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.
e, 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.

2 Scroll
down to the bottom -- you will see a section titled "Registration" with a few options below, including "Manage Registrants". This
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

Back

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

Back
If you are malignantly compromising rights.

Click on the checkbox (es) to the left of the name(s) of the people you want to...
m an a ge. You can also select the checkbox to the left of where it's a year. 

Restricts to select all. Then either
If you are against the Admiral, they will become part of the Approval list. If you Deny...
there registrant, they will become a part of the Denied list and will not be able to join the Zoom meeting using that email address, neither
case, the user will get an email. Approved users will get an email with a link unique for them and denied users will get an email.
If you would like to add information or use it, then you can do that to.
information on the registrant (including answers to questions if you added questions to your registration form). Click on the registrant.
Registrants for 'My Meeting'

<table>
<thead>
<tr>
<th>Pending Approval</th>
<th>Approved (3)</th>
<th>Denied (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Email Address</td>
<td>Registration Date</td>
</tr>
<tr>
<td>Urdnot Wrex</td>
<td><a href="mailto:urdnot@wrex.com">urdnot@wrex.com</a></td>
<td>Sep 15, 2021 09:09 AM</td>
</tr>
<tr>
<td>Steve McQueen</td>
<td><a href="mailto:lightning@mcqueen.com">lightning@mcqueen.com</a></td>
<td>Sep 15, 2021 09:08 AM</td>
</tr>
<tr>
<td>Barla Von</td>
<td><a href="mailto:itsbarla78@me1.com">itsbarla78@me1.com</a></td>
<td>Sep 15, 2021 09:07 AM</td>
</tr>
</tbody>
</table>

For this user, I will choose Deny.
Registration by going to the approved users list. You can also resend the confirmation email if you choose. We'll focus on can...
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.
You will see a section titled "Registration" with a few options below, including "Registration Options". This option has an
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.

Registration

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
- Allow attendees to join from multiple devices
- Show social share buttons on registration page

Save All  Cancel
Registration

Add Registration Fields
First Name and Email Address required.

☐ Field
☐ Required

☐ Last Name

☐ Address

☐ City

☐ Country/Region

☐ Zip/Postal Code

☐ State/Province

☐ Phone

☐ Industry

☐ Organization

☐ Job Title

☐ Purchasing Time Frame

☐ Role in Purchase Process

☐ Number of Employees

☐ Questions & Comments

Save All  Cancel
Registration

You can also add your own Custom Questions to the Registration Form by going to the Custom Questions tab.

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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save All  Cancel
The click on the "New Question" button.

You can then choose to make the question a Short Answer (i.e., written response) or...
a Single Answer (i.e., multiple-choice) and whether or not it will be something that the Registrant is required to fill out. When done, click
on the blue Create button to begin. You can create other questions by following the video tutorial (i.e., 5th row, 5th step).
When you are done creating questions, click on the blue Save Al button in the lower right.

If you want to see what your registrants will see:

<table>
<thead>
<tr>
<th>Topic</th>
<th>My Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Sep 14, 2021 10:00 AM Eastern Time (US and Canada)</td>
</tr>
<tr>
<td>Share</td>
<td>[Google Calendar] [Outlook Calendar [UNC] [Video Calendar]</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>1234567890</td>
</tr>
<tr>
<td>Security</td>
<td>Participant - Waiting Room - Require authentication to join</td>
</tr>
<tr>
<td>Encryption</td>
<td>Enhanced encryption</td>
</tr>
</tbody>
</table>

Registration Link: [https://example.com/zoom/register](https://example.com/zoom/register)

Video:
- [on/off]
- [on/off]

Audio:
- Telephone and Computer Audio
- Dial from United States
form 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 click on the
Registration Email Settings

Zoom provides generic emails for registrants. However, you can edit these generic emails as well as other settings.
1. 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.

2. 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.

3. 

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**Note:** The page contains a screenshot of the Zoom interface with options labeled “Registration” and “Email Settings”. These options allow users to manage meeting registrations and email settings respectively.
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. **Subject**
   
   [Meeting Topic] Confirmation

2. **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**: [Redacted]

   Please submit any questions to:
   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]
To keep this meeting secure, do not share this link publicly.

Add to Calendar (.ics) | Add to Google Calendar | Add to Yahoo Calendar

2. Join via audio

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

Meeting ID: [redacted]

International numbers:

Thank you!

Save | Cancel

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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:

When you are done, click on the blue Save button in the lower-right corner.
1 First, go to canius.us and login by clicking on the Single Sign-On button and using your Canius credentials.

2 On the left-hand side, you can see the Zoom Video Conferencing interface. Click on the Sign In button to start your account.
nd side, find the option for Reports. You may or may not have a drop down menu titled "Account Management", which then Rep
or

to

option

will

be

under.

Next,
you

will

take

to

a

path

that

looks

similar
to

this

one.

Check

these

coordinates,

Meeting.

User:

User

Activity

room.
ed, click on Generate, to the far right of the Meeting that you want to Generate a Registration Report for.

4b If you have multiple meetings
Scheduled Time: If you do not generate a report this way, you will still need to continue to step 5 and 6.
When you click on Generate, a pop-up will appear and ask you to choose a Registration Type.

Choose from the following registrant types to continue:
- All Registrants
- Approved Registrants
- Denied Registrants

[Continue] [Cancel]
Approved Registrants will only generate a report of those registrants that were accepted in the meeting.
Define rights will generate appropriate those rights that have been defined across cases.
On your figure, try to get into the blue corner but to
in the water-light 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.
On your remote, click on the blue Do Now hyperlink to the far right.
Once you have downloaded the file, it will be a CSV file that you can open and edit in Excel or share easily via email.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
<td>Email</td>
<td>Registration Time</td>
<td>Approval Status</td>
<td>Questions &amp; Comments</td>
</tr>
<tr>
<td>Sarah</td>
<td>Tran</td>
<td><a href="mailto:sarah@123.com">sarah@123.com</a></td>
<td>2/11/2021 12:59</td>
<td>approved</td>
<td></td>
</tr>
<tr>
<td>Babbish</td>
<td>Binging</td>
<td><a href="mailto:babbish@binging.com">babbish@binging.com</a></td>
<td>2/11/2021 13:07</td>
<td>approved</td>
<td>Lorem ipsum dolor</td>
</tr>
<tr>
<td>John</td>
<td>Doe</td>
<td><a href="mailto:john@123.com">john@123.com</a></td>
<td>2/11/2021 12:58</td>
<td>approved</td>
<td></td>
</tr>
<tr>
<td>Tyler</td>
<td>Kron-Plate</td>
<td><a href="mailto:t.kronplate@123.com">t.kronplate@123.com</a></td>
<td>2/11/2021 12:57</td>
<td>approved</td>
<td></td>
</tr>
</tbody>
</table>
ed your report and opened it, you will get something similar to the image to the right. The report will include columns for any dat
You wanted to collect (for example, if you also wanted to collect there giants’ and drakes’ job titles, custo...
receive their own columns with the respective registrant's answers).