USING ZOOM
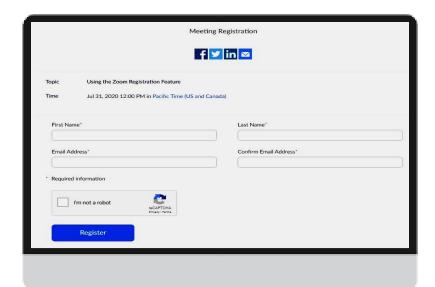# REGISTRATION

Scheduling a meeting that requires registration will allow you to have your participants register with their email, name, other questions, and custom questions. You can also generate meeting registration reports if you want to download a list of people that registered.

Meeting Registration

| Topic | Using the Zoom Registration Feature |
| Time | Jul 31, 2020 12:00 PM in Pacific Time (US and Canada) |

First Name*

Last Name*

Email Address*

Confirm Email Address*

* Required information

I'm not a robot — reCAPTCHA
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Register

1 **Sign in** to the Zoom web portal and click Meetings.

2 You can either **schedule a new** meeting **or edit** an existing meeting.

3 Check the "**Registration: Required**" box.

4 **Registration Options**: After scheduling (saving) the meeting, scroll down to the Registration Options. You can configure the registration process by **customizing the registration questions**, email confirmation and additional registration settings. **Save**

5 **Share** Registration URL with others.