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

Main Residency Match

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)
**Note:** The SOAP: Monitoring 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.

Once a SOAP round begins, you can log in to the Registration, Ranking, and Results® (R3®) system to learn the status of your program offers as applicants respond.

- Each SOAP offer round lasts two hours; accordingly, applicants must accept or reject any offers within the two-hour time period.
- In each SOAP round, the R3 system will extend offers to as many applicants on your list as there are unfilled positions remaining in your program.
- Your preference list and the SOAP status for your program will be updated “real-time” as applicants accept and reject offers.
- Changes can be made to a preference list at any time up until 5 minutes before the start of a SOAP offer round. If your list is not certified at least 5 minutes prior to the start of the round, no offers will be extended during that round.
- As applicants accept positions, the R3 system automatically sends confirmation emails to the applicants and program directors.

**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 for 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 the current number of unfilled positions per program.

9. Click the **Unfilled** link to monitor the offers sent for the selected program.
SOAP Offer Status Round 1:

1. The program you selected will be highlighted in blue.

2. The Preference List section for that program displays the Offer Status for each applicant on your list. During the round, the Offer Status will change in “real time.” The example screen shot displays status during Round 1.

   - **Accepted**: applicant has accepted the offer.
   - **Offer Sent**: the offer was sent at the beginning of the round but the applicant has not acted on the offer.
   - **Available**: applicant is currently available to receive an offer in the next round. For this example, four offers were sent for the four unfilled positions. If the program director makes no changes to this list, and the applicant remains available, the “Available” applicant will be ranked first on the preference list for the next round and will be sent an offer.
   - **Rejected or Expired**: applicant rejected the offer or did not act during the offer round. Applicants remain on the bottom of the list for the remainder of SOAP but will not be offered this program position again in subsequent rounds.
   - **Unavailable**: applicant has accepted a position in another program.

3. The Round No. column identifies the SOAP Offer Round in which an offer was extended.

4. The SOAP Status column shows Unfilled (2). The status number will update as positions are filled.

5. In this example, the program director should add applicants to the preference list before the next SOAP round because the current list will generate only one offer, to the applicant listed as Available.
SOAP Offer Status Round 1, continued:

6. The example screen shot displays a program whose offers were accepted for all unfilled SOAP positions in Round 1.

7. The SOAP Status column indicates one program as Filled and another Unfilled (2).
SOAP Offer Status Round 2:

To send two offers for the two remaining unfilled positions in the example program, the program director must edit the preference list.

1. Click **Uncertify 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 again.
   b. Click **Submit** to continue.
SOAP Offer Status Round 2, continued:

4. The **SOAP Programs** page displays with the list uncertified.

5. Click **Search for SOAP Applicants**.

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

7. Enter applicable search criteria and click **Submit**.
   a. To search for multiple applicants, click **Enter Multiple AAMC IDs** and follow the instructions in the **SOAP: Creating a Preference List** guide.
SOAP Offer Status Round 2, continued:

8. The Applicant Search Results pop-up displays your search results.

   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.

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. The applicants are added in black text to your preference list on the SOAP Programs page. Continue adding applicants to the list as needed.

11. The example screen shot displays three applicants with an Offer Status of Available.

   Only two offers will be sent during Round 2 for the two unfilled positions for the example program.

12. Click Delete to remove an applicant from the preference list.
SOAP Offer Status Round 2, continued:

13. Choose **Yes** or **No** to delete the applicant.

14. The updated preference list displays with two applicants, both with **Available** offer status.
   a. The **Rank** column identifies the current order of the applicants listed.

15. When ready, certify the list. Follow the steps in the **SOAP: Creating a Preference List** guide.

16. The certified list is ready for SOAP Round 2.
SOAP Offer Status Round 2, continued:

17. The example screen shot displays this program’s status at the end of Round 2. The program has filled its SOAP positions.

SOAP Final Round, Round 3:
If your program is not filled at the end of Round 2, follow the instructions for editing your preference list and certifying it at least 5 minutes prior to the start of Round 3 in this guide and the SOAP: Creating a Preference List guide.

After SOAP Concludes:
18. The List of Unfilled Programs will be posted in the R3 system for unmatched applicants to view. From the Match Home Page, click Unfilled List.

- The List will include ALL Match-participating programs with unfilled positions, regardless of the programs’ SOAP participation status.
- The List of Unfilled Programs will be dynamic so program directors can update the number of unfilled positions remaining as they are filled post-SOAP.
- Program directors must log in to the R3 system and reduce the number of unfilled positions to zero if they do not wish to receive inquiries from unmatched applicants.