ILTCCABC
Independent Long-Term Care Councils Association of BC
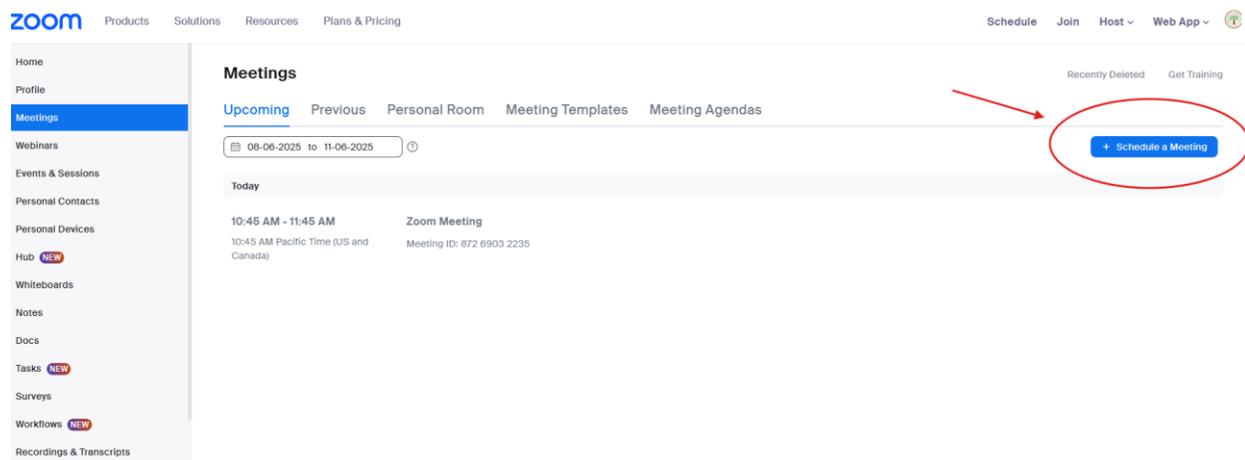### Your provincial long-term care councils' association

Contents

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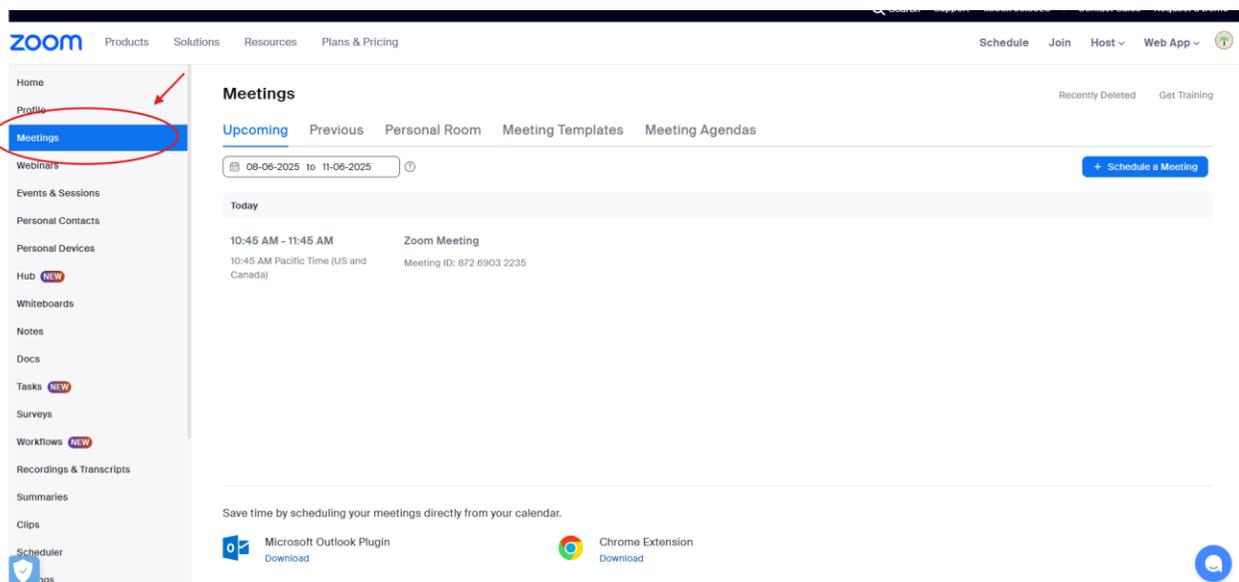
3. Click on the **"Schedule a Meeting"** button at the top-right corner of the page.

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

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

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,

2. Click on "**Copy Invitation**" to get the full invitation text, which includes:
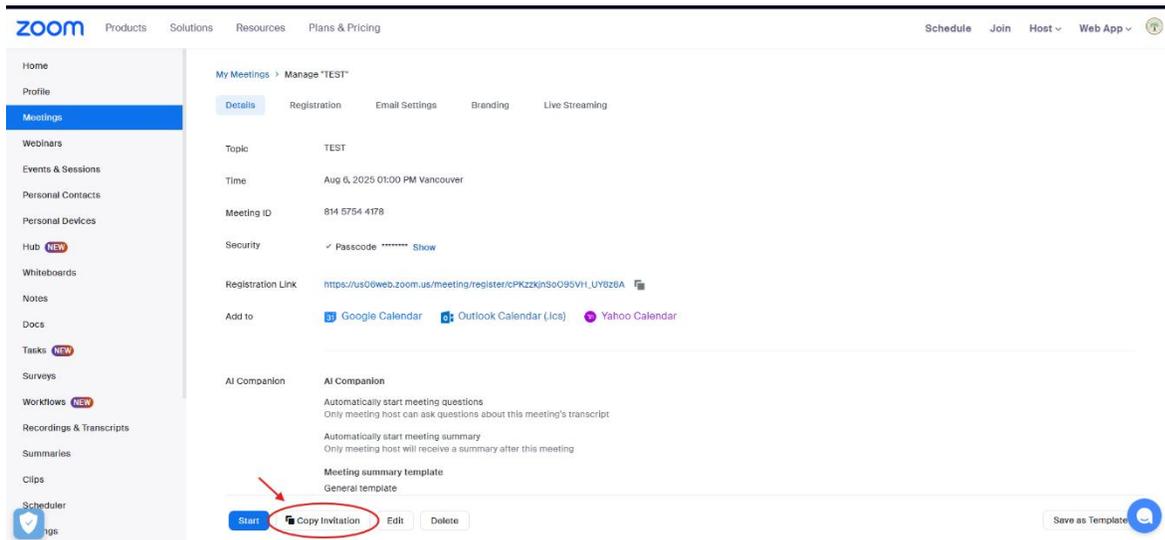
- A note telling participants to register to receive the join link
- A reminder to check their inbox (and spam/junk folder) for the registration confirmation email

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"**.

2. Click **"Edit"**

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

- **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**"

- 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
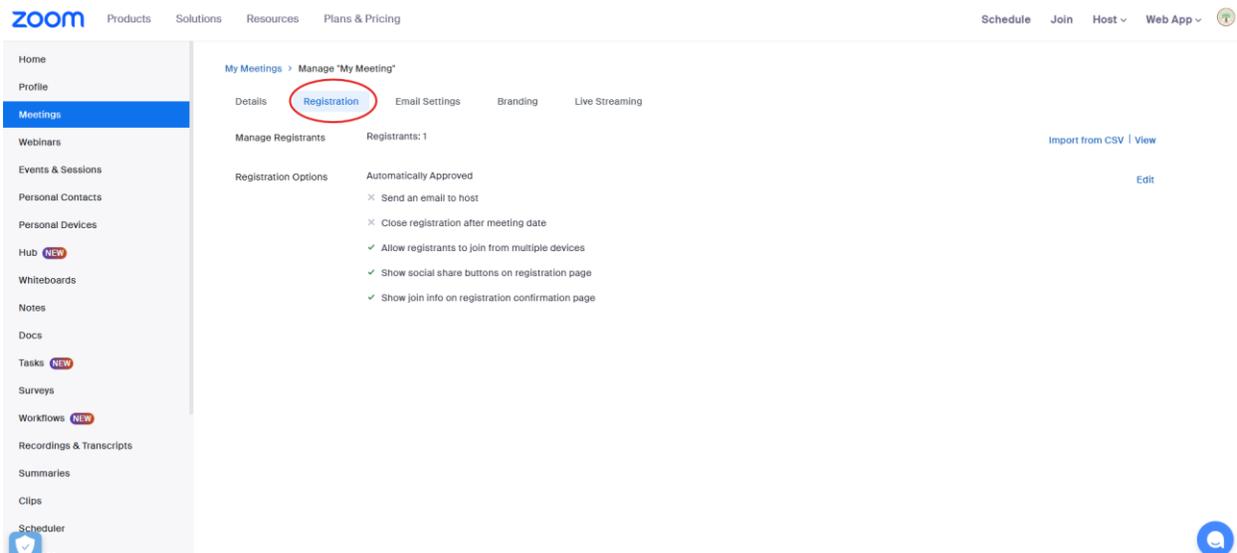
Reviewing and Approving Registrations

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.

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.

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**

3. Find your meeting → Click **Generate**

4. Download the **CSV** file (openable in Excel or Google Sheets)

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