# Setting up a ZOOM meeting which requires registration

Last Modified on 17/01/2025 12:00 pm 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.
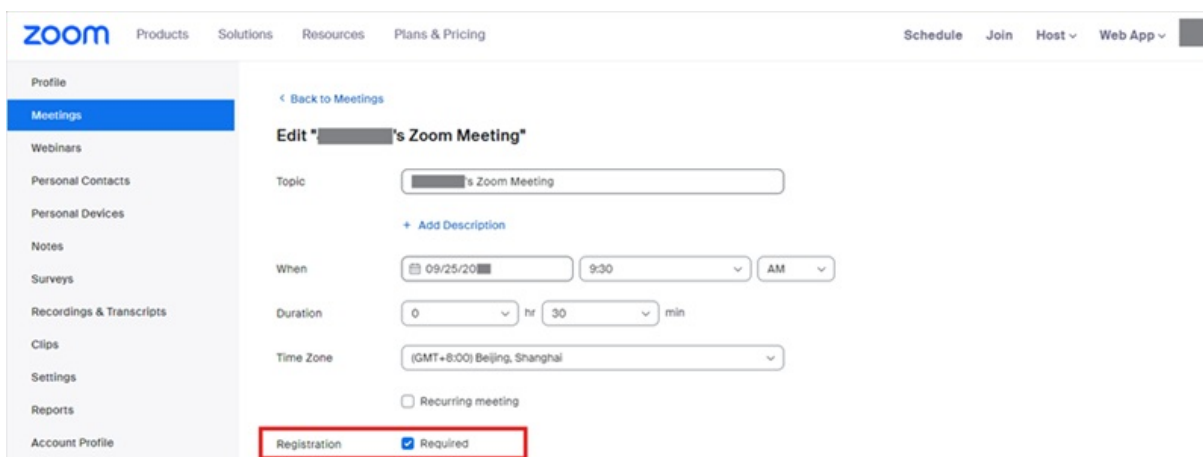
Enabling and customizing registration for a meeting

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.**
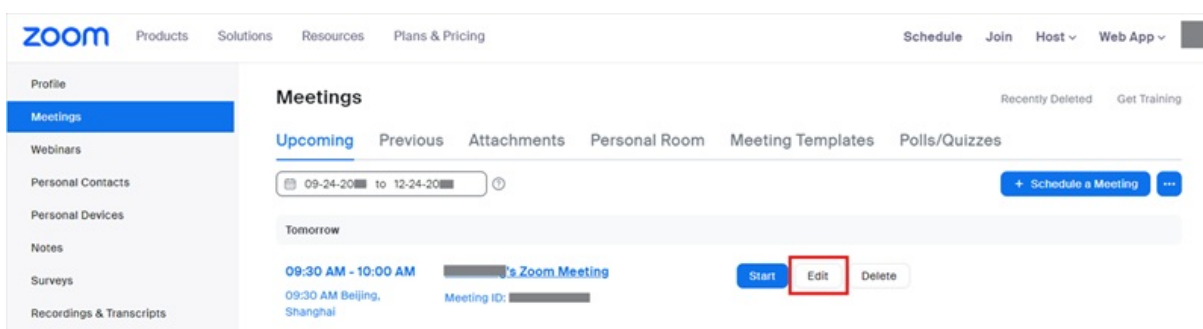
   If you do not have a scheduled meeting, schedule a meeting (https://support.zoom.us/hc/en-us/articles/201362413) now.
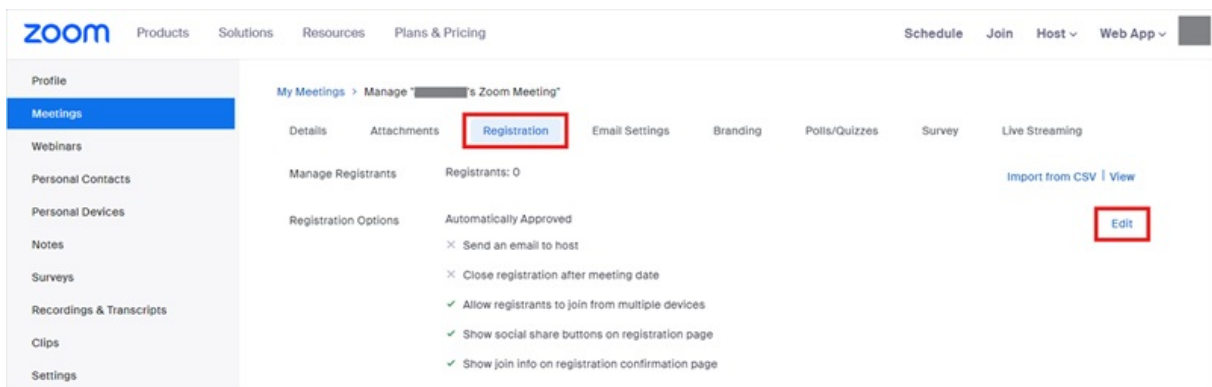
2. Find Registration > check **Required** box and click **Save** to save changes.


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

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).

   ○ 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**.
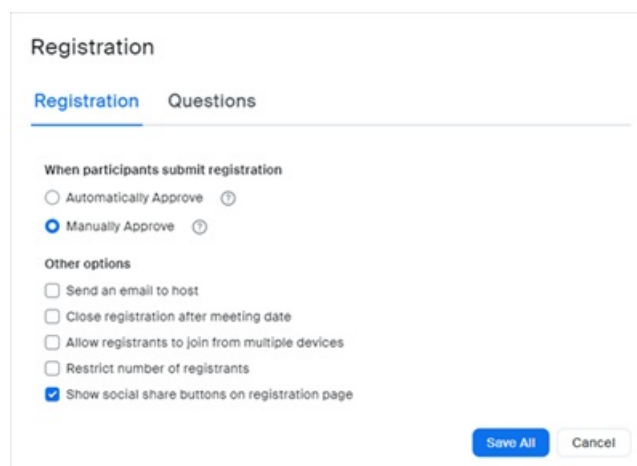
5. You can see a list of people that have registered for the meeting by going to Registration >**View**.
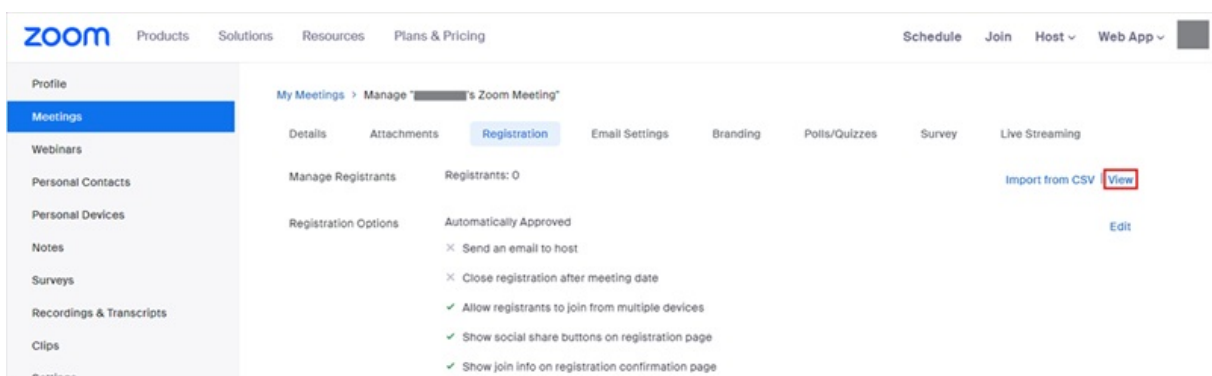
6. Click on the **registrant name** will provide addition info about that person.

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

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)