

Setting up a ZOOM meeting which requires registration

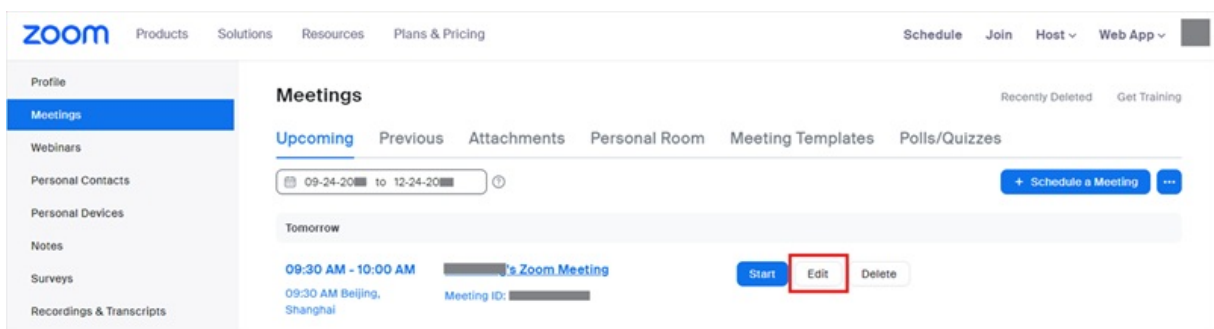
Last Modified on 16/10/2024 10:35 am HKT

Introduction

Scheduling a meeting that requires registration will require participants to register with their e-mail, name, and other optional questions before receiving the meeting info. It allows you to collect more information about your attendees to prepare for the meeting.

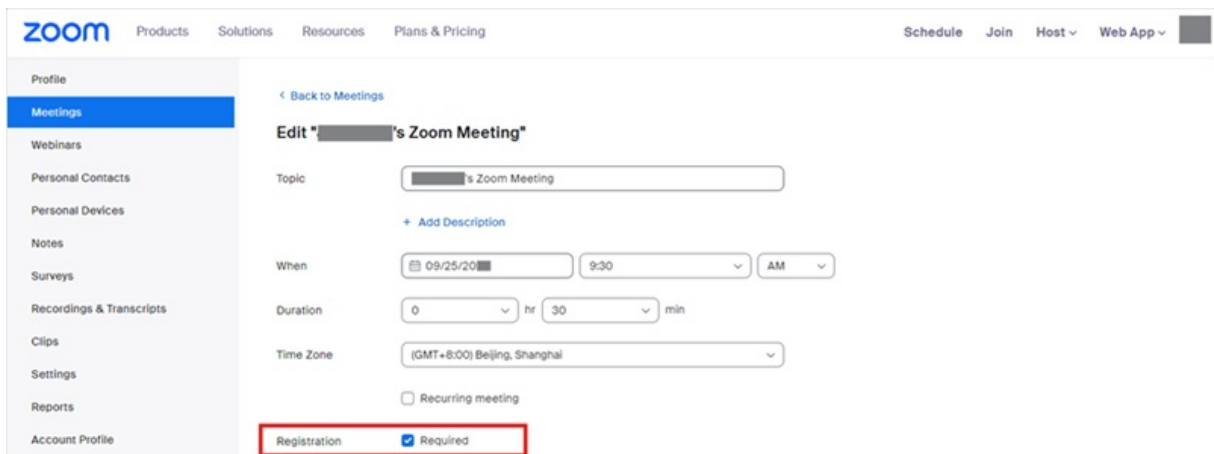
Enabling and customizing registration for a meeting

1. Sign in to the CUHK Zoom web portal (<https://cuhk.zoom.us> (<https://cuhk.zoom.us/>)) > Meetings > Rollover one of your scheduled meetings > **Edit**.



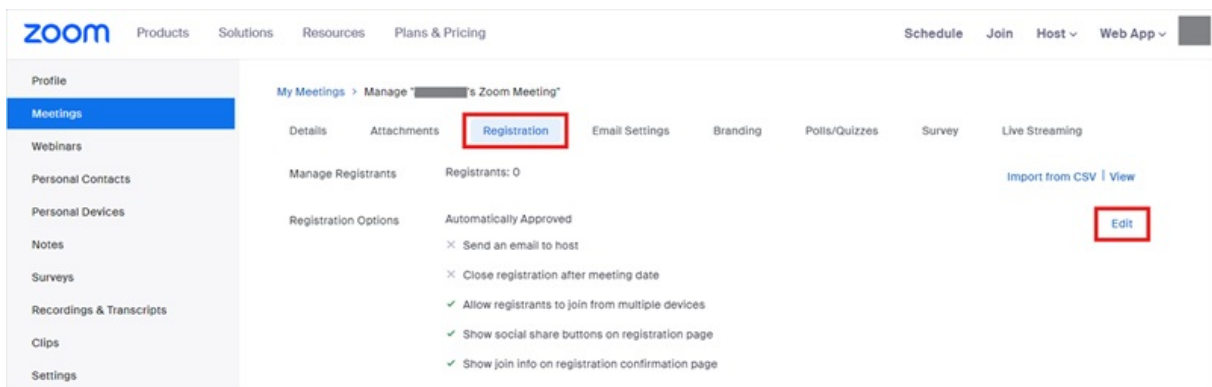
If you do not have a scheduled meeting, [schedule a meeting](https://support.zoom.us/hc/en-us/articles/201362413) (<https://support.zoom.us/hc/en-us/articles/201362413>) now.

2. Find Registration > check **Required** box and click **Save** to save changes.



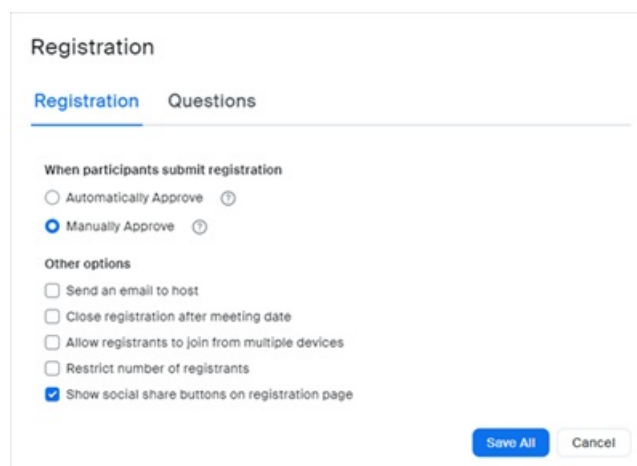
3. In the Registration Options section, click **Edit**.

Questions: elarning@cuhk.edu.hk

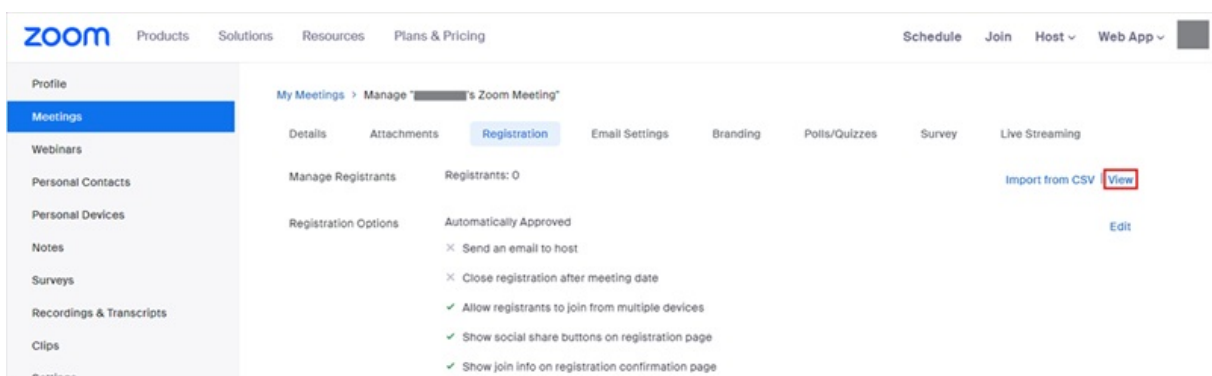


4. Customize the options under Registration tab. To learn more about the options, please refer to Zoom Help Center: [Scheduling and customizing a meeting with registration](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065026) (https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065026).

- Note:
 - By default, **Automatically Approve** is selected, which means anyone who signs up will receive information on how to join right after the registration. Change it to **Manually Approve** if needed.
 - If you want to prevent anyone from registering after the meeting/webinar date and projected end time, check **Close registration after event date**.
 - If a registrant passes the link to another person who has not registered a meeting, that person would be able to join the meeting.
 - Do NOT select **Allow attendees to join from multiple devices**. This is to avoid multiple users joining the meeting with multiple devices.
- Click **Save All**.



5. You can see a list of people that have registered for the meeting by going to Registration >View.



6. Click on the **registrant name** will provide addition info about that person.

Registrants for '██████████'s Zoom Meeting'

Search by name or email

Pending Approval (1) Approved (0) Denied (0)

<input type="checkbox"/>	Registrants	Email Address	Registration Date
<input type="checkbox"/>	██████████	██████████@cuhk.edu.hk	Sep 24, 20██ 11:43 AM

If you have selected **Manually Approve** before, you will need to click **Approve** or **Deny** of that user to participate this meeting or not.

Registrant Details

██████████

Status: approval

Registered: Sep 24, 20██ 11:43 AM

Email: ██████████@cuhk.edu.hk

First Name ██████████

Last Name ██████████

Email Address ██████████@cuhk.edu.hk

For more: Zoom Help Center: [Scheduling and customizing a meeting with registration](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065026)
(https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065026)