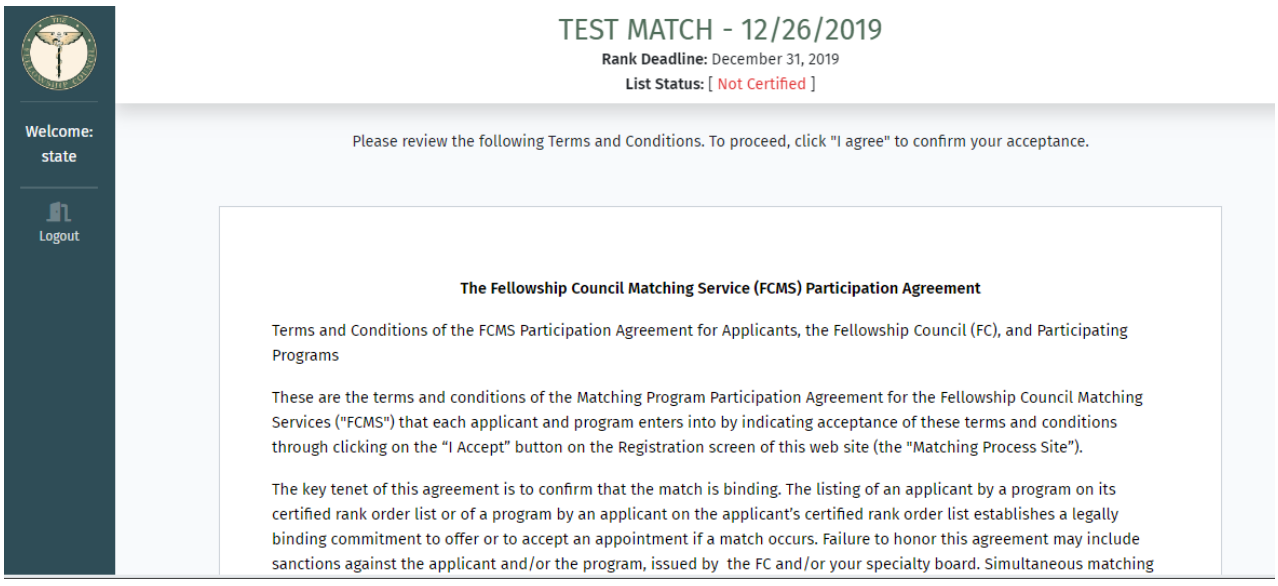
Fellowship Council Matching Process
User Guide for Programs

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.

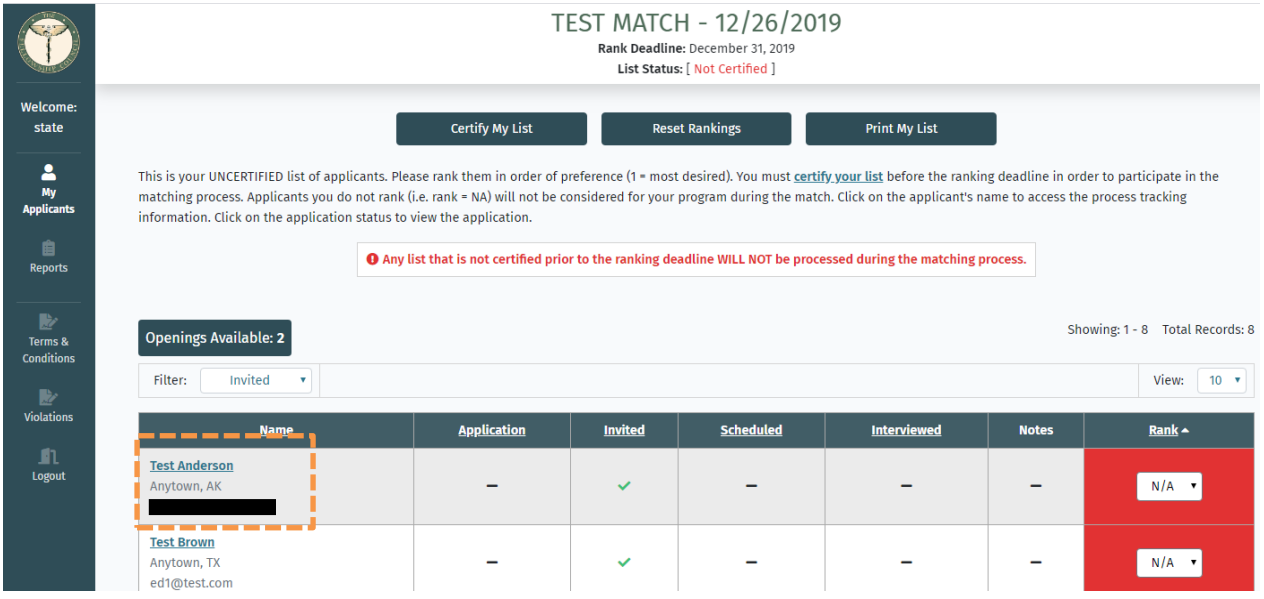


d. You must review this carefully and agree to abide by the terms and conditions of the (FCMS) Participation Agreement before proceeding. The listing of an applicant by a program on its certified rank order list or of a program by an applicant on the applicant's certified rank order list establishes 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.

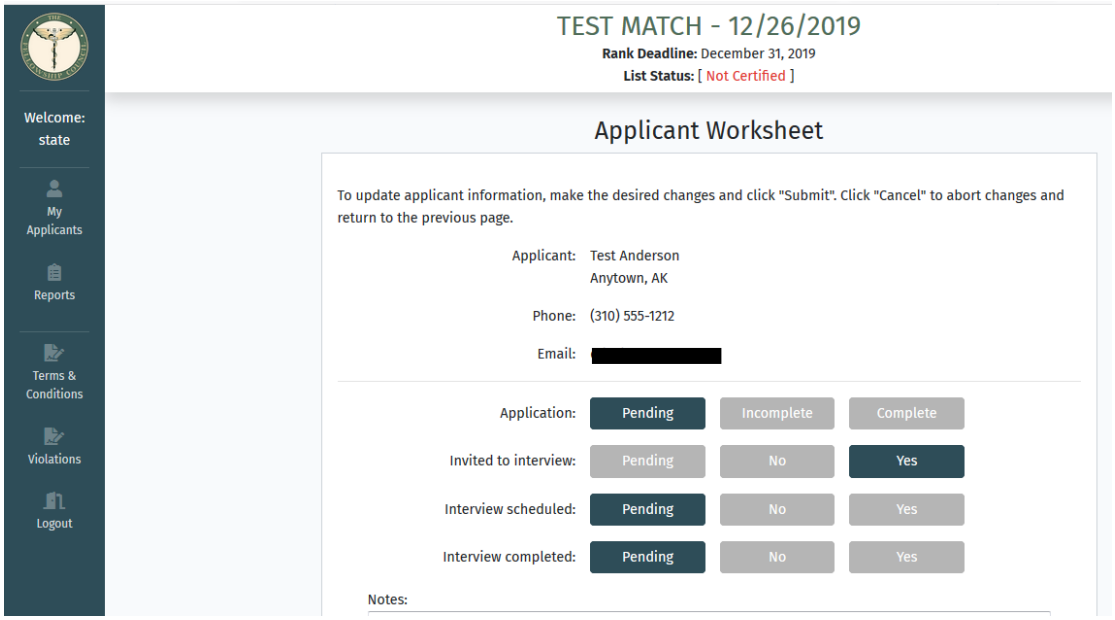
2. Tracking Your Interview Process

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.**

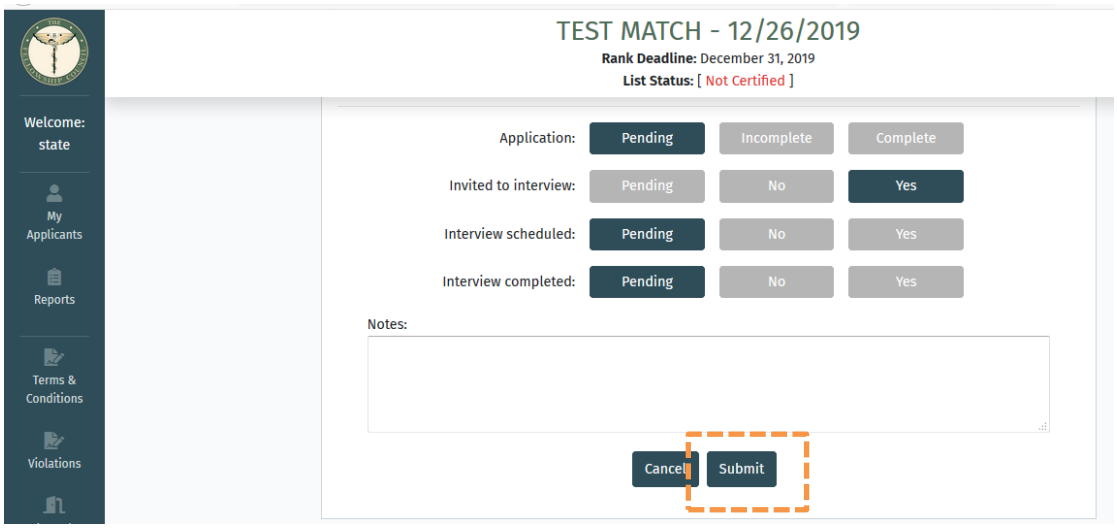
b. To access and edit the optional tracking information**,** select the name link for the specified applicant. **NOTE:** The tracking information is for your program's internal use only and is not viewable or editable by any other applicant or program. **The tracking data from your www.fellowshipcouncil.org will be transferred over to the matching site but you may continue to edit it for each applicant as shown below.**



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



d. Edit the record as needed and select the **"Submit"** button.



e. You will now return back to the main list page.

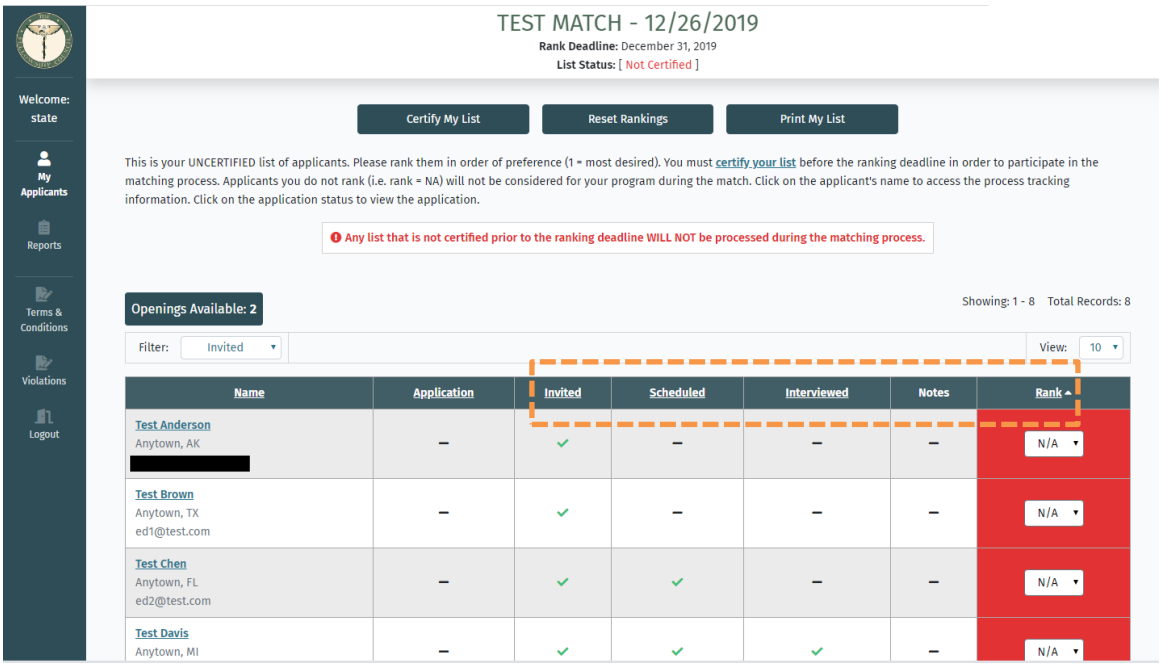
f. The following fields will indicate the status where you are in the interview process with each of your programs/applicants. **NOTE:** The tracking information is for your program's internal use only and is not viewable or editable by any other applicant or program.

-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.

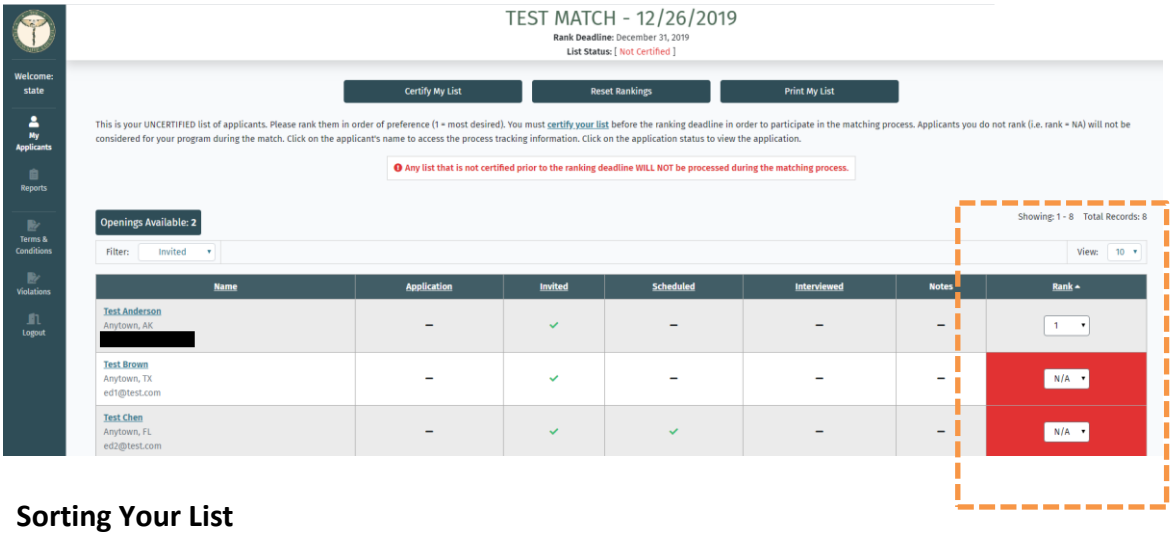
-**Interviewed**: A check will appear if you indicated that they have attended the interview.

-Notes: Will allow you to annotate notes regarding this applicant



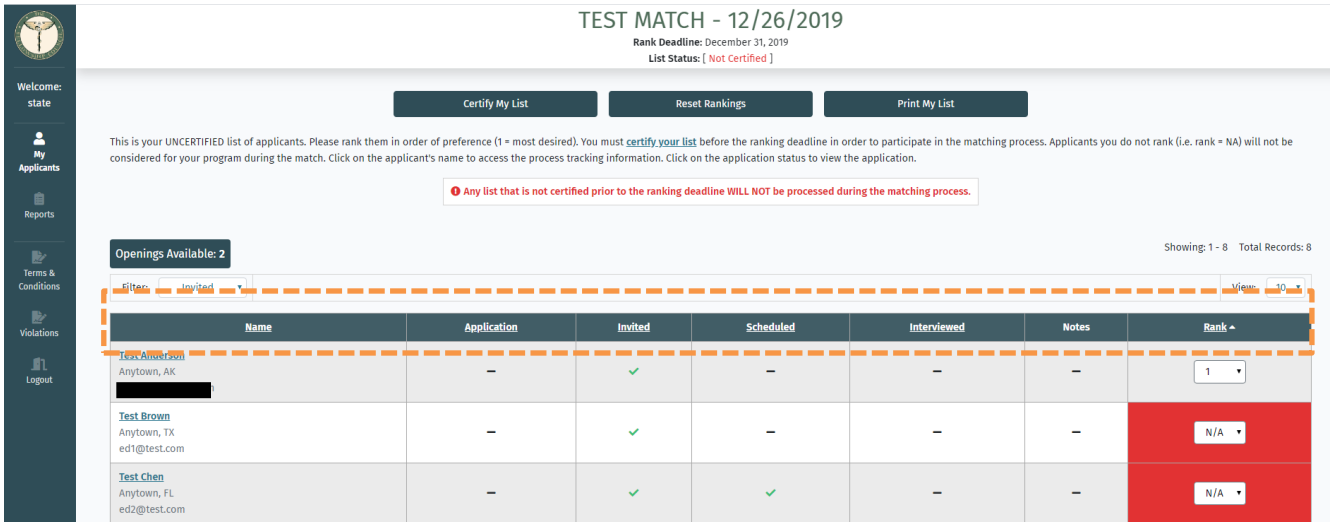
3. Complete Rank Ordering

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

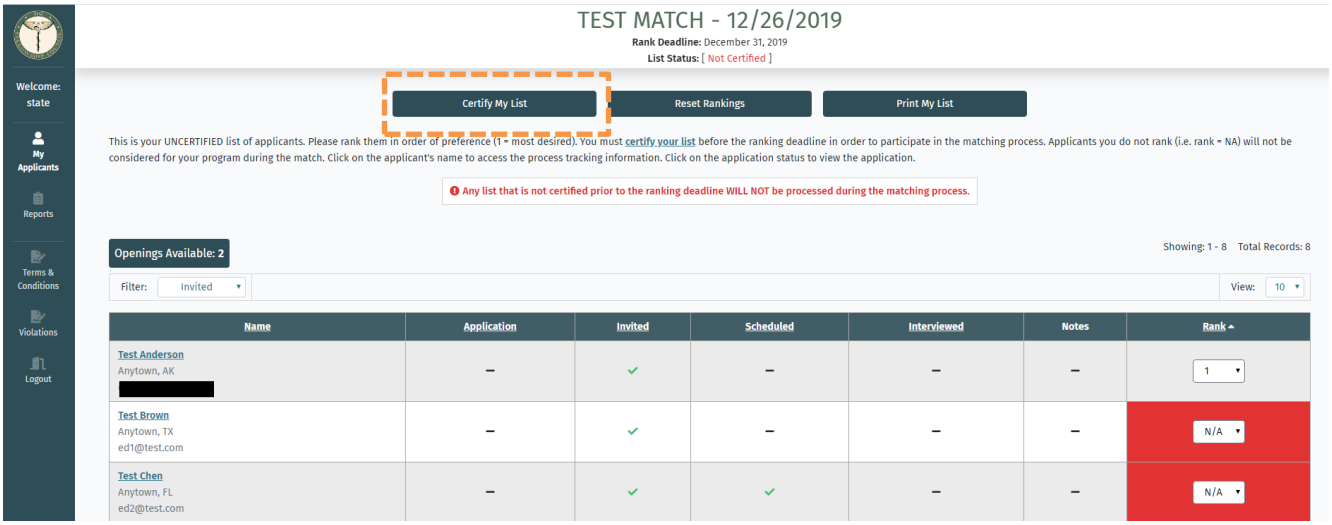


4. Sorting Your List

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

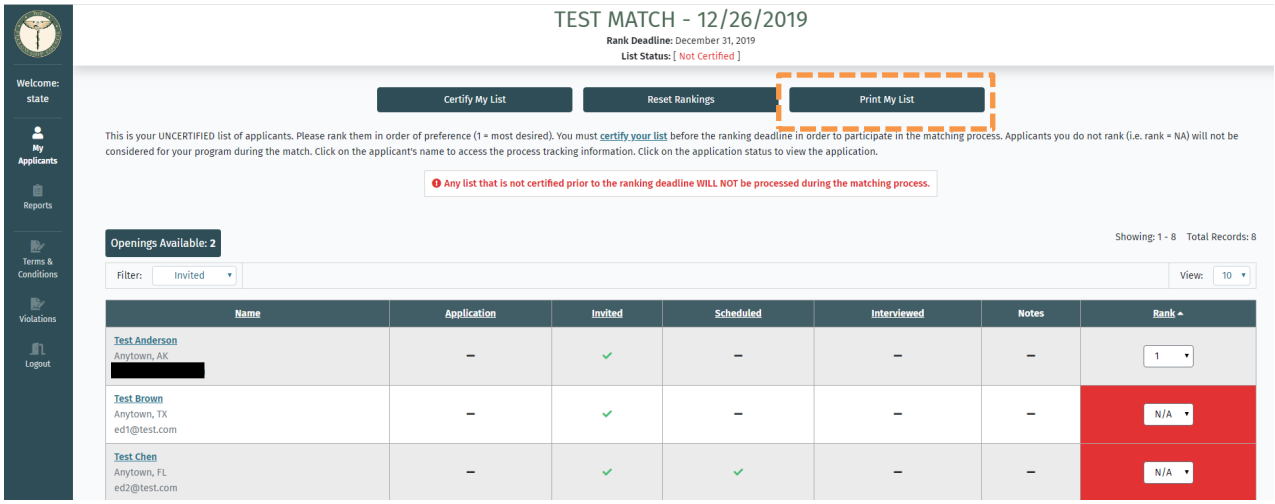


5. **Certifying Your List**
    a. Select the **"Certify My List"** option from the top menu.
    b. The certification screen should now appear on your screen.

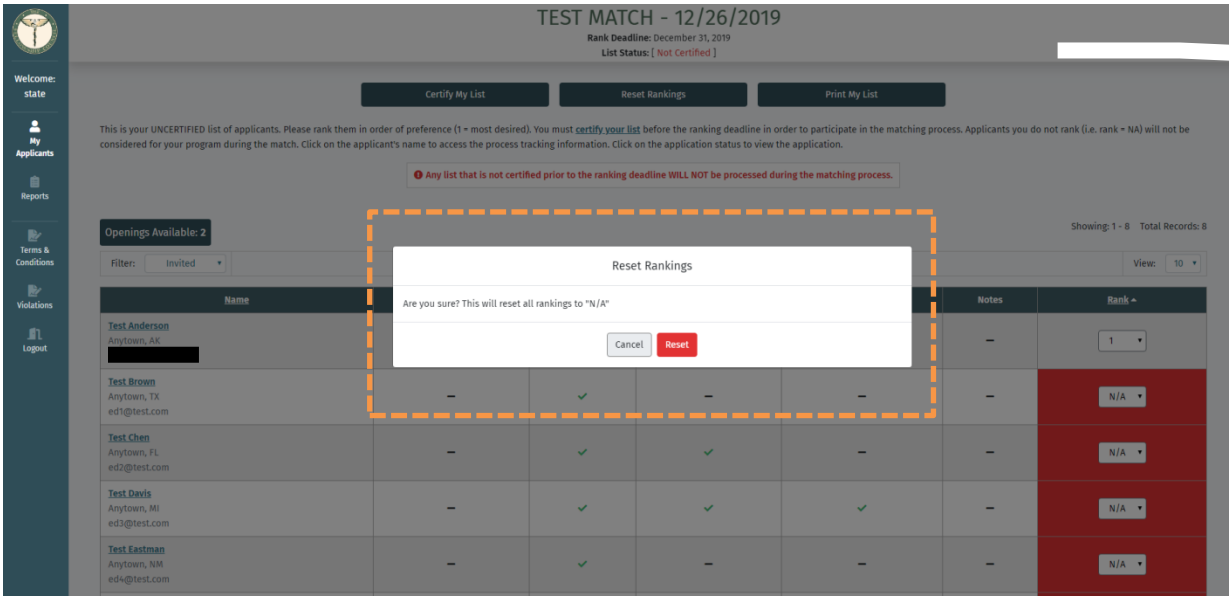


    c. Review your complete list.
    d. **You must confirm the number of available positions your program is matching when certifying your rank order list. If the number of positions is not correct, contact the FC office immediately at info@fellowshipcouncil.org.**
    e. **You must agree to the terms listed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

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

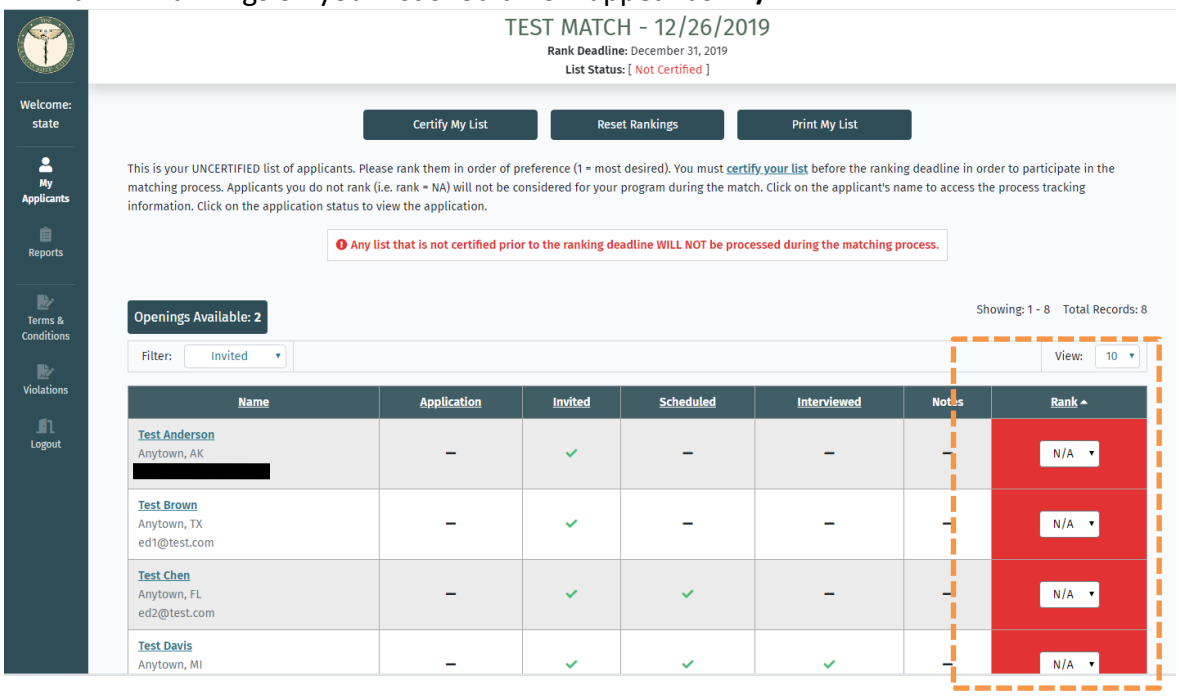


b. A dialog box, confirming your choice to reset your rank list should appear on your screen.



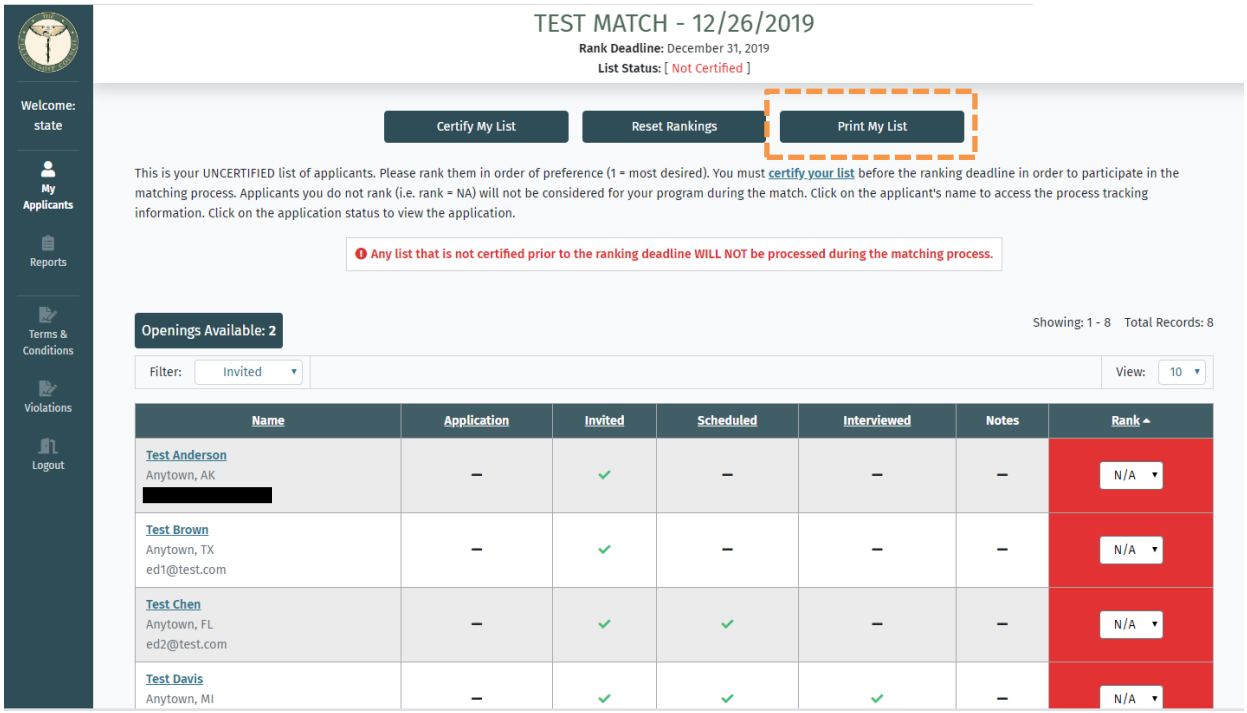
c. If you are sure that you would like to reset your list select the **"Reset"** button. **<u>This is NOT reversible.</u>**

d. All rankings on your list should now appear as **"N/A."**

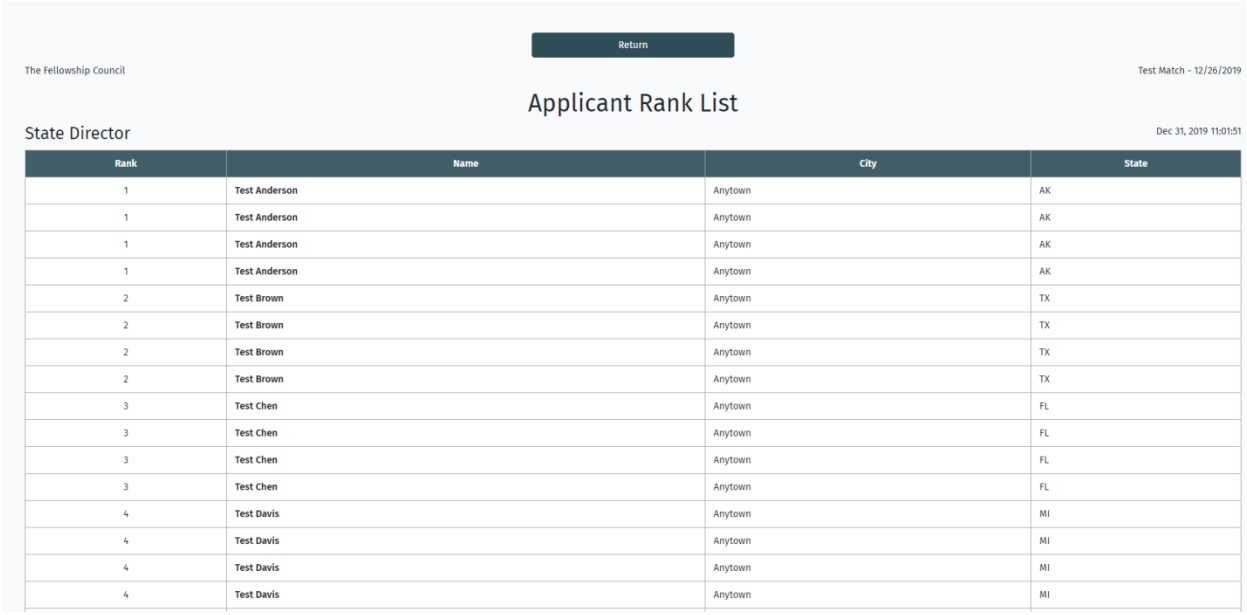


7. Printing Your List

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.



Return

The Fellowship Council

Test Match - 12/26/2019

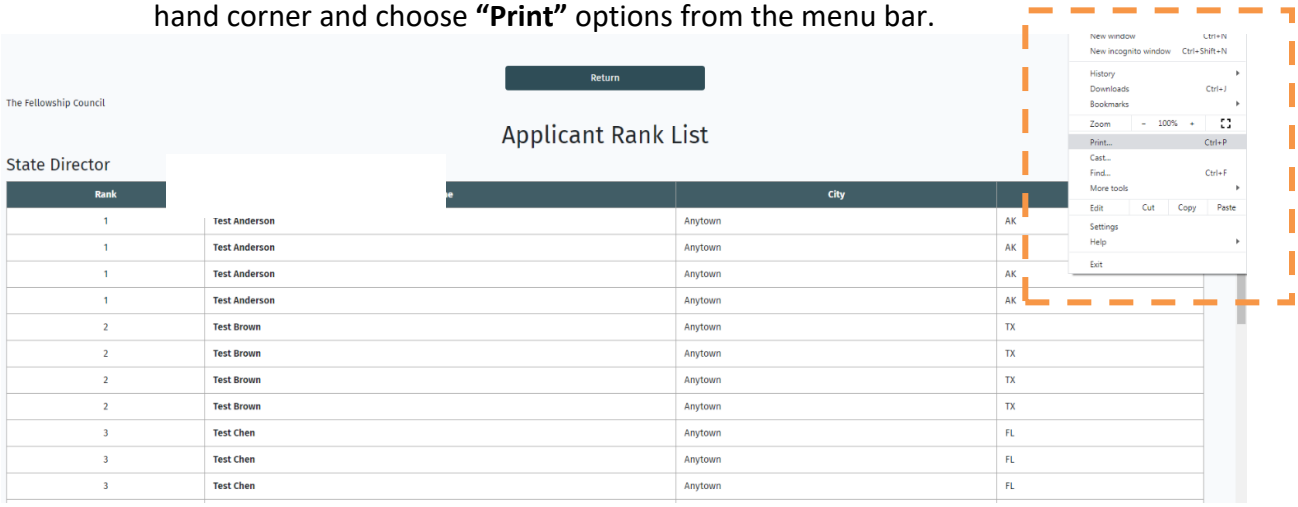
Applicant Rank List

State Director

Dec 31, 2019 11:01:51

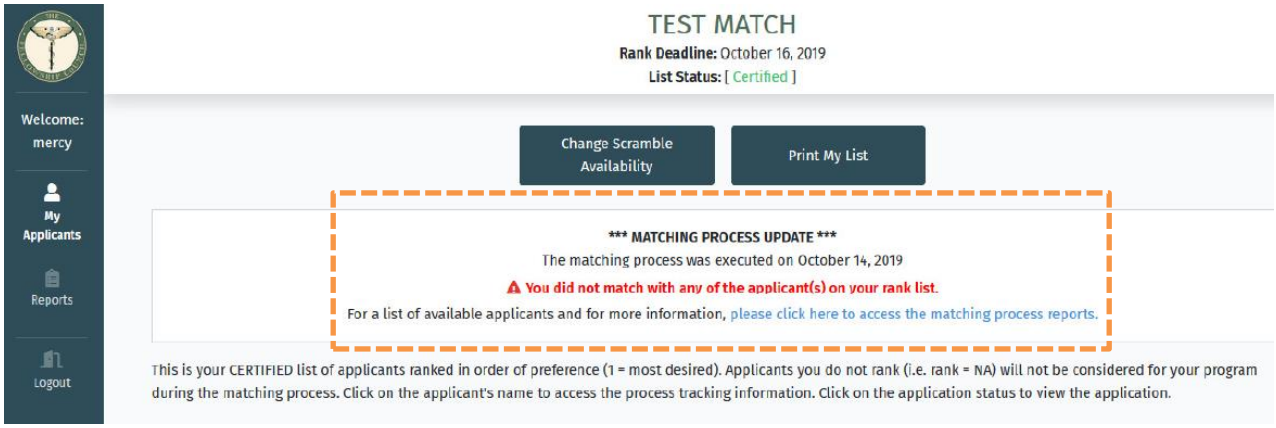
Rank	Name	City	State
1	Test Anderson	Anytown	AK
1	Test Anderson	Anytown	AK
1	Test Anderson	Anytown	AK
1	Test Anderson	Anytown	AK
2	Test Brown	Anytown	TX
2	Test Brown	Anytown	TX
2	Test Brown	Anytown	TX
2	Test Brown	Anytown	TX
3	Test Chen	Anytown	FL
3	Test Chen	Anytown	FL
3	Test Chen	Anytown	FL
3	Test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

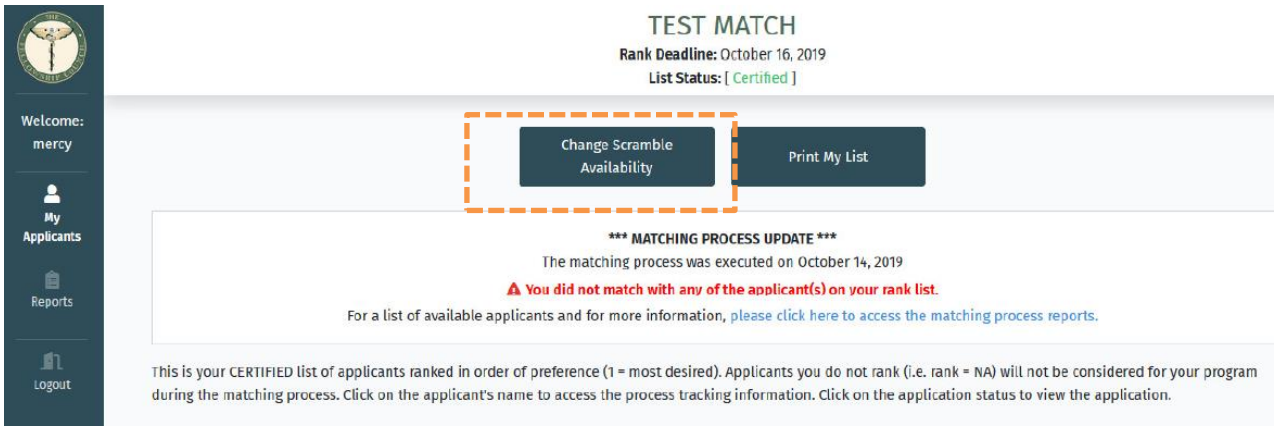


8. The Scramble Process (for those programs that did not match)

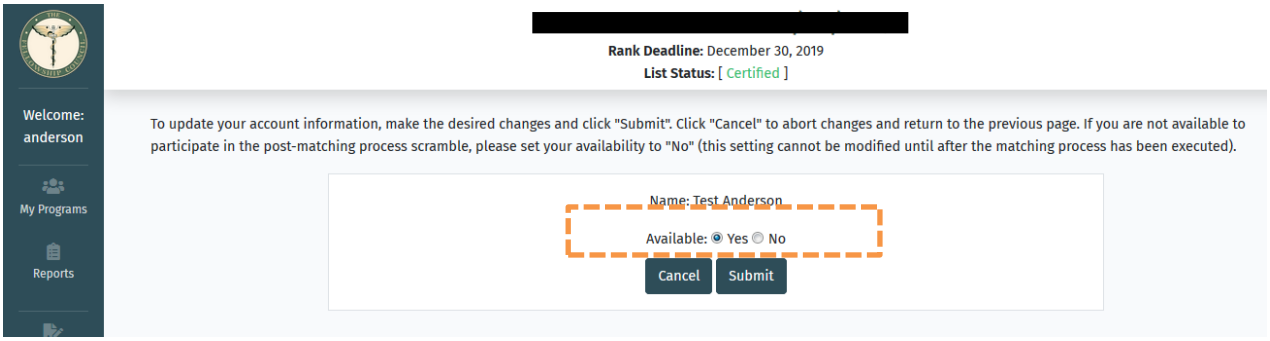
a. You will receive a notification via email on June 8, 2022 between 9:00AM and 9:30AM Pacific, informing you whether or not your position(s) matched. If you did not match, the matching process system site will also display that there was not a match. If you did not match, you may then access the Available 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.



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.



c. Set the available field to No.

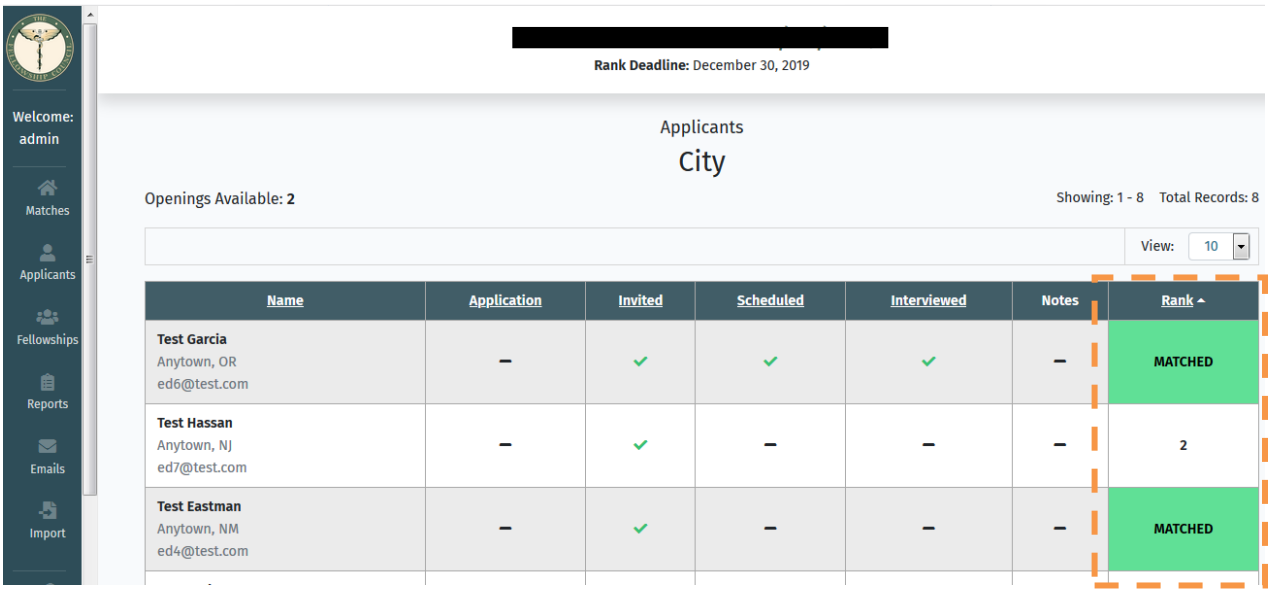


9. Viewing Matching Process Results on June 9, 2022 (for programs that matched)

a. 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.

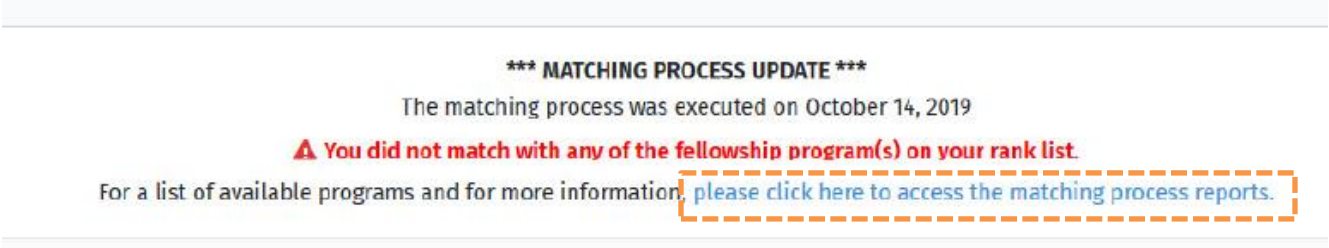
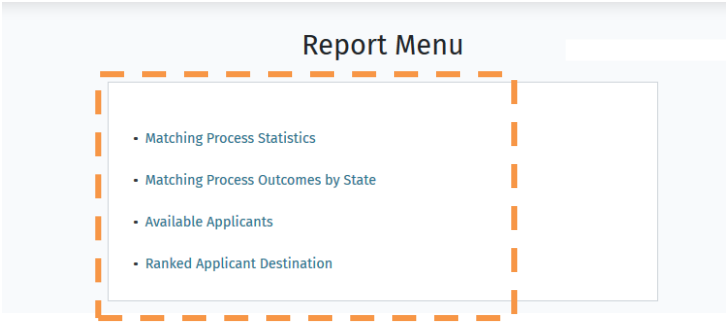
b. Upon logging in, the results of the matching process will appear on the first screen.

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 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.



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.



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