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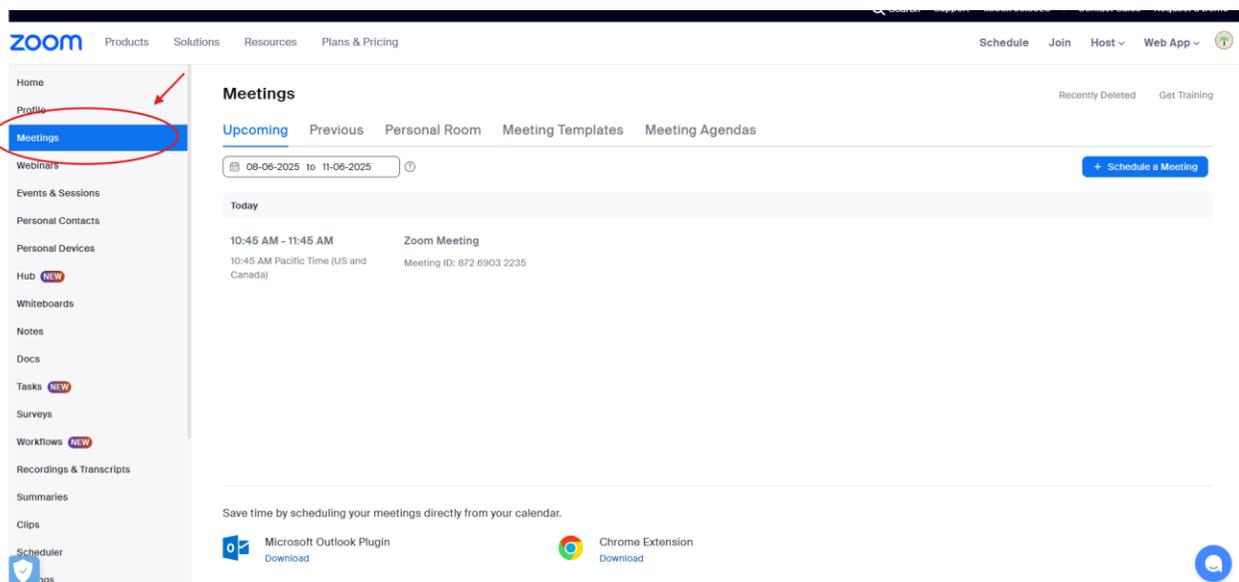
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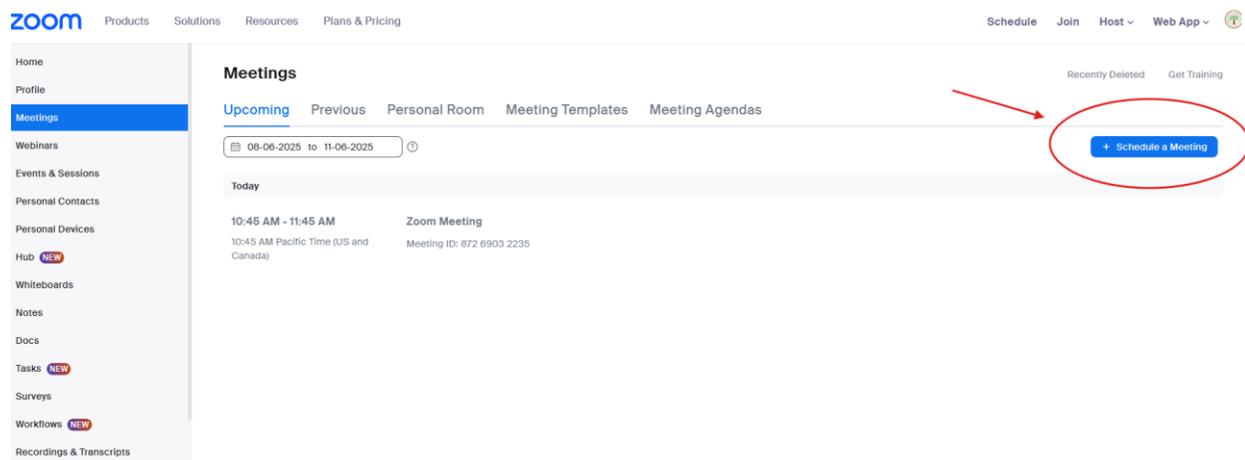
How to Schedule a Zoom Meeting with Required Registration

Schedule a Meeting

1. Sign in to your Zoom account. Go to: <https://zoom.us/signin>.
2. In the left-hand menu, click on **"Meetings"**



3. Click on the **"Schedule a Meeting"** button at the top-right corner of the page.





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4. Fill in the meeting details:

- **Topic:** Enter a title for your meeting
- **Description:** (Optional)
- **Date & Time:** Choose when the meeting will happen
- **Duration:** Enter the expected length of the meeting

5. Scroll down to the section called **Registration** and check the box that says **"Required"** to enable registration

The screenshot shows the 'Schedule Meeting' interface. On the left is a navigation menu with options like Home, Profile, Meetings, Webinars, etc. The main area is titled 'Schedule Meeting' and contains several input fields: Topic (with 'TEST' entered), When (date and time), Duration, Time Zone, and Meeting ID. A 'Registration' section is highlighted with a red circle and an arrow, showing a checked 'Required' checkbox. Other options include 'Recurring meeting', 'Generate Automatically', and 'Personal Meeting ID'. There are also buttons for 'Add Description', 'Add Whiteboard', and 'Add Docs'. At the bottom are 'Save' and 'Cancel' buttons.

6. Continue adjusting any other settings you want:

- Video (for host and participants)
- Audio
- Meeting options (e.g., enable waiting room, mute participants upon entry, etc.)



7. Click the **"Save"** button at the bottom of the page

The screenshot shows a meeting creation interface. On the left is a sidebar with navigation options: Home, Profile, Meetings (selected), Webinars, Events & Sessions, Personal Contacts, Personal Devices, Hub (NEW), Whiteboards, Notes, Docs, Tasks (NEW), Surveys, Workflows (NEW), Recordings & Transcripts, Summaries, Clips, Scheduler, and Tags. The main form includes fields for Duration (1 hr 0 min), Time Zone (GMT-7:00 Vancouver), Recurring meeting (unchecked), Registration (Required checked), Meeting ID (Generate Automatically selected), Template (Select a template), Whiteboard (Add Whiteboard), Docs (Add Docs), and Security (Passcode 407897 selected). At the bottom, the 'Save' button is circled in red, with a red arrow pointing to it from the left.

Inviting People to the Meeting

1. After Saving:

- You will be taken to the meeting summary page.
- You will see a **"Registration Link"** (or "Invite Attendees" section).
- Copy and share this link with participants so they can register before the meeting. Or,

The screenshot shows the meeting summary page for a meeting titled 'TEST'. The page has tabs for Details, Registration, Email Settings, Branding, and Live Streaming. The 'Details' tab is active, showing the following information: Topic: TEST, Time: Aug 6, 2025 01:00 PM Vancouver, Meeting ID: 814 5754 4178, Security: Passcode (shown as ***** Show), and Registration Link: <https://us06web.zoom.us/join/81457544178>. Below the link are buttons for 'Add to' Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar. At the bottom, there are buttons for 'Start', 'Copy Invitation', 'Edit', and 'Delete', and a 'Save as Template' button. A red circle highlights the 'Registration Link' text, with a red arrow pointing to it from the right.

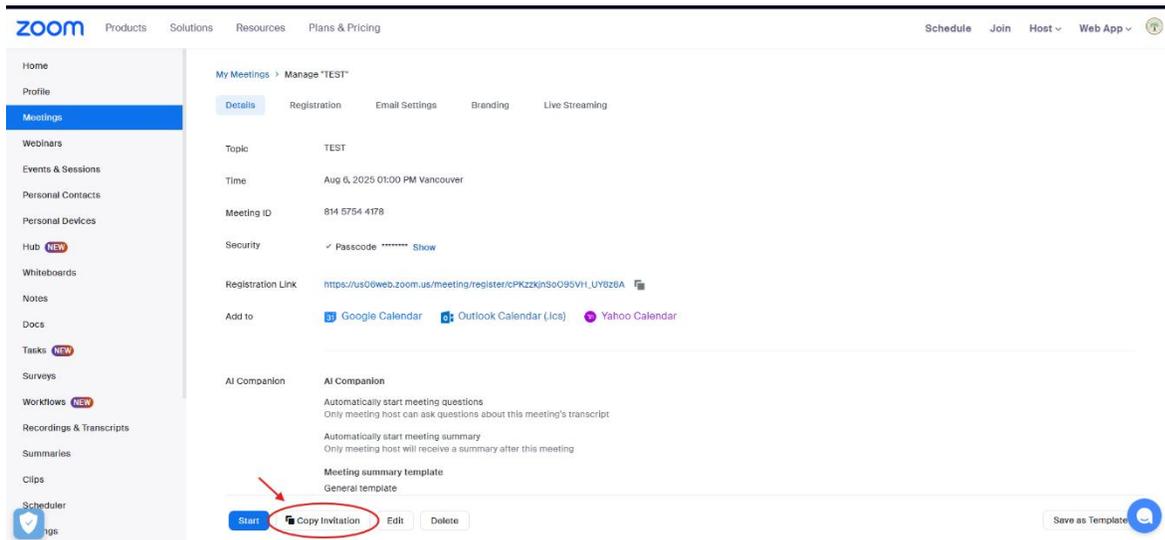


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2. Click on **“Copy Invitation”** to get the full invitation text, which includes:



- A note telling participants to register to receive the join link
- A reminder to check their inbox (and spam/junk folder) for the registration confirmation email

Copy Meeting Invitation

Hi there,

You are invited to a Zoom meeting.
When: Aug 6, 2025 01:00 PM Vancouver

Register in advance for this meeting:
https://us06web.zoom.us/meeting/register/cPKzzkjinSoO95VH_UY8z8A

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

Copy Meeting Invitation

Cancel



Optional: Customize Registration Form

If you want to collect specific information from participants (e.g., name, organization, phone number), do the following:

1. On the meeting summary page, look for **"Registration Options"**.

Home
Profile
Meetings
Webinars
Events & Sessions
Personal Contacts
Personal Devices
Hub **NEW**
Whiteboards
Notes
Docs
Tasks **NEW**
Surveys
Workflows **NEW**
Recordings & Transcripts
Summaries

My Meetings > Manage "TEST"

Details **Registration** Email Settings Branding Live Streaming

Manage Registrants Registrants: 0 Approved: 0 [Import from CSV](#) | [Edit](#)

Registration Options Manually Approve [Edit](#)

- Send an email to host
- Close registration after meeting date
- Allow registrants to join from multiple devices
- Show social share buttons on registration page

2. Click **"Edit"**

Home
Profile
Meetings
Webinars
Events & Sessions
Personal Contacts
Personal Devices
Hub **NEW**
Whiteboards
Notes
Docs
Tasks **NEW**
Surveys
Workflows **NEW**
Recordings & Transcripts
Summaries

My Meetings > Manage "TEST"

Details **Registration** Email Settings Branding Live Streaming

Manage Registrants Registrants: 0 Approved: 0 [Import from CSV](#) | [Edit](#)

Registration Options Manually Approve [Edit](#)

- Send an email to host
- Close registration after meeting date
- Allow registrants to join from multiple devices
- Show social share buttons on registration page



3. Under "**Registration Settings**", What Each Setting Means:

Registration

Registration Questions

When participants submit registration

Automatically Approve ⓘ

Manually Approve ⓘ

Other options

Send an email to host

Close registration after meeting date

Allow registrants to join from multiple devices

Restrict number of registrants

Show social share buttons on registration page

Save All Cancel

- **Automatically Approve**

Registrants are approved instantly. Zoom emails each person a confirmation with their unique join link right away. No action needed from the host.

- **Manually Approve**

Registrations go into a pending list. The host must approve/deny each one. After approval, Zoom emails the registrant their unique join link.

Other options

- **Send an email to host**

Sends the host an email notification every time someone submits a registration. Helpful if you're using Manual Approval or just want to monitor sign-ups.

- **Close registration after meeting date**

Blocks new registrations once the meeting start time has passed. Use this to prevent late sign-ups after the event begins/ends.



- **Allow registrants to join from multiple devices**
Lets a single registrant use their same unique join link on more than one device (e.g., computer + phone). Turn this off if you want to limit each person to one device.
- **Restrict number of registrants**
Set a maximum number of registrations. When the cap is reached, registration closes automatically, and new visitors will see that the event is full.
- **Show social share buttons on registration page**
Displays social media share buttons on the registration page (e.g., LinkedIn, X, Facebook). Turn this off for private or invite-only events; leave it on if you want attendees to promote the event.
- **Save All**
Click this to apply any changes you made in this window. If you close the window without saving, your updates won't stick.

4. Under “**Questions**”

Registration	
First Name and Email Address required.	
Enabled Fields (1)	Required (1)
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country/Region	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>

+ Add Question ? Save All Cancel



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- Customize which questions are required in the registration form (e.g., Name, Email, Organization)
- Add **Custom Questions** if needed:
 - Select question type (Short Answer, Single Choice)
 - Avoid using special characters like #, &, ?, *, ", ', <, >

5. Save your changes

Registration

Registration Questions

First Name and Email Address required.

Enabled Fields (1)	Required (1)
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country/Region	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>

+ Add Question ?

→ **Save All** Cancel



Reviewing and Approving Registrations

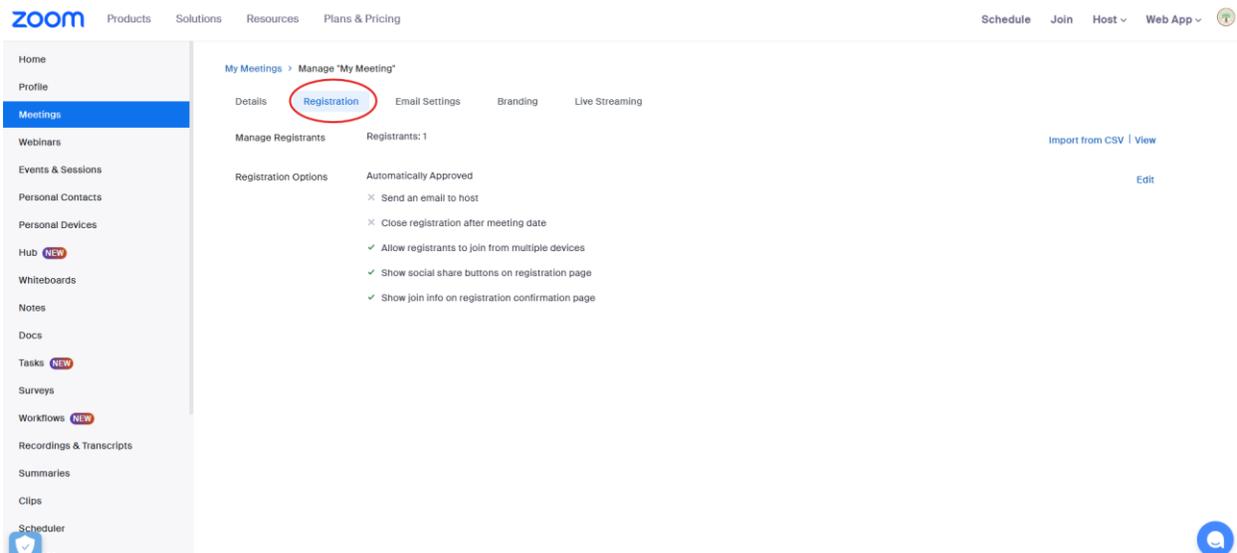
If **Manual Approval** is selected:

Option 1 – From the Zoom Website

1. Sign in to Zoom
2. Go to **Meetings** → Click your meeting title

This will open the Manage My Meeting page.

3. At the top of the page, click the Registration tab (next to “Details”).



4. In the Registration tab, find the Manage Registrants section.
5. You can see the number of registrants for the event.
6. Click View to see the list of people who have registered.



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From this screen, you can:

- **Approve** – The registrant will be sent an automatic confirmation email from Zoom containing their unique join link for the meeting. Once approved, they can join the meeting using that link.
- **Deny** – The registrant will not receive the join link and will not be able to join the meeting. They will not get a join confirmation email, but they may still see a message saying their registration was declined if they try to access the meeting.

Registrants for 'My Meeting'

Search by name or email

<input type="checkbox"/>	Registrants	Email Address	Registration Date	<input type="button" value="Copy"/>
<input type="checkbox"/>	Dorna Fathinejad	msbhdorna@gmail.com	Aug 7, 2025 03:17 PM	<input type="button" value="Copy"/>



Note:

- Approved registrants each get their unique join link that cannot be shared.
- Denied registrants can be approved later if needed - just return to this list and change their status.
- If you set **Automatically Approve**, you won't see this pending list; people will get their join link instantly after registering.

Exporting the Registration List

1. Go to <https://zoom.us/account/report>
2. Under **Reports**, select **Meeting and webinar registrations**

The screenshot shows the Zoom account interface. On the left sidebar, the 'Reports' menu item is highlighted in blue and circled in red, with a red arrow labeled '1' pointing to it. In the main content area, under the 'Usage reports' section, the 'Meeting and webinar registrations' option is circled in red, with a red arrow labeled '2' pointing to it.



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3. Find your meeting → Click **Generate**
4. Download the **CSV** file (openable in Excel or Google Sheets)

Topic	Type	ID	Host	Scheduled time	Registrants
My Meeting	Meeting	837 6987 2312	Dorna Fathinejad communications.iltccabc@gmail	08/07/2025 07:00:00 PM	1
ILTCCABC Test Zoom - 01	Meeting	843 5878 6308	Dorna Fathinejad communications.iltccabc@gmail	08/06/2025 07:30:00 PM	1

💡 You need a Pro or higher Zoom account to access reports.