Use Zoom Registration for Meetings

Zoom Registration can be useful if you have a large audience, or if you are not using the Renaissance Society system (provided by CCE) for registration. Zoom Registration adds an additional level of security, allows you to find out more about your audience, and tracks who attends your meetings more accurately.

Enabling Registration for a Meeting

1. Navigate to https://csus.zoom.us/ and **Sign In**.
2. From the **Meetings** section, click **Schedule a Meeting** or click **Edit** an existing meeting (be sure to select all occurrences). Complete any other meeting fields as needed.
3. Check the **Required** box to the right of the **Registration** field. If your meeting is a recurring meeting, you will get these additional options. Select one**.**

A. Registrants can attend all of the occurrences. All dates and times of the meeting will be listed and the registrant will be registered for all occurrences.
B. Registrants need to register separately for each occurrence to attend. They can only choose one date and time on the registrant page.
C. Registrants register once and can choose one or more occurrences to attend. They will need to select which dates and times they would like to attend and they will only be registered for those occurrences. They can choose multiple options.

4. Then click **Save.**
5. Scroll up to see the generated Registration link).

6. Copy this link (right-click the link and select **Copy Link**). You can then send it to whomever needs the registration link.
   Note: If you previously scheduled your meeting without registration, you will now need to send this new link to lorene.sarne@csus.edu for updating in the PRS.
7. Once you have saved your meeting, the Registration, Email Settings and Branding options will appear at the top of the page when you click your meeting title.

Customizing Registration Options

1. Select the **Registration** option, click **Edit** to the right of **Registration Options.** Then make your selections from each section, and click **Save All**.

Under **Registration**, decide if *Approval* should be automatic or manual. Realize if you select Manual you will need to monitor your registrants.

Other options: Recommend check Close registration after meeting date, Allow attendees to join from multiple devices; uncheck Send an email to host(most leaders do not monitor ren-xx@csus.edu accounts), Show social share buttons on registration page. Decide if you want to check Restrict number of registrants.

Under **Questions,** you can *add additional standard fields* to your registration form by checking the box before the field (scroll down the page to see all the choices). In addition, check the *Required* box to the right of the field, if registrations must provide the information.

Click *Add Question*, to create your own questions.

They can be Short Answer or Single Answer. Enter your Question and click *Save*. You can click *Add Question* for additional ones. For Single answer questions, you will be prompted to enter the answer choices. Click *Save All* when you are finished to ensure all of your changes have been saved.

Customizing Branding

1. Select the **Branding** option, to upload a banner or logo image. A banner will appear at the top of your registration invite page; a logo will appear on the right side of your Meeting topic.

2. Click **Upload** under Banner or Logo. Image requirements are displayed.

3. Locate the file then click **Choose for Upload**. A thumbnail of your image appears. Click *Change* if you need to update.
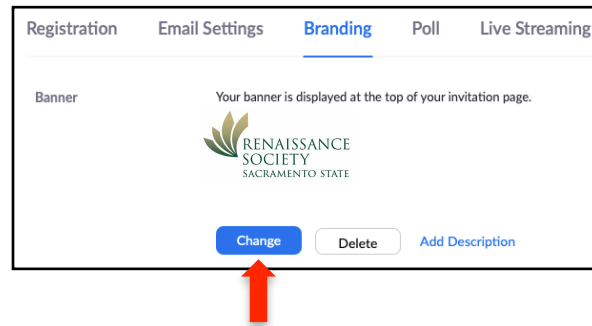
Modifying Email Settings

1. Select the **Email Settings** option to edit the Email Contact or Confirmation Email.
2. For **Email Contact,** click **Edit** to change the email address and contact name that appears in the confirmation email. This is a good idea since most of us do not monitor our ren-xx@csus.edu mail account. If participants have questions before the meeting, they will be able to contact you through this email.
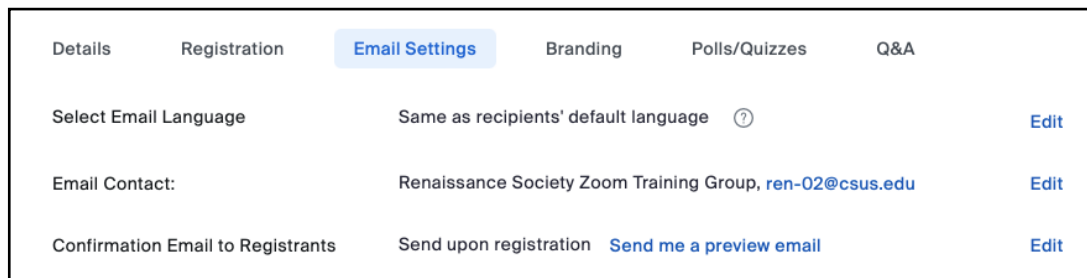
3. Only two areas can be modified in the **Confirmation Email.** Click **Edit** to make changes. Be sure to **Save** when you are finished. Then click **Send me a preview email** to ensure it is what you want.
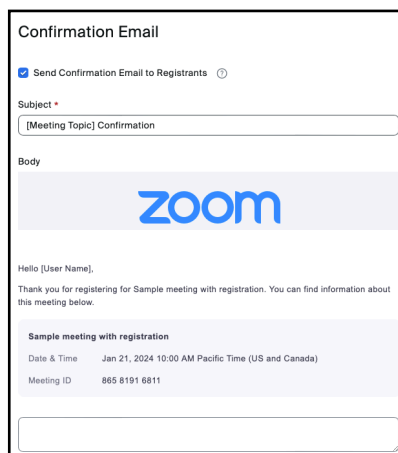

Anything in [ ] is a field and should not be changed.

Subject: Usually no need to change. Can change "Confirmation" to "Reminder" before resend.

Body: You can add additional information, including links. You cannot add attachments.

Managing Registration

1. Select the **Registration** option. The number of registrants appears next to **Manage Registrants**
2. For detailed information or to manage your enrollment, click **View** to the right.
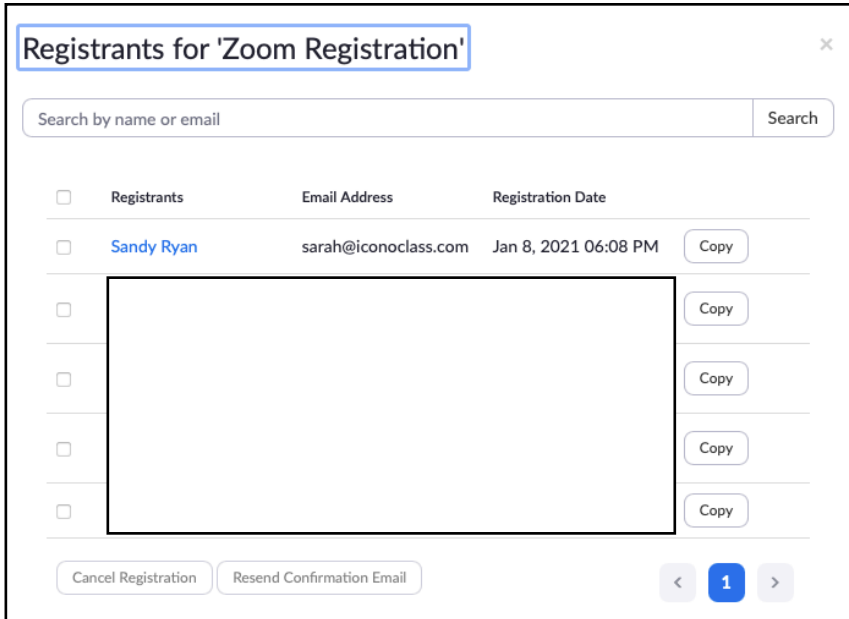
You can **Search** for a registrant. This is helpful if there are multiple pages.

To **select** someone check the box to the left of their name. To select everyone on a page, check the box to the left of Registrants.

Then click **Cancel Registration** or **Resend Confirmation Email**.

3. Click *Close* when you are finished.

Note: If you had selected Manually Approve, you would see this intermediate dialog box. You would need to Approve or Deny each registrant.
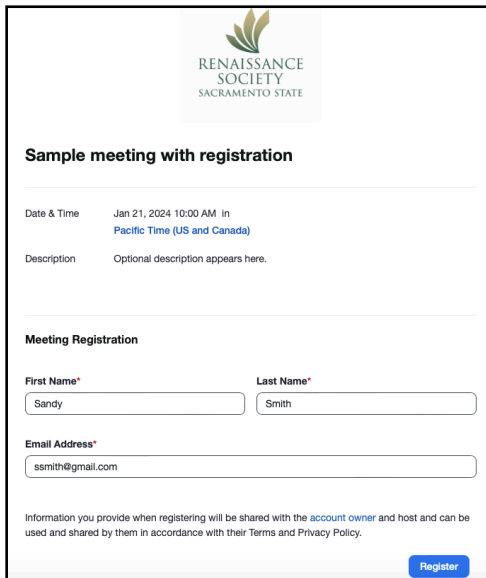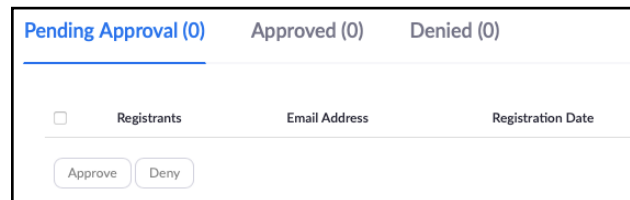

Communicating with Your Audience

Your participants will get the following communication from Zoom once they click on your registration link. Most common are the items bolded below

- **Registration Form**
- Registration Pending (only if you use Manually Approved)
- Registration Approved or Denied (only if you use Manually Approved)
- **Confirmation**
- Reminder (only if you manually send out)

Registration Form

After filing out the form and clicking Register, the participant will get immediate feedback of Meeting Registration Approved or Meeting Registration Pending Approval (if you chose Manually Approve).
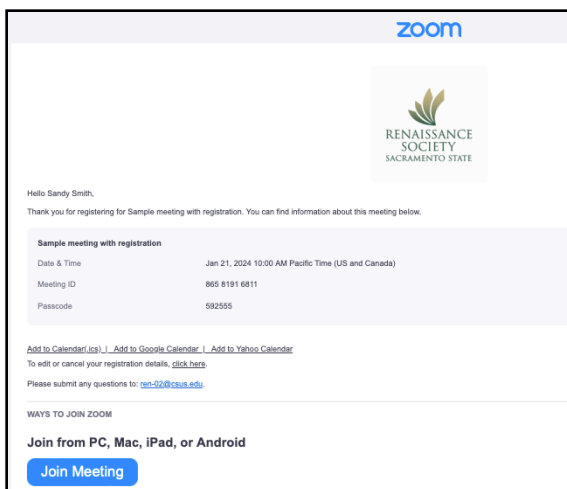

Description: Only appears if you entered a Description when you scheduled your meeting.

Time: Reflects your Registration choices.

Entry fields: Based on Questions and Custom Questions you selected.

Confirmation Email

This is automatically sent after the registration form is completed. The screenshot below reflects the top half of the email. The bottom part lists additional options for joining the meeting.

Join Meeting: Link to click the day of the meeting.

Add to calendar: Encourage your audience to use one of the calendar options. That way they don't have to search for this email the day of the event.

Note: This link should not be shared. Each join link is unique to the person who registered.

There are no automatic reminder emails in Zoom Meeting. You can resend this one as a reminder. **Note**: You will need to send All Registrants page by page.

Registration Reports

Registration reports list all the fields from your registration form plus information on registration time and status.

1. If you are not logged in, navigate to https://csus.zoom.us/ and **Sign In**.
2. Select **Reports** from the navigation pane on the left.
3. Under Usage Reports, click **Meeting**.
4. Next to **Report Type**, click **Registration Report**. A list of previous and upcoming meetings will appear.
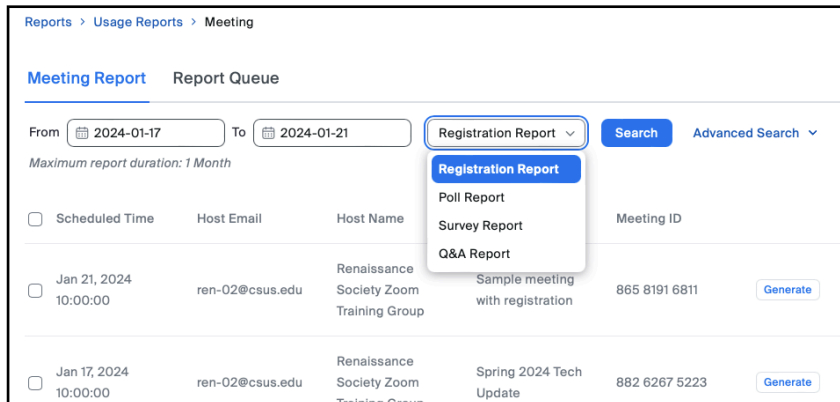
5. If your meeting does not appear, adjust the time range you want and click **Search**. You can only select a one month period at a time.
6. Click **Generate** to the right of the report you want. Select the option for All, Approved, or Denied Registrants, then click **Continue**. The Report Queues tab will be displayed with your report listed.
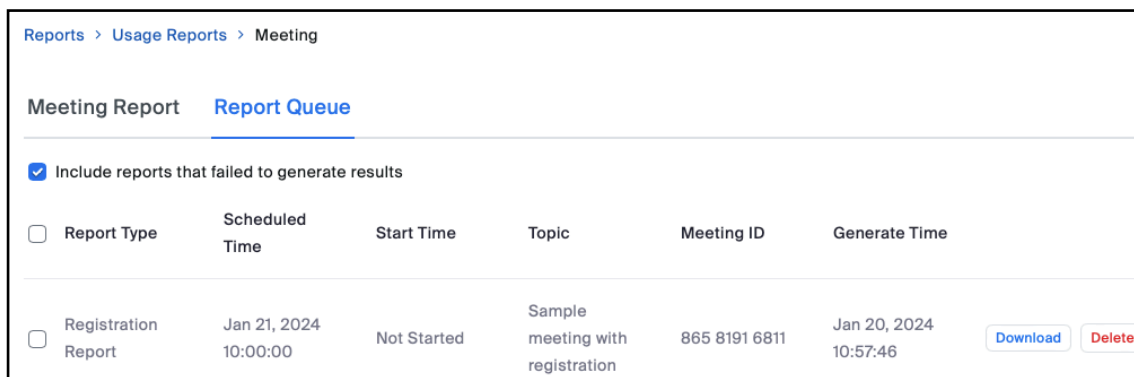
7. Click **Download** and a CSV file will be downloaded to your computer. You can open it in a spreadsheet program to view the results and/or manipulate the data. **Note**: It is a handy way to get a list of all your registrants emails if you want to send them something outside of the Zoom registration system.

Send questions or comments about this guide to rensocit@csus.edu with RS Zoom Training in the subject line.