




Fellowship Council Matching Process User Guide for Programs

The following instructions apply to Programs participating in the Fellowship Council **Advanced GI, Bariatric, Advanced GI MIS, Comprehensive Flexible Endoscopy, Foregut, and Hepato-Pancreato-Biliary (HPB) Matching Process**. Programs should also review the *Frequently Asked Questions* document on the [Matching Process Deadlines and Information Page](#).

1. Logging In

- a. Log into your regular Fellowship Council account on the Fellowship Council website at fellowshipcouncil.org. ***Please note: Only the Program Director accounts have access to the matching process system site and the certification of rank order lists. Associate Program Directors, Faculty, and Administrative Coordinator accounts do not have access to the matching process system. The rank order list must be submitted via the Program Director account. Programs which have both 1 and 2-year positions must certify each rank order list separately. If you are the Program Director and cannot access the matching process system, contact the FC office at info@fellowshipcouncil.org.***
- b. Once you have logged into your Fellowship Council account, click on the “**Access Matching Process Site**” link. NOTE: For those programs which have both 1 and 2-year positions, there will be individual links to the matching process system, specific to each position.
- c. After successfully accessing the matching process site for the first time, the Fellowship Council Matching Service (FCMS) Participation Agreement should appear on your screen.



Welcome:
state

Logout

TEST MATCH - 12/26/2019

Rank Deadline: December 31, 2019

List Status: [Not Certified]

Please review the following Terms and Conditions. To proceed, click "I agree" to confirm your acceptance.

The Fellowship Council Matching Service (FCMS) Participation Agreement

Terms and Conditions of the FCMS Participation Agreement for Applicants, the Fellowship Council (FC), and Participating Programs


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 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


- d. 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 matching process site. If a violation is confirmed, the applicant or program may be subject to penalties, as described in the Fellowship Council Violations Policy. If a program is requesting a matching process commitment dissolution, the program must complete the Member Change Form and return it to the Fellowship Council office for review by the Fellowship Council's Communications Committee and its Board of Directors. No matching process commitment dissolution will be permitted without the Member Change Form being completed. Applicants match with programs and not with Program Directors or other faculty members associated with the program.


2. Tracking Your Interview Process


- a. After agreeing to the FCMS Participation Agreement, each subsequent login will bring you directly to your list of applicants. 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 applicant. **NOTE:** The tracking information is for your program's internal use only and is not viewable or editable by any other applicant or program. **The tracking data from your www.fellowshipcouncil.org will be transferred over to the matching site but you may continue to edit it for each applicant as shown below.**





Welcome:
state

 My Applicants

 Reports

 Terms & Conditions

 Violations


 Logout

TEST MATCH - 12/26/2019

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

Certify My ListReset RankingsPrint 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.

Openings Available: 2

Showing: 1 - 8 Total Records: 8

Filter: Inverted

View: 10

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	—	✓	—	—	—	N/A
Test Brown Anytown, TX ed1@test.com	—	✓	—	—	—	N/A

- c. The tracking panel for that applicant/program will now appear.

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

Welcome: state

My Applicants

Reports

Terms & Conditions

Violations

Logout

Applicant Worksheet

To update applicant information, make the desired changes and click "Submit". Click "Cancel" to abort changes and return to the previous page.

Applicant: Test Anderson
Anytown, AK

Phone: (310) 555-1212

Email: [REDACTED]

Application:	<input type="button" value="Pending"/>	<input type="button" value="Incomplete"/>	<input type="button" value="Complete"/>
Invited to interview:	<input type="button" value="Pending"/>	<input type="button" value="No"/>	<input type="button" value="Yes"/>
Interview scheduled:	<input type="button" value="Pending"/>	<input type="button" value="No"/>	<input type="button" value="Yes"/>
Interview completed:	<input type="button" value="Pending"/>	<input type="button" value="No"/>	<input type="button" value="Yes"/>

Notes:

- d. Edit the record as needed and select the “Submit” button.

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

Welcome: state

My Applicants

Reports

Terms & Conditions

Violations

Logout

Applicant Worksheet

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Applicant: Test Anderson
Anytown, AK


Phone: (310) 555-1212

Email: [REDACTED]

Application:	<input type="button" value="Pending"/>	<input type="button" value="Incomplete"/>	<input type="button" value="Complete"/>
Invited to interview:	<input type="button" value="Pending"/>	<input type="button" value="No"/>	<input type="button" value="Yes"/>
Interview scheduled:	<input type="button" value="Pending"/>	<input type="button" value="No"/>	<input type="button" value="Yes"/>
Interview completed:	<input type="button" value="Pending"/>	<input type="button" value="No"/>	<input type="button" value="Yes"/>

Notes:

- e. You will now return back to the main list page.
- f. The following fields will indicate the status where you are in the interview process with each of your programs/applicants. **NOTE:** The tracking information is for your program’s internal use only and is not viewable or editable by any other applicant or program.
- Invited:** A check will appear if you indicated that you have invited an applicant 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 indicated that they have attended the interview.
 - Notes:** Will allow you to annotate notes regarding this applicant



Welcome:
state

My
Applicants

Reports

Terms &
Conditions

Violations

Logout

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.

Openings Available: 2

Filter: Invited


Showing: 1 - 8 Total Records: 8

View: 10

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	-	✓	-	-	-	N/A
Test Brown Anytown, TX ed1@test.com	-	✓	-	-	-	N/A
Test Chen Anytown, FL ed2@test.com	-	✓	✓	-	-	N/A
Test Davis Anytown, MI	-	✓	✓	✓	-	N/A

3. Complete Rank Ordering

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



Welcome:
state

My
Applicants

Reports

Terms &
Conditions

Violations

Logout

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.

Openings Available: 2

Filter: Invited

Showing: 1 - 8 Total Records: 8

View: 10

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	-	✓	-	-	-	1
Test Brown Anytown, TX ed1@test.com	-	✓	-	-	-	N/A
Test Chen Anytown, FL ed2@test.com	-	✓	✓	-	-	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]

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.

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Openings Available: 2

Filter: Invited

Showing: 1 - 8 Total Records: 8

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	-	✓	-	-	-	1
Test Brown Anytown, TX ed1@test.com	-	✓	-	-	-	N/A
Test Chen Anytown, FL ed2@test.com	-	✓	✓	-	-	N/A

5. Certifying Your List

- Select the “Certify My List” option from the top menu.
- The certification screen should now appear on your screen.

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.

Openings Available: 2

Filter: Invited

Showing: 1 - 8 Total Records: 8

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	-	✓	-	-	-	1
Test Brown Anytown, TX ed1@test.com	-	✓	-	-	-	N/A
Test Chen Anytown, FL ed2@test.com	-	✓	✓	-	-	N/A

- Review your complete list.
- You must confirm the number of available positions your program is matching when certifying your rank order list. If the number of positions is not correct, contact the FC office immediately at info@fellowshipcouncil.org.**
- You must agree to the terms listed by checking the boxes before clicking the “Certify My List” button.**

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.

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

Filter: Inverted View: 10

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	-	✓	-	-	-	1
Test Brown Anytown, TX ed1@test.com	-	✓	-	-	-	N/A
Test Chen Anytown, FL ed2@test.com	-	✓	✓	-	-	N/A

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

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.

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

Filter: Inverted View: 10

Reset Rankings


Are you sure? This will reset all rankings to "N/A"

[Cancel](#)
[Reset](#)

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	-	✓	-	-	-	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

- c. If you are sure that you would like to reset your list select the **“Reset”** button. **This is NOT reversible.**

d. All rankings on your list should now appear as “N/A.”



Welcome:
state

My
Applicants

Reports

Terms &
Conditions

Violations

Logout

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.


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

Filter: Invited View: 10

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	—	✓	—	—	—	N/A
Test Brown Anytown, TX ed1@test.com	—	✓	—	—	—	N/A
Test Chen Anytown, FL ed2@test.com	—	✓	✓	—	—	N/A
Test Davis Anytown, MI	—	✓	✓	✓	—	N/A

7. Printing Your List

- 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.



Welcome:
state

My
Applicants

Reports

Terms &
Conditions

Violations

Logout

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.

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

Filter: Invited View: 10

Name	Application	Invited	Scheduled	Interviewed	Notes	Rank
Test Anderson Anytown, AK	—	✓	—	—	—	N/A
Test Brown Anytown, TX ed1@test.com	—	✓	—	—	—	N/A
Test Chen Anytown, FL ed2@test.com	—	✓	✓	—	—	N/A
Test Davis Anytown, MI	—	✓	✓	✓	—	N/A

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

The Fellowship Council		Return		Test Match - 12/26/2019	
State Director		Applicant Rank List		Dec 31, 2019 11:01:51	
Rank	Name	City	State		
1	Test Anderson	Anytown	AK		
1	Test Anderson	Anytown	AK		
1	Test Anderson	Anytown	AK		
1	Test Anderson	Anytown	AK		
2	Test Brown	Anytown	TX		
2	Test Brown	Anytown	TX		
2	Test Brown	Anytown	TX		
2	Test Brown	Anytown	TX		
3	Test Chen	Anytown	FL		
3	Test Chen	Anytown	FL		
3	Test Chen	Anytown	FL		
3	Test Chen	Anytown	FL		
4	Test Davis	Anytown	MI		
4	Test Davis	Anytown	MI		
4	Test Davis	Anytown	MI		
4	Test Davis	Anytown	MI		

- 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.

The Fellowship Council
Return

State Director
Applicant Rank List

Rank	Name	City	State
1	Test Anderson	Anytown	AK
1	Test Anderson	Anytown	AK
1	Test Anderson	Anytown	AK
1	Test Anderson	Anytown	AK
2	Test Brown	Anytown	TX
2	Test Brown	Anytown	TX
2	Test Brown	Anytown	TX
2	Test Brown	Anytown	TX
3	Test Chen	Anytown	FL
3	Test Chen	Anytown	FL
3	Test Chen	Anytown	FL

New window Ctrl+N
New incognito window Ctrl+Shift+N
History
Downloads Ctrl+J
Bookmarks
Zoom - 100% +
Print... Ctrl+P
Cast...
Find... Ctrl+F
More tools
Edit Cut Copy Paste
Settings
Help
Exit

8. The Scramble Process (for those programs 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 your position(s) matched. If you did not match, the matching process system site will also display that there was not a match. If you did not match, you may then access the Available Applicants report by clicking on the Reports link in the upper right-hand corner. This will display the contact information for available applicants as well as links to their applications and letters of recommendation. Unmatched applicants will have access to the Available Programs by State report, which will have the contact information for any unfilled positions and applicants may contact the programs directly. Specific match details (which applicants the program matched with) will be available on the Date for Announcement of Fellowship Matches – June 9, 2022.

TEST MATCH
Rank Deadline: October 16, 2019
List Status: [Certified]

Welcome: mercy

My Applicants

Reports

Logout

Change Scramble Availability

Print My List

*** MATCHING PROCESS UPDATE ***
The matching process was executed on October 14, 2019
⚠ You did not match with any of the applicant(s) on your rank list.
For a list of available applicants and for more information, [please click here to access the matching process reports.](#)

This is your CERTIFIED list of applicants ranked in order of preference (1 = most desired). Applicants you do not rank (i.e. rank = NA) will not be considered for your program during the matching process. Click on the applicant's name to access the process tracking information. Click on the application status to view the application.

- 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 Applicants”** page and select the **Change Scramble Availability** button.

TEST MATCH
Rank Deadline: October 16, 2019
List Status: [Certified]

Welcome: mercy

My Applicants

Reports

Logout

Change Scramble Availability

Print My List

*** MATCHING PROCESS UPDATE ***
The matching process was executed on October 14, 2019
⚠ You did not match with any of the applicant(s) on your rank list.
For a list of available applicants and for more information, [please click here to access the matching process reports.](#)

This is your CERTIFIED list of applicants ranked in order of preference (1 = most desired). Applicants you do not rank (i.e. rank = NA) will not be considered for your program during the matching process. Click on the applicant's name to access the process tracking information. Click on the application status to view the application.

- c. Set the available field to No.

Rank Deadline: December 30, 2019
List Status: [Certified]

Welcome: anderson

My Programs

Reports

Name: Test Anderson

Available: ☒ Yes ☐ No


Cancel Submit

To update your account information, make the desired changes and click "Submit". Click "Cancel" to abort changes and return to the previous page. If you are not available to participate in the post-matching process scramble, please set your availability to "No" (this setting cannot be modified until after the matching process has been executed).

9. Viewing Matching Process Results on June 9, 2022 (for programs that matched)

- All participants who matched will receive an email notification on June 9, 2022 that you matched, and the specific match results (where applicants and programs matched) will be available on June 9, 2022 between 9:00AM and 9:30AM Pacific. Participants may also log into the matching process system directly (www.fellowshipcouncil.org) between 9:00AM and 9:30AM Pacific to view their matching process results and do not have to wait for the email to view their matching process results.
- 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 matching process site. If a violation is confirmed, the applicant or program may be subject to penalties, as described in the Fellowship Council Violations Policy. If a program is requesting a matching process commitment dissolution, the program must complete the Member Change Form and return it to the Fellowship Council office for review by the Fellowship Council’s Communications Committee and its Board of Directors. No matching process commitment dissolution will be permitted without the Member Change Form being completed. Applicants match with programs and not with program directors or other faculty members associated with the program.



Rank Deadline: December 30, 2019

Welcome: admin

Matches

Applicants

Fellowships

Reports

Emails

Import


Applicants						
City						
Openings Available: 2		Showing: 1 - 8 Total Records: 8				
						View: 10
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

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 via the Reports link in the upper right.

*** MATCHING PROCESS UPDATE ***

The matching process was executed on October 14, 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.](#)

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

