



**AAES Fellowship Match Portal
Program Director Quick User Guide**

Access the Fellowship Match Portal at <http://apply.aesmatch.com>

You will be sent an invitation to register your Reviewer/Program Director account and access your Reviewer Portal. Once you're created a SurveyMonkey Apply password and logged in, the following features are part of the menu bar across the top:

1. **Account** – click to access your account information
2. **Review Dashboard** – click to return to the Review Dashboard at any time
3. **Pages** – click to view the Fellowship Match timeline and the interview calendar

AAES Fellowship Match Portal

Pages Review Dashboard TEST-Reviewer Test

You are currently logged in as: TEST-Reviewer Test

Review Dashboard

AAES 2020 Fellowship Match

Interview Period

0/3
Reviews completed

START

Once there are completed applications for your program, you'll be able to click the green **Start** button to begin.

If it is during the interview period, you'll be able to view the application files and add comments (see page 3 for more details)

If it is the ranking period, you'll be able to submit your final rank list (see page 5 for more details).

Interview Period:

After hitting the START button, you'll see a list of applications:

AAES Fellowship Match Portal

Pages Review Dashboard TEST-Reviewer Test

Return to admin You are currently logged in as: TEST-Reviewer Test

AAES 2020 Fellowship Match

Interview Period [Continue reviewing](#)

Actions	0 selected	All applications	Search...
ID	Full Name	Last Submitted	
<input type="checkbox"/>	0000000006 TEST APPLICANT	Feb 12 2020 11:39 PM (EST)	START ...
<input type="checkbox"/>	0000000004 TEST-Maggie Dog	Feb 12 2020 11:38 PM (EST)	START ...
<input type="checkbox"/>	0000000003 TEST-Maya Dog	Feb 12 2020 11:36 PM (EST)	START ...

Showing 1 - 3 of 3 10 per page Page 1

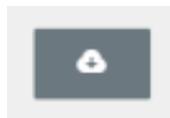
There are several ways to view an application:

1. Click the **ID number**
2. Hit the **Start** button
3. Click the three dots then chose View application. This will open a new window where you can view, but not add any comments, about this application.

Options 1 & 2 will open up a split screen view with the application on the left and a Comments box on the right (screenshot on next page). You are welcome to enter any notes or comments in the box and hit the **Save as Draft** button. You do not need to hit the **Mark As Complete** button. If you do, you won't be able to enter any more comments on this application. You can toggle through all your applications from this split screen view by clicking the ➤ arrow in the top right corner to go to the next application.

There are also several ways to download one or multiple applications:

1. Check the box to the left of one or multiple applications you want to download. Click the **Actions** button, then Download applications.
2. Click the three dots next to an application, then chose Download application
3. When you're in the split screen view of a particular application, you can also download it by clicking on the cloud icon.



Applicant name

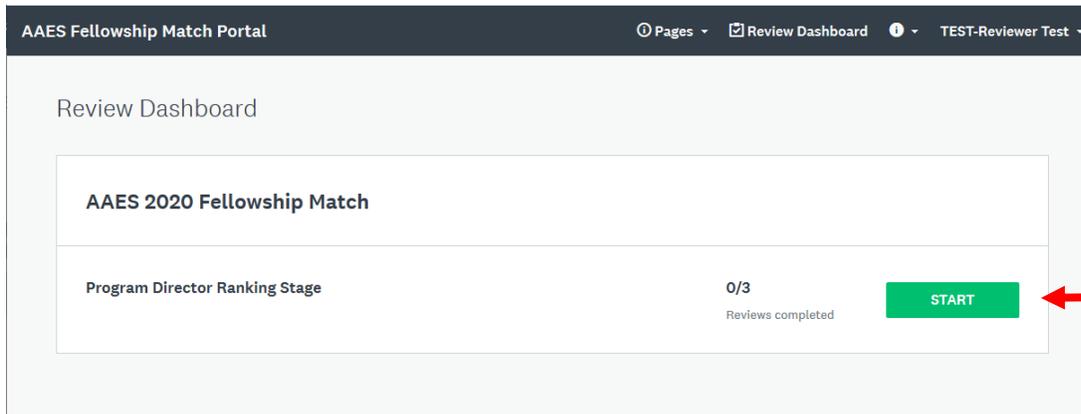
Download application

View next application

The screenshot displays the AAES Fellowship Match Portal interface. At the top, the header includes the portal name, navigation links like 'Return to admin', and user information 'TEST-Reviewer Test'. The main content area shows the application details for 'TEST APPLICANT' with ID '0000000006'. A red box highlights the 'APPLICATION' tab in the top navigation. Another red box highlights a download icon next to the applicant's name. A third red box highlights a right-pointing arrow next to 'Application 1/3'. The application stage is '100.0% complete' and was submitted on Feb 12 2020. A 'Contact Information Form' is shown with fields for First Name (TEST), Middle Name ((No response)), and Last Name (APPLICANT). On the right, the 'Your Review' section has a 'Comments' text area and a 'Save Draft' button highlighted with a red box. A 'MARK AS COMPLETE' button is also visible. The page is labeled 'Page 1 of 1'.

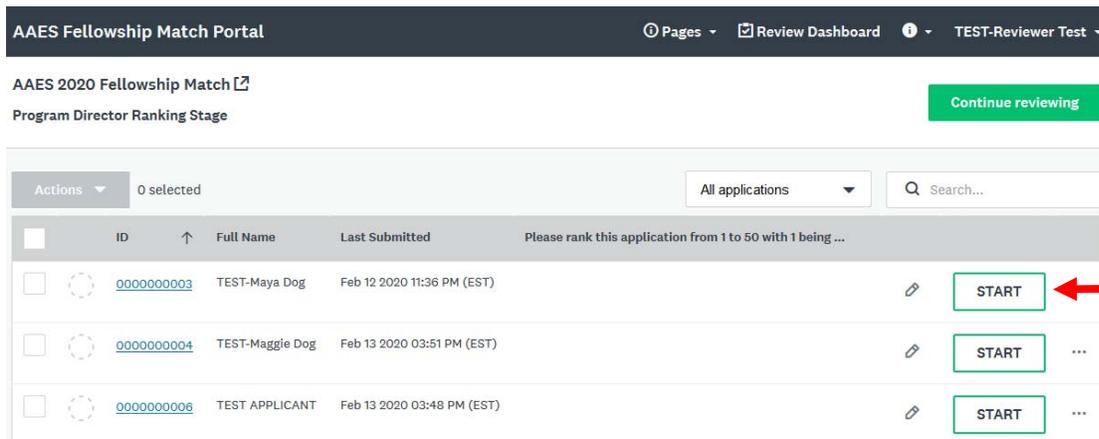
Ranking Period:

When the Program Director ranking period opens, you'll receive an email notification saying you have applications ready for ranking. You'll log back into the Reviewer portal to submit your rankings. After logging in, click the green START button.



The screenshot shows the 'Review Dashboard' for the 'AAES 2020 Fellowship Match'. It displays the 'Program Director Ranking Stage' with '0/3 Reviews completed'. A green 'START' button is highlighted with a red arrow pointing to it from the right.

Next you'll see your list of applications. Click the START button next to each applicant to enter their ranking.



The screenshot shows a list of applications under the 'Program Director Ranking Stage'. A 'Continue reviewing' button is visible at the top right. The table below has columns for ID, Full Name, Last Submitted, and a 'START' button. A red arrow points to the 'START' button for the first application.

ID	Full Name	Last Submitted	Actions
000000003	TEST-Maya Dog	Feb 12 2020 11:36 PM (EST)	START
000000004	TEST-Maggie Dog	Feb 13 2020 03:51 PM (EST)	START ...
000000006	TEST APPLICANT	Feb 13 2020 03:48 PM (EST)	START ...

Select the rank for this applicant from the drop-down menu. Then hit the **MARK AS COMPLETE** button.

Navigate through your other applicants by clicking the < or > arrows in the upper right corner. The applicant's name and full application will appear on the left side, and you select your rank on the right side, hitting MARK AS COMPLETE for each applicant.

The screenshot shows the 'AAES Fellowship Match Portal' interface. At the top, there is a navigation bar with 'Pages', 'Review Dashboard', and 'TEST-Reviewer Test'. Below this, the page title is 'AAES 2020 Fellowship Match - Program Director Ranking Stage'. In the top right corner, 'Application 3/3' is displayed with a left arrow. The main content area is split into two panels. The left panel, titled 'SUMMARY', shows the applicant's ID (000000006), full name (TEST APPLICANT), and last submitted date (Feb 13 2020 03:48 PM (EST)). A red arrow points to the 'Full Name' field. Below the summary, it says 'Please rank this application from 1 to 50 with 1 being ...'. The right panel, titled 'Your Review', shows the 'Program Director Ranking Stage' and asks the reviewer to 'Please rank this application from 1 to 50 with 1 being the highest'. A red box highlights a vertical list of numbers from 1 to 12, which is a drop-down menu for selecting a rank. Below the list are two buttons: 'Save Draft' and 'MARK AS COMPLETE'. A red arrow points to the 'MARK AS COMPLETE' button. The page number 'Page 1 of 1' is also visible.

Once you have completed ranking each applicant you will see this message pop up:

The screenshot shows a confirmation message pop-up with a green checkmark icon. The text reads: 'You have completed reviewing all of your assigned applications! To complete the review process, you are required to submit your reviews. Would you like to submit your reviews?'. At the bottom, there are three buttons: 'CANCEL', 'REVIEW & SUBMIT', and 'SUBMIT'. A red box highlights the 'REVIEW & SUBMIT' button, and a red arrow points to it.

Don't hit the Submit button just yet. Hit **REVIEW & SUBMIT** to see a summary of all your rankings:

Here you can see the rankings you submitted for each applicant. If you need to make changes, click on the pencil icon (or you can hit the View button), then hit Modify Review to change your ranking. Hit Mark at Complete once done making changes.

When you are satisfied with all of your rankings, hit the green **SUBMIT REVIEWS** button at the bottom of the page.

The screenshot shows the 'AAES Fellowship Match Portal' interface. At the top, there is a navigation bar with 'Pages', 'Review Dashboard', and 'TEST-Reviewer Test'. Below this, the page title is 'AAES 2020 Fellowship Match' and the current stage is 'Program Director Ranking Stage'. The main content area features a table of applicants with columns for ID, Full Name, Last Submitted, and My response. Each row includes a pencil icon for editing and a 'VIEW' button. At the bottom of the table, there is a 'SUBMIT REVIEWS' button highlighted with a red arrow.

ID	Full Name	Last Submitted	Please rank this application from 1 to 50 with 1 being ...
000000003	TEST-Maya Dog	Feb 12 2020 11:36 PM (EST)	My response: 3
000000004	TEST-Maggie Dog	Feb 13 2020 03:51 PM (EST)	My response: 2
000000006	TEST APPLICANT	Feb 13 2020 03:48 PM (EST)	My response: 1

CONGRATULATIONS! You have completed the ranking stage. There is nothing else for you to do in the Reviewer portal unless there is a secondary match. In that case, you would be notified about the secondary matching and would login to submit your new ranking of the available applicants, in a similar fashion to how you did this initial ranking.

Questions? Contact AAES at match@endocrinesurgery.org