Registration for Meetings

Overview

Scheduling a meeting that requires registration will allow you to have your participants register with their e-mail, name, other questions, and custom questions. You can also generate meeting registration reports if you want to download a list of people who registered.

Prerequisites

- Host user type must be Licensed
- The meeting you are enabling registration for cannot use your Personal Meeting ID (PMI)

Instructions

Sign into the Zoom web portal and click Meetings. You will be able to see the list of your scheduled meetings here. You can either schedule a new meeting or edit an existing meeting. Then check the "Registration: Required" box.

Edit "My Meeting"

![Edit Meeting Form](image)
After scheduling the meeting, the Branding and Invite Attendees sections will appear. In the Branding section, you can customize your registration page with a banner and logo. In the Invite Attendees section, you can find your meeting link and the list of registrants. You can also set the type of registration for the meeting.

Manage Attendees

In this section you can generate a list of registrants for the meeting. Here you can also copy the invitation that was emailed to the registrant. Clicking on the registrant name will provide addition info about that person.

Registration Options

In this section you can configure the registration process by changing the approval type, registration questions, and some additional registration settings. There are 2 types of approval:

1. **Automatic Approval**: Anyone who signs up will receive information on how to join.
2. **Manual Approval**: Anyone who signs up will need to be approved by the host on the meeting management page.

As the host you can opt in or out for email notifications when someone registers. you can also not allow registration after the scheduled meeting time has passed.
From the list of preset form fields you can choose your registration questions. Custom questions, such as “County”, are supported with the “Custom Questions” tab.
Options For Registered Meetings
When registering for Zoom sessions, it is recommended that the following “Options”, indicated by the highlights, be used to help verify attendees for your Zoom Meeting.
The “Address” and “Zip/Postal Code” sections will require your attendees to answer these questions during the registration process of the Zoom meeting.

*NOTE* Be sure to check the boxes under the “Required” section prior to saving your options.

Optionally, you may want to include a “County” field that should be completed by the intended registrant. To do this, click on the “Custom Questions” tab then click the “New Questions” button. Since a drop down menu is currently not an option, you can either use the “Short Answer” (preferred) or the check box (which requires you to enter all county names). “Question” will be the question title, in this case “County”. Make sure “Required” is checkmarked.
When you finish, click the “Create” button. When you finish updating your registration questions, click the “Save All” button.

Below is a sample registration form your attendees would complete.
Topic: My Webinar

Time: Apr 29, 2020 05:00 PM in Central Time (US and Canada)

**Required information**

First Name: Pistol
Last Name: Pete
Email Address: pistol.pete@okstate.edu
Confirm Email Address: pistol.pete@okstate.edu

County: Payne

[Register]