Scheduling a Zoom Meeting with registration

STEP 1. Access the web version of Zoom: <u>https://winthrop-edu.zoom.us/</u>

STEP 2. Click to schedule a meeting.



STEP 3. Enter the details for your event.

ZOOM 1.888.799.9666 SA	LES PLANS	
Profile	My Meetings > Schedule a M	eeting
Meetings	Topic	Name of Event
Webinars	Topic	
Recordings	Description (Optional)	Description of event.
Settings	When	
Account Profile		09/24/2021 📰 8:00 ~ PM ~
Reports	Duration	$1 \cdot hr 0 \cdot min$
	Time Zone	(GMT-4:00) Eastern Time (US 🗸
Attend Live Training		

STEP 4. Enable the **Registration** and **Waiting Room** features (note: as long as Waiting Room is enabled, a Passcode is not required).

Video Tutorials		Recurring meeting		
Knowledge Base	Registration	Required		
	Meeting ID	Generate Automatically O Personal Meeting ID 804 820 8637		
	Security	 Passcode Only users who have the invite link or passcode can join the meeting 		
		Waiting Room Only users admitted by the host can join the meeting		

STEP 5. If needed, scroll down to the bottom of the page and click **Edit** to adjust the registration settings. Otherwise, click **Start**.

Start	Delete Save as Template Want a webinar instead of a meeting? Convert this Mee	ting to a Webinar
Registration Er	nail Settings Branding	
Manage Registrants	Registrants: 0	View
Registration Options	Automatically Approved	Edit
	\times Send an email to host	
	\times Close registration after meeting date	
	 Allow registrants to join from multiple devices 	
	 Show social share buttons on registration page 	

STEP 6. Copy the **Registration Link** to distribute to attendees (note: students must register with their Winthrop email addresses).

ZOOM 1.888.799.9666 S	ALES PLANS			
Profile	My Meetings > Manage "Name of Event"			
Meetings Webinars	Topic Description	Name of Event Description of event.		
Recordings Settings Account Profile	Time	Sep 24, 2021 08:00 PM Eastern Time (US and Canada) Add to 🛐 Google Calendar		
Reports	Meeting ID	856 1170 1769		
	Security	× Passcode V Waiting Room		
Attend Live Training Video Tutorials	Registration Link	* Require adulentication to join https://winthrop-edu.zoom.us/meeting/register/tZErduivrjotHN1Fimy9y2BEiNgHhGfOXIUT		
Kilowieuge base	Video	Host Off		

Enabling registration for an already scheduled Zoom Meeting

STEP 1. Access web version of Zoom: <u>https://winthrop-edu.zoom.us/</u>

STEP 2. Sign in.



STEP 3. Go to the Meetings area.

2001 1.888.799.9666	SALES	PLANS
Profile Meetings		 When you join meetings and webinars hosted on Zoom, your profile information, including email address will also be visible to the <u>account owner</u> and host when you join meetings or the meeting can share this information with apps and others.
Recordings Settings		
Account Profile Reports		
		Personal

STEP 4. Click Edit.

Ζ	1.888.799.9666 SALES	5 PLANS
	Profile	Meetings
	Meetings	Upcoming Previous Personal Room Meeting Templates
	Webinars	Chart Time to Ford Time
	Recordings	iii Start fine to End fine
	Settings	Today
	Account Profile	01:00 PM - 02:00 PM My Meeting Start Edit Delete
	Reports	Meeting ID: 825 6531 7508
	Attend Live Training	
	Video Tutorials	
	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

STEP 5. Enable the Registration and Waiting Room features.

2001 1.888.799.9666	SALES PLANS	
Profile	My Meetings > Edit "My Meet	ting"
Meetings Webinars	Торіс	My Meeting
Recordings	Description (Optional)	Enter your meeting description
Settings Account Profile	When	10/15/2021 III 1:00 · PM ·
Reports	Duration	1 ~ hr 0 ~ min
	Time Zone	(GMT-4:00) Eastern Time (US : v
Attend Live Training		Recurring meeting
Knowledge Base	Registration	☑ Required
	Meeting ID	Generated ID 825 6531 7508 O Personal Meeting ID 804 820 8637
	Security	Passcode Only users who have the invite link or passcode can join the meeting
		Waiting Room Only users admitted by the host can join the meeting
		Require authentication to join