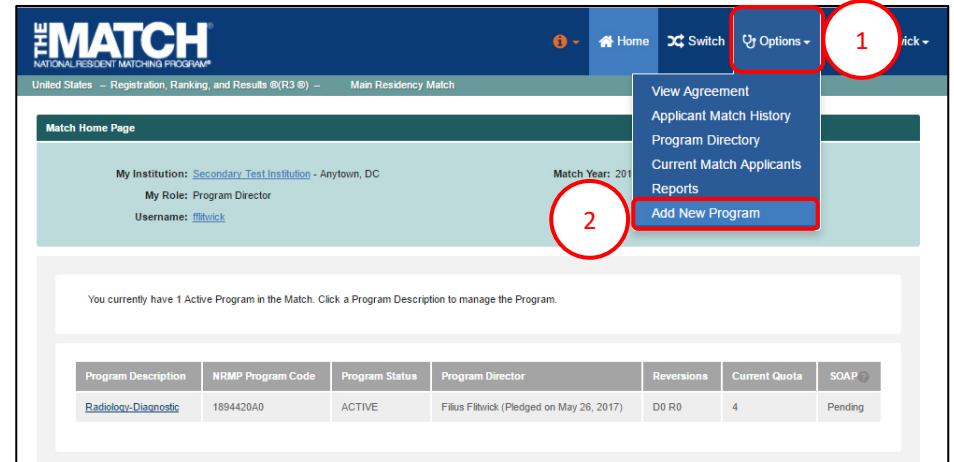


## Adding a New or Not Previously Participating Program:

To add a program not listed on your Match Home Page or not registered in previous Matches, follow the next set of instructions.

Active programs display on the **Match Home Page**.

1. Click the **Options** menu.
2. Click **Add New Program**.
3. The **Add Program to Match** pop-up displays.
4. Select the **Specialty** and **Program Type** for the program you wish to add from the drop-down menus.
  - a. To learn more about each program type, go to [www.nrmp.org](http://www.nrmp.org).
5. Click the **Add a New Program for this Institution and Match** button.



## Step 1: Program Information

1. Enter the program information, including **ACGME Code** (if required) and **Quota** number. The quota is the number of positions you want to fill in the Match.

Fields with a \* are required.

2. Click **Next**.

The screenshot shows the 'PROGRAM INFORMATION' step of the MATCH process. A progress bar at the top indicates four steps: 1. PROGRAM INFORMATION (highlighted with a red circle), 2. PROGRAM DIRECTOR, 3. PROGRAM DIRECTORY INFO, and 4. ACTIVATE PROGRAM. Below the progress bar, a red circle with the number '1' points to the form fields. The form includes: 'Program Description' (text box with 'Radiation Oncology'), 'Additional Program Description' (text box), 'ACGME Code' (text box), 'Osteopathic Recognition' (checkbox with a question mark icon), and 'Quota' (text box). A red asterisk and the word 'Required' are visible in the top right corner. At the bottom, a red circle with the number '2' points to the 'Next' button, which is highlighted with a red box. A 'Cancel' button is also present.

## Step 2: Program Director

3. Review the names in the **Institutional Official** and **Program Director** fields. The program director listed should be your name.
4. Click **Next**.

The screenshot shows the 'PROGRAM DIRECTOR' step of the MATCH process. A progress bar at the top indicates four steps: 1. PROGRAM INFORMATION, 2. PROGRAM DIRECTOR (highlighted with a red circle), 3. PROGRAM DIRECTORY INFO, and 4. ACTIVATE PROGRAM. Below the progress bar, a red circle with the number '3' points to the form fields. The form includes: 'Institutional Official' (text box with 'Julia Matthews') and 'Program Director' (text box with 'Filius Filwick'). A red asterisk and the word 'Required' are visible in the top right corner. At the bottom, a red circle with the number '4' points to the 'Next' button, which is highlighted with a red box. 'Back' and 'Cancel' buttons are also present.

### Step 3: Program Directory Info

1. Enter the **Program Address**, **Program Contact Information**, and **Program Application Services** details in the appropriate fields.
2. Click **Next**.

The screenshot shows the 'THE MATCH' National Resident Matching Program interface. At the top, there's a navigation bar with 'United States - Registration, Ranking, and Results @ (P3 @) - Main Residency Match'. Below this, a progress bar indicates four steps: 1. PROGRAM INFORMATION, 2. PROGRAM DIRECTOR, 3. PROGRAM DIRECTORY INFO (highlighted with a red circle and the number 1), and 4. ACTIVATE PROGRAM. The main content area is titled 'To add a Program to Secondary Test Institution Institution for the above Match, complete these 4 steps.' and is divided into three sections: 'Program Address', 'Program Contact Information', and 'Program Application Services'. The 'Program Address' section includes fields for 'Country' (a dropdown menu), 'Mail Stop', 'Street Address Line 1', 'Street Address Line 2', 'Street Address Line 3', 'City / Town', 'State', and 'Zip / Postal Code'. There are checkboxes for 'Use Institution Address' and 'Required'. The 'Program Contact Information' section includes fields for 'Public Phone Number', 'Public Fax Number', 'Public Email Address', and 'Program URL'. The 'Program Application Services' section includes a text box for 'NRMP is collecting data on the service(s) your program partners with to receive applications. This information will be displayed in the Program Directory.' and a list of services with checkboxes: 'Electronic Residency Application Service® (ERAS®)', 'Residency Central Application (ACAPS or Plastic Surgery)', and 'Other'. At the bottom, there are three buttons: 'Back', 'Next\*' (highlighted with a red circle and the number 2), and 'Cancel'.

## Step 4: Activate Program

1. As a program director, you cannot activate the program. Choose **Initial** from the **Program Status** drop-down menu.

2. Click **Finished**.

3. The **My Programs** screen displays and the green note confirms that you have successfully created the new program. Your institutional official will receive an email to activate the program for Match participation.

Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota
<a href="#">Radiation Oncology</a>	1894430A0	INITIAL	Filius Fitwick (Pledged on Sep 06, 2023)	00 R0	1
<a href="#">Radiology-Diagnostic</a>	1894420A0	ACTIVE	Filius Fitwick (Pledged on Sep 06, 2023)	00 R0	4

a. Note: If you choose **Activate** from the drop-down menu, you will receive an error message. Return to step 1 just above to finish adding the program to the Match.