Setting up a ZOOM meeting which requires registration

Last Modified on 17/01/2025 12:00 pm HKT

Introduction

Scheduling a meeting that requires registration will require participants to register with their e-mail, name, and other optional questions before receiving the meeting info. It allows you to collect more information about your attendees to prepare for the meeting.

Enabling and customizing registration for a meeting

1. Sign in to the CUHK Zoom web portal (https://cuhk.zoom.us (https://cuhk.zoom.us/)) > Meetings > Rollover one of your scheduled meetings > Edit.

ZOOM Products So	Duttions Resources Plans & Pricing Schedule	Join Host ~ Web App ~
Profile Meetings	Meetings	Recently Deleted Get Training
Webinars	Upcoming Previous Attachments Personal Room Meeting Templates Polls/Quizze	es
Personal Contacts	(B) 09-24-2011 to 12-24-20111 (C)	+ Schedule a Meeting
Personal Devices	Топоггом	
Surveys	09:30 AM - 10:00 AM is Zoom Meeting Start Edit Delete	
Recordings & Transcripts	09:30 AM Beijing, Meeting ID: Shanghai	

If you do not have a scheduled meeting, schedule a meeting (https://support.zoom.us/hc/en-us/articles/201362413) now.

2. Find Registration > check Required box and click Save to save changes.

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Profile	(Desite a Marsha				
Meetings	< Back to Meetin	gs			
Webinars	Edit *	's Zoom Meeting"			
Personal Contacts	Topic	's Zoom Meeting			
Personal Devices		+ Add Description			
Notes					
Surveys	When	(≘ 09/25/20 Ⅲ 9:30 ~ (AM ~	0		
Recordings & Transcripts	Duration	0 ~ hr 30 ~ min			
Clips	Time Zone	(GMT+8:00) Beijing, Shanghai			
Settings	Time Zone	(GMI +6000) beling, ananghai			
Reports		Recurring meeting			
Account Profile	Registration	Required			

3. In the Registration Options section, click Edit.

ZOOM Products So	olutions Resources Plans &	Pricing			Schedule	Join Host ~	Web App ~
Profile	My Meetings > Manage "	's Zoom Meeting"					
Meetings	Details Attachments		Branding	Polls/Quizzes	Survey	Live Streaming	
Webinars	Details Attachments	registration Email Settings	branding	Polis/Quizzes	Survey	Live Streaming	
Personal Contacts	Manage Registrants	Registrants: 0				Import from CS	v I view
Personal Devices	Registration Options	Automatically Approved					Edit
Notes		× Send an email to host					
Surveys		\times Close registration after meeting date					
Recordings & Transcripts		 Allow registrants to join from multiple device 	15				
Clips		 Show social share buttons on registration particular 	age				
Settings		✓ Show join into on registration confirmation p	age				

- 4. Customize the options under Registration tab. To learn more about the options, please refer to Zoom Help Center: Scheduling and customizing a meeting with registration (https://support.zoom.com/hc/en/article? id=zm_kb&sysparm_article=KB0065026).
 - Note:
 - By default, **Automatically Approve** is selected, which means anyone who signs up will receive information on how to join right after the registration. Change it to **Manually Approve** if needed.
 - If you want to prevent anyone from registering after the meeting/webinar date and projected end time, check **Close registration after event date**.
 - If a registrant passes the link to another person who has not registered a meeting, that person would be able to join the meeting.
 - Do NOT select Allow attendees to join from multiple devices. This is to avoid multiple users joining the meeting with multiple devices.
 - Click Save All.

Registration Questions	
When participants submit registration	
O Automatically Approve ③	
O Manually Approve ①	
Other options	
Send an email to host	
Close registration after meeting date	
 Allow registrants to join from multiple devices 	
 Restrict number of registrants 	
Show social share buttons on registration page	

5. You can see a list of people that have registered for the meeting by going to Registration >**View**.

ZOOM Products S	Solutions Resources Plans & I	Pricing				Schedule	Join Host ~	Web App ~
Profile	My Meetings > Manage "	's Zoom Meeting"						
Meetings	Details Attachments	Destauration	Email Settings	Breadlas	Polls/Quizzes	0	the freedom	
Webinars	Details Attachments	Registration	Email Settings	Branding	Polis/Quizzes	Survey	Live Streaming	
Personal Contacts	Manage Registrants	Registrants: O					Import from CS	View
Personal Devices	Registration Options	Automatically Approved						Edit
Notes		× Send an email to host						
Surveys		× Close registration after	meeting date					
Recordings & Transcripts		 Allow registrants to join 	from multiple devic	es				
Clips		 Show social share buttle 	ons on registration p	age				
Settings		 Show join info on regist 	tration confirmation	page				

Questions: <u>elearning@cuhk.edu.hk</u> Copyright © 2020 The Chinese University of Hong Kong. All rights reserved. 6. Click on the **registrant name** will provide addition info about that person.

Search by name or email		Search
Pending Approval (1)	Approved (0) Deni	ed (0)
Approve Deny		
Registrants	Email Address	Registration Date
	@cuhk.edu.hk	Sep 24, 20

If you have selected **Manually Approve** before, you will need to click **Approve** or **Deny** of that user to participate this meeting or not.

Status:	approval	
Registered:	Sep 24, 20	
Email:	Cuhk.edu.hk	
First Name	-	
Last Name	-	
Email Address	@cuhk.edu.hk	

For more: Zoom Help Center: Scheduling and customizing a meeting with registration (https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065026)