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.
<table>
<thead>
<tr>
<th>Registration</th>
<th>Manage Registrants</th>
<th>Registrants: 4</th>
<th>Approved: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Options</td>
<td>Manually Approve</td>
<td>- Send an email to host</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Close registration after meeting date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Allow registrants to join from multiple devices</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Show social share buttons on registration page</td>
<td></td>
</tr>
</tbody>
</table>
From the app, a popup will appear with a list of all your registrants. The first page is 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
provisional (if you are manually proving against risks).

Click on the checkbox (es) to the left of the names of the people you want to
manage. You can also select the checkbox to the left of where it says "Registrants" to select all Registrants in the list. Then either
the registrant, they will become a part of the Denied list and will not be able to join the Zoom meeting using that email address.
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.
saying they were denied. If you would like to add extra information or reason why, then you can do that too. If you want to see more
Registrars for 'My Meeting'

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3)</td>
<td>(1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registrants</th>
<th>Email Address</th>
<th>Registration Date</th>
</tr>
</thead>
<tbody>
<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 approved users, you still have the option to cancel their registration.
gist by going to the approved user list. You can also resend the confirmation email if you choose. We'll focus on can...
ceiling user's registration. Similar to Denying or Approving a user from the screen previously, simply click on the checkbox to the le
then click on Cell Restriction.
Registration Options

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

1. Go to c a s i s u s . z o o m . u s and sign in. From there, make sure...
ou 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
You will see a section titled "Registration" with a few options below, including "Registration Options". This option has an
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

#### Questions

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name &amp; Email Address</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Country/Region</td>
<td></td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Industry</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Purchasing Time Frame</td>
<td></td>
</tr>
<tr>
<td>Role in Purchase Process</td>
<td></td>
</tr>
<tr>
<td>Number of Employees</td>
<td></td>
</tr>
<tr>
<td>Questions &amp; Comments</td>
<td></td>
</tr>
</tbody>
</table>

Add the following fields to the registration form:
- 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

Mark the checkbox to save all changes.
### Registration

**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.

<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.

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

Type: [ ] Short Answer  [ ] Single answer

Required: [ ]

Question: 

Create  Cancel

Save All  Cancel
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 in the lower left. You can create other questions by following the previous two steps (i.e., 5 through 5B).
When you are done creating questions, click on the blue Save button in the lower right.

If you want to see what your registration link looks like:

https://example.com/meeting/register

Video
   • [ ] Hide video
   • [ ] Participant
   • [ ] Participant

Audio
   • [ ] Telephone and Computer Audio
   • [ ] Disable video
   • [ ] Disable video
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
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.

**Edit Contact Email Address**

You may change the contact information that attendees can use if they have questions about the meeting.

**Name**

Tyler Kron-Platek (he/him/his)

**Email Address**

Enter email address

[Save][Cancel]
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**

   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

[Input field for international numbers]

Thank you!

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[Buttons: Save, Cancel]
• 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 canisius.zoom.us and log in by clicking on the Single Sign-On button and using your Canisius Credentials.

On the left-hand side, you can find the option to sign up or log in to Zoom. If you already have an account, you can sign in directly. If not, you can create a new account by clicking on the Sign Up button.
You may or may not have a drop down menu titled "Account Management", which then Rep...
Next, you will be taken to a page that looks similar to this one. Choose the second option, Meeting.
You will then be sent a list of your previous meetings within a certain range, which you can edit to find other meetings. The important...
there is that you choose Report (which should be selected by default). You can also come back and g
ecd, 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
You want to generate reports for, you can select the checkbox to the left of each and click on the Generate button that appears.
s above.

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.

<table>
<thead>
<tr>
<th>Registration Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from the following registrants to continue</td>
</tr>
<tr>
<td>All Registrants</td>
</tr>
<tr>
<td>Approved Registrants</td>
</tr>
<tr>
<td>Denied Registrants</td>
</tr>
</tbody>
</table>

[Continue] [Cancel]
All Registrants will generate a report that includes Approved and Denied Registrants.
Defined resistance will generate power of those resistant that have been defined as cases.
Once you have figured out the type you want to generate, hit on the blue continue button 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>Registration Report</th>
<th>Feb 16, 2021 05:00:00 PM</th>
<th>Not started</th>
<th>My Meeting</th>
<th></th>
<th>Feb 11, 2021 01:04:19 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Report</td>
<td>Feb 2, 2021 01:00:00 PM</td>
<td></td>
<td></td>
<td></td>
<td>Feb 11, 2021 01:04:19 PM</td>
</tr>
<tr>
<td>Registration Report</td>
<td>Dec 7, 2020 04:00:00 PM</td>
<td></td>
<td></td>
<td></td>
<td>Dec 7, 2020 04:12:33 PM</td>
</tr>
<tr>
<td>Registration Report</td>
<td>Oct 16, 2020 02:00:00 PM</td>
<td></td>
<td></td>
<td></td>
<td>Oct 15, 2020 03:58:53 PM</td>
</tr>
<tr>
<td>Registration Report</td>
<td>Oct 15, 2020 02:00:00 PM</td>
<td></td>
<td></td>
<td></td>
<td>Oct 15, 2020 03:12:36 PM</td>
</tr>
</tbody>
</table>
On your part, click on the blue Download hyperlink to the far right.
The downloadable file will be a CSV file that you can open and edit in Excel.

On every day you have a word.
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.