

# Finding and Using Registration Information on Zoom Meetings

Having people register for Zoom events is a very helpful tool.

You will know who wants to attend and get their email contact information.

You will know how many are planning to attend.

You have some control over who is attending. Or find those who didn't come.

You can compare your promotions with the dates they registered.

It is also useful to **Create tiny urls** for your **Meeting** and **Registration Links** using one of the Tiny Url web pages available. These can be published in promoting events, and be added to Social Media postings.

## How to create a **Registration Required Meeting**

Schedule your Meeting in the Usual manner. and Save it

Then go to your Settings → Meetings (Left Column) → **Cursor** over your Meeting → **Edit**  
Check the Registration Required Box. Scroll down and **Click Save**

### Zoom Help Pages: **Setting up Registration for a Meeting**

<https://support.zoom.us/hc/en-us/articles/211579443>

You can Customize Registration Options, Add Questions and Customize Branding  
(Upload Banners and Logo's to the Registration Page)

### **Managing meeting and Webinar Registration**

<https://support.zoom.us/hc/en-us/articles/360054446052>

### **Generating Meeting Reports for Registration and Polling**

<https://support.zoom.us/hc/en-us/articles/216378603>

## How to find information of who has Registered for an event.

The first problem is where to find this information. Zoom does not make it easy!

## One Way is within Your advanced Settings - Best for reports and email lists

**Go to Settings** → **View More Settings** (A separate window opens) You can **edit all the settings** for your meetings here, and **Customize the Waiting Room** (These will apply for all the meetings you have scheduled – So you need to regular update them.)

→ **User Management** (Left Column) → **Account Management** (Left Column)  
→ **Reports** (Left Column)

→ **Report Queue** (on the Right) (*Shows Registration Events*)

Click the most recent **Download** for the Event you want – It opens as **an Excel File**

or

→ **Meeting Report** (on the Right) (*shows Previous Meetings - up to a month*)

(Insert the desired Event Dates and Click **Search**)

Find the Meeting you want and Click on **Generate** → **Select Registrants** (All)

Click the most recent **Download** for the Events – It opens as **an Excel File**

### **With the Excel File:**

You probably will need **adjust the width of the Excel Columns** by grabbing the lines between the letters in the top row and pull them over widen the columns and make the Names and Email addresses fully visible. You can **highlight and copy information** into your word processor.

I usually **print out a copy to use during the event** – I check off who attended so later I can create a list of those who came and another of those who registered, but did not actually attend the event. This makes it possible for me to send “**Thank you's**” to those who attend, along with information from the Chat announcements (attached as a pdf); and I can send “**Sorry, we missed you**” emails as well, possibly with a recording link, if it was recorded and the video posted somewhere. Since some register at the last minute, it is helpful to **generate a new list after the event** for comparison.

You can also **sort** by the Columns either in Excel or in your word processor.

If you have copied it into your word processor, you can highlight the email column and **merge the Cells** with your **Table** functions. Then **Cut and paste this list separately** – you can later add more email addresses to it (from subsequent events?), sort those additions into it - delete any duplicate emails (those who attended both) and that way create and update an email list for future promotion.

### **Another Route to Registration Information** – Best for editing individuals

For that you have to go to on the web to **Zoom.us** with your **Browser**

→ **Your Account**, then → **Sign in** with User Name and Passcode

→ **Meetings** - Run your **Cursor over the Meeting** you want and **Click** on it.  
It will show you the *Registration Link* and you can copy the Invitation.

Scroll down to **Registration**

→ Click on **View** to see the list of Registrants - and you can edit them.  
You will get names, Emails, Time and Date of Registration  
and there is a **copy button**

→ Click on **Edit** to *Adjust the various Registration Options*  
– Such as **Send an Email to Host**