Adding Registration to Your Zoom Meeting

Why Add Registration to Your Zoom Meeting?

Scheduling a meeting that requires registration will allow participants to register with their e-mail and name so you know who will be attending ahead of time. You can also generate meeting registration reports if you want to download a list of people that registered.

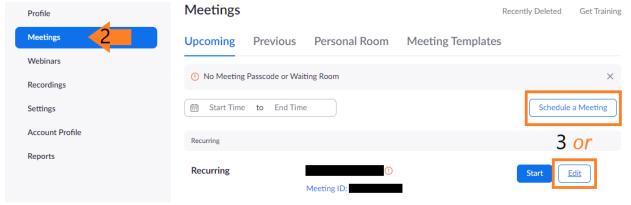
Note: Participants joining meetings with registration must use the Zoom desktop client or mobile app. They will not be able to join using the web client from a web browser.

Prerequisites

- The meeting Host must be a licensed user.
- The meeting you are enabling registration for cannot use your Personal Meeting ID (PMI)
- The meeting you are enabling registration for cannot be a recurring meeting with no fixed time. A meeting with registration enabled must be scheduled for a particular day and time.
- Enabling and administrating Registration is only available via the web portal for Zoom, you will not be able to access Registration information from the Zoom Desktop App.

Enabling Registrations for a Meeting

- 1. Sign into the Zoom web portal for DASNR at https://dasnr.zoom.us/.
- 2. In the navigation menu on the left, click **Meetings**.
- 3. Schedule a New Meeting or edit an existing meeting.



4. In the **Registration** section, make sure to click the **Required** check box.

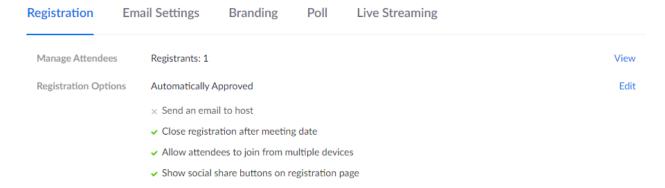


- 5. Select your other desired options and save the meeting at the bottom.
- 6. One saved, the Registration Link will be provided in the meeting details. You can then send this information out for your attendees to register for the meeting.

Registration Link https://dasnr.zoom.us/meeting/register/

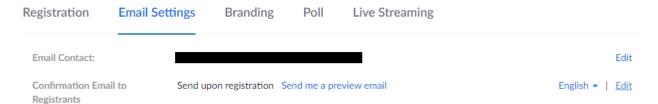
Accessing Registration Information

Click the **Registration** tab at the bottom of your meeting information page to access the Registration information. Here you can view your current registrations as well as edit the registration options.



Registration Email Settings

Click on the **Email Settings** tab at the bottom of your meeting information page to access the email settings for your registrations. Here you can edit the email contact as well as alter the confirmation email sent to all registrants.



Invitation Page Branding

Click on the **Branding** tab at the bottom of your meeting information page to access the branding information for your invitation page. Here you can upload a banner and logo that will be included on your invitation page, registration page, and in the email invitation with guidelines on types and sizes.

