



# Supplemental Offer and Acceptance Program<sup>®</sup> (SOAP<sup>®</sup>): Tracking Applicant Offers



Users:

- School Officials

The screenshot shows the THE MATCH website interface. The top navigation bar includes the logo, a home icon, a switch icon, an options dropdown, a school dropdown, a SOAP dropdown, and a user profile for Michelle Carter. Below the navigation bar, the breadcrumb trail reads: United States - Registration, Ranking, and Results ©(R3 ©) - 2017 Main Residency Match. A dropdown menu is open under 'Options', showing 'View Agreement', 'Program Directory', and 'Reports'. The main content area is titled 'Reports' and contains a list of report categories. The 'SOAP Schools Report' is highlighted with a red rectangular box.

Reports
Applicants SOAP Eligibility
Characteristics of Matched Seniors
Download - Advance Data Tables
Download - Blank Match Letter Template
Download - Electronic School Match Results
Download - List of Unfilled Programs
Download - Match Notification Letters
Graduates Registered in the Match
Institution and Program Violations
Match Results for Previous Graduates
Match Results for Seniors
Military Match Result
Non-Participating Students
Regional Match Statistics by Specialty
Registered Seniors Owing Fees
<b>SOAP Schools Report</b>
Seniors Choices by Specialty
Seniors Registered in the Match

## Tracking Applicant Offers: Match Week Actions of Unmatched Students and Graduates

During Match Week, the SOAP Schools Report provides medical school officials and administrators with real-time information on the activities of their unmatched senior students and graduates.

### Login:

1. Enter the **Username** and **Password** you created for accessing the R3 system.
2. Click **Login**.
3. The **Match Home Page** displays for your school.
4. Click **Options** → **Reports**.

The screenshot shows the 'All Returning Users' login page. It features a text input field for the username and a password input field, both marked with a red circle '1'. A 'Login' button is located below the password field, marked with a red circle '2'. A link for 'Forgot my Username or Password' is also visible.

The screenshot shows the 'Match Home Page' for a school official. The page header includes 'THE MATCH NATIONAL RESIDENT MATCHING PROGRAM' and navigation links for Home, Switch, Options, School, SOAP, and the user's name (Michelle Carter). A dropdown menu for 'Options' is open, showing 'View Agreement', 'Program Directory', and 'Reports', with 'Reports' circled in red and labeled '4'. The main content area shows the school name, role, and username, with a red circle '3' around the 'Match Home Page' header.

### Reports Page:

5. The **Reports** page will display.
6. Scroll to locate the **SOAP Schools Report**. Click the title to open the report.

The screenshot shows the 'Reports' page with a list of report titles. A red circle '5' is around the 'Reports' header. The list includes 'Applicants SOAP Eligibility', 'Characteristics of Matched Seniors', 'Download - Advance Data Tables', 'Download - Blank Match Letter Template', 'Download - Electronic School Match Results', 'Download - List of Unfilled Programs', 'Download - Match Notification Letters', 'Graduates Registered in the Match', and 'Institution and Program Violations'. Below this list, 'Registered Seniors Owing Fees' is expanded, and 'SOAP Schools Report' is circled in red and labeled '6'. Other reports listed below include 'Seniors Choices by Specialty' and 'Seniors Registered in the Match'. Arrows on the left and right sides indicate scrolling.

Each data field on the report is defined below. **Data reflect only offers accepted during SOAP.**

**Applicants who have offers pending in the current SOAP round:** Applicants in this category received offers they can accept or reject during the current SOAP round. If an applicant accepts an offer, the applicant will move to one of the other categories on the report. If an applicant rejects an offer or lets an offer expire, the offer will not be extended to the applicant again. **NOTE: Applicants who have received no offers are NOT listed. Applicants who reject or let all offers expire will not be listed on the report at the end of the SOAP round.**

**Applicants who accepted C positions:** Applicants in this category accepted a PGY-1 position in a categorical program for a full course of training.

**Applicants who accepted PGY1 and PGY2:** Applicants in this category accepted offers in both a PGY-1 preliminary and PGY-2 advanced program for a full course of training.

**Applicants who accepted PGY1:** Applicants in this category accepted an offer in a PGY-1 preliminary program. **Note: These applicants should continue to participate in SOAP if they need a PGY-2 advanced position for a full course of training.**

**Applicants who accepted PGY-2:** Applicants in this category accepted an offer in a PGY-2 advanced program. **Note: These applicants should continue to participate in SOAP if they need a PGY-1 preliminary position for a full course of training.**

The screenshot shows the 'SOAP Schools Report' for the National School of Medicine and Health Sciences - Test School (School Code: 100). The report is divided into several sections based on applicant status:

- Applicants who have offers pending in current round:** A table with 2 rows showing applicants Young, Michelle and Blake, Morgan, both at Henrico Univ Hlth Sys-VA in Pediatrics (Program Code 1743320C0).
- Applicants who accepted C positions:** A table with 5 rows showing applicants Sekibo, Imani; Conway, Christopher; Townsend, Arianna; Mellon, Eric; and Brooks, Kelso, all at various institutions in Anesthesiology or Pediatrics (Program Codes 1802040C0, 1802300C0, and 1743320C0).
- Applicants who accepted PGY1 and PGY2:** A table with 1 row showing applicant Thomas, Deondre at Capitol University Hospital-DC in Anesthesiology (Program Code 1802040A0).
- Applicants who accepted PGY1:** A table with 2 rows showing applicants Reed, Gabriella and Lombardo, Andrew at Charlottesville University-VA in Surgery-Preliminary (Program Code 1737440P1).
- Applicants who accepted PGY2:** A table with 3 rows showing applicants Perez, Katherine; Dunbar, Meghan; and Cooke, Claire, all at Capitol University Hospital-DC in Anesthesiology or Neurology (Program Codes 1802040A0 and 1802180A0).

A note at the bottom states: "Applicants who received offers but did not accept at least one are not displayed on the report."