Fellowship Council Matching Process
User Guide for Applicants

The following instructions apply to applicants participating in the Fellowship Council **Advanced GI, Advanced GI MIS, Bariatric, Comprehensive Flexible Endoscopy, Foregut, and Hepato-Pancreato-Biliary (HPB) Matching Process**. Applicants should also review the *Frequently Asked Questions* document available on the Matching Process Information page.
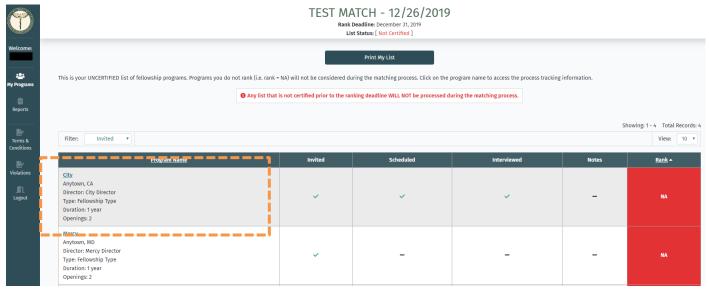
1. **Logging In**
   a. Log into your account on the Fellowship Council website at fellowshipcouncil.org.
   b. Click on the "**Access Matching Process Site"** link**.**
   c. Once you click on that link, you will be logged into the Fellowship Matching Process Site.
   d. After successfully accessing the matching process site for the first time, the Fellowship Council Matching Service (FCMS) Participation Agreement should appear on your screen.
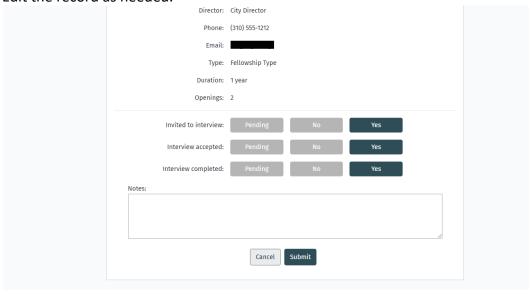

e. You must review this carefully and agree to abide by the terms and conditions of the FCMS Participation Agreement before proceeding. The listing of an applicant by a program on its certified rank order list or of a program by an applicant on the applicant's certified rank order list establishes a binding commitment to offer or to accept an appointment if a match results. Failure to do so is a violation of the terms of agreement agreed to at the initial login to the site. If a violation is confirmed, the applicant or program may be subject to penalties, as described in the Fellowship Council Violations Policy. If an applicant is requesting a matching process commitment dissolution, the applicant must submit a matching process commitment dissolution form to the Fellowship Council office for review by the Fellowship Council's Communications Committee and its Board of Directors.

2. **Tracking Your Interview Process**

a. After agreeing to the FCMS Participation Agreement, each subsequent login will bring you directly to your list of programs. Applicants will see only the list of programs they applied to and Programs will see only the list of applicants who applied to their individual program. **No changes may be made to these lists.**

b. To access and edit the optional tracking information, select the name link for the specified program. **NOTE:** The tracking information is for your internal personal use only and is <u>not</u> viewable or editable by any other applicant or program.

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:	▬▬▬▬
Type:	Fellowship Type
Duration:	1 year
Openings:	2

Invited to interview:	Pending	No	**Yes**
Interview accepted:	Pending	No	**Yes**
Interview completed:	Pending	No	**Yes**

Notes:

[Cancel] [**Submit**]

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 based on your edits. **NOTE:** The tracking information is for your internal personal use only and is <u>not</u> viewable or editable by any other applicant or program.
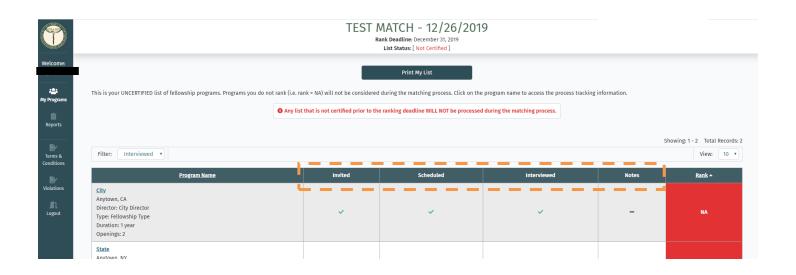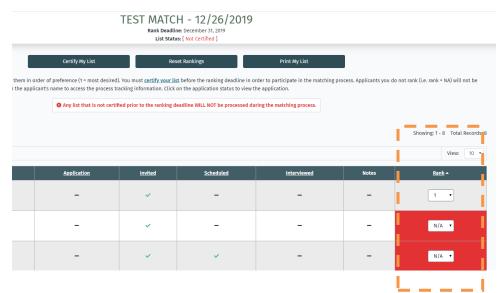
> **-Invited:** A check will appear if you have indicated that you have been invited for an interview.
> **-Scheduled**: A check will appear if you indicated that an interview has been scheduled with the applicant.
> **-Interviewed**: A check will appear if you have indicated that you attended the interview
> **-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]

[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 ▾]   View: [10 ▾]

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

Welcome:
▬▬▬

My Programs
Reports
Terms & Conditions
Violations
Logout

3. **Complete Rank Ordering**
    a. To rank your 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 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

View: 10 ▾

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 (1, 2, 3, etc) but you may sort by many of the fields by selecting its header.
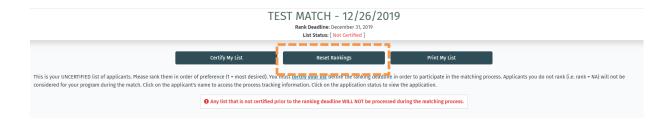

TEST MATCH - 12/26/2019
Rank Deadline: December 31, 2019
List Status: [Not Certified]

Welcome:

My Programs
Reports
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Logout

| 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 ▾   View: 10 ▾

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

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.
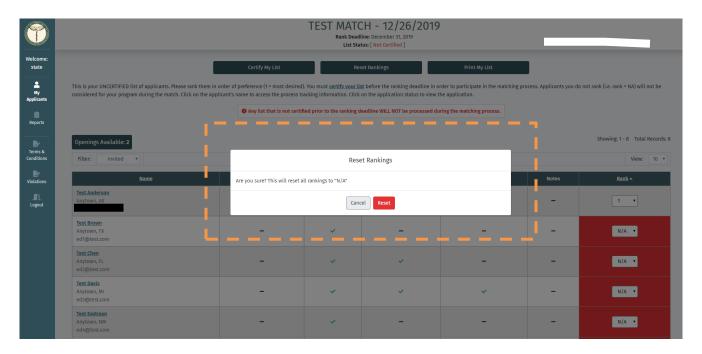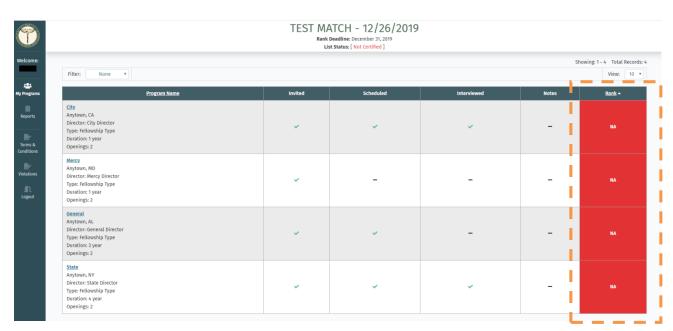
6. Resetting Your Rankings
a. Select the **"Reset Rankings"** option from top menu.

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

b. If you are sure that you would like to reset your list select the **"OK"** button. **This is NOT reversible.**

c. All rankings on your list should now appear as **"N/A."**
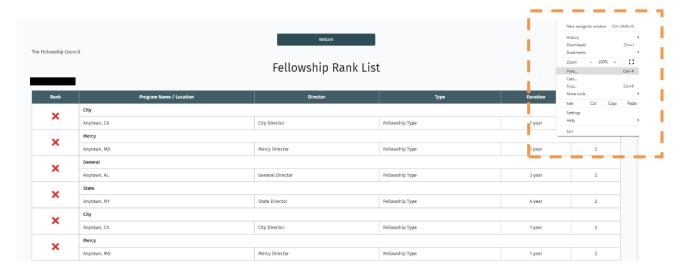
7. Printing Your List

    a. Select the **"Print My List"** option from the top menu. **We highly recommend that you print a copy of your Rank Order List and all other applicable matching process system information for your records as it will not be available once the matching process has concluded.**

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

    c. When using Google Chrome, select the 3 vertical dot menu button on the top right hand corner and choose **"Print"** options from the menu bar.

8. **The Scramble Process (for those applicants that did not match)**
   a. You will receive a notification via email on June 8, 2022 between 9:00AM and 9:30AM Pacific informing you whether or not you have matched. The matching process system site will also display that there was not a match. At that time, you may log into the matching process system (through www.fellowshipcouncil.org) and access the Available Programs by State report by clicking on the Reports link in the upper right-hand corner. This will list the contact information for programs which have a position available, and applicants may contact the programs directly. Available programs will also have access to the Available Applicants report, which includes available applicant applications and letters of recommendation. Specific details for those who matched will not be released until the Date for Announcement of Fellowship Matches – June 9, 2022.

   b. If you are no longer available for the scramble or do not wish to participate in the scramble process, you may remove yourself off the list by editing your user profile. To remove yourself, access the **"My Programs"** page and select the **Change Scramble Availability** button.
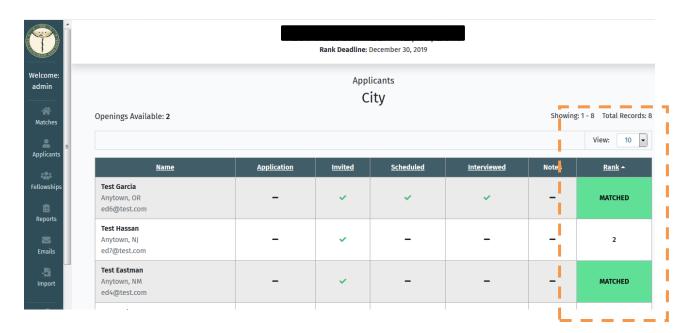
c. Set the available field to No.

9. **Viewing Matching Process Results on June 9, 2022 (for applicants that matched)**
   a. All applicants who matched will receive an email notification on June 8, 2022 that you matched, and the specific matching process results (where applicants and programs matched) will be available on June 9, 2022 between 9:00AM and 9:30AM Pacific. Applicants may also log into the matching process system directly (through www.fellowshipcouncil.org) at 9:00AM Pacific to view their matching process results and do not have to wait for the email to view their matching process results.
   b. Upon logging in, the results of the matching process will appear on the first screen.
   c. If you have matched with an applicant or program, your "match" will be indicated on the right-hand side inside the rank field. 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 binding commitment to offer or to accept an appointment if a match results. Failure to do so is a violation of the terms of agreement agreed to at the initial login to the site. If a violation is confirmed, the applicant or program may be subject to penalties, as described in the Fellowship Council Violations Policy. If an applicant is requesting a matching process commitment dissolution, the applicant must submit a matching process dissolution form to the Fellowship Council office for review by the Fellowship Council's Communications Committee and its Board of Directors.

10. Viewing additional Matching Process Reports

    a. To view additional information regarding the matching process results, select the **"please click here to access the matching process reports"** link from the Matching Process Update dialog box or the Reports link on the left.

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