# How to Manually Match Faculty & Residents Tip Sheet

Go to **Evaluations** > **Sessions Manager**

1. Click on the session where you want to add matches
2. Go to the **Match Schedule** tab
3. Add matches to one or multiple intervals:
   - Add to one interval:

     a. Click on the interval name
     b. Click **Add Match** in the upper right corner
   - Add to multiple intervals—*not available for evaluations of programs*:
     a. Click **Add Matches to Intervals**
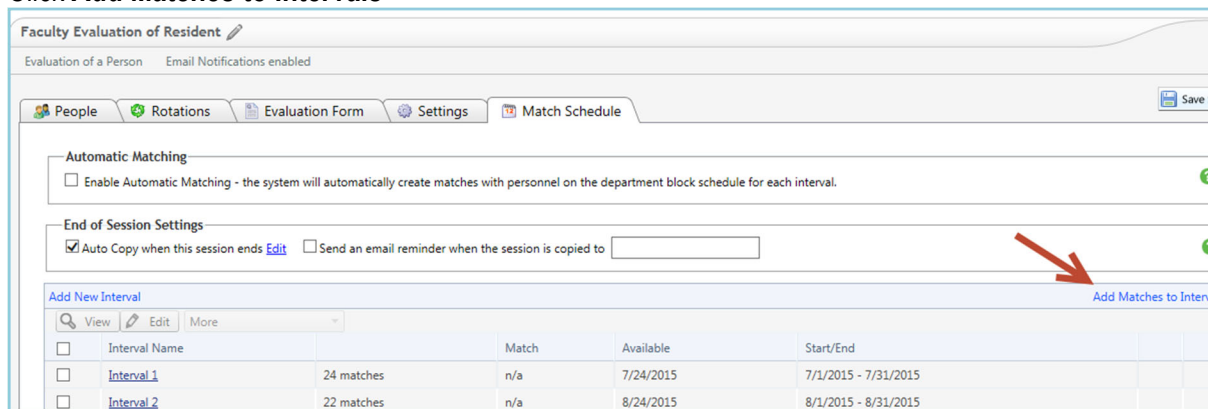
2. Select evaluators on the left and subjects on the right
   - To include people from other departments:
     (learners in the session's department and any learners on a rotation in the session's department during the selected interval appear by default)
     a. Click **Filter**
     b. Select a department
     c. Click **Update Results**
   - To view more people than those designated on the People tab, check **Show all personnel**
3. Choose an option for **Match selected people to each other**:
   - For most evaluation types: select **excluding themselves**
   - For self-evaluations: select **only to themselves**
4. If you chose to add matches to multiple intervals, check which intervals you want
   You won't see these checkboxes if you're adding matches to a single interval

- ☐ Interval 1
- ☐ Interval 2
- ☐ Interval 3
- ☐ Interval 4
- ☐ Interval 5
- ☐ Interval 6
- ☐ Interval 7
- ☐ Interval 8
- ☐ Interval 9
- ☐ Interval 10
- ☐ Interval 11
- ☐ Interval 12
- ☐ Interval 1

5. Check the email notification box to send an alert to evaluators
    You'll only see this option if the interval is in the past
6. Click **Preview** to view the matches and make edits, as needed. Click Save.
7. Click **Create Matches** to create the matches and go back to the match page