

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

Main Residency Match



Users:

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

Status	K
Quota	~
SOAP Participation	~
Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)?	
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 <u>ONLY</u> through SOAP until after SOAP concludes on Thursday of Match Week.
- Programs do not have to participate in SOAP, but non-participating programs <u>CANNOT</u> 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.

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The View Program Details page displays.

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

Institution: Capitol University Hospital-DC - Washington, DC	Match Year: 2017	
Role: Program Director	NRMP Institution Code: 1802	
Username: <u>Jaubach</u>	ACGME Inst Code: 140333	
Institution Status: ACTIVE	NRMP Program Code: 1802300C0	
Program Name: Pathology	ACGME Program Code: 3001031069	
Program Type: Categorical	SOAP Participation: Yes	
Status		
Quotá		
SOAP Participation		
Change Requests & Approvals		

- 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.

Status	×
Quota	~
SOAP Participation	~
8 Will this program participate in the Supplemental Offer and Acceptance Program (SOAP)? (
Ø Cancel Save SOAP Participation > 8a 8b	
Change Requests & Approvals	~
Program Director/Coord	
Program Directory Information	×
Reversions	~