



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	▼
Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?	
<input checked="" type="radio"/> Yes, the program will participate in SOAP to fill available positions during Match Week	
<input type="radio"/> No, the program opts out and will not extend offers for any unfilled positions until after Match Week	
<input type="button" value="Cancel"/> <input type="button" value="Save SOAP Participation"/>	
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 screenshot shows the 'THE MATCH' website interface. The top navigation bar includes the logo and the text 'NATIONAL RESIDENT MATCHING PROGRAM'. Below the navigation bar, the page title is 'United States - Registration, Ranking, and Results @ (R3 @)'. The main content area is divided into three sections:

- All Returning Users:** This section contains a login form with fields for 'Username' and 'Password', both marked as required. A 'Login' button is located below the form. A red circle labeled '1' highlights the input fields, and another red circle labeled '2' highlights the 'Login' button.
- Matches & Roles:** This section displays a message: '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.' Below this message is a table with columns: Match, Match Status, Your Role & Institution Name, and State. The table contains one row: 'Main Residency Match', 'RANKING', 'Prog Director Capitol University Hospital-DC', and 'DC'. A red circle labeled '3' highlights the message area, and another red circle labeled '4' highlights the 'Prog Director Capitol University Hospital-DC' link in the table.
- Match Home Page:** This section displays the details for the selected match. It shows: 'Institution: Capitol University Hospital-DC - Washington, DC', 'Match Year: 2017', 'Role: Program Director', and 'Username: jaubach'. Below this is a message: 'You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.' At the bottom, there is a table with columns: Program Description, NRMP Program Code, Program Status, Program Director, Reversions, and Current Quota. The table contains one row: 'Pathology', '1802300C0', 'CERTIFIED', 'Judy Laubach (Pledged on Sep 28, 2016)', 'D0 R0', and '2'. A red circle labeled '5' highlights the match details, and another red circle labeled '6' highlights the table.

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: jaubach	ACGME Inst Code: 140333
Institution Status: ACTIVE	NRMP Program Code: 1802200C0
Program Name: Pathology	ACGME Program Code: 3001031069
Program Type: Categorical	SOAP Participation: Yes
Program Status: CERTIFIED	

- Status
- Quota
- SOAP Participation**
- Change Requests & Approvals
- Program Director/Coord

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.

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
- Program Directory Information
- Reversions