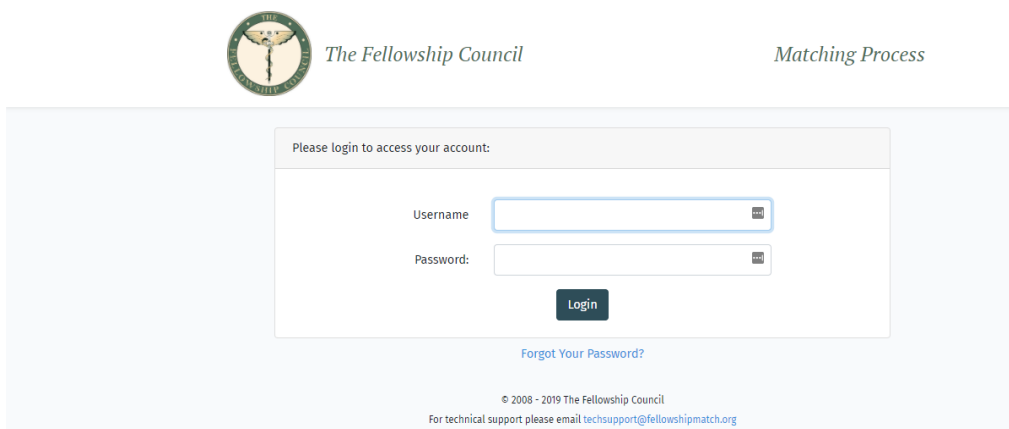


Fellowship Council Matching System: User Guide

***The following instructions apply to both applicants and Program Directors**

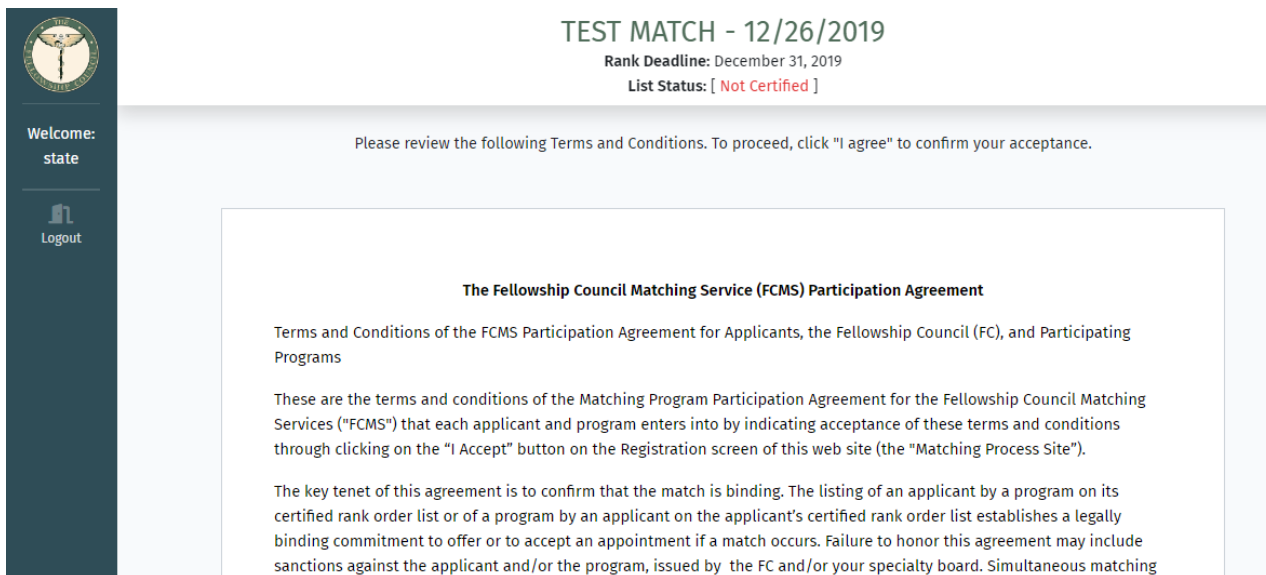
1. Logging In

- a. Go to <http://www.fellowshipmatch.org>
- b. The Fellowship Match Site should now appear on your screen.



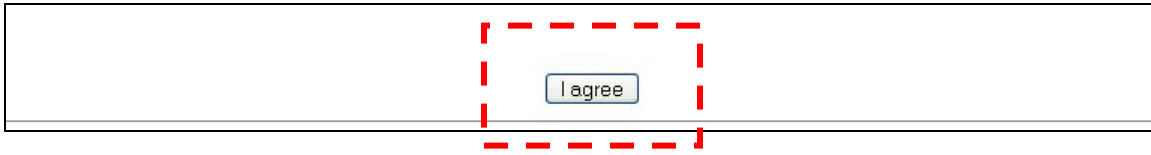
The screenshot shows the login interface for The Fellowship Council Matching Process. At the top left is the Fellowship Council logo, and at the top right is the text "The Fellowship Council" and "Matching Process". The main content area is a light blue box with a white border. Inside, it says "Please login to access your account:". Below this are two input fields: "Username" and "Password", each with a small eye icon to its right. A dark blue "Login" button is centered below the password field. Below the button is a blue link that says "Forgot Your Password?". At the bottom of the box, there is a copyright notice: "© 2008 - 2019 The Fellowship Council" and "For technical support, please email techsupport@fellowshipmatch.org".

- c. Enter the login information utilized that was sent to you.
- d. After successfully logging in for the first time, the terms and conditions page should appear on your screen.



The screenshot shows the terms and conditions page for the Fellowship Council Matching Service (FCMS). On the left is a dark blue sidebar with the Fellowship Council logo at the top, followed by "Welcome: state" and a "Logout" button with a house icon. The main content area is white with a light blue border. At the top center, it says "TEST MATCH - 12/26/2019" in green, followed by "Rank Deadline: December 31, 2019" and "List Status: [Not Certified]" in red. Below this is a message: "Please review the following Terms and Conditions. To proceed, click 'I agree' to confirm your acceptance." The main content is enclosed in a white box with a light blue border. It has a title: "The Fellowship Council Matching Service (FCMS) Participation Agreement". Below the title is the text: "Terms and Conditions of the FCMS Participation Agreement for Applicants, the Fellowship Council (FC), and Participating Programs". The next paragraph states: "These are the terms and conditions of the Matching Program Participation Agreement for the Fellowship Council Matching Services ('FCMS') that each applicant and program enters into by indicating acceptance of these terms and conditions through clicking on the 'I Accept' button on the Registration screen of this web site (the 'Matching Process Site')." The final paragraph states: "The key tenet of this agreement is to confirm that the match is binding. The listing of an applicant by a program on its certified rank order list or of a program by an applicant on the applicant's certified rank order list establishes a legally binding commitment to offer or to accept an appointment if a match occurs. Failure to honor this agreement may include sanctions against the applicant and/or the program, issued by the FC and/or your specialty board. Simultaneous matching

- e. You must agree to abide by the terms and conditions of the AHNS Matching Service Participation Agreement before proceeding.



2. Tracking Your Interview Process

- a. After agreeing to the terms and conditions, each subsequent login will bring you directly to your list of applicants or programs.
- b. To access and edit the **tracking information**, select the name link for the specified applicant/program.

TEST MATCH - 12/26/2019
Rank Deadline: December 31, 2019
List Status: [Not Certified]

Print My List

This is your UNCERTIFIED list of fellowship programs. Programs you do not rank (i.e. rank = NA) will not be considered during the matching process. Click on the program name to access the process tracking information.

Any list that is not certified prior to the ranking deadline WILL NOT be processed during the matching process.

Showing: 1 - 4 Total Records: 4

Filter: Invited View: 10

Program Name	Invited	Scheduled	Interviewed	Notes	Rank
City Anytown, CA Director: City Director Type: Fellowship Type Duration: 1 year Openings: 2	✓	✓	✓	-	NA
Mercy Anytown, MD Director: Mercy Director Type: Fellowship Type Duration: 1 year Openings: 2	✓	-	-	-	NA

- c. The tracking panel for that applicant/program will now appear.
- d. Edit the record as needed.
- e. Click on the **“submit”** button to save your changes.

Director: City Director
 Phone: (310) 555-1212
 Email: ed@sages.org
 Type: Fellowship Type
 Duration: 1 year
 Openings: 2

Invited to interview:

Interview accepted:

Interview completed:

Notes:

- f. You will now return back to the main list page.
- g. The following fields will indicate the status where you are in the interview process with each of your programs/applicants:
 - Invited:** A check will appear if you have invited or have been invited for an interview.
 - Accepted:** A check will appear if you have accepted an interview
 - Interviewed:** A check will appear if you have attended the interview
 - Notes:** Will allow you to annotate notes regarding this program/applicant

TEST MATCH - 12/26/2019
 Rank Deadline: December 31, 2019
 List Status: [Not Certified]

This is your UNCERTIFIED list of fellowship programs. Programs you do not rank (i.e. rank = NA) will not be considered during the matching process. Click on the program name to access the process tracking information.

⚠ Any list that is not certified prior to the ranking deadline WILL NOT be processed during the matching process.

Showing: 1 - 2 Total Records: 10

Program Name	Invited	Scheduled	Interviewed	Notes	Rank
City Anytown, CA Director: City Director Type: Fellowship Type Duration: 1 year Openings: 2	✓	✓	✓	-	NA
State Anutown, NY					

3. Complete Rank Ordering

- a. To rank your applicant or program, simply assign the specific listing a number in the **Rank** field.

TEST MATCH - 12/26/2019
Rank Deadline: December 31, 2019
List Status: [Not Certified]

[Certify My List](#) [Reset Rankings](#) [Print My List](#)

them in order of preference (1 = most desired). You must [certify your list](#) before the ranking deadline in order to participate in the matching process. Applicants you do not rank (i.e. rank = NA) will not be ranked. Click on the applicant's name to access the process tracking information. Click on the application status to view the application.

Any list that is not certified prior to the ranking deadline WILL NOT be processed during the matching process.

Showing: 1 - 8 Total Records: 8

Application	Invited	Scheduled	Interviewed	Notes	Rank
-	✓	-	-	-	1
-	✓	-	-	-	N/A
-	✓	✓	-	-	N/A

4. Sorting Your List

- a. By default, your list will appear in Rank order but you may sort by many of the fields by selecting its header.

TEST MATCH - 12/26/2019
Rank Deadline: December 31, 2019
List Status: [Not Certified]

[Print My List](#)

This is your UNCERTIFIED list of fellowship programs. Programs you do not rank (i.e. rank = NA) will not be considered during the matching process. Click on the program name to access the process tracking information.

Any list that is not certified prior to the ranking deadline WILL NOT be processed during the matching process.

Showing: 1 - 2 Total Records: 2

Filter: Interviewed

Program Name	Invited	Scheduled	Interviewed	Notes	Rank
City Anytown, CA Director: City Director Type: Fellowship Type Duration: 1 year Openings: 2	✓	✓	✓	-	NA
State Anytown, NV					

5. Certifying Your List

- a. Select the **“Certify My List”** option from the top menu.
- b. The certification screen should now appear on your screen.
- c. Review your complete list.
- d. You must check the box stating that you agree to the terms listed and then should click on the **“Certify My List”** button to certify your list.

TEST MATCH - 12/26/2019

Rank Deadline: December 31, 2019
List Status: [Not Certified]

Certify My List

Reset Rankings

Print My List

This is your UNCERTIFIED list of applicants. Please rank them in order of preference (1 - most desired). You must [certify your list](#) before the ranking deadline in order to participate in the matching process. Applicants you do not rank (i.e. rank = NA) will not be considered for your program during the match. Click on the applicant's name to access the process tracking information. Click on the application status to view the application.

Any list that is not certified prior to the ranking deadline WILL NOT be processed during the matching process.

6. Resetting Your Rankings

- Select the “Reset Rankings” option from top menu.

TEST MATCH - 12/26/2019

Rank Deadline: December 31, 2019
List Status: [Not Certified]

Certify My List

Reset Rankings

Print My List

This is your UNCERTIFIED list of applicants. Please rank them in order of preference (1 - most desired). You must [certify your list](#) before the ranking deadline in order to participate in the matching process. Applicants you do not rank (i.e. rank = NA) will not be considered for your program during the match. Click on the applicant's name to access the process tracking information. Click on the application status to view the application.

Any list that is not certified prior to the ranking deadline WILL NOT be processed during the matching process.

- A dialog box, confirming your choice to reset your rank list should appear on your screen.

The screenshot shows the 'TEST MATCH - 12/26/2019' interface. At the top, there are buttons for 'Certify My List', 'Reset Rankings', and 'Print My List'. Below these is a table of applicants. A dialog box titled 'Reset Rankings' is open, asking 'Are you sure? This will reset all rankings to "N/A"'. The dialog has 'Cancel' and 'Reset' buttons. The table below has columns for Name, Notes, and Rank. The 'Rank' column shows 'N/A' for all applicants.

Name	Notes	Rank
Test Anderson Anytown, AK ed@bscmanage.com	-	1
Test Brown Anytown, TX ed1@test.com	-	N/A
Test Chen Anytown, FL ed2@test.com	-	N/A
Test Davis Anytown, MI ed3@test.com	-	N/A
Test Eastman Anytown, NM ed4@test.com	-	N/A

- If you are sure that you would like to reset your list select the “OK” button. This is NOT reversible.
- All rankings on your list should now appear as “NA.”

TEST MATCH - 12/26/2019
Rank Deadline: December 31, 2019
List Status: [Not Certified]

Showing: 1 - 4 Total Records: 4

Program Name	Invited	Scheduled	Interviewed	Notes	Rank
City Anytown, CA Director: City Director Type: Fellowship Type Duration: 1 year Openings: 2	✓	✓	✓	-	NA
Mercy Anytown, MD Director: Mercy Director Type: Fellowship Type Duration: 1 year Openings: 2	✓	-	-	-	NA
General Anytown, AL Director: General Director Type: Fellowship Type Duration: 3 year Openings: 2	✓	✓	-	-	NA
State Anytown, NY Director: State Director Type: Fellowship Type Duration: 4 year Openings: 2	✓	✓	✓	-	NA

7. Printing Your List

- a. Select the **“Print My List”** option from the top menu.

TEST MATCH - 12/26/2019
Rank Deadline: December 31, 2019
List Status: [Not Certified]

Certify My List
Reset Rankings
Print My List

This is your UNCERTIFIED list of applicants. Please rank them in order of preference (1 = most desired). You must certify your list before the ranking deadline in order to participate in the matching process. Applicants you do not rank (i.e. rank = NA) will not be considered for your program during the match. Click on the applicant's name to access the process tracking information. Click on the application status to view the application.

Any list that is not certified prior to the ranking deadline WILL NOT be processed during the matching process.

- b. A printable version of your list should now appear on your screen in a separate window.

Return

The Fellowship Council Test Match - 12/26/2019

Fellowship Rank List

Jan 2, 2020 08:36:25

Test Garcia

Rank	Program Name / Location	Director	Type	Duration	Open
✗	City Anytown, CA	City Director	Fellowship Type	1 year	2
✗	Mercy Anytown, MD	Mercy Director	Fellowship Type	1 year	2
✗	General Anytown, AL	General Director	Fellowship Type	3 year	2
✗	State Anytown, NY	State Director	Fellowship Type	4 year	2
✗	City Anytown, CA	City Director	Fellowship Type	1 year	2
✗	Mercy Anytown, MD	Mercy Director	Fellowship Type	1 year	2
✗	General Anytown, AL	General Director	Fellowship Type	3 year	2

- c. Print to your chosen printer by selecting **“File”**, **“Print”** options from the menu bar.

8. Viewing Your Match Results

- Once the match has been executed, all participants will receive an email notifying them to log into the match system and view their results.
- Upon logging in, the results of the match will appear on the first screen.
- If you have matched with an applicant or program, your “match” will be indicated on the left hand side inside the rank field.

TEST MATCH - ED - 12/16/2019
Rank Deadline: December 30, 2019

Welcome: admin

Applicants
City

Openings Available: 2 Showing: 1 - 8 Total Records: 8

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Garcia Anytown, OR ed6@test.com	-	✓	✓	✓	-	MATCHED
Test Hassan Anytown, NJ ed7@test.com	-	✓	-	-	-	2
Test Eastman Anytown, NM ed4@test.com	-	✓	-	-	-	MATCHED

- If a match could not be found a “Not Matched” status indicator should appear at the top of your rank order list.

9. Viewing additional Match Reports

- To view additional information regarding the match results select the “please check out the match reports” link from the Match Update dialog box.

TEST MATCH - ED - 12/16/2019
Rank Deadline: December 30, 2019
List Status: [Certified]

Welcome: anderson

Change Scramble Availability Print My List

*** MATCHING PROCESS UPDATE ***
The matching process was executed on December 17, 2019
⚠ You did not match with any of the fellowship program(s) on your rank list.
For a list of available programs and for more information, please [click here to access the matching process reports.](#)

This is your CERTIFIED list of fellowship programs ranked in order of preference (1 = most desired). Programs you do not rank (i.e. rank = NA) will not be considered during the matching process. Click on the program name to access the process tracking information.

Showing: 1 - 4 Total Records: 4

Filter: None View: 10

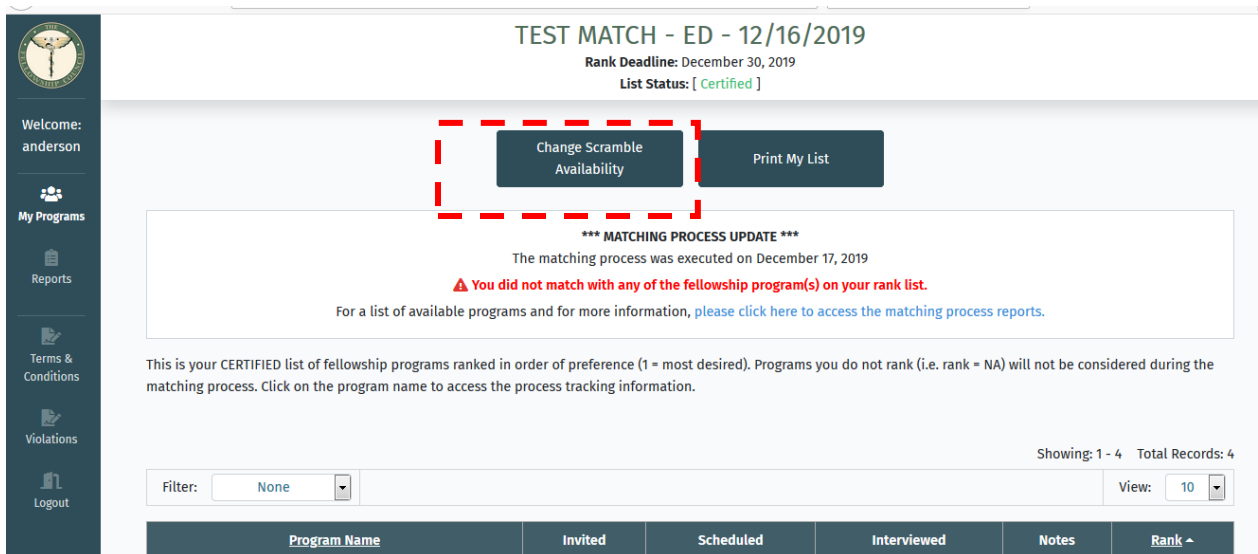
Program Name	Invited	Scheduled	Interviewed	Notes	Rank
--------------	---------	-----------	-------------	-------	------

- b. The Report Menu should now appear on your screen. * **Please note: Applicants and Program Directors will have slightly different reporting options.**



10. The Scramble Process

- a. If you did not match you may view a list of available programs/applicants from the above reports page.
- b. To remove yourself, access the “My Programs” page and select the **Change Scramble Availability** button.



- c. Set the available field to No.

