

Managing Registration in Zoom

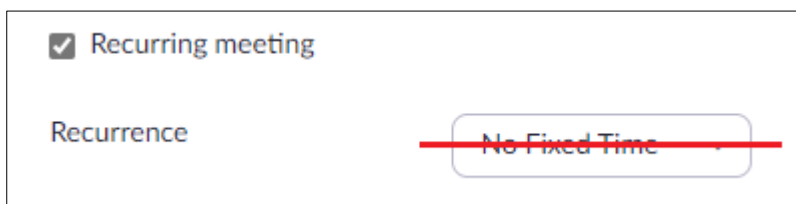
To limit the access of the Zoom meeting to dedicated participants in advance, we can use Registration. This user guide highlights some of the essential steps when enabling Registration in Zoom.

There are several sections in this user guide:

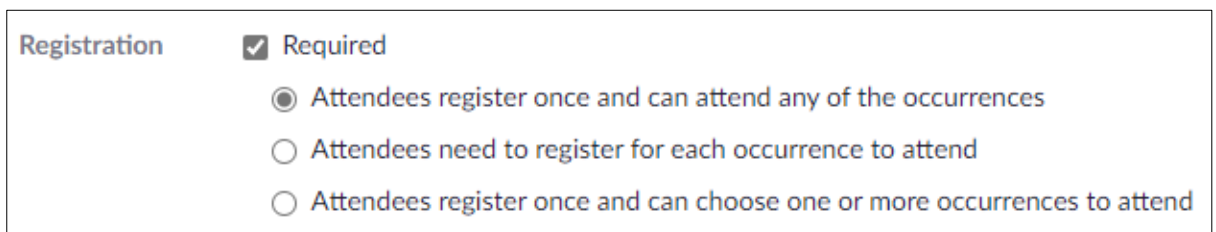
- [Enabling Registration](#)
- [Fine-tuning Approval and Registration Settings](#)
- [Registration Link](#)
- [How To Register](#)
- [Managing Approval](#)
- [Tips to Note](#)

Enabling Registration

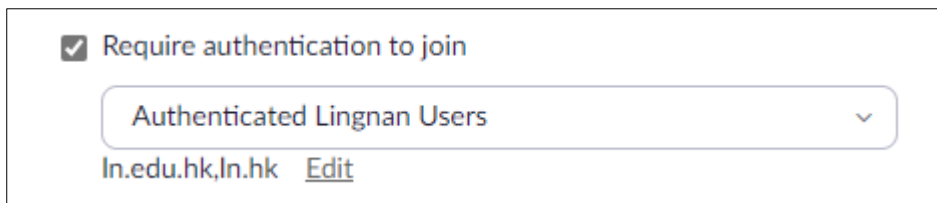
1. First of all, Registration is not available if the recurrence of a recurring meeting is set to “No Fixed Time”.



2. Registration has to be enabled for each of the courses separately via the Zoom Moodle Module or lingnan.zoom.us webpage. We could enable Registration when scheduling new meetings or by editing the already-created meetings. Check the option “Required” for the field “Registration”. Select “Attendees register once and can attend any of the occurrences”.



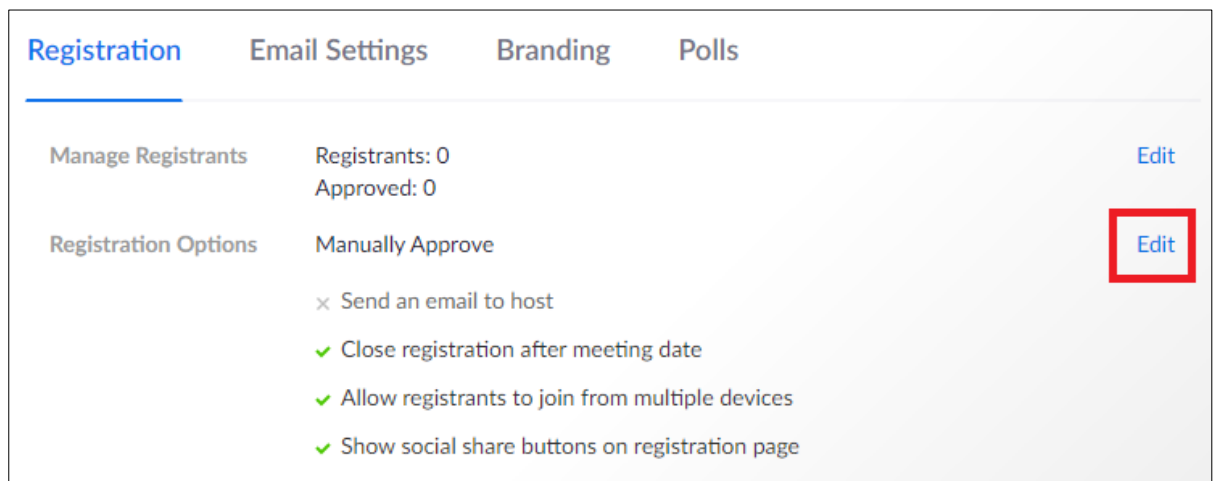
3. Enabling “Require authentication to join” is strongly recommended.



Fine-tuning Approval and Registration Settings

4. After Registration has been set up, please manage the approval and some detailed registration settings.

Log in the lingnan.zoom.us webpage, click “Meetings” on the left and click the name of the meeting. (If it is a recurring meeting, there are many occurrences. We only need to click any one of them.) Scroll to the bottom and click “Edit” next to the “Registration Options”.



5. Select “Manually Approve” to ensure that access to the meeting will be granted to selected participants manually.

Check “Send an email to host when someone registers” to get notified when someone registers.

Uncheck “Allow attendees to join from multiple devices” to allow only ONE connection for each participant.

Click “Save All”.

Registration [Close]

Registration Questions Custom Questions

Approval

Automatically Approve
Registrants will automatically receive information on how to join the meeting.

Manually Approve
The organizer must approve registrants before they receive information on how to join the meeting.

Notification

Send an email to host when someone registers

Other options

Close registration after event date

Allow attendees to join from multiple devices

Show social share buttons on registration page

Save All Cancel

Registration Link

- When all settings are done, instead of the usual meeting link, a registration link will be given. **Distribute the link to the students allowed to join the meeting.**

Registration Link	https://lingnan.zoom.us/meeting/register/tJMpc-yrpzkr
-------------------	---

How to Register

- When approved students receive and open the registration link, they need to fill in the registration form below. The final meeting link will be sent to the email address registered.

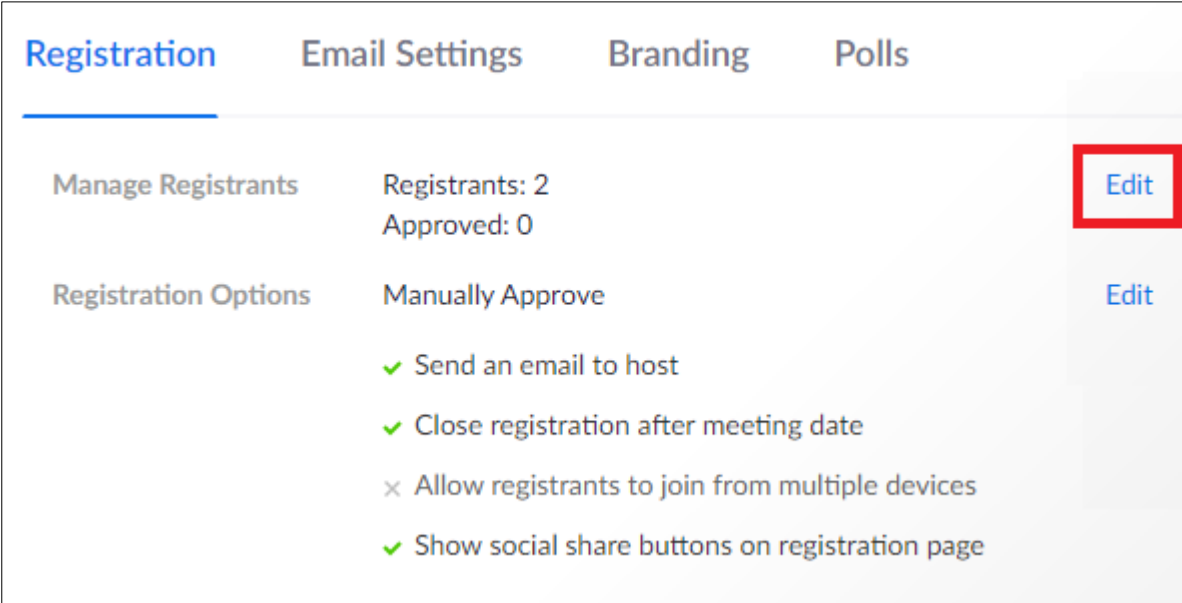
First Name*	Last Name*
<input type="text" value="Tai Man"/>	<input type="text" value="Chan"/>
Email Address*	Confirm Email Address*
<input type="text" value="taimanchan@ln.edu.hk"/>	<input type="text" value="taimanchan@ln.edu.hk"/>
* Required information	
Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.	
<input type="button" value="Register"/>	

- If students receive the following warning during registration, ask them to log in lingnan.zoom.us once before registration.

Email Address*
<input type="text" value="neverLoginZoomBefore@ln.hk"/>
This meeting is for authorized registrants only. Please enter another email address. Sign up free.

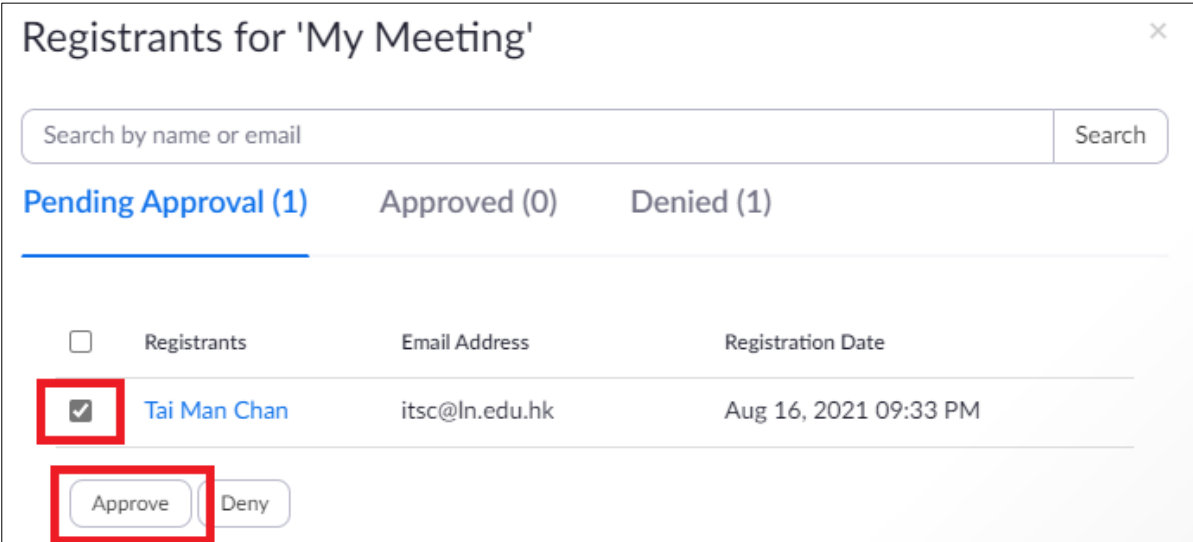
Managing Approval

9. The host will be notified via email once a student has been registered. Log in the lingnan.zoom.us webpage, click “Meetings” on the left and click the name of the meeting. (If it is a recurring meeting, there are many occurrences. We only need to click any one of them.) Scroll to the bottom and click “Edit” next to the “Manage Registrants”.



The screenshot shows the Zoom meeting settings interface. At the top, there are four tabs: 'Registration', 'Email Settings', 'Branding', and 'Polls'. The 'Registration' tab is selected. Below the tabs, there are two main sections. The first section is 'Manage Registrants', which shows 'Registrants: 2' and 'Approved: 0'. To the right of this section is a red-bordered 'Edit' button. The second section is 'Registration Options', which shows 'Manually Approve' and a list of options: 'Send an email to host' (checked), 'Close registration after meeting date' (checked), 'Allow registrants to join from multiple devices' (unchecked), and 'Show social share buttons on registration page' (checked). To the right of this section is another 'Edit' button.

10. To approve, select the participant and click “Approve”.



The screenshot shows the 'Registrants for My Meeting' window. At the top, there is a search bar with the text 'Search by name or email' and a 'Search' button. Below the search bar, there are three tabs: 'Pending Approval (1)', 'Approved (0)', and 'Denied (1)'. The 'Pending Approval (1)' tab is selected. Below the tabs, there is a table with the following columns: 'Registrants', 'Email Address', and 'Registration Date'. The table contains one row with the following data: 'Tai Man Chan', 'itsc@ln.edu.hk', and 'Aug 16, 2021 09:33 PM'. To the left of the first row, there is a checkbox that is checked. Below the table, there are two buttons: 'Approve' and 'Deny'. The 'Approve' button is highlighted with a red border.

11. You could still manage the approval with the steps above after the meeting started.
12. After approval of all registrants, then you can start to set up Zoom meetings with Registrations for selected students.

Tips to Note

- Participants are reminded to log in lingnan.zoom.us at least once before the registration in order to create a Zoom user account. Otherwise, they are not recognised by the system and will fail in the registration.
- If participants register with the same registration link again, the second registration will overwrite the first one. **Please alert the approved students not to distribute the registration link to others.**
- It is recommended to request participants to turn their video on for identity verification.
- If the unique meeting link is abused by others such as the approved student distribute the Zoom link to other students and the invited participant fails to join, you need to remove the incorrect entry as below. **Please alert the approved students not to distribute the Zoom link, otherwise, they themselves may not be able to attend the class.**

