

## REGISTRATION for Zoom SECURITY

To prevent hacking your Zoom meeting it is highly recommended to:

1. Require Registration
2. Add additional fields to Registration
3. Review Registration prior to starting meeting
4. Use Waiting Room to Admit participants
5. Know how to remove someone
6. Do not post meeting links on Social Media

### INFORMATION TO UPDATE in Edit Mode

1. Update “Topic” and “Description” Information
2. Require Registration
3. Change Passcode
4. Require Waiting Room

The screenshot shows the 'Schedule a Meeting' form with several fields highlighted by red circles and red arrows pointing to callouts on the right. The 'Required' checkbox under 'Registration' is circled. The 'Passcode' checkbox and its value '833120' are circled. The 'Waiting Room' checkbox is circled. Red arrows point from the 'Topic' field to a callout box containing 'Chapter Name # Program', and from the 'Description (Optional)' field to a callout box containing 'Contact Email' and 'Video Title'.

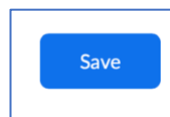
*This information will*

Chapter Name # Program

Contact Email  
Video Title

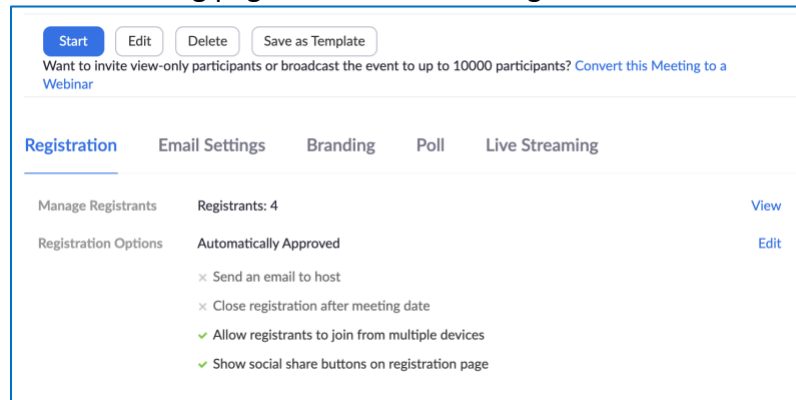
*appear on registration  
email*

### 5. Save Changes



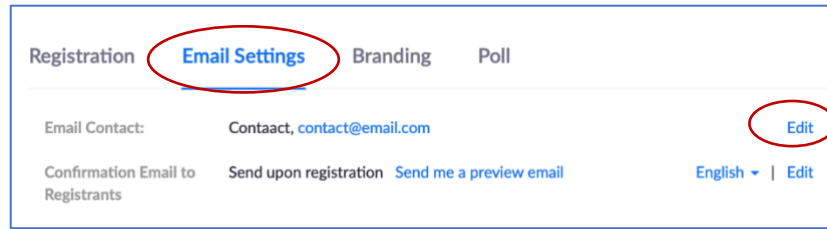
## Customize REGISTRATION

1. Go to bottom of the meeting page to see the following:



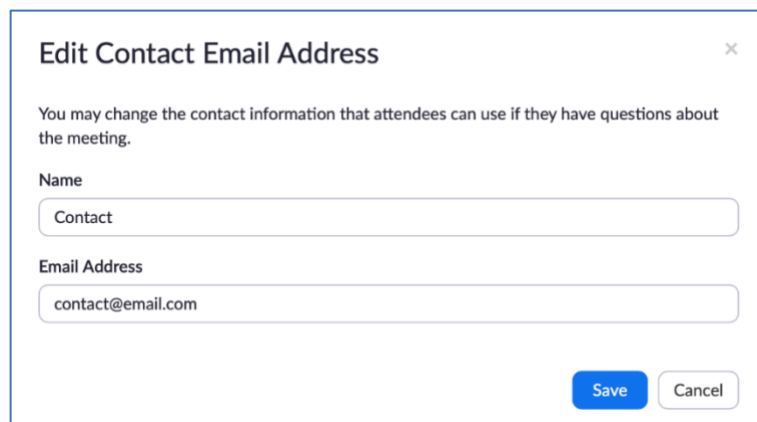
A screenshot of the meeting registration settings page. At the top, there are buttons for 'Start', 'Edit', 'Delete', and 'Save as Template'. Below these is a link: 'Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)'. The main navigation bar includes 'Registration', 'Email Settings', 'Branding', 'Poll', and 'Live Streaming'. Under 'Registration', there are two sections: 'Manage Registrants' with 'Registrants: 4' and a 'View' link, and 'Registration Options' with 'Automatically Approved' and an 'Edit' link. The 'Registration Options' section lists four items: 'Send an email to host' (disabled), 'Close registration after meeting date' (disabled), 'Allow registrants to join from multiple devices' (checked), and 'Show social share buttons on registration page' (checked).

2. Select "Email Settings" and then "Edit"



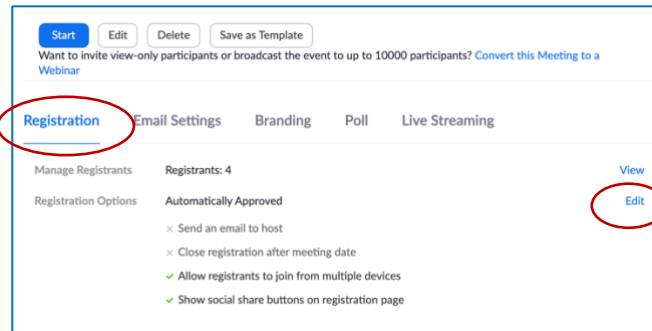
A screenshot of the 'Email Settings' page. The 'Email Settings' tab is highlighted with a red circle. Below the navigation bar, there are two rows of settings. The first row is 'Email Contact:' with the value 'Contact, contact@email.com' and an 'Edit' link circled in red. The second row is 'Confirmation Email to Registrants' with the value 'Send upon registration' and a 'Send me a preview email' link. There is also a language dropdown set to 'English' and an 'Edit' link.

3. Enter your name and email address and "Save. *The notice will show being sent from this email.*

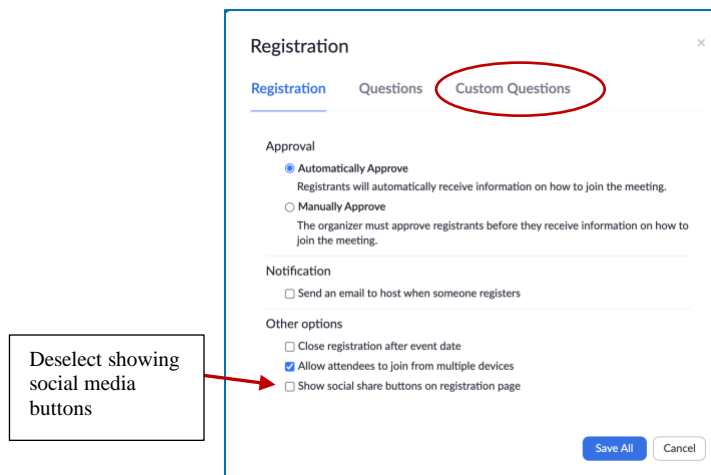


A screenshot of the 'Edit Contact Email Address' dialog box. The title is 'Edit Contact Email Address' with a close button (X) in the top right. Below the title is a message: 'You may change the contact information that attendees can use if they have questions about the meeting.' There are two input fields: 'Name' with the value 'Contact' and 'Email Address' with the value 'contact@email.com'. At the bottom right, there are 'Save' and 'Cancel' buttons.

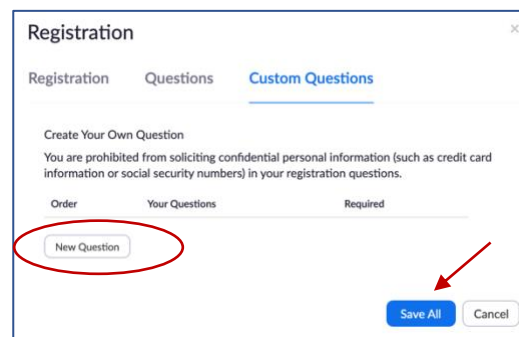
#### 4. In Registration select Registration Options/Edit



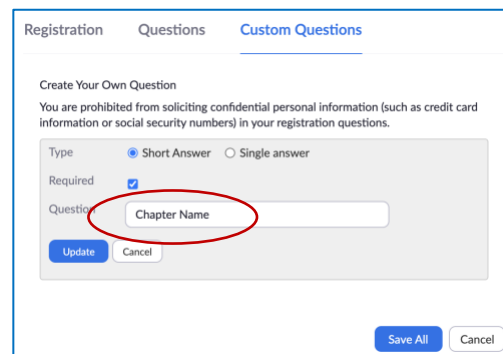
#### 5. In the Pop-Up window select Custom



#### 6. Add additional fields by clicking on "New Question"



#### 7. Enter "Chapter Name" or desired field



8. You may add as many additional fields as you wish.

Registration Questions **Custom Questions**

Create Your Own Question  
You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

| Order | Your Questions | Required                            |        |
|-------|----------------|-------------------------------------|--------|
| 1     | Chapter Name   | <input checked="" type="checkbox"/> | Delete |
| 2     | Phone          | <input checked="" type="checkbox"/> | Delete |

**New Question**

Save All Cancel

9. This is the resulting registration window

Meeting Registration

Topic At Large Chapters

Time Feb 19, 2021 03:30 PM in Eastern Time (US and Canada)

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

Chapter Name\*

Phone\*

\* Required information

Register

10. Then "Copy Invitation" to paste into invitation email. (You can click on the link first, to verify that the Registration email is correct, before copying the invitation to send).

Registration Link <https://us02web.zoom.us/meeting/register/tZYsdOGrpz8pGtP3n6s-qRxCR7D8Pu7b88Ph> **Copy Invitation**

Copy Meeting Invitation

Meeting Invitation

Hi there,

You are invited to a Zoom meeting.  
When: Aug 25, 2020 03:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:  
<https://us02web.zoom.us/meeting/register/tZYsdOGrpz8pGtP3n6s-qRxCR7D8Pu7b88Ph>

After registering, you will receive a confirmation email containing information about joining the meeting.

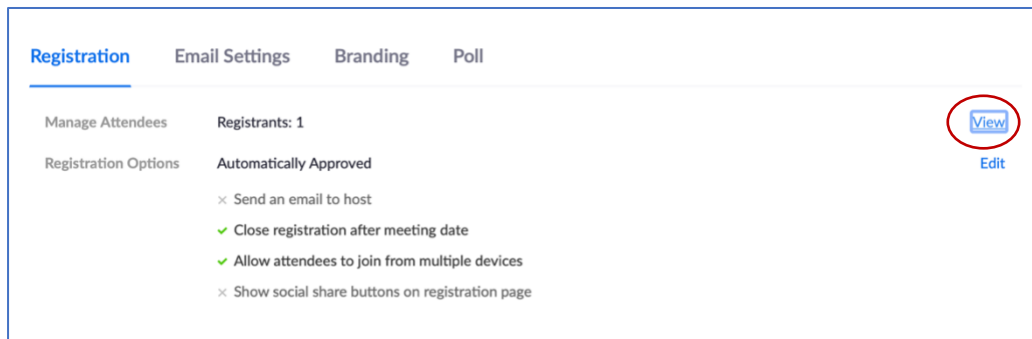
**Copy Meeting Invitation** Cancel

- Participants will receive the Confirmation automatically that includes the meeting link and passcode.

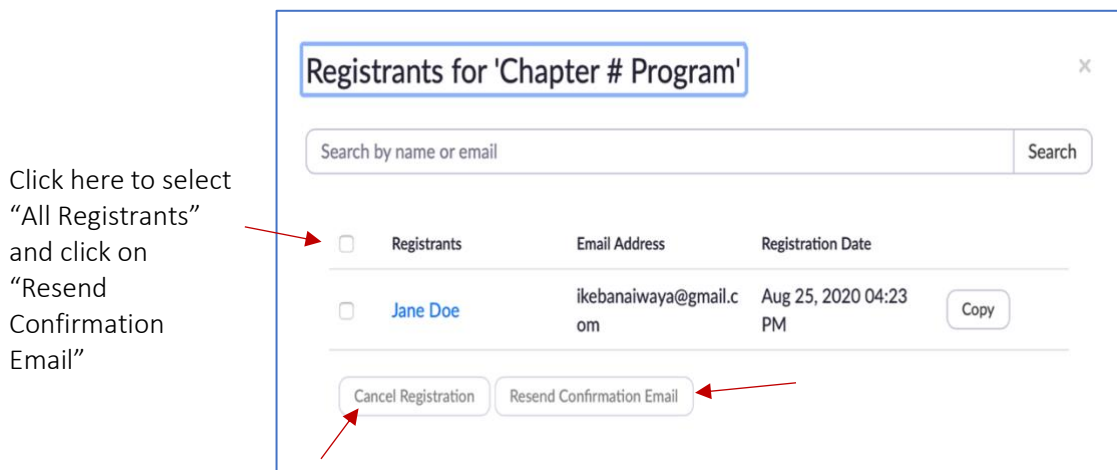


## MANAGING REGISTRATION

- To view the list of Registrants, click on “View” to open a pop-up.



- In the pop-up view, you can see registrants and send meeting reminders



- If you have more than 20 registrants, there will be more than one page of registrants.
- To resend the Confirmation Email, you will have to do the process for each page.
- You can also cancel individual registrations, if necessary.

## REMOVING A PARTICIPANT

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1. Once in your **Zoom** meeting, click on Manage **Participants** on the bottom toolbar in the **Zoom** meeting window.
2. Mouse over the **participant's** name you need to **remove** from your meeting in the **Participant** list.
3. Click on the More fly-out menu that appears and select **Remove**.

