

# 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.

The screenshot shows the Zoom web portal interface. On the left, a navigation menu includes 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings', 'Account Profile', and 'Reports'. The 'Meetings' option is highlighted with a blue bar and an orange arrow with the number '2'. The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A warning message at the top says 'No Meeting Passcode or Waiting Room'. Below that, there is a 'Start Time to End Time' input field and a 'Schedule a Meeting' button highlighted with an orange box. Underneath, there is a 'Recurring' section with a '3 or' indicator and a 'Start' button. A meeting card below shows a 'Meeting ID' field with a red circle icon and an 'Edit' button highlighted with an orange box.

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

Registration  Required

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/\[redacted\]](https://dasnr.zoom.us/meeting/register/[redacted]) Copy Invitation


## 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.

<b>Registration</b>	Email Settings	Branding	Poll	Live Streaming
Manage Attendees	Registrants: 1			<a href="#">View</a>
Registration Options	Automatically Approved			<a href="#">Edit</a>
	<input type="checkbox"/> Send an email to host			
	<input checked="" type="checkbox"/> Close registration after meeting date			
	<input checked="" type="checkbox"/> Allow attendees to join from multiple devices			
	<input checked="" type="checkbox"/> Show social share buttons on registration page			

## 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.

Registration	<b>Email Settings</b>	Branding	Poll	Live Streaming
Email Contact:				<a href="#">Edit</a>
Confirmation Email to Registrants	<input type="checkbox"/> Send upon registration	<a href="#">Send me a preview email</a>		<a href="#">English ▾</a>   <a href="#">Edit</a>

## 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.

Registration	Email Settings	<b>Branding</b>	Poll	Live Streaming
Banner	Your banner is displayed at the top of your invitation page.			
	<a href="#">Upload</a>			
	Image 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></ul>			
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.			
	<a href="#">Upload</a>			