

Generating Zoom Meeting Reports for Registration and Polling

Reference URL: <https://support.zoom.us/hc/en-us/articles/216378603>

Overview

If your Zoom meeting has [registration](#) or [polling](#) enabled, you can generate a registration or polling report for further analysis.

The registration report contains the following information of registered participants:

- First and last name
- Email address
- Date and time of registration
- Approval status

The polling report contains the following information of participants that answered a poll question:

- Username and email address
- Date and time they submitted their answer
- The poll question and the participant's answer

Note:

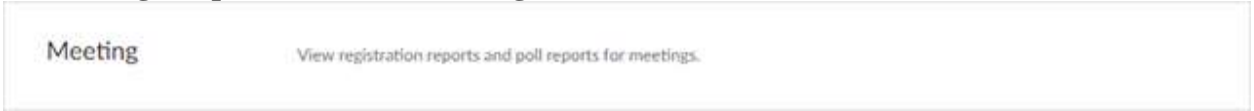
- Meeting reports are automatically deleted 30 days after the scheduled date. This is also when the meeting is removed from the [Previous Meetings](#) page in the web portal.
- If you delete a meeting from your [Meetings](#) list in the web portal, you cannot generate reports for that meeting. You can still download any reports you generated before deleting the meeting.
- You should generate meeting reports after your meeting has ended. If generated a report before starting the meeting, you should re-generate the report to obtain the data collected during the meeting.

Prerequisites

- Host of the meeting, [role](#) with Usage Reports enabled, Account [Admin](#) or Owner
- Pro, API Partner, Business or Education plan

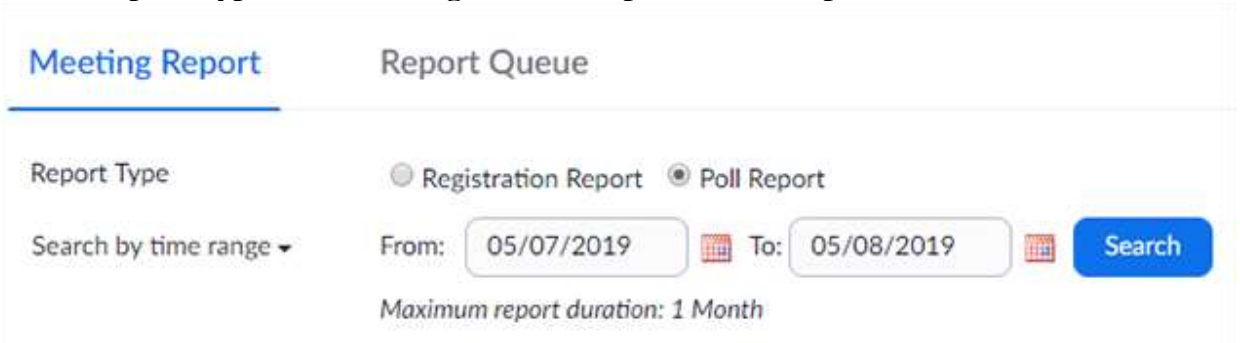
Instructions

1. Sign in to the Zoom web portal.
2. Navigate to **Account Management** > [Reports](#).
3. In the **Usage Reports** tab, click **Meeting**.



A list of upcoming and previous meetings will be generated. You can search by time range or by meeting ID.

4. Next to **Report Type**, select the **Registration Report** or **Poll Report**.



5. In the drop-down menu below **Report Type**, select one of these options:
 - o **Search by time range**: Select a time range then click **Search**.
 - o **Search by meeting ID**: Enter the meeting ID and click **Search**.
6. Click **Generate** in the last column. You can also use the check boxes to select multiple meeting then click **Generate** at the top.

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	Generate
<input type="checkbox"/>	05/08/2019 14:00:00	1:1 The Director	492-740-906	Generate

Zoom will redirect you to the **Report Queues** tab where you can download the report as a CSV file.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24	Meeting with Poling	999-999-999	2017-08-26 11:55:24	Download
Poll Report	2017-08-26 10:30:00	2017-08-26 10:53:19	Topic 4567890	999-999-999	2017-08-26 11:47:40	Download
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24	Meeting with Poling	999-999-999	2017-08-26 11:35:50	Download