

## REGISTRATION FOR MEETINGS

Schedule a meeting that requires attendees to register in advance with their email and name; choose the option while the meeting is being scheduled, or edit a previously scheduled meeting to add the registration option. Please note, the registration feature cannot be used with your PMI room.

Log in to your account and choose **Advanced Features** from the **Settings** button, or log into the **ConferZoom website**.

### SCHEDULE A NEW MEETING

Schedule a new meeting, then check the 'Registration Required' field.

The screenshot shows a form for scheduling a new meeting. The fields are: Topic: Schedule a New Meeting; When: 11/18/2016 at 2:00 PM; Duration: 1 hr 0 min; Time Zone: (GMT-8:00) Pacific Time (US and Canada); Recurring meeting: unchecked. The 'Registration' field is checked and labeled 'Required'.

### EDIT A PREVIOUSLY SCHEDULED MEETING

Edit a previously scheduled meeting: **Meetings** > **Upcoming Meetings** > click the meeting topic > **Edit**.

The screenshot shows the 'Meetings' page with the 'Upcoming Meetings' tab selected. A table lists meetings with columns for Date, Time, Topic, and Meeting ID. The 'Adding Registration to a Scheduled Meeting' link is highlighted.

| Date         | Time    | Topic  | Meeting ID   |
|--------------|---------|--|--------------|
|              |         | Personal Meeting Room                                      | 531-436-9782 |
| Nov 19, 2016 | 3:00 PM | <a href="#">Adding Registration to a Scheduled Meeting</a> | 760-366-552  |

The screenshot shows the meeting details page for 'Adding Registration to a Scheduled Meeting'. It includes fields for Time (Nov 19, 2016 3:00 PM), Meeting ID (760-366-552), and various options for video, audio, and meeting settings. The 'Edit' button is highlighted.

A new window opens with meeting details; click Edit to open the next selection of options:

Adding Registration to a Scheduled Meeting

When: 11/19/2016 03:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-8:00) Pacific Time (US and Canada)

Recurring meeting

**Registration:  Required**

Host Video:  on  off

Participants Video:  on  off

Audio Options:  Telephony Only  Voip Only  Both

Meeting Options:  Require meeting password

Enable join before host

Mute participants upon entry [Supported versions](#)

Use Personal Meeting ID 531-436-9782

[Advanced Options](#) [Interactive Host](#)

**Save** [Cancel](#)

Check Registration Required then Save.

## INVITE ATTENDEES

Copy the invitation or the URL to invite attendees; a link to register is included in the invitation. Prior to sending out the invitation, you can customize the **Registration** page for attendees with organizational branding, or custom questions to complete with registration.

Invite Attendees

People are required to register before joining this meeting.

Registration URL: <https://cccconfer.zoom.us/meeting/register/04f64b26a82031efcde7dc3c8da9331e> [Copy the invitation](#)

## CUSTOMIZE REGISTRATION

After selecting **Registration** for new or previously scheduled meetings, scroll to the bottom of the page to view Registration, Email, Branding, and Poll options.

### REGISTRATION

**View** a list of registrants; **Edit** to change approval options, or include standard or custom questions for registrants to answer.

Registration | Email Settings | Branding | Poll

Manage Attendees | Registrants: 0 | [View](#)

Registration Options | Automatically Approved | [Edit](#)

- ✕ Send an email to host
- ✕ Close registration after meeting date
- ✓ Show social share buttons on registration page

Registration

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](#)

## EMAIL SETTINGS

The Email Contact can be changed to an email other than the account holder; the email invitation content can be edited to personalized information about this meeting.

|                                   |   |                                  |      |
|-----------------------------------|---|----------------------------------|------|
| Registration                      | <b>Email Settings</b>   | Branding                         | Poll |
| Email Contact:                    | Donna Gustafson, <a href="mailto:dgustafson@palomar.edu">dgustafson@palomar.edu</a> | <a href="#">Edit</a>             |      |
| Confirmation Email to Registrants | Send upon registration <a href="#">Send me a preview email</a>                      | English ▾   <a href="#">Edit</a> |      |

## BRANDING

Customize the registration page with an organizational banner image and logo.

|              |   |                 |                        |
|--------------|---|-----------------|------------------------|
| Registration | Email Settings  | <b>Branding</b> | Poll                   |
| Banner       | Your banner is displayed at the top of your invitation page, registration page.<br>Requirements <ul style="list-style-type: none"><li>• GIF/JPG/JPEG or 24-bit PNG</li><li>• The suggested dimensions: 640px by 200px</li><li>• The maximum dimensions: 1280px by 400px</li><li>• Maximum file size: 1024KB</li></ul>   |                 | <a href="#">Upload</a> |
| Logo         | Your logo is displayed on the right side of the meeting topic on your invitation page, registration page, and in the email invitation to the meeting.<br>Requirements <ul style="list-style-type: none"><li>• JPG/JPEG or 24-bit PNG</li><li>• The suggested dimensions: 200px by 200px</li><li>• The maximum dimensions: 400px by 400px</li><li>• Maximum file size: 300KB</li></ul> |                 | <a href="#">Upload</a> |



Example of a registration page branded with a banner. The banner also appears in the email invitation after the attendee registers.

## POLL

Create one or more polls, single question or multiple choice, to launch during the live meeting.

|   |                |          |   |
|---|----------------|----------|---|
| Registration                              | Email Settings | Branding | <b>Poll</b>                                 |
| You have created 1 poll for this meeting. |                |          | <a href="#">Add</a>                         |
| Poll 1: poll (2 questions)                |                |          | <a href="#">Edit</a> <a href="#">Delete</a> |