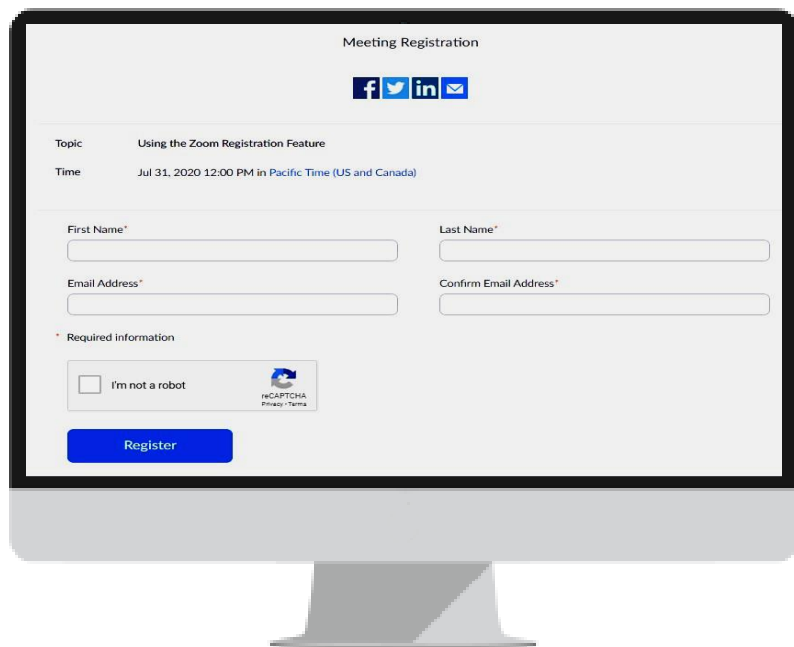


USING ZOOM REGISTRATION



The screenshot shows a computer monitor displaying the Zoom Meeting Registration page. The page title is "Meeting Registration". Below the title are social media icons for Facebook, Twitter, LinkedIn, and Email. The form content includes:

- Topic: Using the Zoom Registration Feature
- Time: Jul 31, 2020 12:00 PM in Pacific Time (US and Canada)
- Input fields for First Name*, Last Name*, Email Address*, and Confirm Email Address*.
- A section for "Required Information" with an unchecked checkbox labeled "I'm not a robot" and a reCAPTCHA logo.
- A blue "Register" button at the bottom.

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.

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.