

Zoom: Meeting Registration

Resource URL: <https://support.zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings>

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.

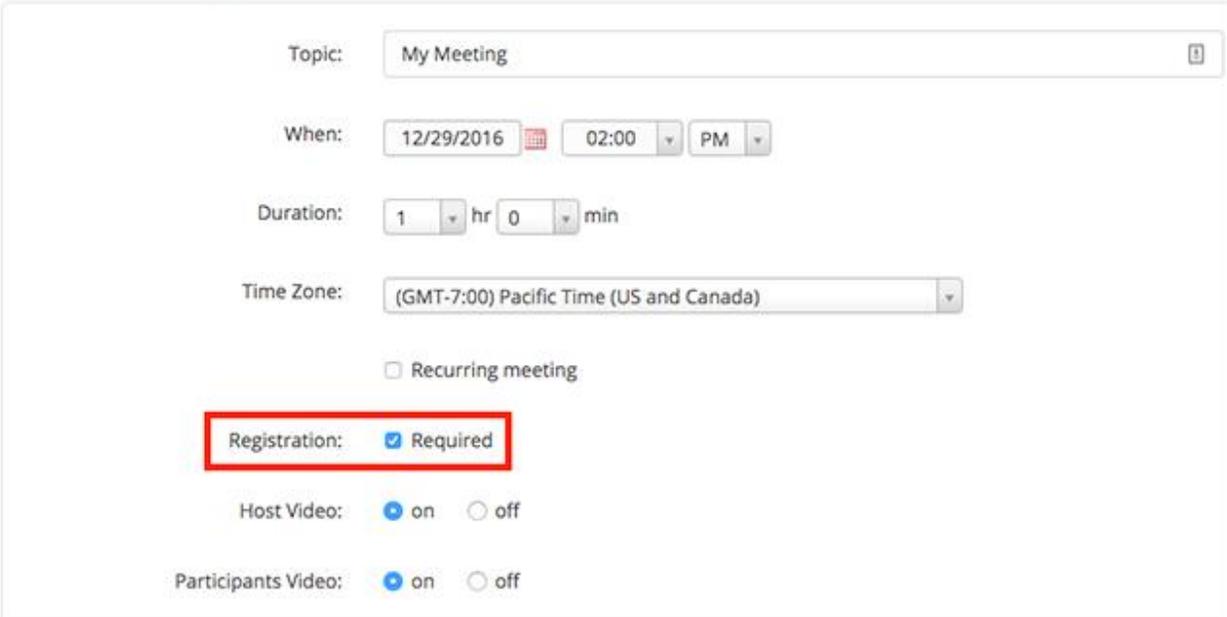
Prerequisites

- 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"



The screenshot shows the Zoom meeting configuration interface. The "Registration" section is highlighted with a red box, showing the "Registration: Required" checkbox checked. Other visible settings include:

- Topic: My Meeting
- When: 12/29/2016, 02:00 PM
- Duration: 1 hr 0 min
- Time Zone: (GMT-7:00) Pacific Time (US and Canada)
- Recurring meeting:
- Host Video: on off
- Participants Video: on off

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.

Invite Attendees:

People are required to register before joining this meeting.

Registration URL: <https://success.zoom.us/meeting/register/98>

Manage Attendees

[View](#)

Registrants: 1

Automatically Approved

Registration Options

[Edit](#)

Approval: Automatically Approve

Options: Show social share buttons on registration page

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 additional 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.

Registration [Close]

Registration Questions Custom Questions

Approval

- Automatically Approve**
Registrants will automatically receive information on how to join the meeting.
- Manually Approve**
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

- Send an email to host when someone registers

Other options

- Close registration after event date
- Show social share buttons on registration page

Save All Cancel

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.

Registration ×

[Registration](#) [Questions](#) [Custom Questions](#)

Add Registration Fields

First Name, Last Name and Email Address required.

<input type="checkbox"/> Field	<input type="checkbox"/> Required
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/> State/Province	<input type="checkbox"/>
<input type="checkbox"/> Phone	<input type="checkbox"/>
<input type="checkbox"/> Industry	<input type="checkbox"/>
<input type="checkbox"/> Organization	<input type="checkbox"/>
<input type="checkbox"/> Job Title	<input type="checkbox"/>
<input type="checkbox"/> Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/> Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/> Number of Employees	<input type="checkbox"/>
<input type="checkbox"/> Questions & Comments	<input type="checkbox"/>

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.

Registration ×

Registration
Questions
Custom Questions

Add Registration Fields

First Name and Email Address required.

<input type="checkbox"/> Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country/Region	<input type="checkbox"/>
<input checked="" type="checkbox"/> Zip/Postal Code	<input checked="" type="checkbox"/>
<input type="checkbox"/> State/Province	<input type="checkbox"/>
<input type="checkbox"/> Phone	<input type="checkbox"/>
<input type="checkbox"/> Industry	<input type="checkbox"/>
<input type="checkbox"/> Organization	<input type="checkbox"/>
<input type="checkbox"/> Job Title	<input type="checkbox"/>

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.

Type

Required

Question

When you finish, click the “Create” button. When you finish updating your registration questions, click the “Save All” button.

Registration ×

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required	
1	County	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

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

