

## Step by Step Instructions for Applicants –Orthopaedic Foot and Ankle Surgery

This instruction document will assist you in completing the ranking process on our system. Please follow the steps below and contact us if you need assistance in completing the ranking process.

### RANK PROCESS

In order to rank programs you must first mark programs where you have completed interviews. From your login click on “Foot and Ankle” to open the specialty.

**SF Match**

Home | Timetable | FAQ | Contact

Home > My Specialty

**My Account**

- My Profile
- Register for Match Cycle
- My Programs
- Program Directory
- Match Results
- Payment Transactions
- Make a Payment

**My Specialty**

**Winslow Norr**  
ID No: 12094

**Applications**

Specialty	Program Type	Year	Status
<a href="#">Foot and Ankle</a>	Fellowship	2009-10	Published

**USMLE Scores** [Edit](#)

USMLE # 55555555

Step	Date	Score 1	Score 2
Step 1	4/2/2002	244	91
Step 2 (Clinical Knowledge)			
Step 2 (Clinical Skills)			Passed
Step 3			

**Academic Information** [Edit](#)

Medical School Attended: IL U Illinois Rockford  
Graduation Year: 2005  
Number of Years Completed: UC Davis  
Current Residency Position: UC Davis  
Year of Residency Completion: 2008  
Type of Residency Completed:  
 AOA Status

Next Click on “Track Interviews” on the right side of the screen shown below.

**Match Profile - Foot and Ankle Fellowship (2009-10)**

Foot and Ankle Fellowship (2009-10)

**Application Status:** Published

Use this page to keep track of your program applications for Foot and Ankle Fellowship (2009-10)

[Check All](#) | [Clear All](#) [Search Program Directory](#)

Apply	Program Listing	Id	Prog Year (Tier)	Rank	Interview Complete	Application Deadline	Status	Remove
<input type="checkbox"/>	Alabama Foot & Ankle Fellow...	3578	2011 (1)		<input type="checkbox"/>	3/15/2010	Applied	<input type="checkbox"/>
<input type="checkbox"/>	American Sports Medicine In...	3579	2011 (1)		<input type="checkbox"/>	3/15/2010	Applied	<input type="checkbox"/>

[Apply to Programs](#)

( If no programs listed: You have not added any programs to 'My Applications'. Please browse the [Program Directory](#) to add programs to this list. )

**What's Next?**

Applicant No. 12094

- Step By Step Instructions
- Track Interviews
- Complete Program Rank Lis...
- Withdraw from Match
- Frequently Asked Questions
- Training Video

## Step by Step Instructions for Applicants –Orthopaedic Foot and Ankle Surgery

On the Interview tracking screen, check the programs where you have completed program interviews. This screen allows you to proceed with the ranking process and can be changed at a later time if desired. Once marked, **save** the choices checked.

### SF Match

[Home](#) | [Timetable](#) | [FAQ](#) | [Contact](#)

[Home](#) > [Interviews](#)

#### My Account

- [My Profile](#)
- [Register for Match Cycle](#)
- [My Programs](#)
- [Program Directory](#)
- [Match Results](#)
- [Payment Transactions](#)
- [Make a Payment](#)

### Interviews

In order for programs to appear on this list you must first add programs to My Programs and then Apply to them. Add new programs through the [Program Directory](#).

Program Name	Specialty	Type	Interview Complete
Alabama Foot & Ankle Fellowship at U. of Alabama a 2009-10 (1)	Foot and Ankle	Fellowship	<input checked="" type="checkbox"/>
American Sports Medicine Institute Foot & Ankle Fe 2009-10 (1)	Foot and Ankle	Fellowship	<input checked="" type="checkbox"/>

Once saved you will be taken to the default login page shown below.

### My Specialty

#### Winslow Norr

ID No: 12094

#### Applications

Specialty	Program Type	Year	Status
<a href="#">Foot and Ankle</a>	<a href="#">Fellowship</a>	<a href="#">2009-10</a>	<a href="#">Published</a>

#### USMLE Scores

[Edit](#)

USMLE # 55555555  
Date 4/2/2002 Score 1 244 Score 2 91  
Step 1  
Step 2 (Clinical Knowledge)  
Step 2 (Clinical Skills)   
Step 3

#### Academic Information

[Edit](#)

Medical School Attended: IL U Illinois Rockford  
Graduation Year: 2005  
Number of Years Completed:  
Current Residency Position: UC Davis  
Year of Residency Completion: 2008  
Type of Residency Completed:  
 AOA Status

You can then proceed to the rank list by clicking on “Foot and Ankle” which re-opens the screen shown below. Next click on “Complete Program Rank List” highlighted below.



## Step by Step Instructions for Applicants –Orthopaedic Foot and Ankle Surgery

As shown below, the programs are now on the Right side of the screen and are ready for you to rank. You can move any program up or down on the rank list by first selecting it, then moving it up or down the list using the vertical Blue arrows as shown below. You can print the rank list at this point but cannot save it. When you are ready to submit the final list you can proceed to the next step.

### Program Rank List

#### ApplicantId (12094)

Select a program name from one of the lists below\* and use the arrow buttons in the center to move the program names back and forth between lists. Use the up and down arrows on the right to put the programs in your ranking order.

Once you are satisfied with your rankings, click Save.

\* Programs will appear in the 'Interviews' list once you have indicated where you have interviewed on the Interviews page.

[Print the Rank List](#)

#### Foot and Ankle

**INTERVIEWS**

**RANKINGS**

1. Alabama Foot & Ankle Fellowship at U. of Alabama a
2. American Sports Medicine Institute Foot & Ankle Fe 2

**The Matching Agreement**

- ➔ I am solely responsible for the choices on my rank list and for the match outcome resulting from my choices;
- ➔ My choices on this form and the program director's choices on the program's form make the resulting match a binding commitment; however, any offer made is contingent upon satisfactory completion of the prerequisite training as generally required and special requirements if specified by a particular training program;
- ➔ I agree that my match results may be sent to other formal matching programs as notice of action under their respective rules;
- ➔ I declare that I have no obligations (e.g. military) which might prevent me from accepting a position if offered;
- ➔ I authorize SFMatch to use any information I have provided SFMatch in any study approved by SFMatch, provided that no information clearly and uniquely identifiable with me is disclosed in reports resulting from such a study.

I Agree  I Dont Agree

Submit Final

Once your are ready to submit the final rank list you must click **“I Agree”** to the matching rules, and you will then be able to **“Submit Final”** your rank list. At this time there is no way to save a tentative list but you can print the list at anytime using the **“Print the Rank List”** button at the top of the rank form.

Once submitted your rank list cannot be changed unless you contact the match office with a request by email to clear your rank list. Please allow up to 48 hours to process this request. Your rank list once submitted can be viewed at anytime on your login program listing under Rank and will show the numbered rank order.

On match day you will see the word **“Match Results”** on the left side of the main login screen and can access your results. A result of **“No Match”** means you did not match. A result showing the program information will be displayed for a match. Vacancy listings are posted on our website according to the posted timetable under **“Getting Started”**.

END