Zoom: Registration

This is a more concise list of instructions on how to Zoom Registration in your Zoom meeting. More information can be found either Zoom Registration Part 1 or Zoom Registration Part 2.

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Setting up Registration in a Zoom Meeting

You can set up a quick registration form for any Zoom meeting. This allows you to get the Zoom Registration settings for that meeting, which will be outlined below.

When Scheduling a meeting, scroll down until you see “Registration”. The right of this will be a checkbox labeled “Required”. Click on the checkbox and then click on the blue Save button at the bottom of the page.

Managing Zoom Registrants

In Zoom, you can easily approve registration, deny registration, or unregister people form attending your Zoom meeting. Note: “user” and “registrant” will be used interchangeably.
Please ensure you are in the meeting section of Zoom and click on the name of the meeting that you want to manage registrants for.

Scroll
I down to the bottom -- you will see a section titled "Registration" with a few options below, including "Manage Registrants". This...
option has an overview of the number of total registrants and the number of approved registrants. Click on the "Edit" link on the far-
From the home page, a pop-up will appear with a list of all your registrants. The first page are registrants who need approval.

Registrants for 'My Meeting'

Search by name or email

Pending Approval (1)  Approved (3)  Denied (0)

- Registrants
- Email Address
- Registration Date

Garrus Valkarian  garrus@archangel.net  Sep 15, 2021 09:12 AM

Approve  Deny

Registrant Details

Garrus Valkarian

Status: approval

Registered: Sep 15, 2021 09:12 AM

Email: garrus@archangel.net

First Name: Garrus

Last Name: Valkarian

Email Address: garrus@archangel.net

Approve  Deny
manage. You can also select the checkbox to the left of where it says "Registrants" to select all Registrants in the list. Then other
If you approve a registrant, they will become a part of the Approved list. If you deny
thereagainst, they will become part of the Den list and will not be able to join the Zoombag using that email and password.
As, the user will get an email.

A proposed user will get an email with a link unique for them and an empowered user will get an email.
saying they were denied. If you would like to add extra information why, then you can do that too.

If you want to see more
information on the registrant (including answers to questions if you added questions to your registration form). Click on the registra...
For this user, I will choose **Deny**.

For approved users, you still have the option to cancel their registration.

### Registrants for 'My Meeting'

<table>
<thead>
<tr>
<th>Pending Approval (0)</th>
<th>Approved (3)</th>
<th>Denied (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrants</td>
<td>Email Address</td>
<td>Registration Date</td>
</tr>
<tr>
<td>☐</td>
<td>Urdnot Wrex</td>
<td><a href="mailto:urdnot@wrex.com">urdnot@wrex.com</a></td>
</tr>
<tr>
<td>☐</td>
<td>Steve McQueen</td>
<td><a href="mailto:lightning@mcqueen.com">lightning@mcqueen.com</a></td>
</tr>
<tr>
<td>☐</td>
<td>Barla Von</td>
<td><a href="mailto:itsbarla78@me1.com">itsbarla78@me1.com</a></td>
</tr>
</tbody>
</table>

- **Cancel Registration**
- **Resend Confirmation Email**
gist registration by going to the approved user list. You can also resend the confirmation email if you choose. We'll focus on can
celling a user's reinstatement. Similar to designing or provisioning a user from the creep empathy, simply click the box to the left.
ft of the user’s name that you want to cancel the registration of. Then click on Cancel Registration.
Registration Options

When you use Registration in Zoom, you also have options in how you want to handle people who register.

1. Go to caci.us.zoom.us and sign in. From there, make sure...
Our email meeting section of Zoom and click on the name of the meeting that you want to manage registrants for.
| Manage Registrants | Registrants: 4  
|                   | Approved: 2  
| Registration Options | Manually Approve  
|                    | - Send an email to host  
|                    | - Close registration after meeting date  
|                    | - Allow registrants to join from multiple devices  
|                    | - Show social share buttons on registration page  

You will see a section titled "Registration" with a few options below, including "Registration Options". This option has a
Overview of your choices for various settings. Click on the "Edit" link on the far-right to see a pop-up of these options and more.
The first page of the pop-up shows you general options on how you want to handle registration.

Next page is Questions.

Registration

<table>
<thead>
<tr>
<th>Registration</th>
<th>Questions</th>
<th>Custom Questions</th>
</tr>
</thead>
</table>

### 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
- [x] Close registration after event date
- [ ] Allow attendees to join from multiple devices
- [ ] Show social share buttons on registration page

[Save All] [Cancel]
Registration

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.

<table>
<thead>
<tr>
<th>Order</th>
<th>Your Questions</th>
<th>Required</th>
</tr>
</thead>
</table>

New Question

Save All  Cancel
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.

Type: [ ] Short Answer [ ] Single answer
Required: [ ]
Question: 

[Create] [Cancel]
a Si n gl A n s w e r (i.e., m ult i-ch o i c e) a n d w h e t h e r o r n o t i t w i l l b e so m e h i n g t h a t t h e R e g i s t r a t i o n r e q u i r e d t o f i l l o u t.

W h e n d o n e, c l i c k
on the blue crate but not in the lower-left. You can create other questions by following the video tutorial (i.e., 5th tutorial).
When you are drawing questions, click on the blue Save All button to
in the lower-right.
nform will look like (and if you want to provide the link to others), scroll up until you find the Registration Links section. When you
click on the link, the Registration form will open up in a new tab in your browser that you can view and/or test. You can also send.
Registration Email Settings

Zoom provides generic emails for registrants. However, you can edit these generic emails as well as other settings.
Go to canisius.zoom.us and sign-in. From there, make sure you are in the meeting section of Zoom and click on the name of the meeting that you want to manage registrants for.

Scroll down to the bottom of the page until you see “Registration”. To the right of it will be a tab titled “Email Settings”. Click on that to see an overview of options for the Email Settings.
We will go right into the Email Contact since the first option, Select Email Language, is self-explanatory.
Zoom defaults the Email Contact to the account that is creating the meeting. In some cases, however, the contact should really be someone else or at least a different email address. Click on Edit to the far-right of Email Contact and you will get a pop-up that is populated with the account's name (that can be seen by other users in a meeting) and their email address.
These are text boxes you can edit.

When you are done changing the Contact Email Address, click on the blue Save button in the lower-right corner.

4. You can also modify the Confirmation Email. Click on the Edit button to the far right to get a pop-up of the Confirmation Email.

5. While you cannot edit everything in the Confirmation Email, you can edit a few options, including:
   - Send
Confirmation Email

1. Send Confirmation Email to Registrants

Subject
[Meeting Topic] Confirmation

Body

Hello [User Name],
Thank you for registering for My Meeting. You can find information about this meeting below.

My Meeting
Date & Time         Sep 16, 2021 10:00 AM Eastern Time (US and Canada)
Meeting ID

Please submit any questions to: [Your Email]
You can cancel your registration at any time.

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

Join Meeting

If the button above does not work, paste this into your browser [Join Link]

2. Provide meeting details:

   Zoom Meeting ID
   [Meeting ID]

   Meeting Password
   [Password]

   Meeting URL
   [URL]
To keep this meeting secure, do not share this link publicly.

2. Join via audio

One tap mobile: US:
Or dial: For higher quality, dial a number based on your current location.
US:

Meeting ID:

International numbers

Thank you!
firmation to the end of it.

- Add more information/personalization to two text boxes (2 and 3).
Export a List of Zoom Registrants

This is a supplemental step-by-step for the Zoom Registration Videos. Please view Part 1 and Part 2 before proceeding, which will go through setting up a Zoom Meeting with Registration.

The purpose of this supplemental material is in case you would like to share the list of registrants with someone or if you want to save it for some other reason. Check out the steps for this below:
First, go to canius.us and log in by clicking on the Sign-On button and using your Canius Credentials.

On the left-hand side, zoom in with your computer's mouse.
You may or may not have a dropdown menu titled "Account Management", which the Reports option is located in.
or to option will be under.

Next, you will be taken to a page that looks similar to this one. Choose these second option. Meeting.
You will then be sent to a list of your previous meetings within a certain range, which you can edit to find other meetings.

<table>
<thead>
<tr>
<th>Scheduled Time</th>
<th>Task</th>
<th>Meeting ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/03/2021 10:00:00 AM</td>
<td>My Meeting</td>
<td>[Masked]</td>
</tr>
<tr>
<td>02/03/2021 14:00:00 PM</td>
<td>My Meeting</td>
<td>[Masked]</td>
</tr>
<tr>
<td>02/03/2021 16:00:00 PM</td>
<td>My Meeting</td>
<td>[Masked]</td>
</tr>
<tr>
<td>02/03/2021 08:00:00 AM</td>
<td>My Meeting</td>
<td>[Masked]</td>
</tr>
</tbody>
</table>
et, cl
ek to the far-right of the Meeting, you want to Genate a Reraction for.
You want to generate reports, you can select the checkbox to the left of each and click on the Generate button that appears.

<table>
<thead>
<tr>
<th>Scheduled Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/10/2021 04:00:00 PM</td>
<td></td>
</tr>
<tr>
<td>02/10/2021 01:00:00 PM</td>
<td></td>
</tr>
<tr>
<td>02/10/2021 09:00:00 AM</td>
<td></td>
</tr>
</tbody>
</table>
If you do generate a report this way, you will still need to continue to stop at 5 and 6.
When you click on Generate, a pop-up will appear and ask you to choose a Registration Type.

**Registration Type**
Choose from the following registrant types to continue

- All Registrants
- Approved Registrants
- Denied Registrants

[Continue] [Cancel]
All Registrants will generate a report that includes Approved and Denied Registrants.
Denied Registrants will generate a report of those registrants that have been denied access.
On your finger but out the Type you want to generate, hit on the blue icon but to in the lower-right corner.
In the Report Queue, the Report that was generated might take a minute to actually generate. It should also be at the top of the list.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Date/Time</th>
<th>Status</th>
<th>Title</th>
<th>ID</th>
<th>Generate Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Feb 11, 2021 01:06:19 PM</td>
<td>Not started</td>
<td>My Meeting</td>
<td></td>
<td>Feb 11, 2021 01:06:19 PM</td>
</tr>
<tr>
<td>Registration</td>
<td>Feb 2, 2021 01:09:56 PM</td>
<td></td>
<td></td>
<td></td>
<td>Feb 2, 2021 01:09:56 PM</td>
</tr>
<tr>
<td>Registration</td>
<td>Oct 15, 2020 05:05:32 PM</td>
<td></td>
<td></td>
<td></td>
<td>Oct 15, 2020 05:05:32 PM</td>
</tr>
<tr>
<td>Registration</td>
<td>Oct 15, 2020 05:05:32 PM</td>
<td></td>
<td></td>
<td></td>
<td>Oct 15, 2020 05:05:32 PM</td>
</tr>
</tbody>
</table>
On your phone, click on the blue Doodle hyperlink to the far right.
The downloaded file will be a CSV file that you can open and edit in Excel or another similar application.
ed your report and opened it, you will get something similar to the image to the right. The report will include columns for any data...
You wanted to collect (for example, if you also wanted to collect the registrant's address, job title, a custom question, etc, each will...