Supplemental Offer and Acceptance Program® (SOAP®): Creating a Preference List

Main Residency Match

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)
**Note:** The SOAP: Creating a Preference List guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

### Supplemental Offer and Acceptance Program (SOAP) Guiding Principles:

- Applicants express preferences by applying to programs using AAMC’s Electronic Residency Application Service (ERAS®).
- Participating programs must accept applications only through ERAS and must offer positions only through SOAP.
  - Program staff may initiate contact with SOAP-eligible applicants or their representatives only after receiving their ERAS application.
  - Program directors are prohibited from asking applicants to indicate whether they will accept an offer if one is extended through SOAP.
- Programs cannot make offers outside SOAP until after SOAP concludes.
  - Positions cannot be offered to SOAP-ineligible applicants.
  - Programs cannot create positions for partially-matched applicants until SOAP concludes.

### Preference Lists:

- Programs create in the Registration, Ranking, and Results® (R3®) system a preference list of the applicants to whom they want to offer a position.
- Applicants can receive multiple offers in any round.
- The R3 system offers positions to applicants during each round in order of a program’s preference list and according to the number of unfilled positions remaining in the program.
  - For example, if the program has two unfilled positions, only two offers will be sent during the round even if the preference list contains four applicants. If one position is filled during the round, only one offer will be extended in the next round.
- Offers are not made on a rolling basis. Offers rejected by applicants are NOT immediately issued to the next available applicant on the program’s preference list. Offers are sent only at the start of each SOAP round and applicants have until the conclusion of the round to accept or reject offers.
- Preference lists can be created with more applicants than remaining unfilled positions and can be modified before each round. Some applicants may become unavailable after accepting other offers, so preference lists should be monitored during SOAP offer rounds. See the SOAP: Monitoring a Preference List guide for additional details.
- Positions offered and accepted during SOAP establish a binding commitment enforced by the Match Participation Agreement.
Note: A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Institutional officials, institutional administrators, program directors, and program coordinators can enter preference lists. However, program coordinators are prohibited from certifying or uncertifying preference lists.

Guide Contents:
Preference lists can be created in three ways: using an AAMC ID, using the First & Last Name fields, and searching with multiple AAMC IDs. All preference lists must be certified. To review each method, click the titles below.

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Login:

1. Enter the **Username** and **Password** you created for accessing the 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. At 11:00 AM ET Monday of Match Week, your program’s fill status will display.

5. Your institution, role, username, and Match year display.

6. The programs for which you are registered will display, along with program details.
   a. Identifies if the program(s) filled. If the program participated in the Match, the status will display as FILLED or UNFILLED.
   b. Identifies the specific number of unfilled positions in each program.

7. Click **SOAP → SOAP Programs**.

The **SOAP Programs** page displays.

8. Your participating SOAP programs are listed. The **SOAP Status** column identifies the fill status and number of unfilled positions in each program.

9. Click the **Unfilled** link to create a preference list for the program.
10. The program you selected will be highlighted in blue.

11. The **Preference List** section for that program displays at the bottom of the screen.

12. Click **Search SOAP Applicants**.

**Search for a Single Applicant Using AAMC ID:**

13. The **Applicant Search** pop-up displays.

14. Enter the **AAMC ID** into the field and click **Submit**.

**NOTE:** Only SOAP-eligible applicants will be returned in search results.
15. The **Applicant Search Results** pop-up displays your search results.

16. To add the applicant to your preference list, click the **checkbox** next to the AAMC ID and then click **Add to Preference List**.
   a. Click **Back to Search**:
      - If the applicant is not listed in the results, or
      - To conduct another search.

17. The applicant is added to your preference list on the **SOAP Programs** page.

18. As you select additional applicants, they are added to the bottom of your preference list.
   a. The **Rank** column identifies the current order of the applicants.

19. To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer.

A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Go to the **Certify the Preference Lists** section in this guide for instructions.
Search for a Single Applicant Using Name Fields:

1. In the Applicant Search pop-up, enter a First and Last Name or just Last Name into the applicable field and click Submit.

2. The Applicant Search Results pop-up displays your search results.
   a. Use the scroll bar to view all applicants.

   NOTE: Applicants who are grayed out are unavailable to be placed on a preference list because they are ineligible for your program type (e.g., your program is preliminary but the applicant already has a concurrent year match commitment) or they accepted a position in another program during SOAP offer rounds.

3. Click Hide unavailable applicants.
4. Only available applicants display.

5. To add an applicant to your preference list, click the checkbox next to the applicant and then click **Add to Preference List**.
   a. Click **Back to Search**:
      - If the applicant is not listed in the results,
      - To conduct another search.

6. The applicant is added to your preference list on the **SOAP Programs** page.

7. As you select additional applicants, they are added to the bottom of your preference list.
   a. The **Rank** column identifies the current order of the applicants.

8. To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer.

A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Go to the **Certify the Preference Lists** section in this guide for instructions.
Search for Multiple Applicants:

1. Click **Search SOAP Applicants** from the SOAP Programs page.

2. The **Applicant Search** pop-up displays.

3. Click **Enter Multiple AAMC IDs**.

4. The **Search by Multiple AAMC IDs** pop-up displays.

5. Enter **AAMC IDs** into the field, separated by commas. Click the small up and down arrows to scroll through multiple IDs entered.

6. Click **Submit**.

7. To search for a single applicant, click **Enter Single Search Criteria** and follow the steps earlier in this guide.
8. The **Applicant Search Results** pop-up displays your search results.

9. To add the applicants to your preference list, click the checkbox next to each applicant and then click **Add to Preference List**.
   a. Click **Back to Search**:
      - If the applicants are not listed in the results, or
      - To conduct another search.

10. All selected applicants are added to the bottom of your preference list on the **SOAP Programs** page.
   a. The **Rank** column identifies the current order of the applicants listed.

11. To change the rank order of the applicants, click and hold the icon in the **Drag & Drop** column and drag the applicant to the position you prefer.

A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round. Go to the **Certify the Preference Lists** section in this guide for instructions.
Certify the Preference List:

A preference list must be certified at least 5 minutes before each SOAP offer round begins for offers to be extended during that round.

Changes can be made to your list after it has been certified. However, once edited, the new version must be certified before a round begins.

Program coordinators are prohibited from certifying or uncertifying preference lists.

1. Click **Certify List** located above the Programs List.

2. The **Please Enter Your Authentication Information** pop-up displays.

3. Enter your password in the **Password** field.
   a. Click **Cancel** to review the preference list before certifying.
   b. Click **Submit** to certify the preference list.
4. The green box indicates certification is complete and the preference list is ready to be used.
   a. NOTE: The certification status column displays “Certified.”

5. If needed, click **Uncertify List** to make changes to your preference list before the next SOAP offer round. If changes are made, the program director must certify the list at least 5 minutes prior to the start of the SOAP offer round.

- Refer to the **SOAP: Monitoring a Preference List** guide for instructions on tracking the status of your offers.