Zoom recommends turning on registration and sharing registration links in public advertisements rather than join meeting links to help prevent Zoom-bombing. This includes events advertised in Bryn Mawr's Daily Digest, on the College Events page, or a departmental web page, since they are visible to the world and to web-crawler bots, even if your target audience is the Bryn Mawr community. For other steps you can take to secure meetings, see Zoom: Security.

Before you start, you will need:

- An account on Bryn Mawr's Zoom license

Turn on registration and get a registration link

Note: Registration settings are not available through the Zoom desktop or mobile apps.

1. Go to the Zoom web portal and click Sign in with SSO to log in.
2. Click Meetings, then select a meeting to edit or click + Schedule a Meeting.
3. Next to Registration setting, check Required.

4. If this is a recurring meeting, choose one of the following:
   - Attendees register once and can attend any of the occurrences (default). Both the registration page and confirmation emails will list all session dates and times; registrants do not indicate
which they will attend.

- **Attendees need to register for each occurrence to attend.** Registrants can choose only one session from a list of dates and times; their confirmation email includes information for that session only. (They can still register multiple times to sign up for multiple sessions).

- **Attendees register once and can choose one or more occurrences to attend.** Registrants can choose one or more sessions from a list of dates and times; their confirmation email includes information for all sessions they choose.

5. Scroll to the bottom of the meeting settings and click **Save**.
6. The **Details** tab for your meeting will now list a **Registration Link** in place of the direct meeting link. Copy and share this link on websites, in the Daily Digest, and on social media to enable people to sign up to receive an email with the meeting link.

```
My Meetings > Manage 'My Meeting'

<table>
<thead>
<tr>
<th>Topic</th>
<th>My Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Mar 14, 2023 05:00 PM Eastern Time (US and Canada)</td>
</tr>
<tr>
<td>Meeting ID</td>
<td>942 400 2200</td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Password ********** Show</td>
</tr>
<tr>
<td></td>
<td>Waiting Room</td>
</tr>
<tr>
<td>Registration Link</td>
<td><a href="https://brynmawr-edu.zoom.us/meeting/register/tJAvuc-qcpzkoGrSWy-nBoYQwNLJfthZVGf">https://brynmawr-edu.zoom.us/meeting/register/tJAvuc-qcpzkoGrSWy-nBoYQwNLJfthZVGf</a></td>
</tr>
</tbody>
</table>
```

## Registration options

By default, the registration form asks for and first name, last name and email address and all registrations are **auto-approved**.

To change these defaults:

1. Go to the **Zoom web portal** and and click **Sign in with SSO** to log in.
2. Click **Meetings**, then **select the meeting to edit**.
3. Click the **Registration** tab.
4. In the **Registration Options** section of that tab, click **Edit**.
5. Customize your options as needed:
   - Change the approval setting to **Manually Approve** if you want to approve each registration before a confirmation email with a meeting link is sent.
   - Check **Send email to host** if you want to receive an email when someone registers.
   - Check **Close registration after meeting date** to prevent people from signing up after the meeting has ended.
   - If you are expecting a very large audience, you might want to uncheck **Allow attendees to join from multiple devices**. Each device that joins a meeting counts toward the cap of 300
participants; restricting registrants to a single device enables more people to participate, but might make it harder for some registrants to experience full audio and video.)

- Uncheck the **Show social share buttons on the registration page** to hide the buttons inviting participants to share the registration link on Facebook, Twitter, LinkedIn, or email (an all-or-nothing choice, you can't selectively hide buttons).

6. Click over to the **Questions** tab to add pre-configured fields like “Phone number” and/or **Custom Questions** to your registration form.
7. Click **Save All**.
8. Click the **Branding** tab to add an image or logo to the registration page, invitation page, and confirmation email.
9. Click **Email Settings** to view and edit the contact name and text in the confirmation email.

### View and manage registrations

You can **view the registration list, cancel registrations, and resend confirmation emails** at any time. If you have chosen to manually **approve registrations**, you will also need to do this to ensure participants get the confirmation email with the link they need to join your meeting.

1. Log into the Zoom web portal by going to brynmawr-edu.zoom.us and choosing **Sign in with SSO**.
2. Click **Meetings**, find your meeting and click the topic to open it.
3. Click on the **Registration** tab.
4. Click **View** to the right end of **Manage Participants** line.
5. Check off names, then click the appropriate button to **Approve/Cancel Registration** or **Resend Confirmation Emails** for the checked individuals.

### Export registration information

Zoom keeps registration data including names, email address, approval status, registration date and any data collected by registration form for 30 days following the end of a meeting.

To download this data:

1. Log into the Zoom web portal by going to brynmawr-edu.zoom.us and choosing **Sign in with SSO**.
2. In the left sidebar, click **Reports**.
3. On the **Usage Reports** tab, click **Meeting**.
4. Set the date range to include the meeting, choose **Registration Report**, and click **Search** (or click Advanced Search to search by a particular meeting ID).
5. Find the meeting you want and click its **Generate** button.
6. Choose whether you want to see data for **All**, **Approved**, or **Denied Registrants** and click **Continue**.
7. Click the **Report Queue** tab to access and download your report once it's available.

Reports will be in .CSV format, which you should be able to open in any spreadsheet program.
Common misconceptions

- **Registration is inconvenient for hosts.** Not necessarily! With the default automatic approval setting, Zoom will email links to everyone who registers for you. You don't have to do anything else.
- **Registration prevents ad hoc or drop-in participation.** Not true. Zoom allows people to continue registering after a meeting starts and if automatic approval is on, they should receive an email within a few minutes of signing up.
- **Registration is inconvenient for recurring meetings.** Again, not necessarily. By default, a participant registers once and receives a meeting link that works for all meetings in the series. (You can customize registration options so people have to sign up for specific sessions if you prefer.)
- **Registration is so impersonal.** Perhaps, but you can customize the registration page and confirmation email to make it less so.
- **Automatically accepting registrations provides no security benefits, so it’s a useless inconvenience.** Registration forces participants to give you a working email address to receive a meeting link, which Zoom has found significantly discourages Zoom-bombing. If a Zoom-bombing incident does occur and you report it to Zoom, the email address can help with identification or sanctions.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
Location: Canaday Library 1st floor