



Do you need your Zoom session to require registration or need to check session attendance? Use Zoom's Registration feature. Registration must be enabled to later check attendance.

Setup Zoom Registration

1. Logon the Zoom web client at <https://ubalt.zoom.us/signin>.
NOTE: The registration option is not available in all desktop clients.
2. In the top right menu bar, select **Schedule a Meeting**.
3. In the **Schedule a Meeting** window, at the bottom of the screen next to *Registration*, click the **Required** box.

When: 03/25/2020 2:00 PM

Duration: 1 hr 0 min

Time Zone: (GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

Registration Required

NOTE: To enable this for a meeting already scheduled, edit the meeting and select the **Required** box.

4. After completing the meeting schedule, click **Save**.
The window displays a **Registration URL**.

Invite Attendees

People are required to register before joining this meeting.

Registration URL: https://ubalt.zoom.us/meeting/register/tZwqdeGuqDMp3mhExof4sjj54WHnlOs_6Q

[Copy the invitation](#)

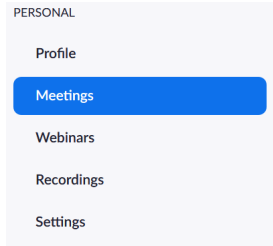
5. On this screen you can either copy the URL to send to participants or click **Copy the invitation** to open a window that provides invite text and a button to copy the invitation.

NOTE: You must send you participants the link or the invitation text to allow them to join the session.

Check Session Attendance

You can check the session registrations before the meeting and check attendance after the session.

1. In the Zoom web page, on the left menu, select **Meetings**.



2. Select the meeting you want to view.
At the bottom of the meeting window is a *Registration* section.

3. To the right of *Manage Attendees*, select **View**.

A Registrants window will display. This shows all who registered for or attended the meeting.

Search by name or email

<input type="checkbox"/>	Registrants	Email Address	Registration Date	
<input type="checkbox"/>	test thisisatest	zoom-ub@outlook.co m	Mar 25, 2020 01:57 PM	<input type="button" value="Copy"/>

Joining a Zoom Session Requiring Registration

When a participant clicks the link for a registration required session, they will see a registration window like this:

Topic test meeting

Time Mar 25, 2020 02:00 PM in Eastern Time (US and Canada)


First Name*

Last Name*

Email Address*

Confirm Email Address*


* Required information

I'm not a robot 



After they complete the fields on the registration window and click **Register**, they receive an approval window with a link to the meeting.

Meeting Registration Approved

Topic	test meeting
Time	Mar 25, 2020 02:00 PM in Eastern Time (US and Canada)  Add to calendar ▾
Meeting ID:	887-286-683

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://ubalt.zoom.us/j/887286683?tk=xzt0hF7aGMhoQWQz09JnFco10J2dCyjpwmxviYE2eW4.DQEAAAAANOLrmxZl>

To Cancel This Registration

You can [cancel](#) your registration at any time.

For help with Zoom, please visit Zoom's support site at <http://support.zoom.us> or contact us at 410-837-3396 or AV@ubalt.edu.